



# 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 – Kristen Robinson/Daniel Peraza  
Vice President of Academic Affairs – Jeffrey Lamb  
Acting Dean – Matthew Valerius  
At Large Representative – Vacant  
Business – Dori Dumon  
Continuing Education – Donna Khalid  
Counseling – Lisa Macafee  
Fine & Performing Arts – Jacqueline Schlossman  
Humanities – Zachary Fish  
Human Services – Wendy Wang  
Kinesiology – Brian Sos  
Library – Luis Pedroza  
Mathematics – Justin Tolentino  
Health Sciences – Laura Derr  
Sciences – Minhan Dinh-Mahavongtrakul  
Social Sciences – Kristen Guzman  
Student Representative – Victor Oliveros  
Student Services – Louise Janus  
Technology – David Roper

### Non-Voting Members:

Articulation Officer – Paula Canzona  
Distance Education – Jaki King  
Matriculation Representative – Maria Aguilar Beltran  
Curriculum Specialist – Anh-Phuong Tran  
Curriculum Specialist – Reyes Vazquez

Monday, August 26, 2024 | 2:00 PM | JSC 219 - 1, 2, 3, 4

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

**Present:** M. Aguilar-Beltran, P. Canzona, L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, K. Guzman, L. Janus, H. Kim, J. Lamb, L. Macafee, D. Peraza, K. Robinson, D. Roper, J. Schlossman, B. Sos, J. Tolentino, M. Valerius, W. Wang (via Zoom)

**Absent:** L. Pedroza

**Guest:** C. Axtell, S. Aziz, A. Birozy (via Zoom), M. Busch (via Zoom), G. Cardenas (via Zoom), J. Camacho (via Zoom), J. Diller (via Zoom), E. Gomez, J. King, C. Manzano, J. Lopez Mercedes (via Zoom), P. Samale (via Zoom), M. Steckler, L. Sergeyeva, R. Villalpando, T. Winchell (via Zoom)

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

Assembly Bill (AB) 2449 allows members of legislative bodies to participate remotely if there is “just cause” or “emergency circumstances. W. Wang notified the membership that she would attend the meeting virtually due to “just cause”. CIC membership voted and approved W. Wang’s virtual attendance.

**Mover:** K. Guzman

**Seconded by:** D. Dumon

**Ayes:** L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, K. Guzman, L. Janus, J. Lamb, L. Macafee, K. Robinson, D. Roper, J. Schlossman, J. Tolentino, M. Valerius, W. Wang

**Nays:** None

**Abstentions:** None

Motion was approved.

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

No additions or corrections to agenda were made.

### II. Public Comments

K. Guzman acknowledge the value of A. Nery’s report on micro-view growth of the college and continuing education during convocation. She raised concerns about whether such information might be better suited for Academic Senate Meetings. She also expressed that convocation should be inspiring and felt that the focus on data overshadowed the emphasis on student success.

### III. Approval of Minutes

The Minutes from May 20, 2024 were approved.

**Mover:** K. Guzman

**Seconded by:** J. Tolentino

**Ayes:** L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, K. Guzman, L. Janus, J. Lamb, L. Macafee, K. Robinson, D. Roper, J. Schlossman, J. Tolentino, M. Valerius, W. Wang

**Nays:** None

**Abstentions:** None

### IV. Curriculum

No courses or programs to review or approve were presented.

### V. Action Items

#### a. Associate Degree Requirements

P. Canzona announced that the new General Education requirements were approved by CIC in Spring 2024 and will be implemented Fall 2025. To align the language with updated General Education categories, the Associate Degree requirements also need to be revised. She requested that CIC members review the document for any discrepancies or necessary corrections.

K. Robinson requested that CIC representatives consult with their respective divisions and provide any feedback received. She also mentioned that the document will be on the agenda for second reading on September 16th.

### VI. CIC Chair's Report

#### A. META – MAVERICK

K. Robinson and D. Peraza gave a brief overview of the transition from META to Maverick, noting that some issues are still being resolved. Faculty were encouraged to report any system anomalies to the Curriculum Office staff.

### VII. Discussion

#### A. Curriculum Canvas Course

D. Dumon gave a brief overview of the Canvas course modules and the CIC Handbook. She announced a Professional Development (PD) workshop for faculty involved in curriculum, scheduled for September 6<sup>th</sup> from 9:00 a.m. to 10:00 a.m. and 10:30 a.m. to 11:30 a.m. via Zoom.

Additional PD workshops will be announced throughout the semester.

Discussion followed.

#### B. Administrative Regulation 4235 – Credit for Prior Learning

M. Valerius proposed updates to Administrative Regulation 4235 – Credit for Prior Learning. He mentioned that ongoing discussions with the Dean of Admissions and Records, M. DeAsis, are focused on streamlining the process and potentially automate the awarding of college credit units to students eligible for Credit by Examination (CBE) on the 100 active articulated agreements with local high schools.

M. Valerius also highlighted that, for students to receive college credit units, students must complete at least one (1) unit course at Santa Ana College, either before or after the credit is awarded, as the transcript is required.

D. Peraza suggested revising the eligibility requirement for earning college credit through articulation agreements by including the phrase “or be enrolled in 1 unit”.

Discussion ensued.

K. Robinson requested that committee members consult with their constituents about the proposed updates and share their feedback at the next meeting.

## **VIII. Announcements**

Information items

- A. Education Apprenticeship (APED) – W. Wang**
- B. Paralegal Apprenticeship (APARA) – K. Robinson**
- C. Certificates of Proficiency above 16 Units**
- D. Shared Courses**
- E. Quadrennials – Due October 14, 2024**
- F. Career Education Programs – Due October 14, 2024**
- G. All other changes for 2025-2026 Catalog – Due October 14, 2024**

## **IX. Other**

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

##### **Revised Courses without Catalog Changes**

None to review

##### **Revised Courses with Minor Catalog Changes**

None to review

##### **Course Deactivations**

None to review

##### **Course Enrollment Maximums**

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**

None to review

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

None to review

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

**New Courses**

None to review

**Revised Courses**

None to review

**New Programs**

None to review

**Revised Programs**

None to review

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

**New Courses**

None to review

**Revised Courses**

None to review

**New Programs**

None to review

**Revised Programs**

None to review