

# SANTA ANA COLLEGE

## CURRICULUM & INSTRUCTION COUNCIL

### Mission Statement

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

### Vision Themes

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. New American Community.

DATE: April 9, 2012

FROM: Bonita N. Jaros, Ph. D., Chair

TO: Curriculum & Instruction Council

RE: Addendum to Agenda for Meeting of April 9, 2012  
2:00 pm, SAC Foundation Room, S-215.

1. CURRICULUM AND INSTRUCTION COUNCIL

MEETING DATES 2012 – 2013 (Attachment #1)

INFORMATION

2. TEACHING LEARNING COMMITTEE

MEETING DATES 2012 – 2013 (Attachment #2)

INFORMATION

3. COMMON CURRICULUM BP6177 (Attachment #3)

FIRST READING



# Curriculum and Instruction Council 2012—2013

## Fall 2012 Meeting Dates

- August 27<sup>th</sup>
- September 10<sup>th</sup>
- September 24<sup>th</sup> \*
- October 8<sup>th</sup>
- October 22<sup>th</sup>
- November 5<sup>th</sup> \*\*
- November 19<sup>th</sup> \*\*\*
- December 3<sup>rd</sup>

## Spring 2013 Meeting Dates

- February 11<sup>th</sup>
- February 25<sup>th</sup>
- March 11<sup>th</sup>
- April 1<sup>st</sup>
- April 15<sup>th</sup>
- April 29<sup>th</sup>
- May 13<sup>th</sup>

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**All meetings will be held in Santa Ana College Foundation Room (S-215) at 2:00 p.m.**

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\* Last meeting for council approval of *first readings* of submissions to IGETC for new courses, and for courses faculty would like submitted for UC transferability is September 24<sup>th</sup> (Must be received in Curriculum Office by *September 14, 2012.*)

\*\* Last meeting for council approval of *first readings* of IGETC submissions for existing courses, and of all CSU G.E. Breadth submissions is November 5<sup>th</sup> (Must be received in Curriculum Office by *October 26, 2012.*)

\*\*\* Last meeting for council approval of *first readings* of all other catalog changes—AA Degree requirements, academic policy changes, new, revised, and deleted courses and Programs is November 19<sup>th</sup> (Must be received in Curriculum Office by *November 9, 2012.*)



SANTA ANA  
COLLEGE

# Teaching Learning Committee 2012—2013

## Fall 2012 Meeting Dates

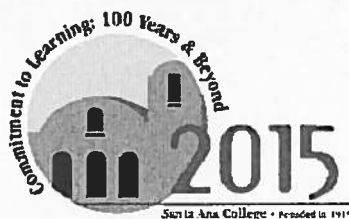
- September 17<sup>th</sup>
- October 1<sup>st</sup>
- October 15<sup>th</sup>
- October 29<sup>th</sup>
- November 20<sup>th</sup> (a Tuesday)
- November 26<sup>th</sup>
- December 10<sup>th</sup>

## Spring 2013 Meeting Dates

- February 4<sup>th</sup>
- March 4<sup>th</sup>
- March 18<sup>th</sup>
- April 8<sup>th</sup>
- April 22<sup>nd</sup>
- May 6<sup>th</sup>
- May 20<sup>th</sup> (if needed for PA/PR Reports)

**SANTA ANA COLLEGE  
SANTIAGO CANYON COLLEGE**

**JOINT  
CURRICULUM AND INSTRUCTION  
HANDBOOK**



**Santiago  
Canyon  
College**

**DRAFT   DRAFT   DRAFT   DRAFT   DRAFT   DRAFT**

**Section 4a**

**Board Policy 6117  
Curriculum**

**Adopted 03/28/77  
Revised 01-22-07**

Courses of instruction and educational programs shall be established and modified under the direction of the Board of Trustees, and submitted to the Board of Governors for approval, following state regulations. Courses of instruction and educational programs, when applicable, shall be articulated with proximate high schools, four-year colleges and universities under the direction of the District Board of Trustees. The colleges will maintain a common curriculum.

**Legal Reference:** Education Code: 51022 Instruction Programs

**Section 4b**

**Administrative Regulation 6117**

January 1, 1997

Procedures in requirements attendant to BP6117 shall be published in the Curriculum and Instruction handbook, which is maintained by the curriculum and Instruction Council and the Office of instructional Services.

**Legal References:** Educational Code 78200, 78201, 78203

**Responsible Manager:** Vice President of Academic Affairs

**Procedures and Requirements Attendant to BP6117  
Santa Ana College  
Santiago Canyon College**

**Introduction**

In the best interest of students, the colleges in the Rancho Santiago Community College District have agreed to maintain a common curriculum, i.e., shared curriculum. The Academic Senates at Santa Ana College and Santiago Canyon College have endorsed this principle, and as a result, the Curriculum and Instruction Councils at each college have cooperated and acted in concert in every possible instance. This means a continuing and ongoing commitment to a common, i.e., shared curriculum within general education and transfer requirements. Also, each college should have the flexibility to develop in ways that best suit the needs of students at each college.

**Purpose**

The clear and practical curriculum procedures explained in this document will provide maximum student access and faculty cooperation between the two colleges, while preserving academic freedom and encouraging innovation.

**Courses**

Courses with the same number will have the same title, number of units and basically the same course content. As a result, revisions of common, i.e., shared curriculum must be communicated between the respective departments at each college. Course Outlines of record may be structured to allow each college flexibility in approach and emphasis as long as the content is basically the same. If, after serious and due consideration, one of the colleges wishes to make a substantive change to the course content or ~~or change in the~~ number of units, and the other does not agree, the college making the change must invoke a number change and handle and all state requirements and articulation changes.

**Note:** Due to the fact that transferable course are articulated primarily on course description and content but also reviewed for course purpose/Student Learning outcomes, textbook/materials, instructional methods, outside assignments, and standards of achievement, even a slight variation in any of the areas listed above may result in a different articulation outcome for a *common course*.

**Plan A or the General Education Requirements for the AA Degree**

Agreement on Plan A is critical to making it as easy as possible for a student to attend both colleges. Because of the different course offerings ~~of at~~ each individual college, Plan A can not be identical at both, but should be as similar as possible. While the placement of courses in each Plan A area will reflect the specific courses offered at each individual college, if a course is offered at both colleges, placement on Plan A must be the same at both colleges.

1. Changes to Plan A, Section I. *Units and Residency Requirements* require the approval of the Curriculum and Instruction Councils at both colleges.
2. Changes to the description of Plan A Section II. *General Education Requirements* require the approval of the Curriculum and Instruction Councils at both colleges. Changes to the number of areas within Plan A, Section II, General Education Requirements, or to the type and designation of the areas within Plan A, Section II, also require the approval of both Curriculum and Instruction Councils. If a course is taught at only one college, that college determines the placement within the areas of the Plan A, Section II. *General Education Requirements*.

If a student completes a Plan A, Section II *General Education Requirements* in an area using a course taught at ~~the other~~ either college, both colleges will honor it. For example, the foreign language possibilities in the Plan A, Area C Humanities Requirement include Vietnamese 101 in the SAC catalog but not in the SCC catalog. SCC, therefore, accepts Vietnamese 101 as meeting the Area C requirement. By contrast, if the student took Vietnamese 101 at Orange Coast College, the course would not automatically be accepted in that area.

3. Changes to the description of Plan A, Section III. *Major Requirements* require the approval of the Curriculum and Instruction Councils at both colleges. Changes to the actual major requirements are addressed under the heading of *Degree/Certificate Requirements of the Academic Departments*.
4. Changes to the description of Plan A, Sections IV-V, *Required Proficiencies*. Because there are many ways to demonstrate proficiency, each college will determine how each individual proficiency requirement in Plan A, Sections IVA, Reading; IVB, Mathematics; and V Oral Communication is met. However, the proficiency categories must be the same.

**Note:** The General Education Philosophy Statement is reflective of the college's SLOs, and therefore the college's mission statement. Since each college has a different mission statement, it is difficult to align the SLOs in the exact same manner. For this reason, the colleges may have different philosophy statements, mission statements and SLOs.

### **Plan B (CSU) and Plan C (IGETC)**

The Plan B (CSU) and C (IGETC) at each college will reflect the course offerings at each college. Because these agreements are with the California State University and the University of California systems, they will be unique to each individual college in the RSCCD. However, if a course is common i.e., shared, to both colleges and it appears on one of the plans at one college, it must also appear on the same plan at the other college and be placed in the same area. For example, Anthropology 101 appears as a life science: Plan B Area B2 for CSU and Plan C Area 5 Group B for UC. It may not appear as a life science for one college and a social science for the other (i.e., Plan B Area D; Plan C Area 4).

## **Degree/Certificate Requirements of the Academic Departments**

Degree and Certificate requirements should be the same at both colleges whenever reasonably possible. However, because of different specific course offerings, this will not always be feasible. When degree or certificate requirements differ, they must still be comparable in depth and breadth of content at both colleges. For example, if one college lacks a facility, the degree cannot require completion requiring this facility.

## **The Role of the District Curriculum and Instruction Council**

### **Statement of Purpose**

This council fulfills the role of insuring common, i.e., shared curriculum and academic policies between Santa Ana College and Santiago Canyon College. It is the body which receives, for information purposes, policy changes for the catalog approved by the Curriculum and Instruction Councils of each college, e.g.,

- IGETC and CSU courses
- AA degree requirements
- All academic standards and policies which are developed at the college councils.

The official annual letters prepared for the Board of Trustees by the college Curriculum and Instruction Council chairs will be reviewed by the District Curriculum and Instruction Council co-chairs for information prior to presentation to the Board. The two letters will be presented to the Board at the same board meeting.

| The District Curriculum and Instruction Council will meet a-as needed.

### **Adjudication Process**

The council is responsible for adjudicating disputes between the two colleges, e.g., any change to the General Education Requirements for the AA degree; placement of courses in Plan A, Plan B and Plan C; and will be the last resort for resolution of all conflicts. A simple majority vote will determine the outcome.

Collegial resolution should occur at the department level, and if this does not prove viable, the two Curriculum and Instruction Council Chairs will confer with the affected faculty to seek resolution. If resolution is not possible, this issue will be sent for formal review by the District Curriculum and Instruction Council. The parties will be informed within 10 working days of the District Curriculum and Instruction meeting.



## **Membership of the District Curriculum and Instruction Council**

- 2 Representatives:                   \*Chair, SAC Curriculum and Instruction Council; Chair, SCC Curriculum and Instruction Council
  
- 2 Representatives:                   Academic Senate President, SAC; Academic Senate President, SCC
  
- 2 Representatives:                   Vice President of Academic Affairs, SAC; Vice President of Academic Affairs, SCC
  
- 2 Representatives:                   1 Faculty Representative from SAC; 1 Faculty Representative from SCC appointed by the respective Academic Senates
  
- 2 Representatives:                   Articulation Officer, SAC; Articulation Officer, SCC – *Advisory only*
  
- 2 Representatives:                   Support Services Assistant, SAC; Support Services Assistant, SCC – *Advisory only*

\*The District Curriculum and Instruction Council will be co-chaired by the SAC/SCC Chairs of the Curriculum and Instruction Councils

*In-service on this document should be offered every year.*

Referred to SAC/SCC Curriculum and Instruction Chairs by District Curriculum and Instruction Council 03/19/2012. Agreed upon by SAC/SCC Curriculum and Instruction Chairs 04/05/2012.  
Approved by SAC Academic Senate Executive Committee.....  
Approved by SCC Academic Senate Executive Committee.....

### **Approval Dates:**

SAC Curriculum and Instruction Council: .....

SCC Curriculum and Instruction Council:.....

SAC Academic Senate:.....

SCC Academic Senate:.....