



Santa Ana College

1530 W. 17th St, Santa Ana, CA 92706

MINUTES
CURRICULUM AND INSTRUCTION COUNCIL
Monday, March 4, 2019
2:00 pm
S-215

Present: P. Canzona, C. Coyne, I. Hernandez, S. Jaffray, D. Khalid, R. Ortiz, K. Patterson, M. Pineda, K. Robinson, D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu
Absent: M. Aguilar-Beltran, J. Lamb, J. Macdonald, L. Pedroza, C. Pierce
Guests: C. Breeden, B. Kehlenbach, C. Kushida, M. Liang

I. PUBLIC COMMENTS

No public comments.

II. APPROVAL OF MINUTES

The minutes of February 11, 2019 were approved.

Mover: K. Patterson

Seconded by: M. Steckler

Ayes: I. Hernandez, S. Jaffray, D. Khalid, R. Ortiz, K. Patterson, M. Pineda, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Abstentions: C. Coyne

III. CURRICULUM

See comments and approvals in subsequent pages.

IV.a. Accreditation Report

No report provided.

IV.b. Articulation Report

P. Canzona advised all CIC members that the completely updated ASSIST Next Generation articulation website (www.assist.org) is scheduled to go live in May. She also encouraged members to visit www.adegreewithaguarantee.com for local and state-wide information about ADT's. This website will be refreshed in the near future to add information about UC Transfer Pathways, Historically Black Colleges and Universities, Western Governors University, and Independent California Colleges and Universities. Questions should be directed to P. Canzona.

IV.c. CurriQūnet META Update

B. Sos reported that going live with META continues to have some struggles (workflow and units to hours calculations); however, progress is being made on a daily basis. As a result, no Technical Meetings have occurred; therefore, only second reading items are listed on today's agenda.

B. Sos encouraged CIC members to recommend that the department chairs in their respective areas review all programs to ensure that they transferred correctly between the two systems. If program modifications need to be made to the number of units only, please revise the affected programs. These programs will be added to the consent portion of the agenda; however, if changes require adding or removing of courses, they will have to undergo two readings.

META's workflow chart was disseminated to CIC members. After discussion, membership voted to have Level 7, Curriculum Office, return courses to Level 6. Level 6 includes Department Chair and Division Curriculum Chair with editing rights. Level 6 may return course back to Level 1, Originator, if need be. Level 1, after making changes, returns to Level 7, Curriculum Office.

IV.d. Guided Pathways

K. Patterson mentioned that focus groups are being created to accommodate a group of individuals coming to Santa Ana College for a visit.

V. OTHER

Discussion continued from the February 11th CIC Meeting as to whether or not textbooks should be a requirement for Cooperative Work Experience Education (CWE) courses. The perspective in Title V and the Program Course AHandbook (PCAH), regarding CWE courses, was discussed at length. The possibility of adding a special circumstance clause for CWE courses to the Curriculum Handbook was also mentioned. Committee members expressed that listing textbooks or Open Education Resources (OER) in CWE should not present a burdensome task to faculty, and thus, may resolve the issue altogether. Faculty were asked to review CWE in their respective areas to ensure compliance with the PCAH.

M. Liang stated that the college is allowed to collect apportionment for a class 4 times.

Faculty minimum qualifications for cross listed courses and which Academic Dean has the right of assignment for courses that have multiple disciplines on COR were discussed.

Meeting adjourned at 3:25 p.m.

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

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

III.a. CONSENT AGENDA from TECHNICAL COMMITTEE

Revised Course without Catalog Changes

None to review

Revised Courses with Minor Catalog Changes

None to review

Course Deactivations

None to review

Removal of Deactivated Courses from General Education Plans

None to review

Removal of Deactivated Courses from Programs

None to review

Revised program with Catalog Changes

None to review

Program Deletion

None to review

Course SLO Revisions

None to review

Program SLO Revisions

None to review

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III.b. CURRICULUM ITEMS
DISCUSSION ITEMS (1st READINGS)

New Courses

None to review

Revised Courses

None to review

New Programs

None to review

Revised Programs

None to review

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III.c. CURRICULUM ITEMS

Items 1 – 3 were approved.

Mover: D. Khalid

Seconded by: C. Coyne

Ayes: C. Coyne, I. Hernandez, S. Jaffray, D. Khalid, R. Ortiz, K. Patterson, M. Pineda, K. Robinson,
D. Roper, B. Sos, M. Steckler, D. Vu

Abstentions: None

Items 4 – 7 were approved.

Mover: M. Steckler

Seconded by: K. Patterson

Ayes: C. Coyne, I. Hernandez, S. Jaffray, D. Khalid, R. Ortiz, K. Patterson, M. Pineda, K. Robinson,
D. Roper, J. Ross, B. Sos, M. Steckler, D Vu

Abstentions: None

Items 4 with prerequisite was approved.

Mover: M. Steckler

Seconded by: K. Patterson

Ayes: C. Coyne, I. Hernandez, S. Jaffray, D. Khalid, R. Ortiz, K. Patterson, M. Pineda, K. Robinson,
D. Roper, J. Ross, B. Sos, M. Steckler, D Vu

Abstentions: None

Item 5 with corequisites and recommended preparation was approved.

Mover: M. Steckler

Seconded by: K. Patterson

Ayes: I. Hernandez, S. Jaffray, D. Khalid, R. Ortiz, K. Patterson, K. Robinson, D. Roper, J. Ross, B. Sos,
M. Steckler

Abstentions: C. Coyne, M. Pineda, D. Vu

Item 6 with distance education was approved.

Mover: D. Vu

Seconded by: D. Khalid

Ayes: C. Coyne, I. Hernandez, S. Jaffray, D. Khalid, R. Ortiz, K. Patterson, M. Pineda, K. Robinson,
D. Roper, J. Ross, B. Sos, M. Steckler, D Vu

Abstentions: None

Items 8 – 9 were approved.

Mover: D. Khalid

Seconded by: M. Steckler

Ayes: C. Coyne, I. Hernandez, S. Jaffray, D. Khalid, R. Ortiz, K. Patterson, M. Pineda, K. Robinson,
D. Roper, J. Ross, B. Sos, M. Steckler, D Vu

Abstentions: None

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Items 10 – 13 were approved.

Mover: D. Khalid

Seconded by: K. Robinson

Ayes: C. Coyne, I. Hernandez, S. Jaffray, D. Khalid, R. Ortiz, K. Patterson, M. Pineda, K. Robinson,
D. Roper, J. Ross, B. Sos, M. Steckler, D Vu

Abstentions: None

ACTION ITEMS (2nd READINGS)

New Courses

1. Adult Basic Education 010, Money Matters: Financial Literacy
2. Vocational Business 503, Digital Literacy for Real World Application – Tier 4
3. Vocational Business 680, Basic Machining Concepts and Operations

Revised Courses

4. Culinary Arts 299, Cooperative Work Experience Education
 - a. Prerequisite
5. Kinesiology Professional 195, Student Athlete Success
 - a. Corequisite - **ONLY**
 - b. Recommended Preparation - **ONLY**
6. Mathematics 204, Mathematical Concepts for Elementary School Teachers
 - a. Distance Education - **ONLY**
7. Speech Language Pathology Assistant 170, Introduction to Phonetics

New Programs

8. Digital Literacy for Office and Administrative Support Worker Certificate of Completion – Non credit
9. Machinist Certificate of Completion – Non credit

Revised Programs

10. Customer Service Representative Certificate of Completion – Non credit
11. General Office Clerk Certificate of Completion – Non credit
12. Secretary/Administrative Assistant Certificate of Completion – Non credit
13. Speech-Language Pathology Assistant Degree

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