



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
 Student Services – Louise Janus
 Technology – David Roper

Non-Voting Members:

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

Monday, March 11, 2024 | 2:00 PM | Room 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, J. Lamb, V. Nguyen (Student Representative), L. Pedroza (via Zoom), D. Peraza, K. Robinson (via Zoom), D. Roper, J. Schlossman, B. Sos, J. Tolentino, W. Wang
- Absent:** L. Fernandez, H. Kim
- Guest:** S. Bautista (via Zoom), J. Camacho, J. King, M. Weber (via Zoom), L. Williams (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

Update on Catalog Review Process was added to the agenda as item X.

Motion to amend agenda was made.

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

Motion was approved.

II. CIC Meeting Structure

M. Grant stated that CIC will be following the same structure as the Board of Trustees and Academic Senate, in accordance with the Brown Act, by affording all SAC and CEC faculty, staff, and administrators an opportunity to listen to the important conversations pertaining to the General Education plan, among other topics. She reminded those in attendance that only CIC members may vote and participate in the discussion.

A Zoom link will be included in all CIC agendas.

M. Grant reminded CIC members that they may use teleconferencing 2 times a year, one per semester.

III. Public Comments

No public comments were made.

IV. Approval of Minutes

The Minutes from February 26, 2024 were approved.

Mover: L. Pedroza

Seconded by: W. Wang

Ayes: M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, M. Grant, L. Janus, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

Nays: None

Abstentions: None

V. Curriculum

See comments and approvals in subsequent pages.

VI. CIC Chair's Report

M. Grant gave a brief synopsis on the Course Enrollment Maximum (CEM) progress. She mentioned that the final draft has been completed, which includes SCC's edits. Once the CEM is approved, a resolution will be presented to the Academic Senate. The goal is to implement the CEM by the end of Spring break for Fall 2024 implementation.

M. Grant mentioned that a CIC Handbook/Canvas Training workgroup is being formed. Faculty interested in being part of this group, should contact S. Butler and the Academic Senate by the deadline. Spring and Summer 2024 LHE is available.

M. Grant expressed her gratitude to faculty for completing the electronic vote pertaining to the planning of the General Education Review Plan. She stated that SAC and SCC have agreed to a Fall 2025 implementation; however, the goal is to complete the work in Spring 2024. She stated that a meeting with SCC is being scheduled, prior to Spring break, to jump start broader conversations. She asked for input on what the composition of the group should be.

Discussion followed.

VII. Action Item: META Connect to upload SLOs to Canvas

M. Grant asked CIC members if they had received input from their respective divisions on the 2 SLO options. After discussion and an impromptu demonstration from J. King, CIC members were encouraged to go back to their respective areas to seek feedback from their peers on the potential 3rd option.

VIII. Discussion: Renaming of Academic Probation – D. Peraza

D. Peraza reported that the term Academic Probation has a negative connotation; thus, he is requesting that it be changed. He shared a Santa Ana Renaming Survey where students provided feedback on the term and made suggestions. D. Peraza stated that California State University, Fullerton (CSUF), which is our main feeder school, uses Academic Notice and it would behoove SAC to have parity with CSUF. SCC will have to agree as well.

Discussion ensued.

M. Grant mentioned that Board Policies and Administrative Regulations may need to be updated. Once agreement is reached, a resolution will be presented to the Academic Senate. She asked CIC members to request feedback from their constituents and provide their input at the next meeting.

IX. Outcomes/Curriculum Specialist Reorg/JD – S. Butler

S. Butler stated that the Outcomes/Curriculum Specialist position has been through 2 readings at College Council; however, faculty continue to share concerns. She expressed the need for an Outcomes Specialist and acknowledge the need for a Curriculum Specialist. She conveyed that there is no guarantee the college would support another Curriculum Specialist; thus, the reason the positions are paired together.

S. Butler reported that a Short-Term Intermediate Clerk has been hired to assist the Curriculum Office with the workload, which is a temporary solution.

M. Grant shared suggested faculty edits to the proposed job description. The amendments included the removal of the word Curriculum from the title. She further mentioned that having the position with both titles may reduce the possibility of hiring a full time Curriculum Specialist. She stressed the need for an additional Curriculum Specialist since much of the recently approved legislation will have a direct impact in the Curriculum Office.

Discussion followed.

X. Update on Catalog Review Process

S. Butler commented that the process to update the white pages of the catalog is going through a change this year. The new procedure will give managers direct access to their individual areas, in META, where changes will be reflected in real time. This will reduce the number of times pages are reviewed and to minimize human error. If department chairs or coordinators typically update certain white pages, she recommended that they reach out to their managers.

S. Butler stated she will be sending an email to administrators with instructions, a timeline and a video narrated by the Curriculum Office. She requested that any questions be directed to the Curriculum Office.

XI. METAmorsels

In this edition of METAmorsels, M. Grant stressed the importance of using the C-ID course descriptor, for courses that have been C-ID approved, when working on quadrennial reviews. She mentioned that when a call for C-ID reviewers is requested, she will notify all CIC members via email and will include it on the CIC agenda.

M. Grant stated that before submitting curriculum for approval, faculty should run the COR report. Running the COR provides a clear picture of any formatting issues, typos, spacing issues, etc. She highlighted the need of using Notepad to copy into META rather than directly from Word.

M. Grant provided some useful tidbits to look for when submitting programs for approval and the necessary documents for Career Education programs.

XII. Division Reports

No reports provided.

XIII. Announcements

Informational items only.

June Catalog Addendum – March 18, 2024 (in Curriculum Office queue)

April 22, 2024 meeting will be held at CEC Rooms F 101/102

May 6, 2024 meeting will be held at CEC Rooms F 101/102

The meeting adjourned at 4:01 p.m.

V.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

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

V.b. **CURRICULUM ITEMS**
DISCUSSION ITEMS (1st READINGS)

Items 1 – 2, 4 – 20 were discussed.

A motion to move item 3 to second read was made and approved.

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

New Courses

1. Counseling 307, College Success Skills
 - a. Distance Education
2. Vocational – Health 122, BLS for Healthcare Providers & Heartsaver CPR/ First Aid

Revised Courses

3. *Child Development 299, Work Experience - Child Development – **moved to 2nd read**
 - a. Distance Education
4. Fire Officer Training 130B, Fire Inspector 1B: Introduction to Fire and Life Safety
 - a. Prerequisite
 - b. Distance Education
5. Fire Officer Training 130D, Fire Inspector 1D: Field Inspector
 - a. Prerequisite
 - b. Distance Education
6. Fire Officer Training 136, Fire Inspector 2A: Fire Prevention Administration
 - a. Prerequisite
 - b. Distance Education
7. Fire Officer Training 139, Fire Inspector 2D: Hazardous Materials, Operations, and Processes
 - a. Prerequisite
 - b. Distance Education
8. High School Subjects – Other 740, Spanish 1
 - a. Distance Education – **ONLY**
9. High School Subjects – Other 742, Spanish 2
 - a. Distance Education – **ONLY**
10. High School Subjects – Other 743, Spanish 3
 - a. Distance Education – **ONLY**
11. High School Subjects – Other 744, Spanish 4
 - a. Distance Education – **ONLY**
12. Pharmacy Technology 052, Body Systems II
 - a. Distance Education – **ONLY**
13. Pharmacy Technology 055, Pharmacy Calculations
 - a. Distance Education – **ONLY**
14. Vocational – Construction 101, Introduction to Welding
 - a. Distance Education
15. Vocational - Fashion Design & Merchandising 100, Introduction to the Fashion Industry
 - a. Distance Education

16. Vocational - Fashion Design & Merchandising 105, Beginning Sewing
 - a. Distance Education

New Programs

None to review

Revised Programs

17. Caregiver/Personal Care Aide Certificate of Completion
18. Introduction to Fashion Design & Merchandising Certificate of Completion
19. Introduction to Welding Technology Certificate of Completion
20. Line Cook Certificate of Completion

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

Items 3, 21 – 24 were approved.

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

Items 3, 21 – 24 with Distance Education were approved.

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

Item 23 with prerequisite was approved.

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

Items 25 – 26 were approved.

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

Item 27 was approved with amendment.

Mover: D. Peraza
Seconded by: W. Wang
Ayes: M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, M. Grant, K. Guzman, L. Janus, 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

21. Fashion Design and Merchandising 081, Screen Printing
 - a. Distance Education
22. Fire Academy 083, Hazardous Materials First Responder: Awareness Level
 - a. Distance Education
23. Fire Officer Training 078A, S-130 Firefighter Training – Wildland
 - a. Prerequisite
 - b. Distance Education
24. Fire Technology 101, Fire Protection Organization
 - a. Distance Education

New Programs

25. Artificial Intelligence Certificate of Achievement
26. Backend Engineering Certificate of Achievement

Revised Programs

27. Fashion Design Certificate of Achievement