



# 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, April 22, 2024 | 2:00 PM | CEC Rooms F 101/102

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

**Present:** S. Butler, P. Canzona, M. Dinh-Mahavongtrakul, D. Dumon (via Zoom), C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen (Student Representative), L. Pedroza, D. Peraza, K. Robinson (via Zoom), D. Roper, J. Schlossman (via Zoom), J. Tolentino, W. Wang (via Zoom)

**Absent:** L. Fernandez, J. Lamb, B. Sos

**Guest:** K. Blackburn (via Zoom), M. Busch (via Zoom), J. Camacho (via Zoom), A. Chamberlain (via Zoom), L. Chavez, M. DeAsis (via Zoom), E. Gomez, J. King, T. Winchell (via Zoom)

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

### 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

The Minutes from March 25, 2024 were approved.

**Mover:** C. Emley

**Seconded by:** V. Nguyen

**Ayes:** S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

### IV. Curriculum

See comments and approvals in subsequent pages.

### V. CIC Chair's Report

M. Grant expressed gratitude to all faculty members who showed interest in participating in the CIC Handbook/Canvas Training. She mentioned that the team is currently being formed and that planning is actively progressing. Additionally, she stated that the initial proposal is scheduled for presentation to the CIC on May 6th. The project is anticipated to wrap up during the summer, with the aim of launching in Fall 2024.

M. Grant updated the committee on the forthcoming joint brainstorming session with SCC, set for Wednesday, April 24th, from 3:30 to 5:00 p.m. The meeting will be held via Zoom. Agenda items include proposed additions to General Education categories such as Lifelong Learning, Cultural Breadth, and American Institutions. The meeting will also address reaching consensus on the total number of required units and possibly renaming the new Plan A.

Discussion ensued.

S. Butler mentioned that the catalog committee is taking a step back to prioritize making the Catalog more intuitive. She also commented that the committee will be considering restructuring the catalog to align with Guided Pathways. Currently, the focus of the catalog is on basic cleanup and making minor grammar edits to enhance its readability.

S. Butler mentioned that the Program Mapping Committee is comprised of a small team and extended an invitation to anyone interested in understanding program maps to participate in the discussion. She stated that the committee has proposed initiating program mapping for Certificates of Achievement and any degrees not impacted by legislation, like AB1111 and/or AB928.

## **VI. META – MAVERICK**

M. Grant provided a concise overview of the upcoming transition to the new META platform, slated for June. She highlighted several changes planned before the transition, including shifting objectives from a text box to an ordered list akin to SLOs. She also commented that tabs will be linked to ensure faculty cannot launch courses without addressing related tabs, such as conditions of enrollment, requisite approval, and requisite validation. The Course Standards tab will be linked with Methods of Evaluation (grading scale).

M. Grant also mentioned that program narratives will be directly extracted from META, though resolving issues such as unit counts, and duplication remains a work in progress.

M. Grant requested input from CIC members' constituents by May 6th regarding the removal of the Electronic Delivery option from the Methods of Instruction tab. She is also seeking feedback on the General Education tab concerning whether each course, during the curricular process, should be designated as not applicable, new, or existing. Furthermore, she encouraged noncredit faculty to provide any potential updates or changes on May 6<sup>th</sup>.

Discussion followed.

## **VII. AB1111 – Common Course Numbering – P. Canzona**

P. Canzona outlined Phase 1 of the Common Course Numbering (CCN), which will commence with six courses: College Composition (English 101), Argumentative Writing and Critical Thinking (English 103), Introduction to Statistics (Math 219), Introduction to American Government and Politics (Political Science 101), Introductory Psychology (Psychology 100), and Public Speaking (Communication Studies 101). These six courses are scheduled for revisions during Fall 2024 to meet catalog deadlines for implementation in Fall 2025. She clarified that faculty groups will develop common course descriptors and a common prefix/number during the summer of 2024, with the descriptors expected by August 15th. Faculty were strongly encouraged to join their respective listservs to contribute input and stay informed, with attention also given to the impact on programs.

Extensive discussion proceeded.

### **VIII. Course Enrollment Maximum (CEM) Recommendations**

Chamberlain noted that the Recommendation for Establishing and Modifying Course Enrollment Maximums: Principles, Roles, and Process document was adapted from a similar document utilized by SCC. She then proceeded to elaborate on the contents of the document. She also mentioned that the goal is to present a finalized version of the document to the Academic Senate at their upcoming retreat.

M. Grant provided insights into the process through curriQunet META. She clarified the purpose of the Petition for Establishing/Amending Class Enrollment Maximum Form and requested input from the committee. Once the document is enacted, the form will undergo review by the Division Dean within their respective area and subsequently be attached in META for CIC review and approval. She also emphasized that any petitions received will be listed for consent on the CIC agenda.

### **IX. Discussion: Credit for Prior Learning Assessment Petition**

S. Butler presented the revised Credit for Prior Learning Assessment Petition (CPL) form, noting that the requested adjustments had been implemented as requested. She urged committee members to review the document with their constituents and offer feedback during the next meeting.

### **X. Action Item: 2024-2025 CIC Calendar**

M. Grant mentioned that an electronic vote will be sought to approve the 2024-2025 CIC Calendar. This is necessary as the Curriculum Office needs to submit facility requests promptly.

### **XI. METAmorsels**

Item was table.

### **XII. Division Reports**

No reports provided.

### **XIII. Announcements**

Informational item

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

The meeting adjourned at 4:02 p.m.

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

**Item 1 was approved.**

**Mover:** L. Janus

**Seconded by:** K. Guzman

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

1. Welding 157A, Basic Robotic Programming

#### **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)**

Items 2 – 4 were discussed.

**New Courses**

None to review

**Revised Courses**

2. Fire Academy 028, Physical Training for Fireground Operations
  - a. Prerequisite
  - b. Distance Education
3. Fire Public Safety 002, California Ocean Lifeguard-Aquatic Rescue Response Skills
  - a. Prerequisite
  - b. Distance Education
4. Fire Technology 104, Fire Prevention
  - a. Prerequisite
  - b. Distance Education

**New Programs**

None to review

**Revised Programs**

None to review

#### IV.c. CURRICULUM ITEMS

##### **ACTION ITEMS (2<sup>nd</sup> READINGS)**

###### **Item 5 was approved.**

**Mover:** H. Kim

**Seconded by:** M. Dinh-Mahavongtrakul

**Ayes:** S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

###### **Item 5 with Distance Education was approved.**

**Mover:** H. Kim

**Seconded by:** V. Nguyen

**Ayes:** S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

###### **Items 6 – 7 were approved.**

**Mover:** H. Kim

**Seconded by:** M. Dinh-Mahavongtrakul

**Ayes:** S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

###### **Item 6 with prerequisite was approved.**

**Mover:** H. Kim

**Seconded by:** W. Wang

**Ayes:** S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

###### **Items 6 – 7 with Distance 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, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

**Items 8 – 13 were approved.**

**Mover:** V. Nguyen

**Seconded by:** H. Kim

**Ayes:** S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

**New Courses**

5. Counseling 307, College Success Skills
  - a. Distance Education

**Revised Courses**

6. Fire Public Safety 017, Firefighter Refresher- Core Competencies
  - a. Prerequisite
  - b. Distance Education
7. Speech-Language Pathology Assistant 170, Introduction to Phonetics
  - a. Distance Education

**New Programs**

None to review

**Revised Programs**

8. Associate in Science in Speech-Language Pathology Assistant
9. Digital Literacy for Academic and Professional Success I Certificate of Competency
10. Digital Literacy for Academic and Professional Success II Certificate of Competency
11. ESL Core Advanced Certificate of Competency
12. ESL Core Literacy Certificate of Competency
13. ESL Writing and Developing a School Publication Certificate of Competency