



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
Social Sciences – Kristen Guzman
Student Representative – Vinh Nguyen/Christopher Fesler (Alternate)
Student Services – Vacant
Technology – David Roper

Non-Voting Members:

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

Monday, October 30, 2023 | 2:00 PM | Room JSC 219 – 1, 2, 3 & 4

Present: S. Butler, P. Canzona, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman (via Zoom), H. Kim, J. King (proxy for L. Pedroza and J. Schlossman), J. Lamb, D. Peraza, K. Robinson, B. Sos, J. Tolentino, W. Wang

Absent: L. Fernandez, V. Nguyen (Student Representative), D. Roper

Guest: J. Camacho, P. Traslavina, R. Valles

The meeting was called to order by M. Grant, CIC Chair, at 2:06 p.m.

I. Approval of Additions or Corrections to Agenda

A motion was made to amend the agenda reflecting the corrections below:

Items #6 and #105 – added General Education

Items #8 and #71 – Titles updated

Items #30, #125 and #141 – Tabled

Mover: D. Dumon

Seconded by: J. King

Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, D. Peraza, B. Sos, J. Tolentino, W. Wang

Nays: None

Abstentions: None

The motion was approved without dissent.

II. Public Comments

No public comments were made.

III. Approval of Minutes

The Minutes from October 16, 2023 were approved.

Mover: C. Emley

Seconded by: W. Wang

Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, D. Peraza, B. Sos, J. Tolentino, W. Wang

Nays: None

Abstentions: None

IV. Curriculum

See comments and approvals in subsequent pages.

V. CIC Chair's Report

a. General Information

M. Grant stated that courses must include a representative textbook, materials, OER / ZTC in all Course Outline of Records (CORs) until CIC has further discussions on the subject.

M. Grant updated the committee on the work being done by the Course Enrollment Maximum Committee (CEM). She explained that four (4) smaller groups have been created which consist of Distance Education, Lecture, Lab/Performance/Production and Process. A proposal is expected to be completed in Spring 2024.

Discussion followed.

b. Regional Curriculum Meeting

M. Grant provided a brief synopsis on the policy updates shared at the ASCCC Regional Curriculum Meeting held on October 21st. She mentioned that, given the timelines, the focus will need to shift from CalGETC to Plan A – Local General Education pattern as this will need to be completed first.

M. Grant said that she will be sharing the PowerPoint slides with all CIC members so they can further inform their constituents.

Discussion ensued.

c. District CIC

M. Grant reported on the topics discussed at the District CIC Meeting earlier in the day.

VI. Outcomes / Curriculum Specialist Job Specification

The job specification was discussed. Committee members suggested the title be changed to Outcomes/Program Review Specialist. They also requested that the representative duties focus more on Outcomes and Program Review and to remove duties that are part of faculty purview and/or crosses into management. Committee expressed their support of additional staffing in the Curriculum Office.

S. Butler acknowledged that, if this position is hired, the focus will rely mainly on the Outcomes duties for the first year to year and a half and not so much in curriculum.

VII. Workgroup Updates

No reports provided.

VIII. Division Reports

C. Emley mentioned that the Health Sciences are moving to the new building in December. She shared that a grant geared towards maximizing OER/ZTC offerings fell short of expectations within her division.

H. Kim informed the committee that Dr. Nery held a Townhall Meeting at CEC where she promoted opportunities for Classified Staff.

IX. Announcements

M. Grant asked committee members about potential workshops they would like to see during Professional Development (PD) week. Faculty will poll their respective divisions and provide feedback at the November 13th meeting.

The meeting was adjourned at 3:51 p.m.

IV.a. **CONSENT AGENDA from TECHNICAL COMMITTEE**

Items 1 – 4 were approved.

Mover: W. Wang

Seconded by: H. Kim

Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, D. Peraza, B. Sos, 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. English 061, Introduction to Composition
2. English 061X, Accelerated Introductory Composition Skills

Removal of Deactivated Courses from General Education Plans

None to review

Course Student Learning Outcomes (SLOs) Revisions Only

3. Child Development 298A, Practicum in Early Childhood Programs
4. Child Development 298B, Practicum in Infant/Toddler Programs

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 (1st READINGS)

Items 5 – 102 were discussed.

New Courses

5. Computer Science 126, Web Frameworks Architect
 - a. Distance Education
6. Communication Studies 113, Introduction to Storytelling
 - a. Distance Education
 - b. General Education: Plan A: Oral Communication Requirement; Plan B: A1; Plan C: 1C **(added)**
7. Fashion Design and Merchandising 082, Screen Printing Advanced Techniques
 - a. Recommended Preparation
 - b. Distance Education
8. Law 143, Legal Interpreting Interpretation and Translation Vietnamese/English
 - a. Distance Education
 - b. Cross Listing: BA 143
9. Management 111, Principles of Retailing
 - a. Distance Education
 - b. Cross Listing: MKTG 111
10. Parent Education 151, Building Study & Portfolio Writing Skills for Early Care Educators I – Noncredit
 - a. Corequisite
 - b. Distance Education

Revised Courses

11. Accounting 032, Payroll Accounting
 - a. Distance Education
12. *Accounting 101, Financial Accounting
 - a. Distance Education
13. Accounting 104, Federal and California Taxes
 - a. Distance Education
14. Accounting 108, Tax Practices and Procedures
 - a. Distance Education
15. Accounting 113, Intermediate Income Taxes – Corporations
 - a. Distance Education
16. Accounting 114, Intermediate Income Taxes - Partnerships and LLCs
 - a. Distance Education
17. Accounting 125, Volunteer Income Tax Assistance (VITA) I
 - a. Recommended Preparation
 - b. Distance Education
18. *American Sign Language 210, American Sign Language III
 - a. Prerequisite
 - b. Distance Education
19. Automotive Technology 112, Automatic Transmissions and Transaxles
 - a. Distance Education – **ONLY**
20. Automotive Technology 113, Manual Drive Train and Axles
 - a. Distance Education – **ONLY**

21. Business Applications 133, Legal Interpretation and Translation - Spanish / English
 - a. Distance Education
 - b. Cross Listing: LAW 133
22. Business Applications 143, Legal Interpretation and Translation - Vietnamese / English
 - a. Distance Education
 - b. Cross Listing: LAW 143
23. Business Applications 153, Social Media Apps for Employment and Business
 - a. Distance Education
24. Business Applications 154, Search Engine Optimization and Web Statistics Apps for Business
 - a. Distance Education
25. Business Applications 181, Everyone Can Code with Apple
 - a. Distance Education
26. *Business 100, Fundamentals of Business
 - a. Distance Education
27. Business 101, Business Law
 - a. Distance Education
28. *Business 105, Legal Environment of Business
 - a. Distance Education
 - b. Cross Listing: LAW 105
29. Business 106, Culture and International Business - Kiss, Bow or Shake Hands
 - a. Distance Education
30. *Business 120, Principles of Management
 - a. Distance Education
 - b. Cross Listing: MGMT 120
31. *Business 121, Human Relations and Organizational Behavior
 - a. Distance Education
 - b. Cross Listing: MGMT 121
32. Business 125, Introduction to International Business
 - a. Distance Education
33. *Business 130, Personal Finance
 - a. Prerequisite
 - b. Distance Education
34. Business 140, Principles of Finance
 - a. Distance Education
35. Business 160, Introduction to Stock and Bond Investments
 - a. Distance Education
36. Child Development 220, Understanding Child Abuse and Maltreatment-Trauma-Informed Teaching and Care in Early Childhood Settings – **Tabled**
 - a. Distance Education
37. *Computer Science 100, The Computer and Society
 - a. Distance Education
38. *Computer Science 105, Visual BASIC Programming
 - a. Distance Education
39. *Computer Science 112, Java Programming
 - a. Distance Education
40. Computer Science 114, Python Programming
 - a. Distance Education
41. Computer Science 117, Linux Programming
 - a. Distance Education

42. Computer Science 118, JavaScript Programming
 - a. Distance Education
43. Computer Science 134, Microsoft Windows Operating System
 - a. Distance Education
44. Computer Science 152, HTML
 - a. Distance Education
45. Computer Science 158, Intro to Artificial Intelligence
 - a. Distance Education
46. Computer Science 160, Intro to Deep Learning, Neural Networks with Keras and PyTorch
 - a. Distance Education
47. Computer Science 173, Introduction to Networking Technology
 - a. Distance Education
48. Computer Science 247, Windows Server Operating System
 - a. Distance Education
49. Computer Science 248, Microsoft SQL Server
 - a. Distance Education
50. Dance 102, Introduction to Dance Forms
 - a. Distance Education
51. Dance 105, World Dance and Cultures
 - a. Distance Education
52. *Dance 106A, Introduction to Modern Dance – I
 - a. Distance Education
53. *Dance 106B, Introduction to Modern Dance – II
 - a. Distance Education
54. *Dance 108A, Introduction to Ballet – I
 - a. Distance Education
55. *Dance 108B, Introduction to Ballet – II
 - a. Distance Education
56. Dance 180, Professional Studio Practices
 - a. Recommended Preparation
 - b. Distance Education
57. *English 213, Creative Writing
 - a. Prerequisite
 - b. Distance Education
58. Entrepreneurship 105, Social Media and Digital Marketing Strategies
 - a. Distance Education
59. Fashion Design and Merchandising 100, Introduction to the Fashion Industry
 - a. Distance Education
60. Fashion Design and Merchandising 105A, Beginning Sewing
 - a. Distance Education
61. Fashion Design and Merchandising 108, RTW Apparel Quality and Construction Analysis
 - a. Distance Education
62. High School Subjects 229, Skills for Success – Noncredit
 - a. Distance Education
63. *High School Subjects – Math 163, Algebra 1A – Noncredit
 - a. Distance Education
64. *High School Subjects – Math 164, Algebra 1B – Noncredit
 - a. Recommended preparation
 - b. Distance Education

65. *High School Subjects – Math 166, Algebra 2B – Noncredit
 - a. Recommended preparation
 - b. Distance Education
66. *High School Subjects – Math 167, Geometry A – Noncredit
 - a. Distance Education
67. *High School Subjects – Math 168, Geometry B – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
68. Journalism and Media Studies 210, Public Affairs Reporting
 - a. Prerequisite
 - b. Distance Education
69. Law 105, Legal Environment of Business
 - a. Distance Education
 - b. Cross Listing: Business 105
70. Law 121, Legal Ethical Reasoning
 - a. Distance Education
 - b. Cross Listing: PARA 121
71. Law 133, Legal Interpreting Interpretation and Translation Spanish/English
 - a. Distance Education
 - b. Cross Listing: BA 133
72. Library Technology 054, Children's Library Services
 - a. Distance Education
73. Library Technology 110, Library Technical Services
 - a. Distance Education
74. Library Technology 122, Library Public Services
 - a. Distance Education
75. Mathematics 204L, Mathematics Content for Elementary Math Teachers (Lab)
 - a. Corequisite
 - b. Distance Education
76. *Mathematics 280, Intermediate Calculus
 - a. Prerequisite
 - b. Distance Education
77. *Mathematics 287, Introduction to Linear Algebra and Differential Equations
 - a. Prerequisite
 - b. Distance Education
78. *Management 120, Principles of Management
 - a. Distance Education
 - b. Cross Listing: BUS 120
79. *Management 121, Human Relations and Organizational Behavior
 - a. Distance Education
 - b. Cross Listing: BUS 121
80. Marketing 111, Principles of Retailing
 - a. Distance Education
 - b. Cross Listing: MGMT 111
81. Paralegal 121, Legal Ethical Reasoning
 - a. Distance Education
 - b. Cross Listing: LAW 121
82. Theatre Arts 255, Motion Picture Performance Production
 - a. Distance Education

83. Vocational – Business 501, Digital Literacy for Academic and Professional Success - Tier 2 – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
 - c. Correspondence Education
84. Vocational – Business 502, Digital Literacy for Academic and Professional Success - Tier 3 – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
 - c. Correspondence Education
85. Welding 101, Introduction to Welding
 - a. Distance Education
86. Welding 125, Intermediate Electric Arc Welding
 - a. Recommended Preparation
 - b. Distance Education
87. Welding 153, Math/Blueprint Reading for Welders
 - a. Distance Education
88. Welding 155, Metal Fabrication
 - a. Recommended Preparation
 - b. Distance Education
89. Welding 177, Welding Metallurgy
 - a. Distance Education
90. Welding 181, Pipe Welding Fundamentals
 - a. Recommended Preparation
 - b. Distance Education
91. Welding 182, Intermediate Pipe Welding
 - a. Recommended Preparation
 - b. Distance Education
92. Welding 225, Advanced Electric Arc Welding
 - a. Recommended Preparation
 - b. Distance Education
93. Welding 232, Advanced Gas Tungsten Arc Welding
 - a. Recommended Preparation
 - b. Distance Education
94. Welding 244, Welding Certification D1.1 Code Clinic
 - a. Distance Education
95. Welding 282, Advanced Pipe Welding
 - a. Recommended Preparation
 - b. Distance Education

New Programs

96. Associate in Arts in Social Work and Human Services for Transfer
97. Automotive Applied Skills Certificate of Achievement
98. Photojournalism Certificate of Achievement

Revised Programs

99. Associate in Arts in Fashion Design
100. Associate in Arts in Journalism and Media Studies Degree
101. Associate in Science in Mathematics
102. Associate in Science in Mathematics for Transfer

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

Items 103 – 104 were approved.

Mover: C. Emley
Seconded by: D. Dumon
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, D. Peraza, B. Sos, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 103 – 104 with Distance Education were approved.

Mover: J. King
Seconded by: C. Emley
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, D. Peraza, B. Sos, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Item 104 with corequisite was approved.

Mover: W. Wang
Seconded by: C. Emley
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, D. Peraza, B. Sos, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Item 105 with General Education was approved.

Mover: C. Emley
Seconded by: J. King
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, D. Peraza, B. Sos, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 106 – 124 and 126 – 140 were approved.

Mover: W. Wang
Seconded by: H. Kim
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, D. Peraza, B. Sos, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 106 – 124 and 126 – 140 with Distance Education were approved.

Mover: J. King
Seconded by: W. Wang
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, D. Peraza, B. Sos, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 106 – 124 and 126 – 140 with prerequisites and recommended preparation were approved.

Mover: D. Dumon
Seconded by: W. Wang
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, D. Peraza, B. Sos, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Item 120 with General Education was approved.

Mover: C. Emley
Seconded by: W. Wang
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, D. Peraza, B. Sos, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Item 142 was approved.

Mover: D. Dumon
Seconded by: C. Emley
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, D. Peraza, B. Sos, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 143 – 150 were approved.

Mover: W. Wang
Seconded by: D. Peraza
Ayes: S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, D. Peraza, B. Sos, J. Tolentino, W. Wang
Nays: None
Abstentions: None

New Courses

- 103. Health and Safety 910, Basic Life Support (Adult, Infant, Child) – Noncredit
 - a. Distance Education

- 104. Parent Education 559, Building Essential Competencies in Health, Education, and Advocacy for Infants, Children, & Families I – Noncredit
 - a. Corequisite
 - b. Distance Education
- 105. Sociology 150, Intro to Race and Ethnicity
 - a. Distance Education
 - b. General Education: Plan A: B2; Plan B: D; Plan C: 4 **(added)**

Revised Courses

- 106. Child Development 200, Introduction to Technology in Early Childhood Education
 - a. Distance Education
- 107. *Child Development 215, Administration I: Programs in Early Childhood Education (DS6)
 - a. Recommended Preparation
 - b. Distance Education
- 108. *Child Development 216, Administration II: Personnel and Leadership in Early Childhood Education (DS6)
 - a. Prerequisite
 - b. Recommended Preparation
 - c. Distance Education
- 109. Criminal Justice Academies 076A, Police K-9 Training
 - a. Prerequisite
 - b. Distance Education
- 110. Dance 270, Dance Practicum
 - a. Recommended Preparation
 - b. Distance Education
- 111. Digital Media 255, Motion Picture Technical Production
 - a. Recommended Preparation
 - b. Distance Education
- 112. *Education 204, Proficiency in Educational Technologies for Teachers
 - a. Distance Education
- 113. Library Technology 101, Introduction to Library Technology
 - a. Distance Education
- 114. Library Technology 102, Information Sources for Paraprofessionals: Tools and Techniques
 - a. Distance Education
- 115. *Management 122, Business Communications
 - a. Distance Education
- 116. Management 125, Organizational Leadership
 - a. Distance Education
- 117. Management 135, Human Resource Management
 - a. Distance Education
- 118. *Marketing 113, Principles of Marketing
 - a. Distance Education
- 119. Mathematics 219S, Statistics and Probability with Support
 - a. Prerequisite
 - b. Distance Education
- 120. Music 110, Music Fundamentals and Culture
 - a. Distance Education
 - b. General Education: Plan C: 3A
- 121. *Music 185, Beginning Classical Guitar
 - a. Distance Education

- 122. Music 214, Music Theory IV
 - a. Prerequisite
 - b. Distance Education
- 123. Occupational Therapy Assistant 100, Medical Terminology and Documentation for the O.T.A.
 - a. Prerequisite
 - b. Distance Education
- 124. Paralegal 101, Law Office Management
 - a. Distance Education
- 125. Paralegal 105, Work Experience – Paralegal – **Tabled**
 - a. Distance Education
- 126. Paralegal 120, Computers in the Law Office
 - a. Distance Education
- 127. Paralegal 131, Advanced ADR Practice
 - a. Distance Education
- 128. Paralegal 132, Family Law and Procedure
 - a. Distance Education
- 129. Paralegal 133, Workers Compensation Law and Procedure
 - a. Distance Education
- 130. Paralegal 134, Estate Planning and Administration
 - a. Distance Education
- 131. Paralegal 138, Law of Business Organizations
 - a. Distance Education
- 132. Paralegal 139, Fundamentals of Labor Law
 - a. Distance Education
- 133. Paralegal 140, Immigration Law and Procedure
 - a. Distance Education
- 134. Paralegal 144, Introduction to eDiscovery
 - a. Distance Education
- 135. Paralegal 145, Civil Litigation Overview
 - a. Distance Education
- 136. Paralegal 146, Tort Law and Alternative Dispute Resolution
 - a. Distance Education
- 137. Paralegal 150, Legal Transactions
 - a. Distance Education
- 138. Paralegal 246, Legal Research and Analysis
 - a. Distance Education
- 139. Paralegal 248, Advanced Research and Writing
 - a. Prerequisite
 - b. Distance Education
- 140. Paralegal 297, The Professional Paralegal
 - a. Distance Education
- 141. Paralegal 299, Work Experience – Paralegal – **Tabled**
 - a. Distance Education

New Programs

- 142. Automotive Essentials Certificate of Achievement

Revised Programs

- 143. 3D Fashion Design Certificate of Achievement
- 144. Associate in Arts in Library Technology
- 145. Associate in Arts in Theatre Arts - Theatre Performance
- 146. Associate in Arts in Theatre Arts - Technical Theatre
- 147. Apparel Product Development and Technical Design Certificate of Achievement
- 148. Digital Music Production Certificate of Achievement
- 149. Dressmaking and Alterations Option Certificate of Achievement
- 150. Library Technology Certificate of Achievement