



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

MINUTES
CURRICULUM and INSTRUCTION COUNCIL

Monday, March 6, 2023

2:00 pm

Campus Location: JSC 219–1, 2, 3 & 4

Present: M. Aguilar- Beltran, P. Canzona, C. Coyne, M. Dinh-Mahavongtrakul, C. Emley, Z. Fish, R. Hernandez (Student Representative), D. Khalid, J. Lamb, D. Peraza, K. Robinson, M. Taylor, J. Tolentino, W. Wang
Absent: D. Dumon, G. Gonzales, M. Grant, K. Guzman, J. Mathis, L. Pedroza, B. Sos
Guest: M. Estrada, H. Li (FACCC), A. Macias

The meeting was called to order by K. Robinson, CIC Vice Chair, at 2:07 p.m.

I. Approval of Additions or Corrections to Agenda

C. Coyne requested History 120H and History 121H be tabled.

Introduction to Drone Pilot Certificate of Completion should be under the New Program heading in Curriculum Items (2nd Readings).

II. Public Comments

H. Li, Faculty Association of California Community Colleges – FACCC), provided information related to FACCC.

III. Approval of Minutes

The Minutes from February 13, 2023 were approved.

Mover: D. Khalid

Seconded by: C. Emley

Ayes: M. Dinh-Mahavongtrakul, C. Emley, Z. Fish, R. Hernandez (student representative), D. Khalid, J. Lamb, D. Peraza, K. Robinson, M. Taylor, J. Tolentino, W. Wang

Nays: None

Abstentions: None

IV. Curriculum

See comments and approvals in subsequent pages.

V. Proposed 2023-2024 CIC Meeting Calendar

The proposed 2023-2024 CIC Meeting calendar was presented. This item will be on the next agenda as an action item.

VI. Administrative Regulations and Board Policies – First Read

- a. **AR 4105 – Distance Education**
- b. **AR 4230 – Grading and Academic Record Symbols**
- c. **AR 4235 – Credit for Prior Learning**
- d. **AR 4236 – Advanced Placement Credit**
- e. **BP 4230 – Grading**
- f. **BP 4235 – Credit for Prior Learning**

The Administrative Regulations and Board Policies were reviewed and discussed. Questions arose related to grading and the incorporation of noncredit information in the ARs and BPs.

J. Lamb will communicate with M. Liang, Admissions and Records, to get clarification inquiries. C. Coyne will invite M. Liang to the next CIC Meeting.

VII. Reports and Announcements

a. Spring District Curriculum and Instruction (DCIC) Meeting Summary

P. Canzona and J. Lamb provided a brief synopsis of the DCIC Meeting. Topics discussed encompassed to AB 928, implementation of Ethnic Studies, issues related to English 061, joint apprenticeship child development program with SCC, and a potential apprenticeship barber program collaboration with Hierarch Academy.

Discussion ensued.

b. Reminders

i. Course Materials

C. Coyne reminded faculty that every course requires material information regardless of whether the course is transferable. She also reiterated the importance of being descriptive when adding course material information in META.

ii. Quadrennials – Due October 16, 2023

Informational item

iii. CTE Revised Programs

Informational item

- **Program Narrative**
- **Advisory Minutes**
- **Labor Market Information (LMI)**

c. Distance Education Discussion

C. Coyne mentioned that currently, there is no Distance Education (DE) Coordinator; thus, K. Robinson and herself have been reviewing the DE addendums for all courses going through the curriculum process. She stated that the DE Advisory Committee is creating a rubric to assist faculty in assessing DE addendums when courses are reviewed in their individual committees. The rubric will include good

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(1) Curriculum including establishing prerequisites and placing courses within disciplines; (2) Degree and certificate requirements; (3) Grading policies; (4) Educational program development; (5) Standards or policies regarding student preparation and success; (6) District and college governance structures, as related to faculty roles; (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports; (8) Policies for faculty professional development activities; (9) Processes for program review; (10) Processes for institutional planning and budget development; (11) Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

practices and provide sufficient information for faculty to review DE addendums. She commented that the review at the department level would decentralize the review from the DE Coordinator duties and centralize it in the department level.

If it is decided that departments will review DE addendums following a rubric, Professional Development workshops will be offered during PD week.

Discussion ensued.

d. Meeting Announcements

Informational item

- **April 10th – Digital Media Center, Room 103**
- **April 24th – Centennial Education Center, Rooms F-101/F-102**

The meeting was adjourned at 3:39 p.m.

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IV.a. CONSENT AGENDA from TECHNICAL COMMITTEE
Items 1 – 3 were approved.

Mover: M. Taylor

Seconded by: D. Khalid

Ayes: M. Dinh-Mahavongtrakul, C. Emley, Z. Fish, R. Hernandez (student representative), D. Khalid, J. Lamb, D. Peraza, K. Robinson, M. Taylor, J. Tolentino, W. Wang

Nays: None

Abstentions: None

Revised Courses without Catalog Changes

None to review

Revised Courses with Minor Catalog Changes

None to review

Course Deactivations

1. ART 010, Advanced Art Lab
2. ART 159A, Ceramic Color Decoration: Low Temperature
3. ART 199, Independent Study

Removal of Deactivated Courses from General Education Plans

None to review

Course Student Learning Outcomes (SLOs) Revisions Only

None to review

Course Materials Revisions Only

None to review

Revised programs

None to review

Program Deletion

None to review

Program SLO Revisions

None to review

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IV.b. CURRICULUM ITEMS

DISCUSSION ITEMS (1st READINGS)

Items 4 – 5, 9, and 11 were discussed.

Items 6 – 8, 10, and 12 were tabled.

New Courses

4. Criminal Justice Academies 008D, Emergency Response Team (ERT) Leader
 - a. Prerequisite
 - b. Distance Education
5. Political Science 205, Introduction to Global Studies
 - a. Distance Education
 - b. General Education: Plan A: B2, Plan B: D; Plan C: Area 4

Revised Courses

6. Criminal Justice Academies 038B, Basic SWAT Course – **TABLED**
 - a. Prerequisite
 - b. Distance Education
7. Criminal Justice Academies 040B, Post Critical Incident Response for Peer Support – **TABLED**
 - a. Prerequisite
 - b. Distance Education
8. Criminal Justice Academies 069C, Prison Rape Elimination Act (PREA) Training – **TABLED**
 - a. Prerequisite
 - b. Distance Education
9. *History 120, The United States to 1877
 - a. Distance Education
10. *History 120H, Honors The United States to 1877 – **TABLED**
 - a. Prerequisite
 - b. Honors
 - c. Distance Education
11. *History 121, The United States since 1865
 - a. Distance Education
12. *History 121H, Honors The United States since 1865 – **TABLED**
 - a. Prerequisite
 - b. Honors
 - c. Distance Education

New Programs

None to review

Revised Programs

None to review

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(1) Curriculum including establishing prerequisites and placing courses within disciplines; (2) Degree and certificate requirements; (3) Grading policies; (4) Educational program development; (5) Standards or policies regarding student preparation and success; (6) District and college governance structures, as related to faculty roles; (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports; (8) Policies for faculty professional development activities; (9) Processes for program review; (10) Processes for institutional planning and budget development; (11) Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

IV.c. CURRICULUM ITEMS

ACTION ITEMS (2nd READINGS)

Items 13 – 15 were approved.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: C. Coyne, M. Dinh-Mahavongtrakul, C. Emley, Z. Fish, R. Hernandez (student representative),
D. Khalid, J. Lamb, D. Peraza, M. Taylor, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 13 – 15 with Distance Education were approved.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: C. Coyne, M. Dinh-Mahavongtrakul, C. Emley, Z. Fish, R. Hernandez (student representative),
D. Khalid, J. Lamb, D. Peraza, M. Taylor, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 13 – 15 with Correspondence Education were approved.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: C. Coyne, M. Dinh-Mahavongtrakul, C. Emley, Z. Fish, R. Hernandez (student representative),
D. Khalid, J. Lamb, D. Peraza, M. Taylor, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 16 – 21 were approved.

Mover: W. Wang
Seconded by: D. Khalid
Ayes: C. Coyne, M. Dinh-Mahavongtrakul, C. Emley, Z. Fish, R. Hernandez (student representative),
D. Khalid, J. Lamb, D. Peraza, M. Taylor, J. Tolentino, W. Wang
Nays: None
Abstentions: None

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Items 16 – 21 with prerequisites and recommended preparation were approved.

Mover: W. Wang
Seconded by: D. Khalid
Ayes: C. Coyne, M. Dinh-Mahavongtrakul, C. Emley, Z. Fish, R. Hernandez (student representative),
D. Khalid, J. Lamb, D. Peraza, M. Taylor, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 16 – 21 with Distance Education were approved.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: C. Coyne, M. Dinh-Mahavongtrakul, C. Emley, Z. Fish, R. Hernandez (student representative),
D. Khalid, J. Lamb, D. Peraza, M. Taylor, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Item 22 was approved.

Mover: D. Khalid
Seconded by: C. Emley
Ayes: C. Coyne, M. Dinh-Mahavongtrakul, C. Emley, Z. Fish, R. Hernandez (student representative),
D. Khalid, J. Lamb, D. Peraza, M. Taylor, J. Tolentino, W. Wang
Nays: None
Abstentions: None

New Courses

13. Older Adults 521, Nutrition to Optimize Mind and Body Functions – Noncredit
 - a. Distance Education
 - b. Correspondence Education
14. Older Adults 522, Sustainable Cooking in the Southwest and Selected Regions – Noncredit
 - a. Distance Education
 - b. Correspondence Education
15. Vocational – Digital Media Arts 320, Introduction to Drone Pilot Training – Noncredit
 - a. Distance Education

Revised Courses

16. Criminal Justice Academies 034D, Courthouse Operations
 - a. Prerequisite
 - b. Distance Education
17. Criminal Justice Academies 040A, Basic Peer Support Training
 - a. Distance Education
18. Criminal Justice Academies 068E, Criminal Investigations

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- a. Prerequisite
- b. Recommended Preparation
- c. Distance Education
- 19. Criminal Justice Academies 069B, Corrections Officer CORE Course Enforcement
 - a. Prerequisite
 - b. Distance Education
- 20. Criminal Justice Academies 098-00, Topic Course
 - a. Distance Education
- 21. Criminal Justice Academies 099A, Basic Police Academy
 - a. Prerequisite
 - b. Distance Education

New Programs

- 22. Introduction to Drone Pilot Certificate of Completion – Noncredit – **CORRECTION**

Revised Programs

- ~~23. Introduction to Drone Pilot Certificate of Completion – Noncredit~~

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(1) Curriculum including establishing prerequisites and placing courses within disciplines; (2) Degree and certificate requirements; (3) Grading policies; (4) Educational program development; (5) Standards or policies regarding student preparation and success; (6) District and college governance structures, as related to faculty roles; (7) Faculty roles and involvement in accreditation processes, including self-study and annual reports; (8) Policies for faculty professional development activities; (9) Processes for program review; (10) Processes for institutional planning and budget development; (11) Other academic and professional matters as mutually agreed upon between the governing board and the academic senate