

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: February 10, 2014
FROM: Monica Porter, Chair
TO: Curriculum & Instruction Council
RE: Minutes of Meeting of February 10, 2014
2:00 pm, SAC Foundation Board Room, S – 215

Present: P. Canzona, M. Collins, B. Courter, H. Gillette, D. Gilmour, S. Jaffrey, J. Lopez, L. Pedroza, M. Porter, K. Ross, B. Sos, D. Vu.

Guests: A. Dooley, H. Kim, C. Kushida, B. Miller.

APPROVAL OF MINUTES DECEMBER 2, 2013 APPROVED

TECHNICAL COMMITTEE ITEMS APPROVED

CURRICULUM ITEMS APPROVED

DISTANCE EDUCATION UPDATE INFORMATION

Cherylee Kushida provided the council history regarding the Technologically Mediated Instruction (TMI) form that we have previously used for courses that faculty wanted to offer via distance education. She also provided information to the council members about new Title 5 regulations regarding distance education which has required us to update our current TMI form. To be in line with more recent naming, the previous TMI form will now be an updated 'Distance Education' addendum, which will be implemented into the CurricUNET system under the "Supplemental Forms". Cherylee informed the council members that she is in the process of creating an example document that faculty will be able to reference. Please contact Monica or Cherylee if you have any questions. The form was unanimously approved to move forward. Monica thanked Cherylee for taking her time to do the presentation.

ARTICULATION OFFICER REPORT INFORMATION
No report

ACCREDITATION REPORT INFORMATION
No report

CURRICUNET

INFORMATION

- Monica informed the council members that the Technologically Mediated Instruction (TMI) form will now be titled 'Distance Education' to be in line with current language. The TMI form currently in the CurricUNET system will be changed to 'Distance Education' form. Also, the revised Requisites Approval and Honors forms are now available in the CurricUNET system under the Supplemental Forms.
- Monica informed the council members that the "Curriculum and Instruction Council" approval function in the CurricUNET has been added for all C&I Council members. Monica instructed the council members on how to view the full version of the COR's in CurricUNET under the "Curriculum and Instruction Council" function.

CURRICULUM UPDATES

INFORMATION

- Monica attended the District Curriculum and Instruction Council meeting which was held at the District Office on January 16, 2014 at 2:00 p.m. in D.O 114. Monica reviewed items addressed which included updates regarding Course Equates, Course Repetition, Policies & Procedures for Prerequisites, Corequisites/Recommended Preparation, and Legally Mandated Training (LMT). The council members were reminded that when faculty are creating or revising courses they should be communicating with faculty from SCC to assist with Shared/Common Curriculum and assisting the curriculum office with the determination of course equates. Equates are determined by the faculty and built into Datatel by the Curriculum Office in consultation with the other campus.
- The final document of the Guidelines for Credit Course Repetition will be sent out to the council members for reference.

CURRICULUM AND INSTRUCTION COUNCIL HANDBOOK

FIRST READING

Monica presented to the council members the draft of the revised SAC Curriculum and Instruction Council Handbook. Monica asked the council members to review the handbook and send any suggestions for revision to her. The final copy of the SAC Curriculum and Instruction Council Handbook will be sent out to each Division Office for reference and will also be available electronically on the C&I Council website.

OTHER

1. Monica announced that SAC now has 20 officially approved Associate Degrees for Transfer (ADT). She also reminded the council that work is not over. Once Transfer Model Curriculum (TMC) is available in an area that SAC offers, we will have 18 months to submit for approval.
2. Monica reminded the council members that in our efforts to go more "green", beginning this spring semester we will not be providing hard copies of the agenda but rather electronic copies and that council members need to use CurricUNET to view all COR's. The council members also provided some feedback on how the electronic agenda should be sent out.

The next meeting is scheduled for Monday, February 24, 2014 at 2:00 p.m., SAC Foundation Board Room, S-215

REVISED COURSES – NO CHANGE TO CATALOG AND CLASS SCHEDULE DESCRIPTION

Items #1 through #7 were unanimously approved. These changes will appear in the 2014-2015 Catalog effective fall 2014.

Business

1. ENGR 250L, Electric Circuits Laboratory

Humanities and Social Sciences

2. SPAN 101, Elementary Spanish I
3. SPAN 101H, Honors Elementary Spanish I
4. SPAN 102, Elementary Spanish II
5. SPAN 102H, Honors Elementary Spanish II
6. SPAN 201, Intermediate Spanish I
7. SPAN 202, Intermediate Spanish II

REVISED COURSES – FIRST READING

Items #1 through #4 were presented for first reading.

Humanities and Social Sciences

1. FREN 201, Intermediate French I
2. FREN 201H, Honors Intermediate French I
3. FREN 202, Intermediate French II
4. FREN 202H, Honors Intermediate French II

NEW PROGRAM – FIRST READING

Item #5 was presented for first reading.

Humanities and Social Sciences

5. Associate in Arts in Spanish for Transfer