



# 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/Christopher Fesler (Alternate)  
 Student Services – Vacant  
 Technology – David Roper

### Non-Voting Members:

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

Monday, October 16, 2023 | 2:00 PM | CEC Rooms F101 / F102

- Present:** S. Butler (via Zoom), P. Canzona, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, J. King (proxy for L. Pedroza), H. Kim, J. Lamb, V. Nguyen (Student Representative), D. Peraza, K. Robinson, D. Roper, J. Schlossman, J. Tolentino, W. Wang (via Zoom)
- Absent:** L. Fernandez, B. Sos
- Guest:** S. Aziz, J. Camacho, E. Gomez, J. Kennedy, S. Salas, P. Traslavina, R. Valles, T. Verduzco

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

## I. Approval of Additions or Corrections to Agenda

M. Grant stated that Sociology 150, item 14 on agenda, will not be a shared course with SCC; thus, the asterisk will be removed.

A motion was made to amend the agenda reflecting the removal of the asterisk for item 14.

- Mover:** K. Guzman  
**Seconded by:** D. Dumon  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

The motion was approved unanimously.

## II. Public Comments

J. Kennedy gave a warm welcome to CIC members and guests to the School of Continuing Education. He expressed his gratitude that the meeting was held at CEC and emphasized the importance of curriculum.

J. Schlossman shared her appreciation to the Curriculum Office Staff, CIC Chair and Vice Chair for their support and guidance.

### III. Approval of Minutes

The Minutes from October 2, 2023 were approved.

**Mover:** K. Guzman

**Seconded by:** C. Emley

**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Roper, J. Schlossman, J. Tolentino, W. Wang

**Nays:** None

**Abstentions:** None

### IV. Curriculum

See comments and approvals in subsequent pages.

### V. Plan A – Ethnic Studies – Second Read

After extensive discussion, a motion to approve the proposed update to Plan A – General Education was made with an amendment to remove the phrase “with a grade of C or better”.

**Mover:** Z. Fish

**Seconded by:** H. Kim

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

**Nays:** None

**Abstentions:** None

### VI. Outcomes / Curriculum Specialist Job Specification

J. Lamb commented that it is not customary to share proposed classified job specifications in this setting; however, he is looking for feedback. He shared that this position is to support the Outcomes Assessment Coordinator and to cross-train with the Curriculum Specialists, as necessary. He emphasized that Outcomes duties would be their primary responsibility.

M. Grant shared history on Nuventive and the need for classified support to the Outcomes Assessment Coordinator. She mentioned that the position included details that were concerning.

S. Butler echoed the comments provided by J. Lamb.

M. Grant requested that any comments, feedback, or concerns be directed to her or S. Butler.

### VII. CIC Chair’s Report

M. Grant conveyed her gratitude towards those who attended the Technical Meeting on October 9<sup>th</sup>. She relayed her request for help in reviewing CORs and programs. She asked for committee members to assist in reviewing the October 23<sup>rd</sup> Technical Agenda items and provide input in the Teams site.

M. Grant discussed textbook currency, rationale, representative books, Zero Textbook Cost (ZTC) and Open Educational Resources (OER) option on the Course Outline of Record (COR). She asked faculty to have a conversation with their respective divisions on the topic and provide feedback at the next meeting.

M. Grant stated that reports, such as division agendas, may be obtained via META. If you need assistance, contact the Curriculum Office.

M. Grant provided updates pertaining to the General Education Review Committee, Course Enrollment Maximum Committee and Credit for Prior Learning (CPL) Committee(s) meeting dates and times, the upcoming Academic Senate for California Community Colleges (ASCCC) Regional Curriculum Meeting and the Webinar on AB 1111. She encouraged participation.

### **VIII. Division Reports**

K. Guzman shared feedback and concerns from her division about curriculum requirements and changes.

Discussion followed.

D. Peraza asked the committee to consider a template for Advisory Committee Meeting Minutes to ensure consistency.

D. Dumon stated that receiving the quadrennial list in February this year was very helpful for her division and hoped that it continues in the future.

### **IX. Announcements**

Informational Item.

**Quadrennials: Courses and Programs – Due October 16, 2023**

The meeting was adjourned at 4:02 p.m.

## IV.a. CONSENT AGENDA from TECHNICAL COMMITTEE

**Items 1 – 11 were approved.**

**Mover:** D. Dumon

**Seconded by:** V. Nguyen

**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, 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. Business 104, Cooperative Work Experience-General
2. Diesel 151, Suspension and Steering
3. Engineering 115, Cooperative Work Experience Education-Occupational
4. Manufacturing Technology 122, Introduction to Autonomous Control and Drones
5. Manufacturing Technology 123, Payload and Sensors for the Manufacturing of Autonomous Drones
6. Manufacturing Technology 124, Repair and Troubleshooting of Autonomous Drones
7. Manufacturing Technology 156B, Intermediate Robotic Welding
8. Manufacturing Technology 156C, Advanced Robotic Welding
9. Manufacturing Technology 157A, Basic Robotic Programming
10. Manufacturing Technology 157B, Intermediate Robotic Programming
11. Manufacturing Technology 157C, Advanced Robotic Programming Welding

### **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 12 – 29 were discussed.

#### **New Courses**

12. Health and Safety 910, Basic Life Support (Adult, Infant, Child) – Noncredit
  - a. Distance Education
13. Parent Education 559, Building Essential Competencies in Health, Education, and Advocacy for Infants, Children, & Families I – Noncredit
  - a. Corequisite
  - b. Distance Education
14. \*Sociology 150, Intro to Race and Ethnicity
  - a. Distance Education

#### **Revised Courses**

15. Child Development 200, Introduction to Technology in Early Childhood Education
  - a. Distance Education
16. \*Child Development 215, Administration I: Programs in Early Childhood Education (DS6)
  - a. Recommended Preparation
  - b. Distance Education
17. \*Child Development 216, Administration II: Personnel and Leadership in Early Childhood Education (DS6)
  - a. Prerequisite
  - b. Recommended Preparation
  - c. Distance Education
18. Criminal Justice Academies 076A, Police K-9 Training
  - a. Prerequisite
  - b. Distance Education
19. Dance 270, Dance Practicum
  - a. Recommended Preparation
  - b. Distance Education
20. Digital Media 255, Motion Picture Technical Production
  - a. Recommended Preparation
  - b. Distance Education
21. \*Education 204, Proficiency in Educational Technologies for Teachers
  - a. Distance Education
22. Library Technology 101, Introduction to Library Technology
  - a. Distance Education
23. Library Technology 102, Information Sources for Paraprofessionals: Tools and Techniques
  - a. Distance Education
24. \*Management 122, Business Communications
  - a. Distance Education
25. Management 125, Organizational Leadership
  - a. Distance Education
26. Management 135, Human Resource Management
  - a. Distance Education
27. \*Marketing 113, Principles of Marketing
  - a. Distance Education

28. Mathematics 219S, Statistics and Probability with Support
  - a. Prerequisite
  - b. Distance Education
29. Music 110, Music Fundamentals and Culture
  - a. Distance Education
  - b. General Education: Plan C: 3A
30. \*Music 185, Beginning Classical Guitar
  - a. Distance Education
31. Music 214, Music Theory IV
  - a. Prerequisite
  - b. Distance Education
32. Occupational Therapy Assistant 100, Medical Terminology and Documentation for the O.T.A.
  - a. Prerequisite
  - b. Distance Education
33. Paralegal 101, Law Office Management
  - a. Distance Education
34. Paralegal 105, Work Experience – Paralegal
  - a. Distance Education
35. Paralegal 120, Computers in the Law Office
  - a. Distance Education
36. Paralegal 131, Advanced ADR Practice
  - a. Distance Education
37. Paralegal 132, Family Law and Procedure
  - a. Distance Education
38. Paralegal 133, Workers Compensation Law and Procedure
  - a. Distance Education
39. Paralegal 134, Estate Planning and Administration
  - a. Distance Education
40. Paralegal 138, Law of Business Organizations
  - a. Distance Education
41. Paralegal 139, Fundamentals of Labor Law
  - a. Distance Education
42. Paralegal 140, Immigration Law and Procedure
  - a. Distance Education
43. Paralegal 144, Introduction to eDiscovery
  - a. Distance Education
44. Paralegal 145, Civil Litigation Overview
  - a. Distance Education
45. Paralegal 146, Tort Law and Alternative Dispute Resolution
  - a. Distance Education
46. Paralegal 150, Legal Transactions
  - a. Distance Education
47. Paralegal 246, Legal Research and Analysis
  - a. Distance Education
48. Paralegal 248, Advanced Research and Writing
  - a. Prerequisite
  - b. Distance Education
49. Paralegal 297, The Professional Paralegal
  - a. Distance Education

50. Paralegal 299, Work Experience – Paralegal
  - a. Distance Education

### **New Programs**

51. Automotive Essentials Certificate of Achievement

### **Revised Programs**

52. 3D Fashion Design Certificate of Achievement
53. Associate in Arts in Library Technology
54. Associate in Arts in Theatre Arts - Theatre Performance
55. Associate in Arts in Theatre Arts - Technical Theatre
56. Apparel Product Development and Technical Design Certificate of Achievement
57. Digital Music Production Certificate of Achievement
58. Dressmaking and Alterations Option Certificate of Achievement
59. Library Technology Certificate of Achievement

**IV.c. CURRICULUM ITEMS**  
**ACTION ITEMS (2<sup>nd</sup> READINGS)**

**Item 60 was approved.**

**Mover:** D. Roper  
**Seconded by:** V. Nguyen  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Item 60 with recommended preparation was approved.**

**Mover:** D. Roper  
**Seconded by:** D. Dumon  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Item 60 with FOMA was approved.**

**Mover:** D. Roper  
**Seconded by:** D. Dumon  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 61 – 86 were approved.**

**Mover:** D. Dumon  
**Seconded by:** W. Wang  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 61 – 86 with prerequisites, corequisites and recommended preparation were approved.**

**Mover:** C. Emley  
**Seconded by:** D. Roper  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None



**Item 74 with Honors was approved.**

**Mover:** C. Emley  
**Seconded by:** D. Dumon  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 61 – 86 with Distance Education / FOMA were approved.**

**Mover:** D. Dumon  
**Seconded by:** C. Emley  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 61 – 86 with Correspondence Education were approved.**

**Mover:** C. Emley  
**Seconded by:** D. Roper  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**Items 87 – 89 were approved.**

**Mover:** C. Emley  
**Seconded by:** D. Dumon  
**Ayes:** M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, K. Guzman, H. Kim, J. King, J. Lamb, V. Nguyen, D. Peraza, D. Roper, J. Schlossman, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

**New Courses**

- 60. Vocational – Automotive 672, Engine Repair – Noncredit
  - a. Recommended Preparation
  - b. FOMA

**Revised Courses**

- 61. \*Biology 211, Cellular and Molecular Biology
  - a. Prerequisite
  - b. Distance Education
- 62. Digital Media 256, Intermediate Motion Picture Technical Production
  - a. Recommended Preparation
  - b. Distance Education

63. Digital Media 257, Advanced Motion Picture Technical Production
  - a. Recommended Preparation
  - b. Distance Education
64. Digital Media 265, Documentary Film Production
  - a. Recommended Preparation
  - b. Distance Education
65. Engineering 012, Civil/Architectural Blueprint Reading
  - a. Distance Education
66. Engineering 100A, Introduction to Engineering
  - a. Distance Education
67. Engineering 183, AutoCAD I
  - a. Distance Education
68. Engineering 184, AutoCAD II
  - a. Distance Education
69. Engineering 185, Civil 3D
  - a. Distance Education
70. Engineering 235, Statics
  - a. Prerequisite
  - b. Distance Education
71. Engineering 240, Dynamics
  - a. Prerequisite
  - b. Distance Education
72. Mathematics 140S, College Algebra with Support
  - a. Prerequisite
  - b. Distance Education
73. \*Mathematics 219, Statistics and Probability
  - a. Prerequisite
  - b. Distance Education
74. \*Mathematics 219H, Honors Statistics and Probability
  - a. Prerequisite
  - b. Honors
  - c. Distance Education
75. Music 109, Reading and Making Music
  - a. Distance Education
76. Music 113A, Basic Musicianship Skills
  - a. Distance Education
77. Music 113B, Musicianship Skills
  - a. Prerequisite
  - b. Distance Education
78. Music 153, Video Game Music and Sound Design
  - a. Distance Education
79. Music 190, Introduction to ProTools
  - a. Distance Education
80. Theatre Arts 256, Intermediate Motion Picture Performance Production
  - a. Prerequisite
  - b. Distance Education
81. Vocational – Business 270, Introduction to Microsoft Outlook – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education

- 82. Vocational – Food 005, ServSafe® Food Handler – Noncredit
  - a. Distance Education
  - b. Correspondence Education
- 83. Vocational – Food 210, ServSafe® Food Protection Manager Certification Exam Preparation, Review, & Practice – Noncredit
  - a. Distance Education
  - b. Correspondence Education
- 84. Vocational – Food 212, Baking & Pastry Basics – Noncredit
  - a. FOMA
- 85. Vocational – Food 214, Introduction to Bread Making – Noncredit
  - a. Corequisite
  - b. FOMA
- 86. Vocational – Food 216, Introduction to Cakes and Decorating – Noncredit
  - a. Corequisite
  - b. FOMA

### **New Programs**

None to review

### **Revised Programs**

- 87. Associate in Science in Nursing Degree Pre-Nursing for the Bachelor's Degree in Nursing
- 88. Associate in Science in Nursing-Registered Nursing
- 89. Screen Printing and Embroidery Certificate of Proficiency