



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

MINUTES
CURRICULUM and INSTRUCTION COUNCIL
Monday, May 8, 2023
2:00 pm
Campus Location: JSC 219–1, 2, 3 & 4

Present: P. Canzona, C. Coyne, R. Cumming (proxy for M. Taylor), D. Dumon, C. Emley, Z. Fish, G. Gonzalez, K. Guzman, D. Khalid, D. Peraza, K. Robinson, J. Tolentino, W. Wang
Absent: M. Aguilar-Beltran, M. Dinh-Mahavongtrakul, R. Hernandez (Student Representative), J. Lamb, J. Mathis, L. Pedroza, B. Sos
Guest: K. Blackburn, C. Gorlato, D. Hostetter, A. Jones, M. Liang, A. Macias, P. Marquez, J. Marr, G. Wilson

The meeting was called to order by C. Coyne, CIC Chair, at 2:03 p.m.

I. Approval of Additions or Corrections to Agenda

R. Cummings, as proxy for M. Taylor, made a motion to amend the agenda and table items 8 and 9, in first reading, to a future date when both parties, Art and Digital Media representatives, would be present. The motion was seconded by D. Dumon. Discussion followed and vote taken to table items 8 and 9.

Mover: C. Emley
Seconded by: K. Guzman
Ayes: R. Cummings, proxy for M. Taylor
Nays: D. Dumon, C. Emley, Z. Fish, G. Gonzalez, K. Guzman, D. Khalid, J. Tolentino, W. Wang
Abstentions: C. Coyne, D. Peraza

Motion fails. Items 8 and 9 will not be tabled, they will remain as first reading.

II. Public Comments

No public comments were made.

III. Approval of Minutes

The Minutes from April 24, 2023 were approved.

Mover: C. Emley
Seconded by: D. Khalid
Ayes: C. Coyne, D. Dumon, C. Emley, Z. Fish, G. Gonzalez, K. Guzman, D. Khalid, D. Peraza, J. Tolentino, W. Wang
Nays: None
Abstentions: None

IV. Curriculum

See comments and approvals in subsequent pages.

V. Administrative Regulations and Board Policies – First Reading - Tabled

- a. **AR 4100 Graduation Requirements for Degrees and Certificates**
- b. **BP 4100 Graduation Requirements for Degrees and Certificates**

VI. Administrative Regulations and Board Policies – Second Reading - Tabled

- a. **AR 4230 Grading and Academic Record Symbols**
- b. **AR 4235 Credit for Prior Learning**
- c. **BP 4235 Credit for Prior Learning**

VII. Recommendation to Council for Pass/No Pass

D. Peraza presented a proposal that maintains consistency across disciplines when the grading method includes Pass/No Pass. The grading scale will consist of 70% and above for a passing grade and below 70% for a no pass grade.

C. Coyne asked CIC members to discuss the proposal with their individual divisions. She requested that members be prepared to vote on the proposal at the May 22nd CIC Meeting.

VIII. Residency Requirement for Certificates of Achievement

C. Coyne provided a brief synopsis on the twelve (12) unit Santa Ana College (SAC) residency requirement versus Santiago Canyon College's (SCC) twenty percent (20%) residency requirement.

C. Gorlato, Graduation Office, explained that seven (7) programs have been converted from Certificates of Proficiency to Certificate of Achievements and are below the 12-unit residency requirement. This requirement has affected several students already. Affected students are being assisted via the exceptions process through the Admissions and Guidance Committee (A & G). The Graduation Office is now seeking guidance for a long-term solution from this committee.

Discussion ensued on how to move forward.

C. Coyne asked CIC members to discuss the residency requirement with their individual divisions and provide recommendations at the May 22nd CIC Meeting. If a recommendation is adopted, at the May 22nd CIC Meeting, the new requirement will be added to the January 2024 catalog addendum.

IX. Reports and Announcements - Tabled

- a. **Quadrennials and CTE Programs – Due October 16, 2023**
- b. **Honor Course Prerequisite**
- c. **Catalog Workgroup**
- d. **Meeting Announcements**
 - **May 22nd – Room A-130**

10+1

(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

X. Other

C. Coyne explained that her CIC Chair appointment officially ends July 31st. K. Robinson will assume the CIC Chair role commencing August 1st and will serve in this capacity until a new CIC Chair is elected.

The meeting was adjourned at 4:03 p.m.

10+1

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IV.a. CONSENT AGENDA from TECHNICAL COMMITTEE
Items 1 – 7 were approved.

Mover: D. Khalid

Seconded by: W. Wang

Ayes: C. Coyne, D. Dumon, C. Emley, Z. Fish, G. Gonzalez, K. Guzman, D. Khalid, D. Peraza,
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. Automotive Technology 191, Automotive Manufacturer Specific II
2. Automotive Technology 200, Automotive Service Advising
3. Automotive Technology 201, Automotive Service Management
4. Automotive Technology 202, Automotive Independent Shop Ownership
5. Automotive Technology 283, Automotive Diagnostic Skills
6. Digital Media 124, Cooperative Work Experience – Occupational
7. Vocational – Business 574, Computer Basics: Hardware & Software – Noncredit

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

10+1

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IV.b. CURRICULUM ITEMS

DISCUSSION ITEMS (1st READINGS)

Items 8 – 37 were discussed.

D. Hostetter shared a PowerPoint presentation on these new Art courses, items 8 and 9, that included rationale for the creation of them and why the Council should support the approval of these courses. R. Cummings shared a statement on M. Taylor's behalf which provided a rationale for why the Council should not support the approval of these courses. Discussion followed.

New Course

8. Art 148, Introduction to Illustration
 - a. Corequisite
 - b. Distance Education
9. Art 248, Intermediate Illustration
 - a. Prerequisite
 - b. Distance Education
10. Criminal Justice Academies 006C, Controlling Force
 - a. Prerequisite
 - b. Distance Education
11. Criminal Justice Academies 008E, Emergency Response Team Supervisor/Manager
 - a. Recommended Preparation
 - b. Distance Education
12. Music 130, Vocal Production and Repertoire for Musical Theater
 - a. Distance Education
13. Vocational – Automotive 676, Automatic and Manual Transmissions & Transaxles – Noncredit
 - a. Recommended Preparation
 - b. FOMA
14. Vocational – Business 292, Global Business Professional (CGBP) Certification Exam Preparation & Practice – Noncredit
 - a. Distance Education
15. Vocational – Business 570, Information Technology (IT) Basics Tier 1 – Noncredit
 - a. Distanced Education
16. Vocational – Business 572, Information Technology (IT) Basics Tier 2 – Noncredit
 - a. Corequisite
 - b. Distance Education

Revised Courses

17. Automotive Technology 101A, Automotive Mechanical Operation
 - a. Distance Education
18. Automotive Technology 101B, Automotive Electrical Operation
 - a. Distance Education
19. Automotive Technology 115B, Brakes Lab
20. Automotive Technology 116B, Electrical Fundamentals Lab
21. Automotive Technology 118B, Engine Performance Lab

10+1

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22. Automotive Technology 190, Automotive Manufacturer Exploration
 - a. Distance Education
23. Criminal Justice Academies 083B, Arrest and Control Techniques (ACT) Instructor Training
 - a. Prerequisite
24. Digital Media 115B, Advanced Single-Camera Production and Editing
 - a. Distance Education
25. Digital Media 121, Intermediate Screenwriting for Digital Media
 - a. Recommended Preparation
 - b. Distance Education
26. Digital Media 123, Advanced Screenwriting for Digital Media
 - a. Recommended Preparation
 - b. Distance Education
27. Digital Media 125, Cooperative Work Experience- Occupational
 - a. Distance Education
28. Digital Media 130, Broadcasting for News & Sports
 - a. Recommended Preparation
 - b. FOMA
29. Photography 292, Portrait Photography
 - a. Prerequisite
 - b. Distance Education
30. *Theatre Arts 118, Fundamentals of Scene Study
 - a. Distance Education
31. Theatre Arts 123, Introduction to Drama and Acting
 - a. Distance Education
32. Theatre Arts 151, Showcase I
 - a. Distance Education
33. Vocational – Business 402, Workforce Power Skills – Noncredit
 - a. Distance Education
 - b. Correspondence Education
34. Vocational – Business 450, Basic Computer Repair & COMPTIA A+ Certification Preparation – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
35. Vocational – Business 500, Digital Literacy for Academic and Professional Success - Tier 1 – Noncredit
 - a. Distance Education
 - b. Correspondence Education

New Programs

None to review

Revised Programs

36. Automotive Fundamentals Certificate of Achievement
37. Introduction to Automotive Technology Certificate of Completion – Noncredit

10+1

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IV.c. CURRICULUM ITEMS

ACTION ITEMS (2nd READINGS)

Items 38 – 47 were approved.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: C. Coyne, D. Dumon, C. Emley, Z. Fish, G. Gonzalez, K. Guzman, D. Khalid, D. Peraza, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 38 – 47 with prerequisites were approved.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: C. Coyne, D. Dumon, C. Emley, Z. Fish, G. Gonzalez, K. Guzman, D. Khalid, D. Peraza, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 38 – 47 with Distance Education were approved.

Mover: D. Khalid
Seconded by: K. Guzman
Ayes: C. Coyne, D. Dumon, C. Emley, Z. Fish, G. Gonzalez, K. Guzman, D. Khalid, D. Peraza, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Item 47 with Correspondence Education was approved.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: C. Coyne, D. Dumon, C. Emley, Z. Fish, G. Gonzalez, K. Guzman, D. Khalid, D. Peraza, J. Tolentino, W. Wang
Nays: None
Abstentions: None

New Courses

None to review

10+1

(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

Revised Courses

38. *American Sign Language 110, American Sign Language I
 - a. Distance Education
39. *American Sign Language 111, American Sign Language II
 - a. Prerequisite
 - b. Distance Education
40. American Sign Language 114, Classifiers, Fingerspelling, and Numbering
 - a. Prerequisite
 - b. Distance Education
41. *American Sign Language 210, American Sign Language III
 - a. Prerequisite
 - b. Distance Education
42. American Sign Language 211, American Sign Language IV
 - a. Prerequisite
 - b. Distance Education
43. Automotive Technology 114B, Suspension and Steering Lab
44. Italian 120, Elementary Italian I
 - a. Distance Education
45. Japanese 102, Elementary Japanese II
 - a. Prerequisite
 - b. Distance Education
46. Spanish 212, College Business Spanish
 - a. Prerequisite
 - b. Distance Education
47. Vocational – Business 243, Introduction to Customer Service Skills – Noncredit
 - a. Distance Education
 - b. Correspondence Education

New Programs

None to review

Revised Programs

None to review

10+1

(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