

# SANTA ANA COLLEGE

## CURRICULUM & INSTRUCTION COUNCIL

DATE: September 26, 2011  
FROM: Bonita N. Jaros, Chair  
TO: Curriculum & Instruction Council  
RE: Minutes of Meeting of September 26, 2011  
2:00 pm, Exercise Science Conference Room, F-126

Present: P. Andrade, P. Canzona, M. Colunga, S. Fondren, D. Gilmour, P. Hughes, J. Isaac, B. Jaros, D. Kanzler, B. Kehlenbach, H. Kim, L. Pedroza, M. Porter, L. Rose, K. Ross, C. Takahashi, S. Turner, J. Vercelli, D. Vu.

Guests: A. Bridges, L. Lockwood, B. Miller, R. Miller, B. Sos.

1. MINUTES OF MEETING OF AUGUST 29, 2011 APPROVED
2. TECHNICAL COMMITTEE REPORT (See Attachment) APPROVED

The classification code for Mathematics 150, Calculus for Biological, Management and Social Sciences will be changed from I to A.

The Technical Committee Report was approved by the council with this change.

3. CURRICULUM ITEMS (See Attachment) APPROVED
4. ARTICULATION – AA-T DEGREES INFORMATION

Paula Canzona reported the following:

- A. The “Helpful Definitions” handout was disseminated. Paula discussed the C-ID, Course Identification Numbering System, which is similar to the “CAN” numbering system. CAN was deleted in the system, and C-ID was developed.
- B. There are several C-ID course draft descriptors available for review: Art History, Biology, Business, Computer Science, Education, English, Information Technology and Information System, Mathematics, Music, Political Science, Psychology, Sociology, and Theatre Arts. The deadline for input is October 16, 2011. To view and provide input, please go to: <http://www.c-id.net/forum.html>

- C. There is a discipline listserv, for which the faculty can sign up to participate in the development and evaluation of C-ID course descriptions and AA-T/AS-T degrees. For more information, please go to: <http://www.c-id.net/listserv.html>
- D. DIG, the Discipline Input Group was created initially to develop, review, and provide feedback for C-ID course descriptors. The following disciplines will convene: Radio/Television/Film, Engineering (Civil, Mechanical, Electrical), Journalism, Anthropology, Information Systems, Spanish, Philosophy, Geography, Nursing and Social Work. The next meeting will be held on October 14, 2011 at The Westin Los Angeles Airport – 5400 West Century Blvd., Los Angeles, CA 90045. If you can attend this meeting, it would be of service to the college.
- E. C-ID numbers are often listed in an AA-T and AS-T templates, but at this time for SAC, the C-ID number is **NOT** necessary for a SAC course to have a C-ID number in order for it to be included in an AA-T and AS-T degree proposal.

5. CATALOG ADDENDUM INFORMATION

Bonnie informed the council that the SAC Catalog Addendum 2011-2012 has been completed and is available online at SAC.edu home page and the catalog page. Please click on the links:

<http://sac.edu/homex.asp> or <http://sac.edu/apps/page.asp?Q=CollegeCatalog>

Included in the addendum are the three SAC AA-T degrees: Associate in Arts in Communication Studies for Transfer; Associate in Arts in Psychology for Transfer; and Associate in Arts in Sociology for Transfer. Also included in the catalog Addendum are Accounting Degree and Certificates and Occupational Therapy Assistant degree.

Bonnie thanked all those who worked on the SAC Catalog Addendum, especially Paula Canzona. Bonnie also thanked counselors for helping students navigate the AA-T degree options.

6. PORTFOLIO ASSESSMENT/PROGRAM REVIEW CLINIC INFORMATION

A PA/PR clinic was provided by Bonnie to the deans, department chairs, and C&I representatives with 38 attendees. We thanked Bonnie for taking her time conducting the PA/PR clinic.

Bonnie mentioned to the council that this year is a the second four-year cycle of PA/PR. If any department needs help on PA/PR, Bonnie will go to the department meetings to assist in responding to the 19QT. Dr. Rose suggested to the council that the department chairs should work closely with the deans on PA/PR as well. In addition, division TLC representatives have been designated as PA/PR point persons for their respective divisions.

Please note that the PA/PR is a capstone review of the annual DPP. The 19QT is utilized for the capstone review; in this second cycle more indirect data will be required. The PA/PR reports are due to the TLC on March 15, 2012. In addition, please do not forget that the Direct-SLO Assessment of Core Competencies must be conducted each semester. Form “C”

must be submitted to the division dean by March 15<sup>th</sup> and September 15<sup>th</sup>. The division dean will then send the division's Form C's to Bonnie and Hang Le, who will post them on InsideSAC.net on each department's program review page. To see prior PA/PR reports, go to insideSAC.net Department Index. All PA/PR materials are also posted on the front page of InsideSAC.net.

The DVD "Data Coaching" will be distributed to each division office. There will also be three faculty development sessions related to this topic.

7. OTHER

- A. Bonnie discussed repeatability – Section 55024 of article 2 of subchapter 1 of chapter 6 of division 6 of title 5 of the California Code of Regulations.
- B. SAC has been approved for Stand-Alone Credit Course Certification 2011 – 2012.
- C. AA-T degrees should be established in the fall; they will be brought to Board of Trustees for approval in both fall and spring.
- D. The SAC Midterm Report has been completed and will be presented to the board of Trustees for a first reading this evening, September 26, 2011. Final approval is scheduled for October 10, 2011. We will commence planning for the October 2014 Self Study in spring 2012.

The next meeting is Monday, October 10, 2011 at 2:00 p.m., SAC Foundation Board Room, S-215.

**COURSE DELETION**

Fine and Performing Arts

1. Music 034A, Song Writing Workshop
2. Music 034B, Song Writing Workshop

**REVISED COURSES**

Continuing Education

3. Vocational Business 109, Introduction to Desktop Video Editing Using Adobe Premiere  
(Minor wording change in course description)
4. Vocational Business 117, Introduction to Document Processing Using Adobe Acrobat  
(Minor wording change in course description)
5. Vocational Business 258, Navigating the Internet  
(Minor wording change in course description)
6. Vocational Business 260, Introduction to Word Processing Using MS Word  
(Minor wording change in course description)
7. Vocational Business 302, Introduction to Web Page Development Using HTML  
(Minor wording change in course description)
8. Vocational Business 303, Introduction to Electronic Imaging Using Adobe Photoshop  
(Minor wording change in course description)
9. Vocational Business 304, Introduction to Electronic Presentations Using PowerPoint  
(Minor wording change in course description)

**REVISED COURSES WITH SLO – NO CHANGE TO CATALOG AND CLASS  
SCHEDULE DESCRIPTION**

Continuing Education

10. Vocational Business 118, Introduction to Windows
11. Vocational Business 242, Introduction to Vector Graphics Using Adobe Illustrator
12. Vocational Business 262, Introduction to Spreadsheets Using MS Excel

Humanities and Social Sciences

13. Reading N90B, Individualized Reading

Science Math and Health Sciences

14. Mathematics 150, Calculus for Biological, Management and Social Sciences  
(Classification Code change from I to A)

**REVISED COURSES – FIRST READING**

*Item #1 through #2 were presented for first reading.*

Fine and Performing Arts

1. Music 125A, Song Writing Workshop
2. Music 125B, Song Writing Workshop