



1530 W. 17<sup>th</sup> St, Santa Ana, CA 92706

**MINUTES**  
**CURRICULUM AND INSTRUCTION COUNCIL**  
**Monday, August 23, 2021**  
**2:00 pm**  
**Zoom Meeting**

**Present:** P. Canzona, C. Coyne, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Mathis, L. Pedroza, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Tolentino  
**Absent:** P. Andrade, J. Macdonald, TBA (Student Representative)  
**Guest:** M. Aguilar- Beltran, K. Benson, L. Chavez, S. Clark, J. Cruz, A. Gonis, J. Isbell, C. Kushida, D. McKenna-Sallade, F. Ortiz, T. Verduzco, T. Winchell

Meeting was called to order at 2:00 p.m. by C. Coyne, CIC Chair.

**I. PUBLIC COMMENTS**

J. Tolentino announced a section of Mathematics 221, Statistics and Probability with Support, is being offered this semester. He stated that Math 221 is C-ID approved. He further asked that members consider including the course in their Associate Degrees.

M. Grant welcomed C. Coyne and K. Robinson to their CIC leadership roles.

S. Clark also welcomed C. Coyne and K. Robinson to their roles.

S. Clark expressed concerns that administration elected not to cross list courses found in Digital Media and Art. She mentioned that it has been difficult to manage enrollment and program entry. She stated that she hopes decisions made in this committee will be respected by administrators and faculty alike.

J. Lamb shared that he will be attending CIC meetings on a regular basis. He will also be attending CIC Technical Meetings. If unable to attend, a representative will be assigned.

**II. APPROVAL OF MINUTES**

The Minutes from May 17, 2021 were approved.

**Mover:** C. Emley  
**Seconded by:** D. Khalid  
**Ayes:** C. Coyne, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Mathis, L. Pedroza, D. Peraza, K. Robinson, D. Roper, J. Tolentino  
**Nays:** None  
**Abstentions:** None

### III. CURRICULUM

See comments and approvals in subsequent pages.

### IV. INFORMATION

#### a. 2021-2022 Academic Year Deadlines

C. Coyne stressed that in order to support the work of Academic Affairs, it is imperative that deadline be followed.

#### b. 2021 Quadrennial Reviews – October 18, 2021 Deadline

C. Coyne reminded committee members of their obligation to complete quadrennial review and reminded them of the deadline for submission.

#### c. CIC Website (<https://www.sac.edu/curriculum>)

The Curriculum Office staff shared the updated CIC website and reviewed the various forms that are found within the website as well as a link to curriQunet META.

C. Kushida stressed the importance faculty play in proofing the catalog when in the reviewing stage.

Discussion ensued.

#### d. A synopsis of reports and updates to be submitted to CO before meetings

C. Coyne requested that a synopsis of reports be provided to the Curriculum Office prior to CIC Meetings. The reports will be sent at the same time as the CIC Agenda. This ensure that pertinent information is communicated, including days when we run out of time.

### V. CURRICULUM and INSTRUCTION COUNCIL (CIC) HANDBOOK

#### a. Information: Mission Statement

J. Tolentino will continue to lead this committee.

#### b. Information: Membership

J. Tolentino will also continue to head this committee.

J. Lamb mentioned that alignment of divisions, with GP in mind, could potentially affect the composition of this committee.

#### c. Information: Roles and Responsibilities

M. Grant agreed to oversee this committee since R. Castillo stepped down from his CIC appointment. M. Grant requested faculty involvement on this committee.

M. Grant reported that roles and responsibilities cannot be completed until the membership is in finalized.

Discussion followed.

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#### Vision Statement

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## VI. REPORTS and UPDATES

### a. Accreditation

J. Lamb reported that the Accreditation Report was submitted on August 3<sup>rd</sup> and the Commission accepted it. He expressed relief that all links worked. He praised the committee for their great work. He also explained that the team that will be visiting SAC has been formed. The team is currently reviewing the report and will provide core inquiries in October. Once the inquiries are received, SAC will have until March to respond to the core inquiries.

### b. Guided Pathways (GP)

S. Clark requested that the GP and Student Equity and Achievement reports be merged together into a single report.

S. Clark reported that this year, the Equity Minded Teaching and Learning Institute is comprised of ten (10) instructors. These instructors will go through a year-long training that will encompass embedding equity minded practices where students' needs are being met.

S. Clark stated that faculty that are part of the cohort will receive a \$500 stipend.

Discussion followed.

### c. Student Equity and Achievement

See comments above.

## VII. OTHER

C. Coyne expressed her gratitude to members who responded to the survey asking for feedback on curriculum practices amongst departments and divisions. She mentioned that the survey brought forth the realization that approval processes across the campus are not consistent. She asked that K. Robinson and C. Coyne be invited to department/division curriculum meetings just to observe. Once the information is gathered, perhaps a more universal process can be developed to ensure that everyone has a voice at the table. She asked that meeting dates and times be communicated to both the CIC Chair and CIC Vice Chair.

Meeting adjourned at 3:31 p.m.

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**III.a. CONSENT AGENDA from TECHNICAL COMMITTEE**  
**Items 1 – 5 were approved.**

**Mover:** D. Khalid

**Seconded by:** M. Kimmel

**Ayes:** C. Coyne, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Mathis, L. Pedroza, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Tolentino

**Nays:** None

**Abstentions:** None

**Revised Courses without Catalog Changes**

None to review

**Program Deletion**

None to review

**Revised Courses with Minor Catalog Changes**

None to review

**Course Deactivations**

1. Fire Officer Training 032, ICS-300 Intermediate ICS
2. Fire Officer Training 144, Fire Investigation 2A: Criminal and Legal Procedures
3. Fire Officer Training 145, Fire Investigation 2B: Field Case Studies
4. Welding 139A, Inert Gas Welding Level I
5. Welding 198, Welding 198 Topics

**Removal of Deactivated Courses from General Education Plans**

None to review

**Removal of Deactivated Courses from Programs**

None to review

**Revised programs**

None to review

**Program Deletion**

None to review

**Course Student Learning Outcomes (SLOs) Revisions Only**

None to review

**Program SLO Revisions**

None to review

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### III.b. CURRICULUM ITEMS

#### **DISCUSSION ITEMS (1<sup>st</sup> READINGS)**

Items 6 – 32 were presented and discussed.

Items 6 – 10 will include Correspondence Education when they are review for second read.

#### **New Courses**

6. High School Subjects 035, High School Equivalency Test Preparation – Reading – Noncredit
  - a. Distance Education
7. High School Subjects 036, High School Equivalency Test Preparation – Writing – Noncredit
  - a. Distance Education
8. High School Subjects 037, High School Equivalency Test Preparation – Mathematics – Noncredit
  - a. Distance Education
9. High School Subjects 038, High School Equivalency Test Preparation - Social Studies – Noncredit
  - a. Distance Education
10. High School Subjects 039, High School Equivalency Test Preparation – Science – Noncredit
  - a. Distance Education
11. Welding 242, Structural Welding FCAW
  - a. Recommended Preparation
  - b. Distance Education

#### **Revised Courses**

12. \*English As a Second Language 120, ESL for Citizenship – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
13. \*English As a Second Language 300, Literacy – Noncredit
  - a. Distance Education
14. \*English As a Second Language 301, Beginning Low – Noncredit
  - a. Distance Education
15. \*English As a Second Language 302, Beginning High – Noncredit
  - a. Distance Education
16. \*English As a Second Language 303, Intermediate Low – Noncredit
  - a. Distance Education
17. \*English As a Second Language 304, Intermediate High – Noncredit
  - a. Distance Education
18. \*English As a Second Language 305, Advanced Low – Noncredit
  - a. Distance Education
19. \*English As a Second Language 306, Advanced High – Noncredit
  - a. Distance Education
20. \*English As a Second Language 520, ESL: English for Work 2 – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
21. \*English As a Second Language 530, American English Pronunciation – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
22. \*English As a Second Language 570, Conversation 1 – Noncredit
  - a. Recommended Preparation
  - b. Distance Education

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23. \*English As a Second Language 580, Conversation 2 – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
24. English As a Second Language 720, ESL Transition to College Class – Noncredit
  - a. Distance Education
25. Fire Academy 070, OSFM Fire Fighter I & 2 (2019) Certification
  - a. Prerequisite
  - b. FOMA
26. Fire Academy 076, Low Angle Rope Rescue Operational
  - a. FOMA
27. Fire Academy 079B, AH-330 Strike Team/Task Force Leader – All Hazards (32 Hours)
  - a. Prerequisite
  - b. Cross Listing: FOT 079C
  - c. FOMA
28. Fire Officer Training 079C, AH-330 Strike Team/Task Force Leader – All Hazards
  - a. Prerequisite
  - b. Cross Listing: FAC 079B
  - c. FOMA
29. High School Subjects 031, High School Equivalency Test Preparation – Noncredit
  - a. Distance Education
30. Manufacturing Technology 256, Alternative Welding Processes
  - a. Prerequisite
  - b. Cross Listing: WELD 256
  - c. Distance Education
31. Welding 240, Structural Welding SMAW
  - a. Recommended Preparation
  - b. Distance Education
32. Welding 256, Alternative Welding Processes
  - a. Prerequisite
  - b. Cross Listing: MNFG 256
  - c. Distance Education

**New Programs**

None to review

**Revised Programs**

None to review

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**III.c. CURRICULUM ITEMS**  
**ACTION ITEMS (2<sup>nd</sup> READINGS)**

**Items 33 – 39 were approved.**

**Mover:** D. Khalid  
**Seconded by:** C. Emley  
**Ayes:** C. Coyne, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Mathis, L. Pedroza, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Tolentino  
**Nays:** None  
**Abstentions:** None

**Items 33 – 39 with prerequisites, corequisites and recommended preparation were approved.**

**Mover:** M. Kimmel  
**Seconded by:** D. Khalid  
**Ayes:** C. Coyne, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Mathis, L. Pedroza, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Tolentino  
**Nays:** None  
**Abstentions:** None

**Items 33 – 39 with Distance Education were approved.**

**Mover:** D. Khalid  
**Seconded by:** J. Tolentino  
**Ayes:** C. Coyne, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Mathis, L. Pedroza, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Tolentino  
**Nays:** None  
**Abstentions:** None

**Item 40 was tabled.**

**Items 41 – 49 were approved.**

**Mover:** C. Emley  
**Seconded by:** D. Khalid  
**Ayes:** C. Coyne, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Mathis, L. Pedroza, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Tolentino  
**Nays:** None  
**Abstentions:** None

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**Items 41 – 49 with prerequisites, corequisites and recommended preparation were approved.**

**Mover:** J. Tolentino  
**Seconded by:** D. Khalid  
**Ayes:** C. Coyne, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Mathis, L. Pedroza, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Tolentino  
**Nays:** None  
**Abstentions:** None

**Items 41 – 49 with Distance Education were approved.**

**Mover:** D. Khalid  
**Seconded by:** J. Tolentino  
**Ayes:** C. Coyne, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Mathis, L. Pedroza, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Tolentino  
**Nays:** None  
**Abstentions:** None

**Item 50 was tabled.**

**New Courses**

- 33. Automotive Technology 116A, Electrical Fundamentals Lecture
  - a. Recommended Preparation
  - b. Distance Education
- 34. Automotive Technology 116B, Electrical Fundamentals Lab
  - a. Corequisite
- 35. Automotive Technology 118A, Engine Performance Lecture
  - a. Recommended Preparation
  - b. Distance Education
- 36. Automotive Technology 118B, Engine Performance Lab
  - a. Corequisite
- 37. Fashion Design and Merchandising 081L, Fabric Printing Lab
  - a. Corequisite
- 38. Occupational Therapy Assistant 120, Level I Fieldwork Part A
  - a. Prerequisite
  - b. Distance Education
- 39. Occupational Therapy Assistant 130, Level I Fieldwork Part B
  - a. Prerequisite
  - b. Distance Education

**Revised Courses**

- 40. Chemistry 209, Introductory Chemistry – **TABLED**
  - a. Prerequisite
  - b. Distance Education
- 41. Criminal Justice 107, Principles and Procedures in the Criminal Justice System

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- a. Distance Education
- b. Cross Listing: PARA 107
- 42. Criminal Justice Academies 010B, Supervision and Leadership
  - a. Prerequisite
  - b. FOMA
- 43. Digital Media 165, 3D Character Animation
  - a. Recommended Preparation
  - b. Distance Education
- 44. Fashion Design and Merchandising 105AL, Beginning Sewing Laboratory
  - a. Corequisite
- 45. Fashion Design and Merchandising 107, Custom Tailoring
  - a. Distance Education
- 46. Fashion Design and Merchandising 111AL, Computer Fashion Laboratory
  - a. Corequisite
- 47. Fashion Design and Merchandising 214, Tech-Packs for Manufactured Apparel
  - a. Recommended Preparation
  - b. Distance Education
- 48. Fashion Design and Merchandising 216, Computerized Garment Pattern Drafting
  - a. Recommended Preparation
  - b. Distance Education
- 49. Paralegal 107, Principles and Procedures in the Criminal Justice System
  - a. Distance Education
  - b. Cross Listing: CJ 107

### **New Programs**

None to review

### **Revised Programs**

50. Costume Design and Technology Certificate of Proficiency - **TABLED**

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