



1530 W. 17th St, Santa Ana, CA 92706

MINUTES
CURRICULUM AND INSTRUCTION COUNCIL
Monday, September 14, 2020
2:00 pm
Zoom Meeting

Present: P. Canzona, R. Castillo, C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz (M. Grant), K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino

Absent: S. Bautista, J. Lamb, TBA (Student Representative)

Guest: S. Clark, K. Dower, A. Gonis, J. Kennedy, C. Kushida, M. Liang, L. Sergeyeva, M. Taylor, P. Translavina, C. Truong, T. Verduzco, B. Virgoe, D. Vu, T. Winchell

I. PUBLIC COMMENTS

S. Clark informed the committee that she had been reassigned to the Digital Media Department. She stated that administration requested that she receive a recommendation from the Senate and CIC Council on curriculum alignment that encompasses Digital Media Arts and Graphic Design Programs. She respectfully requested that CIC consider the proposal she presented in February 2020. She further stated that she is hoping to have the curriculum changes done to ensure they are captured in the 2021-2022 college catalog.

S. Clark stated that she is hoping for the matter to be transparent and public.

M. Taylor commented that he is the Digital Media Department Chair. S. Clark is part of his department and he was unaware of any discussions related to curriculum. He further requested that S. Clark be included in any Art Department discussion as she is the discipline expert. He also requested transparency.

C. Pierce requested that Digital Media Proposal for Digital Media Curriculum Alignment be an item added to this agenda. The request was not granted.

B. Sos stated that he was providing the Art Department with an opportunity to present to the council as the opportunity to present was also afforded to S. Clark. Item number 7 on the agenda is being tabled. Item #7, Art Department Curriculum, will be added to the next agenda where dialogue may occur. B. Sos mentioned that further discussion on this subject will occur on Wednesday with the Academic Senate President.

J. Kennedy expressed his gratitude to the committee for considering the Correspondence Education Addendum on the agenda. He reassured the committee that Correspondence Education would not be institutionalized. He explained that this is a response to the current Covid-19 situation we are facing and need to provide educational opportunities to the Inmate Education Program.

II. APPROVAL OF MINUTES

The Minutes from August 24, 2020 were approved.

Mover: C. Emley

Seconded by: C. Coyne

Ayes: C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino

Nays: None

Abstentions: None

III. CURRICULUM

See comments and approvals in subsequent pages.

IV. DISCUSSION: CORRESPONDENCE EDUCATION ADDENDUM

B. Sos explained that SAC does not have a current policy that pertains to Correspondence Education (CE). He further stated that as we continue in the pandemic, there is an apparent need for CE within the Inmate Program. B. Sos requested that members relay the information D. Khalid will be providing to their respective constituents so that there is clear communication and so that CIC members can vote on the issue of CE at the next CIC meeting.

D. Khalid expressed gratitude at the opportunity to speak on behalf of Correspondence Education. She described the need for this methodology of teaching for the Inmate Program and the guidelines set forth by the Santa Ana Police Department (SAPD) and the federal prisons. CE will be used to address the needs of students in the jail system but will only be used during the unprecedented pandemic we are currently facing. She further explained that Distance Education, as we know it, is not possible within the SAPD facilities. She requested support from this body and stated that the needs of the inmate program students is at the forefront of the request.

D. Khalid presented the CE addendum document that the Continuing Education faculty would like adopt. She reiterated that this is a temporary solution.

Discussion followed.

V. DISCUSSION: CAREER EDUCATION PROPOSAL PROCESS

B. Sos cited language found in Education Code, Section 78016 where it states that “every vocational or occupational training program offered by a community college district shall be reviewed every two years.” As such, he mentioned that faculty need to identify when Career Education (CE) program reviews, within their respective disciplines, are due. As part of the review process, current Labor Market Information (LMI) is required.

B. Sos stated that a formalized process will need to be created and vetted through the Academic Senate.

Discussion ensued.

Mission Statement

Santa Ana College inspires, transforms and empowers a diverse community of learners.

Vision Statement

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VI. DISCUSSION: MIS DATA ELEMENTS PROCESS

B. Sos informed the committee that Management Information Systems (MIS) data elements are used for tracking courses and programs. These elements are also essential to qualify for certain grants, including Financial Aid. He provided a brief synopsis on past practice when coding courses and programs. He asked who the coding responsibility, specifically TOP and SAM codes, should fall to (faculty or division curriculum secretaries). He further indicated that a process needs to be in place to avoid confusion.

B. Sos stated that some data elements have been mismatched; therefore, issues have been encountered when submitting to the Chancellors Office Curriculum Inventory (COCI). He expressed the importance of ensuring that MIS data element CB03 – Course Top Code, CB04 – Course Credit Status, CB05 – Course Transfer Status, and CB09 – Course SAM Priority Code be coded correctly in courses.

B. Sos requested that members take the information provided back to their respective constituents and that feedback be provided at the next meeting.

Discussion ensued.

VII. DISCUSSION: ART DEPARTMENT CURRICULUM – P. Marquez & D. Hostetter – ITEM WAS TABLED

VIII.a. ACCREDITATION REPORT

F. Ortiz reported that SAC is coordinating with ACCJC personnel to provide training on best ways to proceed with the writing process. He mentioned that the goal is to have a first draft of the report completed by the end of Fall. Standard Teams continue to meet. He expressed his gratitude to all who are participating in the Accreditation process.

VIII.b. ARTICULATION REPORT

No report provided.

VIII.c. curriQūnet META UPDATE

B. Sos stated that the spreadsheet identifying courses that will have a Fully Online with Mutual Agreement (FOMA) will be submitted to Governet by the end of the week. Prior to submission, he will send the spreadsheet to faculty once again to ensure that the information is correct. He explained that the FOMA will be done behind the scenes. A report will be requested from Governet to ensure that the work has been completed.

VIII.d. GUIDED PATHWAYS (GP)

K. Patterson reported that GP is starting their exploration months commencing with September, which is Creating our World, followed by People, Ideas and Culture in October, and concluding with Future Educators in November. She also stated that workshops and events will be held every month. Working Success Teams have been formed.

Meeting adjourned at 3:36 p.m.

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III.a. CONSENT AGENDA from TECHNICAL COMMITTEE
Items 1 – 5 were approved.

Mover: C. Coyne

Seconded by: M. Kimmel

Ayes: C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino

Nays: None

Abstentions: None

Revised Courses without Catalog Changes

None to review

Revised Courses with Minor Catalog Changes

None to review

Course Deactivations

1. Diesel 160, Foundations of Mobile Air Conditioning and Refrigeration
2. Fire Officer Training 031, Confined Space Rescue: Awareness Demobilization Unit Leader
3. Mathematics 180H, Honors Single Variable Calculus I

Removal of Deactivated Courses from General Education Plans

None to review

Removal of Deactivated Courses from Programs

None to review

Revised programs

None to review

Program Deletion

4. Alternative Fuels - Clean Diesel Certificate of Proficiency
5. Truck Air Conditioning Service Certificate of Proficiency

Course Student Learning Outcomes (SLOs) Revisions Only

None to review

Program SLO Revisions

None to review

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III.b. CURRICULUM ITEMS

DISCUSSION ITEMS (1st READINGS)

Items 6 – 10 were presented and discussed.

New Courses

6. Adult Basic Education 036, Effective Writing for the Workplace
 - a. Distance Education

Revised Courses

7. Diesel 181, Preventative Maintenance Inspection
 - a. Distance Education
8. *Mathematics 105, Mathematics for Liberal Arts Students
 - a. Prerequisite
 - b. Distance Education
9. *Mathematics 280, Intermediate Calculus
 - a. Distance Education – **ONLY**
10. *Mathematics 287, Introduction to Linear Algebra and Differential Equations
 - a. Distance Education – **ONLY**

New Programs

None to review

Revised Programs

None to review

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III.c. CURRICULUM ITEMS
ACTION ITEMS (2nd READINGS)

Item 11 was approved.

Mover: D. Khalid
Seconded by: C. Coyne
Ayes: C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Item 11 with Distance Education was approved.

Mover: D. Khalid
Seconded by: C. Coyne
Ayes: C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Items 12 – 45 were approved.

Mover: D. Khalid
Seconded by: K. Patterson
Ayes: C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Items 12 – 45 with prerequisites were approved.

Mover: D. Khalid
Seconded by: K. Patterson
Ayes: C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Items 12 – 45 with Distance Education were approved.

Mover: K Patterson
Seconded by: D. Khalid
Ayes: C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

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Item 18 with Honors was approved.

Mover: K Patterson
Seconded by: D. Khalid
Ayes: C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Items 46 – 51 were approved.

Mover: D. Khalid
Seconded by: M. Kimmel
Ayes: C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

Items 52 – 54 were approved.

Mover: D. Khalid
Seconded by: M. Kimmel
Ayes: C. Coyne, C. Emley, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, F. Ortiz, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino
Nays: None
Abstentions: None

New Courses

11. Vocational – Business 402, Workforce Power Skills
 - a. Distance Education

Revised Courses

12. Criminal Justice Academies 021, P.C. 832, Laws of Arrest
13. Criminal Justice Academies 029B, Bomb Technician Introduction
 - a. Prerequisite
14. Criminal Justice Academies 029C, Active Bomber Course
 - a. Prerequisite
15. Criminal Justice Academies 029E, Explosive Recognition and Response
 - a. Prerequisite
16. Communications & Media Studies 111, Media, Race and Gender
 - a. Distance Education
17. Communications & Media Studies 201, Visual Reporting
 - a. Distance Education
18. Communication Studies 101H, Honors Introduction to Interpersonal Communication
 - a. Prerequisite
 - b. Honors
 - c. Distance Education

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19. Communication Studies 151, Voice and Diction for Effective Communication
 - a. Distance Education - **ONLY**
20. Culinary Arts 130, International Cuisine
 - a. Prerequisite
21. Culinary Arts 140, Introduction to Baking & Pastry
 - a. Prerequisite
22. Culinary Arts 150, Principles of Pantry
 - a. Prerequisite
23. Fashion Design Merchandising 052, Knit and Swim Suit Sewing
24. Fashion Design Merchandising 058, Decorative Apparel
25. Fashion Design Merchandising 080, Embroidery
26. Fashion Design Merchandising 081, Screen Printing
27. Fashion Design Merchandising 101, Buying and Merchandising
28. Fashion Design Merchandising 125, Visual Display Merchandising
29. Fashion Design Merchandising 212, Advanced Draping
30. Fire Officer Training 079, S-404 Safety Officer
31. High School Subjects 031, High School Equivalency Test Preparation - Noncredit
 - a. Distance Education – **ONLY**
32. *Music 161, Class Piano I
 - a. Distance Education
33. Psychology 140, Introduction to Psychology of Adulthood and Aging
 - a. Distance Education – **ONLY**
34. *Psychology 200, Introduction to Biological Psychology
 - a. Distance Education – **ONLY**
35. Psychology 219, Introduction to Research Methods in Psychology
 - a. Distance Education – **ONLY**
36. Theatre Arts 114, Acting for the Camera II
 - a. Distance Education – **ONLY**
37. Theatre Arts 178, Musical Theatre Techniques
 - a. Distance Education – **ONLY**
38. Vocational – Business 123, Introduction to Computer Software & Online Applications – Noncredit
 - a. Distance Education
39. Vocational – Business 200, Topics in Business Skills – Noncredit
 - a. Distance Education
40. Vocational – Business 280, Accounting Terminology – Noncredit
 - a. Distance Education
41. Vocational – Business 290, Business Terminology – Noncredit
 - a. Distance Education
42. Vocational – Business 400, Employability Skills – Noncredit
 - a. Distance Education
43. Vocational – Construction 610, Vocational Construction Technology Module I – Noncredit
44. Vocational – Construction 620, Vocational Construction Technology Module II – Noncredit
45. Vocational – Hospitality 201, Career Focus - Hospitality Services – Noncredit
 - a. Distance Education – **ONLY**

New Programs

46. Associate of Science in Hospitality Management for Transfer
47. Automotive Technology Certificate of Completion – Noncredit

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48. Basic Law Enforcement Academy Certificate of Achievement
49. Career & Professional Success Certificate of Competency – Noncredit
50. Introduction to Small Business and Entrepreneurship Certificate of Completion – Noncredit
51. Welding Technology Certificate of Completion – Noncredit

Revised Programs

52. ESL Core Advanced Certificate of Competency – Noncredit
53. ESL Enhanced Civics Certificate of Competency – Noncredit
54. ESL Enhanced Speaking Capstone Certificate of Competency – Noncredit

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