

SANTA ANA COLLEGE

Science, Math & Health Sciences Division

Date: October 16, 2013

To: Division Curriculum Committee

From: Cher Carrera

Present: Cher Carrera, Claire Coyne, Catherine Emley, Gina Giroux, Rose Hirsch, Crystal Jenkins, John Kalko, Jorge Lopez, Becky Miller, William Nguyen, Kathy Takahashi, Dahlia Vu, John Zarske

Subject: Minutes for Meeting – October 16, 2013 3:00 to 4:00 pm in F-126

Report from Curriculum and Instruction Council

-On Curricunet, the “course objectives” field has been made available on the Course Outline of Record (COR). C&I has requested that council members advise faculty to begin to include the course objectives on the COR from this point forward. Once course objectives have been documented on the COR, the course SLOs can be saved to Department/Division folders on the Public H:drive as are the SLO assessments. The SLOs would no longer need to be on the COR.

-SLOs STILL need to be on your course syllabi.

-Monica Porter has developed a checklist to use when reviewing and writing Course Outlines of Record. Division Curriculum members will review for input (see handout).

-If you are submitting an AA-T (this year until Jan 14) then every course which has a corresponding C-ID must have been submitted for C-ID approval.

-If you are submitting an AA-T (next year) then every course which has a corresponding C-ID must have been approved for C-ID. If you are revising a course or writing a new course for C-ID purposes, you should look at C-ID descriptors and make sure your objectives match them.

-Monica Porter will be working with the C&I Chair @ SCC to develop an implementation plan regarding the use of content review alone to validate prerequisites for courses, especially when prerequisites exist outside of the discipline. The RSCCD policy has been to use content review & statistical data for this validation. The implementation plan will ultimately be presented to the Board of Trustees for approval for a change to the current policy.

-SLOs need to be accessible to the public. Suggestions included placing course SLOs on individual dept websites. Other suggestions are welcomed.

-Monica is currently updating the SAC's Curriculum & Instruction Handbook. Hopefully, this handbook will be ready by the end of the semester.

-There may be a change to the dates of submission of curriculum by faculty for review by the technical committee and the C&I council members. In an effort to provide the council with adequate time for review of all course outlines prior to approval, a change is recommended.

-CurricuNET META will hopefully roll-over all of the information we now have in CurricuNET.

Proposals for New Degrees/Certificate Programs

Biotechnology A.S. Degree	Reviewed & approved. Sent to C&I Council on 10/17/13.
Biotechnology Biomanufacturing Technician Certificate	Reviewed & approved. Sent to C&I Council on 10/17/13.
Biotechnology Lab Assistant Certificate	Reviewed & approved. Sent to C&I Council on 10/17/13.
Biotechnology QC Microbiology Certificate	Reviewed & approved. Sent to C&I Council on 10/17/13.

General Biotechnology Technician Certificate	Reviewed & approved. Sent to C&I Council on 10/17/13.
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Courses with Changes to Class Schedule/Catalog

Math 080	Elementary Algebra	Removed Math 061 as prereq. Approved & forwarded to C&I Council on 10/17/13.
Math 081	Intermediate Algebra	Removed Math 061 as prereq. Approved & forwarded to C&I Council on 10/17/13.

Courses without Changes to Class Schedule/Catalog

N/A		
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Course Deletions

N/A		
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New Courses

Math 083	Beginning & Intermediate Algebra for Liberal Arts & Social Sciences	Reviewed and sent back to author for catalog description clarification & addition of objectives on 10/17/13.
Math 084	Beginning & Intermediate Algebra	Title and/or course description need clarification or changes. Sent back on 10/17/13.

Proposal of a New Degree/Certificate

General Discussion:

- Appendix C for Earth Science/Geology was reviewed and approved by the committee.
- 19QT for EMT was also reviewed and approved by the committee.
- Minutes from the Division Curriculum Meeting on September 11, 2013 were approved.

Distribution:

Carrera, Cher
 Coyne, Claire
 Emley, Catherine
 Everett, Michael
 Giroux, Gina
 Hampton, Jubal
 Hirsch, Rose
 Jenkins, Crystal
 Kalko, John
 Lopez, Jorge
 Miller, Becky
 Nguyen, William
 Shaffer, Cathie
 Takahashi, Kathy
 Vu, Dahlia