



# 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  
Dean – Matthew Morin  
At Large Representative – Vacant  
Business – James Harman  
Continuing Education – Donna Khalid  
Counseling – Lisa Macafee  
Fine & Performing Arts – Reyna Cummings  
Humanities – Zachary Fish  
Human Services – Wendy Wang  
Kinesiology – Brian Sos  
Library – Jaki King  
Mathematics – George Sweeney  
Health Sciences – Laura Derr  
Sciences – Minhan Dinh-Mahavongtrakul  
Social Sciences – Vacant  
Student Representative – TBA  
Student Services – Louise Janus  
Technology – Jaime Gonzalez

### Non-Voting Members:

Articulation Officer – Paula Canzona  
Distance Education – Jaki King, Jose Lopez Mercedes  
Matriculation Representative – Maria Aguilar Beltran  
Curriculum Specialist – Anh-Phuong Tran  
Curriculum Specialist – Reyes Vazquez  
Curriculum Specialist – Michael Zuniga

Monday, February 23, 2026 | 2:00 PM | JSC 219 1-4

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

**Present:** P. Canzona, R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King (via Zoom), L. Macafee, M. Morin (via Zoom), D. Peraza, K. Robinson (proxy for Business Division), G. Sweeney, W. Wang

**Absent:** M. Aguilar-Beltran, J. Harman, J. Lamb, B. Sos

**Guest:** Via Zoom: M. Busch, G. Cardenas, V. Castaneda, C. Cecil, L. Chavez, M. DeAsis, D. Dumon, V. Heric, C. Moran Carrasco, V. Plair, M. Rosas  
In person: S. Aziz, M. Macintyre

The meeting was called to order by D. Peraza, CIC Vice 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 J. King and M. Morin notified the membership that they would attend the meeting virtually due to “just cause”.

CIC membership voted and approved J. King and M. Morin’s virtual attendance.

**Mover:** L. Janus  
**Seconded by:** W. Wang  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, L. Macafee, D. Peraza, K. Robinson, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

A motion to accept K. Robinson as proxy for the Business Division due to J. Harman’s absence was made and approved.

**Mover:** D. Khalid  
**Seconded by:** L. Janus  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, M. Morin, D. Peraza, K. Robinson, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

**I. Approval of Additions or Corrections to Agenda**  
No additions or corrections were made to the agenda.

## II. Public Comments

L. Macafee reported that FARSCCD is gathering signatures for California's Proposition 55, which taxes high-income earners to support public schools, community colleges, and healthcare, generating approximately \$5 to \$15 billion annually. She encouraged anyone who has not yet signed the petition to do so to help ensure the measure qualifies for the upcoming ballot and makes the tax permanent.

K. Robinson expressed her appreciation to the continuing education faculty for their careful review of the Course Outline of Record (COR), noting that they identified the starter language for Student Learning Outcomes (SLOs) and course objectives as being the same. She explained that a ticket will be submitted to curriQunet to correct the issue.

## III. Approval of Minutes

The Minutes from November 24, 2025 were approved.

**Mover:** D. Khalid

**Seconded by:** J. Gonzalez

**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, M. Morin, D. Peraza, K. Robinson, G. Sweeney, W. Wang

**Nays:** None

**Abstentions:** None

## IV. Curriculum

See comments and approvals in subsequent pages.

## V. Chair's Report

### a. New Curriculum and Instruction Council Webpage

K. Robinson reported that the new CIC website has been migrated to a district-managed platform, which has proven to be challenging to navigate and maintain. Broken links, missing information, and the lack of editing access for Curriculum Office staff have resulted in additional work and frustration. Archived minutes dating from January 2021 to the present, which are required for accreditation purposes, are no longer readily accessible.

Although CIC is part of shared governance, it is not currently listed on the Academic Senate webpage. A request for a vanity link will be submitted to help ensure the webpage and its curriculum development resources are easy to locate. Additionally, a potential resolution may be brought forward to the Academic Senate to support granting editing access to those who require it.

### b. DCIC Report

K. Robinson stated that the District Curriculum and Instruction Council (DCIC), which includes representatives from SAC and SCC, has been reviewing Board Policies (BPs) and Administrative Regulations (ARs). She noted that many of the BPs and ARs reviewed and revised by DCIC have already been reviewed and approved by this body, while SCC is still in the process of reviewing several items previously approved here, as its approval process is lengthier than SAC's. She also mentioned that the language related to bachelor's degrees in the BPs and ARs needs to be updated.

**c. Field Trips**

K. Robinson noted that courses requiring field trips must include appropriate language in the course catalog description, with additional details provided in the Methods of Evaluation section of the course proposal. She explained that the Curriculum Office staff has been collaborating with K. Taylor, DSPS Associate Dean, to identify sections that include field trips to ensure accessibility is provided to students upon request.

Following discussion, it was recommended that K. Taylor attend the next meeting.

**d. Methods of Instruction (Reading and Writing)**

K. Robinson explained that submissions to the Chancellor's Office Curriculum Inventory (COCI) now require detailed descriptions of both in-class and out-of-class reading and writing assignments. She noted that the college's standard practice has been to include general statements; however, more descriptive yet flexible language will need to be incorporated to ensure compliance while preserving academic freedom. She added that she and D. Peraza will share examples of potential statements in the near future.

**e. Certificates of Proficiency**

K. Robinson shared a report on Certificates of Proficiency, noting that these programs are not chaptered through the Chancellor's Office. She encouraged faculty to consider converting them to Certificates of Achievement, as doing so may provide financial benefits to students. The list will be distributed to all CIC members following the meeting.

**f. 2026 Quadrennials**

K. Robinson stated that the 2026 Quadrennial Review courses will be shared with faculty before the end of the week.

**VI. Action Item**

**a. FARSCCD Contract 6.1.4 – Teaching Load Review Process**

**i. Extensive Lab**

**ii. Intensive Composition**

D. Peraza reminded the faculty that during contract negotiations, FARSCCD secured "exceptions to the normal teaching load," specifying that "the lab rate is 1:0 LHE for extensive preparation courses and high feedback," and that "writing intensive composition courses shall receive an additional 0.5 LHE per section paid at the part-time or beyond contract rate." As a result, the CIC councils at SAC and SCC were tasked with developing criteria to be presented to and approved by DCIC. D. Peraza outlined the process and described the two committee groups that developed the documents under consideration, which had also been emailed to all CIC members prior to the meeting.

D. Peraza opened the floor for discussion and asked the council to consider waiving first reading and moving directly to a second reading so the documents could proceed to DCIC. This would enable faculty to begin submitting requests for extensive lab and intensive composition compensation for 2026-2027 academic year.

Discussion followed.

After discussion, a motion was made to waive first read.

**Mover:** Z. Fish  
**Seconded by:** J. Gonzalez  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, M. Morin, D. Peraza, K. Robinson, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

A motion to approve the documents as presented was made.

**Mover:** Z. Fish  
**Seconded by:** L. Janus  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, M. Morin, D. Peraza, K. Robinson, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

Motion passed unanimously.

## **VII. Informational Item**

The following were informational items.

- a. CJA Police Cadet CAI Implementation 2026**
- b. Scholarships for Engagement in Environmental Degrees (SEEDS) Grant Application**
- c. Legal Interpreting Translation and Technology Apprenticeship (LITTA) Implementation**

## **VIII. Faculty Minimum Qualifications**

K. Robinson stated that Title 5 requires faculty minimum qualifications to be incorporated into the curriculum process. Therefore, a local process will be developed to ensure compliance with the new regulations. K. Robinson will present a proposed process to the council for consideration and approval at a future meeting.

Discussion ensued.

## **IX. Inclusion, Diversity, Equity, and Anti-Racism (DEI/IDEAA)**

K. Robinson noted that Title 5 regulations require each community college to establish a documented process outlining how IDEAA is reviewed within the curriculum review process. Currently, a tab in curriQunet is being developed; however, the specific design and functionality of this tab are still under consideration. Discussions will continue within this committee to ensure the process is clearly established, and to provide input regarding the information that will be included in the tab and the procedures that will be followed to ensure compliance.

Discussion followed.

Meeting adjourned at 3:52 p.m.

**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

**Distance Education Revisions Only**

None to review

**Course Student Learning Outcomes (SLOs) Revisions Only**

None to review

**Course Materials Revisions Only**

None to review

**Revised programs with Minor Catalog Changes**

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 1 – 22 were discussed.

#### **New Courses**

1. Vocational - Child Development Education 100, Early Childhood Pre-Apprenticeship Program Orientation – Noncredit
  - a. Distance Education
2. Vocational - Child Development Education 101, Introduction to Child Development – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
3. Vocational – Health 200, Dental Assistant Training Program Orientation – Noncredit
  - a. Distance Education
4. Vocational – Health 201, Dental Assisting- Introduction to Dentistry & Compliance – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
5. Vocational – Health 202, Dental Assisting- Dental Sciences & Radiology – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
6. Vocational – Health 203, Dental Assisting Procedures & Dental Materials – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
7. Vocational – Health 204, Dental Assisting- Patient Care, Communication & Administration – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
8. Vocational – Health 205, Dental Assisting Clinical Skills & Chairside Assisting – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
9. Vocational – Health 206, Dental Assisting - Clinical Externship – Noncredit
  - a. Prerequisite
  - b. Corequisite

#### **Revised Courses**

10. \*Anthropology C1001, Introduction to Biological Anthropology
  - a. Distance Education
11. \*Anthropology C1001L, Biological Anthropology Lab
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
12. \*Art 195, Introduction to Digital Media Arts
  - a. Distance Education
  - b. Cross Listing: DM 195

13. \*Astronomy C1001L, Introduction to Astronomy Lab
14. Criminal Justice Academies 026A, Training Academy Preparation
15. Criminal Justice Academies 055F, Correctional Service Technician Transition Course
  - a. Prerequisite
16. Criminal Justice Academies 068B, Police Report Writing
  - a. Prerequisite
17. Criminal Justice Academies 069A, Continuing Professional Training for Corrections
  - a. Prerequisite
  - b. FOMA
18. Digital Media 195, Introduction to Digital Media Arts
  - a. Distance Education
  - b. Cross Listing: ART 195
19. \*English C1000H, Academic Reading and Writing – Honors
  - a. Prerequisite
  - b. Limitations of Enrollment
  - c. Honors
  - d. Distance Education

### **New Programs**

20. Dental Assisting Certificate of Completion – Noncredit
21. Early Childhood Education Pre-Apprenticeship Program Certificate of Completion – Noncredit

### **Revised Programs**

22. Adult High School Diploma – Noncredit

#### IV.c. CURRICULUM ITEMS

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

**Items 23 – 25 were approved.**

**Mover:** L. Macafee  
**Seconded by:** M. Dinh-Mahavongtrakul  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, M. Morin, D. Peraza, K. Robinson, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

**Item 25 with limitations of enrollment was approved.**

**Mover:** Z. Fish  
**Seconded by:** W. Wang  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, M. Morin, D. Peraza, K. Robinson, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

**Item 25 with Honors was approved.**

**Mover:** Z. Fish  
**Seconded by:** W. Wang  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, M. Morin, D. Peraza, K. Robinson, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

**Item 26 was approved.**

**Mover:** J. Gonzalez  
**Seconded by:** W. Wang  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, M. Morin, D. Peraza, K. Robinson, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

#### **New Courses**

None to review

#### **Revised Courses**

23. Astronomy C1001, Introduction to Astronomy
  - a. Distance Education
24. \*Biology C1001, Introduction to Biology
  - a. Distance Education

25. \*Biology C1001H, Introduction to Biology – Honors
  - a. Limitations of Enrollment
  - b. Honors
  - c. FOMA

### **New Programs**

None to review

### **Revised Programs**

26. Engine Performance Option Certificate of Achievement