CURRICULUM and INSTRUCTION COUNCIL MINUTES

Monday, September 16, 2024 | 2:00 PM | JSC 219 - 1, 2, 3, 4
Zoom Meeting: https://rsccd-edu.zoom.us/j/7145646993

Present: M. Aguilar-Beltran, P. Canzona, L. Derr, M. Dinh-Mahavongtrakul, D. Dumon (via Zoom), Z. Fish, K. Guzman, J. King, J. Lamb, L. Macafee, V. Oliveros (Student Representative), D. Peraza, K. Robinson, J. Schlossman, B. Sos, J. Tolentino, M. Valerius, W. Wang

Absent: L. Janus, H. Kim, D. Roper

Guest: S. Aziz, M. Busch (via Zoom), J. Camacho (via Zoom), L. Chavez, (via Zoom), J. Galvan, E. Gomez (via Zoom), G. Ponzillo (via Zoom), P. Samaie (via Zoom), L. Sergeyeva, L. Torrey, R. Villalpando, T. Winchell (via Zoom)

The meeting was called to order by K. Robinson, CIC Chair, at 2:04 p.m.

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

Mover: B. Sos
Seconded by: W. Wang
Ayes: L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, K. Guzman, J. King, J. Lamb, L. Macafee, V. Oliveros, K. Robinson, J. Schlossman, B. Sos, 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**
No public comments were made.

III.   **Approval of Minutes**
        Corrections to minutes:
        Public Comments: the word micro-view will be replaced with macro-view.
        Administrative Regulation 4235: strike out '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.'

        The Minutes from August 26, 2024 were approved with the above corrections.

Mover:	K. Guzman
Seconded by:	J. Tolentino
Ayes:	L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, K. Guzman, J. King, J. Lamb, L. Macafee, V. Oliveros, K. Robinson, J. Schlossman, B. Sos, J. Tolentino, M. Valerius, W. Wang
Nays:	None
Abstentions:	None

IV.   **Curriculum**
        See comments and approvals in subsequent pages.

V.   **Action Items**
        No action items.

VI.   **CIC Chair's Report**
        A. META – MAVERICK
        K. Robinson and D. Peraza gave an overview of the status of Maverick and reported on many support tickets being submitted.
        1. **Common Course Number – Phase 1**
            D. Peraza requested that the common courses for Phase 1 be submitted to the Curriculum Office queue by September 18th. Acknowledging the tight timeline, he emphasized that this deadline is necessary to ensure proper course review and secure the required approvals. He also expressed his appreciation to the faculty involved.

            Common Course Number – Phase 2
            D. Peraza announced that the list of common courses for Phase 2 was recently shared. He proposed that courses impacted by Phase 2, currently on the quadrennial review list for 2024, be deferred from completing their review until 2025. He emphasized that faculty wishing to update Phase 2 courses this year are still welcome to submit them. The affected courses are ASTR 109, 110, 140, ART 101, ART 102, BIOL 239, HIST 120 and HIST 121.

            Discussion ensued.

            D. Peraza will follow up with affected faculty via email.

            K. Guzman inquired about the increased workload for faculty, classified professionals, and administrators resulting from the implementation of common courses numbering (CCN).

            M. Valerius stated that Santa Ana College received one-time funding to support CalGETC and CCN initiatives which can be used to assist with these efforts.

D. Peraza and K. Robinson announced that the Academic Senate for California Community Colleges (ASCCC) has issued a call for faculty interested in serving on CCN Phase II. Details will be shared with the CIC membership after this meeting.

2. **Cross-Listing of Courses**
D. Peraza stated that the cross-listing feature in currIQunet did not function as expected, so we are reverting to our previous method for submitting cross-listed courses.

3. **Course Enrollment Management**
K. Robinson explained that Course Enrollment Management (CEM) is a new process, which has caused some confusion when submitting courses. She clarified that when proposing a new course, a new CEM must be selected, and the required document submitted. Similarly, for course revisions, the necessary document must be uploaded. However, no documentation is required for existing CEM.

VII.   Discussion
A. Administrative Regulation 4235 – Credit for Prior Learning
M. Valerius gave an overview of the current process of articulating high school courses and early college credit courses, primarily in career education disciplines, outlining the steps taken for students to receive college credit.

M. Valerius noted that after the CIC discussion on August 26th, the proposed updates to AR 4235, under the section "High School or Adult Education to College Articulation – Credit by Examination (CBE) Procedures," were reverted to the original language. The only remaining update is the requirement that students must "have completed at least one college credit class or be registered in a college credit class at the time of petition" to receive CBE.

Discussion followed regarding the challenges students face in receiving CBE during intersession and summer sessions when faculty are off contract. One potential solution proposed was for faculty to sign a three-year articulation agreement, with the understanding that any updates made by the high schools to the articulated courses would need to be reviewed and approved again.

M. Valerius will present the CBE form to the CIC at the next meeting as an action item.

VIII.   Announcements
Informational items

A. **New Prefixes for Common Course Numbering:**
1. **COMM – Communication Studies**
2. **POLS – Political Science**
3. **STAT – Statistics**
B. **District's Sustainability Report**
C. **Quadrennials / Career Education Programs – Due October 14, 2024**
D. **All other changes for 2025-2026 Catalog – Due October 14, 2024**

The meeting was adjourned at 3:37 p.m.

IV.a. CONSENT AGENDA from TECHNICAL COMMITTEE

Items 1 – 2 were approved.

Mover:	L. Macafee
Seconded by:	J. Tolentino
Ayes:	L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, K. Guzman, J. King, J. Lamb, L. Macafee, V. Oliveros, K. Robinson, J. Schlossman, B. Sos, J. Tolentino, M. Valerius, 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. Mathematics 082, Pre-Statistics and Problem Solving
2. Mathematics 084, Beginning and Intermediate Algebra

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 (1ˢᵗ READINGS)

Items 3 – 9 were discussed.

New Courses
3. Library Technology 104, Organization of Information
   a. Distance Education
4. Library Technology 108, Introduction to Archives
   a. Distance Education
5. Library Technology 112, Introduction to Digital Collections
   a. Prerequisite
   b. Recommended Preparation
   c. Distance Education
6. Library Technology 120, Arrangement and Description
   a. Prerequisite
   b. Recommended Preparation
   c. Distance Education

Revised Courses
7. Communication Studies 100, Introduction to Communication Studies
   a. Cal-GETC: Plan 2: 1C Oral Communication
   b. Distance Education
8. Communication Studies 103, Introduction to Intercultural Communication
   a. Distance Education
9. Communication Studies 103H, Honors Introduction to Intercultural Communication
   a. Prerequisite
   b. Honors
   c. Distance Education

New Programs
None to review

Revised Programs
None to review

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

New Courses
None to review

Revised Courses
None to review

New Programs
None to review

Revised Programs
None to review