



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

MINUTES
CURRICULUM AND INSTRUCTION COUNCIL
Monday, March 2, 2020
2:00 pm
S - 215

Present: P. Canzona, R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Macdonald, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu
Absent: S. Bautista, TBA (Student Representative)
Guest: S. Clark, M. Colunga, G. Gilreath, C. Kushida, D. Manning, H. Nguyen, F. Ortiz, C. Truong, T. Winchell

I. PUBLIC COMMENTS

No public comments

II. APPROVAL OF MINUTES

The Minutes from February 10, 2020 were approved.

Mover: K. Patterson

Seconded by: D. Khalid

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

III. CURRICULUM

See comments and approvals in subsequent pages.

IV. REQUISITE CLARIFICATION

C. Truong mentioned that some Course Outline of Records (CORs) have become confusing to enforce in terms of how faculty frame requisites. P. Canzona concurred with C. Truong and stated that that articulation look at what is written in our CORs and how the catalog states the requisites. Family statements were also brought up as they can be misleading. Extensive discussion followed.

B. Sos will be work with Governet to look for a path in META that solves the requisite confusion. He also stated that he will work with the Technical Committee on a family statement that is clear for everyone. Statement will be brought back to this committee for input/approval.

B. Sos commented that our current catalog does not mirror the Program Course Approval Handbook (PCAH) statements on requisites. After discussion, committee agreed that the 2020-2021 catalog should reflect the requisite statements outlined in the PCAH.

B. Sos stated that META's catalog production module does not distinguish when a prerequisite and a corequisite are identical; thus, the catalog description on some courses may become confusing for students. B. Sos will work with Governet to correctly spell out requisite on catalog or propose revised and standardized language as a COR template.

V. COOPERATIVE WORK EXPERIENCE DISCUSSION

The committee discussed catalog language on Cooperative Work Experience courses. Revisions were recommended and the CIC Technical Committee will work on finalizing the statement.

VI. READING PROFICIENCY WORK GROUP REPORT

D. Roper presented the proposed Reading Proficiency statement/requirement that the majority of the work group agreed upon. Discussion followed.

B. Sos requested that CIC members discuss the proposal with their respective constituents and provide feedback at the next CIC meeting.

VII.a. Accreditation Report

J. Lamb stated that significant work has been in organizing the Accreditation team. Steering Committee has been formed and Standards Chairs have been assigned. Microsoft Teams will be used. He encouraged CIC members to become involved.

VII.b. Articulation Report

No report provided.

VII.c. curriQūnet META Update

B. Sos and the Curriculum Office Staff will be meeting with Governet on Wednesday to discuss outstanding issues with the catalog production and META's operational system.

VII.d. Guided Pathways (GP)

- F. Ortiz reported that the GP is reshaping their teams and invited all to attend the Success Team Summit scheduled on March 20th. He also mentioned that GP is looking into the submission of program maps into curriculum tracks to help facilitate the pre-population of electronic ed plans in the future. Once program maps are available, GP will be working on developing processes for having faculty update them along with the regular curriculum updates now in place (quadrennials).

VIII. OTHER

K. Patterson mentioned that she will be attending a meeting along with C. Truong where substandard grades are being removed from a Board Policy. She further stated that EMLS needs to be added to the statement. She asked for approval from this committee to speak on their behalf. Committee asked that K. Patterson share the Substandard Grade statement at the next meeting.

M. Grant reported that she and B. Sos are co-chairing Standard IIA. She asked for faculty participation from this committee.

Meeting adjourned at 3:58 p.m.

Mission Statement

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

Vision Statement

I. Student Achievement; II. Use of Technology; III. Innovation; IV. Community; V. Workforce Development; VI. Emerging American Community

**Course is shared with SCC*

CIC Minutes 03-02-2020

**III.a. CONSENT AGENDA from TECHNICAL COMMITTEE
Items 1 – 7 were approved.**

Revised Course without Catalog Changes

1. *Biology 115, Concepts in Biology for Educators
2. Geology 140, Environmental Geology
3. Geology 172, Geologic Field Studies of the California Coast
4. Physical Science 115, Concepts in Physical Sciences for Educators

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

Removal of Deactivated Courses from Programs

None to review

Revised programs

None to review

Program Deletion

None to review

Course SLO Revisions Only

5. Chemistry 209, Introductory Chemistry
6. Chemistry 229, General Chemistry and Qualitative Analysis
7. Chemistry 249, Organic Chemistry I

Program SLO Revisions

None to review

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III.b. CURRICULUM ITEMS

DISCUSSION ITEMS (1st READINGS)

Items 8, 10 – 22 were presented and discussed.

Item 9 was tabled.

New Courses

8. Vocational – Business 240, Practical Computer & Internet Skills for Parents & Guardians – Noncredit
9. Vocational – Business 578, Cybersecurity Fundamentals – Noncredit **Tabled**
 - a. Recommended Preparation
10. Vocational – Construction 101, Introduction to Welding – Noncredit

Revised Courses

11. Chemistry 115, Concepts in Physical Sciences for Educators
 - a. Prerequisite – **Removed**
12. Emergency Medical Technician 104, Emergency Medical Technician
 - a. Corequisite
13. Learning 164, Introductory Algebra – Noncredit
 - a. Distance Education
14. Learning 750, Intensive Writing and Grammar – Noncredit
 - a. Distance Education
15. *Vocational – Business 118, Microsoft Windows Overview – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
16. Vocational – Business 244, Introduction to Microsoft Access – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
17. Vocational – Business 245, Introduction to Microsoft Publisher – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
18. *Vocational – Business 258, Navigating the Internet – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
19. *Vocational – Business 260, Introduction to Microsoft Word – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
20. *Vocational – Business 262, Introduction to Microsoft Excel – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
21. *Vocational – Business 304, Introduction to Microsoft PowerPoint – Noncredit
 - a. Recommended Preparation
 - b. Distance Education

New Programs

None to review

Revised Programs

22. Adult High School Diploma

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

Items 23 – 25 were approved.

Mover: K. Patterson

Seconded by: D. Khalid

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Macdonald, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

Items 23 – 25 with prerequisites were approved.

Mover: D. Khalid

Seconded by: M. Kimmel

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Macdonald, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

Items 23 – 25 were approved for the 2019-2020 catalog addendum.

Mover: C. Coyne

Seconded by: M. Grant

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Macdonald, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

Item 26 was approved.

Mover: K. Patterson

Seconded by: D. Khalid

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Macdonald, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

Items 26 with prerequisites was approved.

Mover: K. Patterson

Seconded by: D. Khalid

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Macdonald, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

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Items 27 – 28 were tabled.

Item 29 – 30 were approved.

Mover: K. Patterson

Seconded by: D. Khalid

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Lamb, J. Macdonald, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

New Courses

23. Criminal Justice Academies 034E, Continued Professional Training for Peace Officers

a. Prerequisite

24. Criminal Justice Academies 038C, Firearms-Sighting Systems

a. Prerequisite

25. Criminal Justice Academies 038D, Weapon Mounted Light Transition Course

a. Prerequisite

Revised Courses

26. Criminal Justice Academies 007A, Gangs, Cults and Hate Crimes

a. Prerequisite

27. Vocational – Business 574, Computer Hardware & Software: A+ Preparation – Noncredit **Tabled**

a. Recommended Preparation

28. Vocational – Business 576, Computer Basics: Systems and Networking Essentials – Noncredit **Tabled**

a. Recommended Preparation

New Programs

None to review

Revised Programs

29. Associate of Arts in Modern Languages

30. Associate of Arts for Transfer in Spanish

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