



# CURRICULUM and INSTRUCTION COUNCIL MINUTES

## Santa Ana College Mission Statement

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

### 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;
- +1. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

## Curriculum Committee

### Voting Members:

Chair/Vice Chair – Madeline Grant/Kristen Robinson  
Vice President of Academic Affairs – Jeffrey Lamb  
Dean – Sara Butler  
At Large Representative – Vacant  
Business – Dori Dumon  
Continuing Education – Henry Kim  
Counseling – Daniel Peraza  
Fine & Performing Arts – Jacqueline Schlossman  
Humanities – Zachary Fish  
Human Services – Wendy Wang  
Kinesiology – Brian Sos  
Library – Luis Pedroza  
Mathematics – Justin Tolentino  
Health Sciences – Catherine Emley  
Sciences – Minhan Dinh-Mahavongtrakul  
Social Sciences – Kristen Guzman  
Student Representative – Vinh Nguyen  
Student Services – Louise Janus  
Technology – David Roper

### Non-Voting Members:

Articulation Officer – Paula Canzona  
Distance Education – Jaki King  
Matriculation Representative – Luz Fernandez  
Curriculum Specialist – Anh-Phuong Tran  
Curriculum Specialist – Reyes Vazquez

Monday, May 06, 2024 | 2:00 PM | CEC Rooms F 101/102

Zoom Meeting: <https://rscdd-edu.zoom.us/j/7145646993>

- Present:** S. Butler (via Zoom), P. Canzona, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman (via Zoom), L. Janus, H. Kim, V. Nguyen (Student Representative), L. Pedroza, D. Peraza, K. Robinson, D. Roper (via Zoom), J. Schlossman, J. Tolentino, W. Wang
- Absent:** L. Fernandez, J. Lamb, B. Sos
- Guest:** A. Birozy (via Zoom), M. Busch (via Zoom), J. Camacho (via Zoom), L. Chavez, J. King (via Zoom), M. Rosas, M. Weber (via Zoom), T. Winchell (via Zoom)

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

## I. Approval of Additions or Corrections to Agenda

W. Wang requested that CJA 010F be included to new courses – first read. J. Schlossman asked that CMST 145 be added to revised courses – first read.

A motion to amend the agenda, to include the two courses, was made and approved without dissent.

- Mover:** L. Pedroza  
**Seconded by:** L. Janus  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

## II. Public Comments

M. Grant conveyed her appreciation to the management, classified professionals, and faculty at the Centennial Education Center for their amazing hospitality.

K. Robinson extended congratulations to the recipients of faculty and staff awards during the 2024 Awards for Excellence Ceremony.

H. Kim congratulated the new FARSCCD team.

L. Janus expressed gratitude to M. Weber for her outstanding contributions to the Distinguished Faculty Lecture and the Awards Ceremony.

### III. Approval of Minutes

The Minutes from April 22, 2024 were approved.

**Mover:** C. Emley

**Seconded by:** V. Nguyen

**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

### IV. Curriculum

See comments and approvals in subsequent pages.

### V. Action Items:

#### A. 2024-2025 CIC Calendar

The 2024-2025 CIC Calendar was approved.

**Mover:** K. Guzman

**Seconded by:** M. Dinh-Mahavongtrakul

**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

#### B. General Education New Plan A Proposal – First Read

M. Grant explained the updated Philosophy of Santa Ana College General Education (SAC-GE) document, which now aligns with the new General Education categories, incorporating Title 5 and verbiage from SCC's document. This revised document delineates the definition of each category and serves as the basis for evaluating courses and assigning them to appropriate categories.

M. Grant highlighted that Business 106 and Criminal Justice 209 do not align with the new plan.

M. Grant urged faculty members to review the proposed Santa Ana College General Education Requirements for the Associate Degree (AA/AS) document with their respective constituents and provide feedback either during the May 13th Technical Meeting or via email. She emphasized that once consensus is reached on this document, it will be reflected in the 2025-2026 catalog. This pertinent information will be included in the resolution presented to the Academic Senate.

M. Grant relayed the conversation with SCC regarding the renaming of the General Education Plan. Consensus was reached to rename Plan A as Plan 1, designated Plan 2 as Cal-GETC and rename SCC's Plan D as Plan 3.

Discussion ensued.

## **VI. CIC Chair's Report**

### **A. META – MAVERICK**

M. Grant requested clarification from faculty regarding an inquiry from the Counseling Department pertaining to the prerequisite statement and a Passing grade fulfills the prerequisite requirement. She noted that currently, Colleague, does not recognize a Pass grade as fulfilling the enrollment condition. Consequently, she asked faculty to consult their respective constituents to determine if a grading scale of P is deemed acceptable for meeting the enrollment requirement.

M. Grant requested input from CIC member on the Methods of Instruction tab. She asked faculty to review the various categories listed in the tab and offer any necessary edits. Additionally, she inquired whether the General Education tab should incorporate options such as “not applicable”, “new” or “existing”.

Discussion followed with a request to add “virtual field trips” to the list.

## **VII. Discussion: Credit for Prior Learning Assessment Petition**

S. Butler shared an updated work-in-progress version of the Credit for Prior Learning (CPL) Assessment Petition Form. She mentioned that the form is scheduled to be launched in Spring 2025 and invited any feedback on it be emailed directly to her. She highlighted the incorporation of language from the Course Outline of Record into the CPL Assessment Petition Form. Furthermore, she discussed the inclusion of signature lines and emphasized the importance of Counselors being involved in the process.

## **VIII. Discussion: Course Enrollment Maximum (CEM) Recommendations**

M. Grant presented the Recommendations for Establishing and Modifying Course Enrollment Maximums: Principles, Roles and Process and the revised Petition for Establishing/Amending Class Enrollment Maximum Form. Following thorough discussion and clarification regarding the placement of the form within META and the Curriculum website, a motion was put forward to approve the documents as presented.

**Mover:** C. Emley

**Seconded by:** K. Guzman

**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

## **IX. Discussion: Curriculum Canvas Course**

D. Dumon reviewed the Curriculum Canvas Structure Outline Draft document and encouraged feedback be provided at the May 20th CIC Meeting. She further mentioned that upon finalization of this document, CEC would also implement it.

The meeting adjourned at 4:06 p.m.

## IV.a. CONSENT AGENDA from TECHNICAL COMMITTEE

Items 1 – 5 were approved.

**Mover:** L. Pedroza  
**Seconded by:** H. Kim  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, 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. High School Subjects 010, Learning Skills & Strategies
2. High School Subjects 229, Skills for Success
3. \*High School Subjects – English 085, Composition 3
4. \*High School Subjects – English 098, Building Vocabulary 3
5. \*High School Subjects – Reading 094, Building Reading Skills 2

### 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

**IV.b. CURRICULUM ITEMS**  
**DISCUSSION ITEMS (1<sup>st</sup> READINGS)**

Items 6 – 18 were discussed.

**Criminal Justice Academies 010F was added to new courses, first read.**

**Communication Studies 145 was added to revised courses, first read.**

**New Courses**

6. Criminal Justice Academies 009, Mentoring
  - a. Prerequisite
  - b. FOMA
7. Criminal Justice Academies 061, Emergency Vehicle Operator Course (EVOC)
  - a. Prerequisite
  - b. FOMA
8. High School Subjects – Social Sciences 226, Ethnic Studies
  - a. Distance Education
  - b. Correspondence Education
9. Vocational – Business 035, Generative AI for Small Business
  - a. Distance Education
10. Vocational – Business 215, Administration I: Programs in Early Childhood Education (DS6)
  - a. Corequisite
  - b. Distance Education

**Revised Courses**

11. Communication Studies 140, Argumentation and Debate
  - a. Distance Education
12. Dance 260, Somatic Practices in Dance
13. Dance 262, Somatic Practices in Ballet
  - a. Prerequisite
14. English As a Second Language 491, Advanced Grammar Review and Essay Writing
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
15. \*Vocational – Business 118, Microsoft Windows Overview
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education

**New Programs**

16. Culinary Nutrition Certificate of Achievement

**Revised Programs**

17. Introduction to Information Technology (IT) Certificate of Completion
18. Introduction to Small Business and Entrepreneurship Certificate of Completion

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

**Items 19 – 20 were approved.**

**Mover:** C. Emley  
**Seconded by:** W. Wang  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 19 – 20 with prerequisites were approved.**

**Mover:** W. Wang  
**Seconded by:** C. Emley  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 19 – 20 with Distance Education were approved.**

**Mover:** C. Emley  
**Seconded by:** W. Wang  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**New Courses**

None to review

**Revised Courses**

19. Fire Academy 028, Physical Training for Fireground Operations
  - a. Prerequisite
  - b. Distance Education
20. Fire Public Safety 002, California Ocean Lifeguard-Aquatic Rescue Response Skills
  - a. Prerequisite
  - b. Distance Education
21. Fire Technology 104, Fire Prevention
  - a. Prerequisite
  - b. Distance Education

## **New Programs**

None to review

## **Revised Programs**

None to review