



# 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 20, 2024 | 2:00 PM | JSC 219 - 1, 2, 3, 4

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

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

The meeting was called to order by M. Grant, CIC Chair, at 2:07 p.m.

### I. Approval of Additions or Corrections to Agenda

D. Peraza motioned to amend the agenda by including the Associate in Arts in Social Work and Human Services for Transfer to the consent agenda under the program deletion heading.

**Mover:** V. Nguyen

**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, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

Motion was approved.

### II. Public Comments

M. Grant conveyed special appreciation to the Curriculum Office staff.

J. Schlossman expressed her gratitude towards M. Grant for her leadership and support.

### III. Approval of Minutes

The Minutes from May 6, 2024 were approved.

**Mover:** K. Guzman

**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, V. Nguyen, 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. General Education New Plan A Proposal

M. Grant stated that Resolution S2024.11 Adopt Recommended Revised GE Plan A went through first read at the May 14th Academic Senate Meeting.

After brief discussion, a motion was made to approve the new name for the General Education Requirements, including the courses listed in the document with the following corrections: the removal of Communication Studies 152 and Mathematics 145, as well as the Philosophy of Santa Ana College General Education document.

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

Motion was approved.

It was recommended that the general education requirements be reviewed every 4 years.

#### VI. CIC Chair's Report

##### A. META – MAVERICK

M. Grant stated that faculty may continue to update CORs and programs, but they should remain in draft mode. She also mentioned that courses and programs currently under in-review status will be reverted to draft status. This is necessary to ensure a smooth transition from our current META version to the updated Maverick version. The transition is scheduled for the week of June 10<sup>th</sup>, and Maverick will be accessible starting the week of June 17<sup>th</sup>.

M. Grant shared that a new cross-listing feature will be available. With this feature, the primary course holder will need to be identified. Once the courses are linked, any updates made to a cross-listing course during the proposal process will automatically update the link course, and discipline faculty members will be notified of the changes. Additionally, the "same as" wording will be automatically included in the COR and should no longer be included in the course description.

M. Grant mentioned that training sessions for Canvas courses and the new META format will be offered during Professional Development week. The decision on whether these sessions will be conducted separately or together is still under discussion.

M. Grant requested feedback on the prerequisite statement. She also mentioned that currently, Colleague does not recognize a grade of P as meeting enrollment conditions; however, ITS is in discussions with Ellucian to find a possible solution.

Discussion ensued.

M. Grant reported that the Work Experience Education (WEE) forms have been updated and distributed to the faculty. She also mentioned that the Administrative Regulations (ARs) related to WEE have been revised and submitted the Academic Senate for their review. Once reviewed by the Academic Senate, they will submit the Ars for approval through the college's process.

M. Grant mentioned that non-Career Education (CE) faculty interested in creating a WEE course should use the 4932.00 TOP code. She explained that this TOP code recommendation was made by the California Internship & Work Experience Association (CIWEA), supported by the California Community Colleges Chancellor's Office (CCCCO) and the Academic Senate for California Community Colleges (ASCCC).

## **VII. Discussion**

### **A. Curriculum Canvas Course**

M. Grant shared that the Canvas shells will be updated over the summer.

### **B. Apprenticeship Grant**

M. Grant gave a shout-out to the various departments that received Apprenticeship grants.

## **VIII. Other**

M. Grant notified the committee that Colleague does not retain program titles after modifications. Consequently, a student might obtain a certificate bearing a different title from what is listed in their catalog year. To address this challenge, a new program code must be generated for updated programs. Additionally, she proposed adding a checkbox in META for faculty to indicate significant changes made to modified programs.

M. Grant shared that the Academic Senate had its initial review of Resolution S2024.10, which pertains to the adoption of the Course Enrollment Maximum (CEM) Process. She also noted that plans to email department chairs, detailing potential tasks for courses with current enrollment caps using the RG540 report. Additionally, she highlighted that CEM proposals will be integrated into Maverick, operating similarly to materials-only proposals.

M. Grant updated the committee about the upcoming Curriculum Institute, slated to run from July 10 through July 13. The event will take place in Pasadena, offering a hybrid format for participation. Those interested in attending are encouraged to apply for Professional Development funds.

M. Grant expressed gratitude to committee members for their dedicated hours of service. She also highlighted ongoing discussions regarding a potential restructuring of CIC, including the consideration of forming a separate Technical Committee group distinct from CIC membership.

The meeting was adjourned at 3:33 p.m.

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

**Item 1 was approved.**

**Mover:** D. Peraza

**Seconded by:** Z. Fish

**Ayes:** S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, 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**

None to review

##### **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**

1. Associate in Arts in Social Work and Human Services for Transfer **(added)**

##### **Program SLO Revisions**

None to review

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

A motion to wave first read and move items 1 – 7 to second read was made.

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

**Items 1 – 7 were approved.**

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

**Items 1 – 7 with recommended preparation 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, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 1 – 7 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, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 1 – 7 with Correspondence Education were approved.**

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

**New Courses**

None to review

**Revised Courses**

1. High School Subjects – Social Sciences 221, Psychology
  - a. Distance Education
  - b. Correspondence Education
2. Vocational – Business 123, Introduction to Computer Software & Online Applications
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
3. Vocational – Business 244, Introduction to Microsoft Access
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
4. Vocational – Business 245, Introduction to Microsoft Publisher
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
5. \*Vocational – Business 258, Navigating the Internet
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
6. Vocational – Business 259, Orientation to Computers
  - a. Distance Education
  - b. Correspondence Education
7. Vocational – Business 280, Accounting Terminology
  - a. Distance Education
  - b. Correspondence Education

**New Programs**

None to review

**Revised Programs**

None to review

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

**Items 8 – 13 were approved.**

**Mover:** H. Kim  
**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, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 8 – 13 with prerequisites, corequisites and recommended preparation were 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, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 8 – 13 with FOMA and Distance Education 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, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Item 11 with Correspondence 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, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 14 – 19 were approved.**

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

**Items 14 – 19 with prerequisites and recommended preparation 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, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 14 – 19 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, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 18 – 19 with Correspondence Education were approved.**

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

**Item 20 was approved.**

**Mover:** D. Peraza  
**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, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None



## **Items 21 – 22 were approved.**

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

## **New Courses**

8. Criminal Justice Academies 009, Mentoring
  - a. Prerequisite
  - b. FOMA
9. Criminal Justice Academies 010F, Explorer Training
  - a. Recommended Preparation
  - b. FOMA
10. Criminal Justice Academies 061, Emergency Vehicle Operator Course (EVOC)
  - a. Prerequisite
  - b. FOMA
11. High School Subjects – Social Sciences 226, Ethnic Studies
  - a. Distance Education
  - b. Correspondence Education
12. Vocational – Business 035, Generative AI for Small Business
  - a. Distance Education
13. Vocational – Business 215, Administration I: Programs in Early Childhood Education (DS6)
  - a. Corequisite
  - b. Distance Education

## **Revised Courses**

14. Communication Studies 140, Argumentation and Debate
  - a. Distance Education
15. Communication Studies 145, Group Dynamics
  - a. Distance Education
16. Dance 260, Somatic Practices in Dance
17. Dance 262, Somatic Practices in Ballet
  - a. Prerequisite
18. English As a Second Language 491, Advanced Grammar Review and Essay Writing
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
19. \*Vocational – Business 118, Microsoft Windows Overview
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education

## **New Programs**

20. Culinary Nutrition Certificate of Achievement

## **Revised Programs**

21. Introduction to Information Technology (IT) Certificate of Completion

22. Introduction to Small Business and Entrepreneurship Certificate of Completion