



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

MINUTES
CURRICULUM AND INSTRUCTION COUNCIL
Monday, September 13, 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, K. Robinson, D. Roper, B. Sos, M. Taylor, J. Tolentino

Absent: P. Andrade, TBA (Student Representative)

Guest: M. Aguilar- Beltran, S. Clark, J. Cruz-Teposte, A. Gonis, J. Huskey, P. Kincaid, C. Kushida, M. Manzano, F. Ortiz, W. Reardon, K. Ross, L. Sergeyeva

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

I. PUBLIC COMMENTS

CIC Members and attendees wished Anh-Phuong a Happy Birthday.

II. APPROVAL OF MINUTES

The Minutes from August 23, 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, D. Peraza, D. Roper, B. Sos, J. Tolentino

Nays: None

Abstentions: M. Taylor

III. CURRICULUM

See comments and approvals in subsequent pages.

IV. INFORMATIONAL ITEMS – 20 minutes limit

a. Survey Results

C. Coyne sent a survey to all CIC representatives, during the summer, that entailed questions about curriculum knowledge within their respective divisions and curriculum as a whole. Twelve (12) representatives participated in the anonymous survey. She shared the survey results with the membership.

C. Coyne stressed the importance of ground rules for conduct and setting a time limit for presentations.

C. Coyne shared that Staff Development workshops will be offered to address some of the questions brought forth in the survey.

The first workshop is scheduled on September 24th. D. Dumon and K. Robinson, along with the Curriculum Office, will be reviewing the program narrative forms.

Discussion ensued.

b. Meeting Time (1:30 p.m. vs. 2:00 p.m.)

C. Coyne posed the question of possibility changing the start time of CIC Meetings from 2:00 p.m. to 1:30 p.m. Item will be further discussed at next CIC Meeting.

c. Division Representative Responsibilities

C. Coyne brought up the importance of having a clear understanding of the roles and responsibilities of everyone involved in the curriculum process.

d. CIC Website – New Resources

Curriculum Office staff reviewed the newly added links to the Curriculum website (www.sac.edu/curriculum).

V. COOPERATIVE WORK EXPERIENCE EDUCATION (CWE) PLAN – M. Grant

a. CWE Plan

1. Brief History – Update by BOG to Present to BOT

M. Grant provided a brief history of the Cooperative Work Experience Plan. She stated that the process is faculty driven, in cooperation with the Business Division. Once approved by faculty, the plan has to be submitted and approved by the Board of Trustees.

2. Plan Development

M. Grant stated that over the summer, the plan was shared with numerous cooperative work experience instructors for their input. C. Emley and M. Kimmel were included in this process.

3. Plan – Quick Walk Through

M. Grant explained the types of CWE which included specific descriptions of each type of CWE and Work Experience Credit. She also mentioned the college's responsibilities, employer/supervisor responsibilities, student responsibilities and the plan of adoption.

4. Forms – Overview

M. Grant spoke about CWE regulations, application/agreement, job related performance objectives, site visitation report and time sheets.

5. Next Steps – Vote at CIC --> Presentation to AS and Vote --> VP Takes to BOT

M. Grant asked that the proposal be reviewed by the CIC membership and their respective constituents. She requested that the CWE Plan be added to the next CIC Meeting as an action item.

b. CWE Form

M. Grant requested that the eighteen (18) page document sent with today's agenda be shared with other faculty and requested feedback.

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

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Discussion followed.

VI. CURRICULUM and INSTRUCTION COUNCIL (CIC) HANDBOOK

a. Discussion: Mission Statement

J. Tolentino mentioned that the Mission Statement is ready for first read at next CIC Meeting.

b. Discussion: Membership

C. Coyne noted that CIC Membership needs to align with Academic Senate / Instructional Divisions, as outlined in the Academic Senate Bylaws. Any changes to the CIC membership will need to be presented to Academic Senate for approval.

c. Discussion: Roles and Responsibilities

C. Coyne stated that we can move forward with roles and responsibilities that are part of the current CIC Handbook. She asked members interested in being part of this committee to reach out to M. Grant. Roles and Responsibilities will be included in the next CIC Agenda for first read.

C. Coyne asked for volunteers to head the new Processes and Procedures Committee to review and update the remaining sections of the CIC Handbook.

VII. REPORTS and UPDATES

a. Accreditation

J. Lamb stated that he sent an email to the campus community with a quick Accreditation Report update. He also mentioned that the ISER (Institutional Self-Evaluation Report) is being reviewed. Inquiries are expected. Inquiries will likely encompass revisions, concerns or commendations.

The team assigned to SAC will be visiting on October 5th.

Discussion followed.

b. Guided Pathways (GP) and Student Equity and Achievement (SEA)

S. Clark reported that Guided Pathways is launching its inaugural Equity-minded Teaching and Learning Institute. Membership in the cohort is being confirmed at this time. Facilitators for the institute will be M. Aguilar Beltran, S. Clark, M. Weber, A. Nair and J. Mercedes Lopez.

S. Clark mentioned that GP program maps are actively being published on the website (www.sac.edu/pathways). Department chairs and faculty leads will be receiving emails over the next couple of weeks confirming maps or requesting map submissions for programs new to our catalog. Expect program maps to become an annual review that occurs after the curriculum / catalog calendar ends in Spring. There will be a second phase implemented this fall following some recommendations given by the Web Redesign Team.

S. Clark commented that Success Teams continue to assist with student / institutional contact and communication. Faculty Leads are assisting with Canvas communication and monitoring Q&A discussions within their CAPs, as well as assisting with Career Exploration months. Any faculty interested in joining Success Teams can contact S. Clark to learn more. Weekly meetings for Faculty Leads are occurring Wednesdays from 4-4:30pm. Additional success team roles include coordinators, success coaches, financial aid experts, counseling liaisons and student ambassadors.

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S. Clare stated that GP and Student Equity and Achievement is always looking to fold new faculty into the Guided Pathways and Equity work. Reach out to S. Clark or M. Aguilar-Beltran if anyone has an interest in joining the teams. She emphasized that they have a need for faculty membership and input on GP Entry Team.

Meeting adjourned at 3:37 p.m.

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III.a. CONSENT AGENDA from TECHNICAL COMMITTEE

Revised Courses without Catalog Changes

None to review

Program Deletion

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 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 (1st READINGS)

Items 1, 3 – 6, and 8 – 11 were presented and discussed.
Items 2 and 7 were tabled.

New Courses

1. Older Adults 200, Health and Wellness – Noncredit
 - a. Distance Education
 - b. Correspondence Education
2. Vocational - Digital Media Arts 310, Introduction to Digital Media Arts – Noncredit – **TABLED**
 - a. Distance Education
3. Vocational – Food 212, Baking & Pastry Master Class – Noncredit
 - a. Distance Education
4. Vocational – Food 214, Bread Making Master Class – Noncredit
 - a. Distance Education
5. Vocational – Food 216, Cakes and Decorating Master Class – Noncredit
 - a. Distance Education

Revised Courses

6. Mathematics N06, Essential Mathematics
 - a. FOMA
7. Vocational - Digital Media Arts 302, Web Design – Noncredit – **TABLED**
 - a. Distance Education

New Programs

None to review

Revised Programs

8. Biotechnology Lab Assistant Certificate of Achievement
9. ESL College Reading and Writing Certificate of Competency – Noncredit
10. ESL Grammar for Better Writing Certificate of Competency – Noncredit
11. Secondary Education (High School Equivalency Test Preparation) Certificate of Competency – Noncredit

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III.c. CURRICULUM ITEMS
ACTION ITEMS (2nd READINGS)

Items 12 – 17 were approved.

Mover: D. Khalid
Seconded by: L. Pedroza
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, D. Roper, B. Sos, M. Taylor, J. Tolentino
Nays: None
Abstentions: None

Item 17 with recommended preparation was 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, D. Roper, B. Sos, M. Taylor, J. Tolentino
Nays: None
Abstentions: None

Items 12 – 17 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, D. Roper, B. Sos, M. Taylor, J. Tolentino
Nays: None
Abstentions: None

Items 12 – 16 with Correspondence Education were approved.

Mover: D. Khalid
Seconded by: M. Grant
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, D. Roper, B. Sos, M. Taylor, J. Tolentino
Nays: None
Abstentions: None

Item 18 was tabled.

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Items 19 – 39 were approved.

Mover: D. Khalid
Seconded by: L. Pedroza
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, D. Roper, B. Sos, M. Taylor, J. Tolentino
Nays: None
Abstentions: None

Items 19 – 39 with prerequisite and recommended preparation were approved.

Mover: D. Khalid
Seconded by: L. Pedroza
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, D. Roper, B. Sos, M. Taylor, J. Tolentino
Nays: None
Abstentions: None

Items 19 – 39 with Distance Education were approved.

Mover: D. Khalid
Seconded by: D. Dumon
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, D. Roper, B. Sos, M. Taylor, J. Tolentino
Nays: None
Abstentions: None

Item 40 was approved.

Mover: D. Khalid
Seconded by: L. Pedroza
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, D. Roper, B. Sos, M. Taylor, J. Tolentino
Nays: None
Abstentions: None

New Courses

12. High School Subjects 035, High School Equivalency Test Preparation – Reading – Noncredit
 - a. Distance Education
 - b. Correspondence Education
13. High School Subjects 036, High School Equivalency Test Preparation – Writing – Noncredit
 - a. Distance Education
 - b. Correspondence Education
14. High School Subjects 037, High School Equivalency Test Preparation – Mathematics – Noncredit
 - a. Distance Education
 - b. Correspondence Education

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15. High School Subjects 038, High School Equivalency Test Preparation - Social Studies – Noncredit
 - a. Distance Education
 - b. Correspondence Education
16. High School Subjects 039, High School Equivalency Test Preparation – Science – Noncredit
 - a. Distance Education
 - b. Correspondence Education
17. Welding 242, Structural Welding FCAW
 - a. Recommended Preparation
 - b. Distance Education

Revised Courses

18. Chemistry 209, Introductory Chemistry – **TABLED**
 - a. Prerequisite
 - b. Distance Education
19. *English As a Second Language 120, ESL for Citizenship – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
20. *English As a Second Language 300, Literacy – Noncredit
 - a. Distance Education
21. *English As a Second Language 301, Beginning Low – Noncredit
 - a. Distance Education
22. *English As a Second Language 302, Beginning High – Noncredit
 - a. Distance Education
23. *English As a Second Language 303, Intermediate Low – Noncredit
 - a. Distance Education
24. *English As a Second Language 304, Intermediate High – Noncredit
 - a. Distance Education
25. *English As a Second Language 305, Advanced Low – Noncredit
 - a. Distance Education
26. *English As a Second Language 306, Advanced High – Noncredit
 - a. Distance Education
27. *English As a Second Language 520, ESL: English for Work 2 – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
28. *English As a Second Language 530, American English Pronunciation – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
29. *English As a Second Language 570, Conversation 1 – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
30. *English As a Second Language 580, Conversation 2 – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
31. English As a Second Language 720, ESL Transition to College Class – Noncredit
 - a. Distance Education
32. Fire Academy 070, OSFM Fire Fighter I & 2 (2019) Certification
 - a. Prerequisite
 - b. FOMA

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33. Fire Academy 076, Low Angle Rope Rescue Operational
 - a. FOMA
34. Fire Academy 079B, AH-330 Strike Team/Task Force Leader – All Hazards (32 Hours)
 - a. Prerequisite
 - b. Cross Listing: FOT 079C
 - c. FOMA
35. Fire Officer Training 079C, AH-330 Strike Team/Task Force Leader – All Hazards
 - a. Prerequisite
 - b. Cross Listing: FAC 079B
 - c. FOMA
36. High School Subjects 031, High School Equivalency Test Preparation – Noncredit
 - a. Distance Education
37. Manufacturing Technology 256, Alternative Welding Processes
 - a. Prerequisite
 - b. Cross Listing: WELD 256
 - c. Distance Education
38. Welding 240, Structural Welding SMAW
 - a. Recommended Preparation
 - b. Distance Education
39. Welding 256, Alternative Welding Processes
 - a. Prerequisite
 - b. Cross Listing: MNFG 256
 - c. Distance Education

New Programs

None to review

Revised Programs

40. Associate of Science for Transfer in Early Childhood Education

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