



1530 W. 17<sup>th</sup> St, Santa Ana, CA 92706

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**MINUTES**  
**CURRICULUM AND INSTRUCTION COUNCIL**  
**Monday, September 30, 2019**  
**2:00 pm**  
**S – 215**

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**Present:** M. Aguilar-Beltran, P. Canzona, R. Castillo, C. Coyne, M. Grant, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu

**Absent:** D. Khalid, J. Lamb, TBA (Student Representative)

**Guest:** S. Bautista, K. Benson, M. Colunga, C. Kushida, M. Liang, S. Hoang, M. Huebsch, L. Pastrana, J. Tashima, C. Truong, B. Virgoe, T. Winchell

**I. PUBLIC COMMENTS**

D. Roper shared concerns with META's course block in programs.

**II. APPROVAL OF MINUTES**

The Minutes from August 26, 2019 were approved.

**Mover:** D. Roper

**Seconded by:** C. Coyne

**Ayes:** R. Castillo, C. Coyne, M. Grant, J. Macdonald, D. Peraza, K. Robinson, D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu

**Nays:** None

**Abstentions:** None

**III. CURRICULUM**

See comments and approvals in subsequent pages.

**IV. ADMINISTRATIVE REGULATION (AR) 4110 and BOARD POLICY (BP) 4110 – HONORARY & POSTHUMOUS DEGREES – Second Reading**

Administrative Regulation (AR) 4110 and Board Policy (BP) 4110 – Honorary & Posthumous Degrees were approved.

**Mover:** M. Steckler

**Seconded by:** J. Ross

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

**Nays:** None

**Abstentions:** None

## **V. DISCIPLINE NAME CHANGE – LIBRARY and INFORMATION STUDIES (LIBI) to INFORMATION STUDIES (INFO) – S. Hoang**

S. Hoang stated that the main reason for seeking a discipline change was to address the confusion between Library and Information Studies (LIBI) and Library Technology (LIBR). She mentioned that she is aware of the challenges that come with a discipline change and the work that follows. She further stated that the change is being done in conjunction with SCC.

## **VI. COURSE OBJECTIVES and STUDENT LEARNING OUTCOMES TRAINING**

B. Sos provided training on course objectives and Student Learning Outcomes (SLOs) via a PowerPoint presentation. He stated that SLOs should be related to but distinct from course objectives. He commented that SLOs are what a student is able to do when they are finished with the course. He explained that further collaboration effort with Institutional Effectiveness and the Assessment Committees is coming.

M. Grant mentioned that the goal is to have META and Nuventive linked together so SLO's may be assessed in Nuventive.

B. Sos explained that that objectives are what students are able to do upon successful completion of a course. He defined objectives as an assessment on what students can do; similar to SLOs. He mentioned that the discipline experts determine the appropriateness of a course objective. The Curriculum and Instruction Council reviews the course to ensure that the appropriate rigor (intensity, difficulty and level) is present. He stated that changes to essential elements may require addition or deletion of SLOs and objectives.

B. Sos also stated that SLOs are required by ACCJC Standard IIIA.3.

The presentation will be emailed to all CIC representatives by the Curriculum Office.

## **VII. ASSOCIATE DEGREE READING PROFICIENCY – Reading Department Presentation: Discussion ONLY**

M. Colunga reviewed the revised version of the proposed Reading Proficiency Requirement. She mentioned that the revisions reflected comments and concerns shared by the council during the August 26<sup>th</sup> meeting.

M. Aguilar and S. Bautista disseminated documents that provided statistical information. Discussion followed.

B. Sos requested that CIC members take the information provided back to their respective constituents for feedback. He also stated that a workgroup may be needed to ensure that that all facets of the requirement are reviewed by various individuals, including the Research Department.

### **VIII.a. Accreditation Report**

No report provided.

### **VIII.b. Articulation Report**

P. Canzona stated that C-ID course requirements cannot be used for requisite validations.

### **VIII.c. curriQūnet META Update**

B. Sos requested that proposals that address Distance Education (DE) and Student Learning Outcomes (SLOs) only be clearly stated in the rationale. This will avoid the review of the entire course by the CIC Technical Committee. He further requested that Department Chairs make a comment stating DE or SLO only in the comment area.

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B. Sos recommended the removal of the breakdown of lecture/lab hours from the content area and from including outside hours in the body of the Course of Record (COR).

B. Sos stated that as standardized practice, courses identifying field trips should be clearly stated in the catalog description. Faculty may use the wording: field trips required, field trips may be required or optional field trips.

B. Sos stressed the importance of not using text boxes or graphics in the text rich boxes in META. This causes issues with the way the COR is printed and viewed.

C. Kushida requested a title modification of the Open Education Resources box under the course materials tab in META. She asked that it be renamed Open Education Resources/Zero Textbook Cost. Curriculum Office will submit a ticket to Governet.

#### **VIII.d. Guided Pathways (GP)**

No report provided.

Meeting adjourned at 4:12 p.m.

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### **III.a. CONSENT AGENDA from TECHNICAL COMMITTEE**

#### **Revised Course without Catalog Changes**

None to review

#### **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 program with Catalog Changes**

None to review

#### **Program Deletion**

None to review

#### **Course SLO Revisions**

None to review

#### **Program SLO Revisions**

None to review

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### III.b. CURRICULUM ITEMS

#### **DISCUSSION ITEMS** (1<sup>st</sup> READINGS)

Items 1 – 6 were presented and discussed.

#### **New Courses**

None to review

#### **Revised Courses**

1. \*Adult Basic Education 023, Adult Basic Education Reading
2. \*Adult Basic Education 024, Adult Basic Education Writing
3. English As a Second Language 491, Advanced Writing and Grammar Review
  - a. Distance Education
4. Learning 750, Intensive Writing and Grammar
  - a. Distance Education –**ONLY**

#### **New Programs**

5. Digital Literacy for Academic and Professional Success I Certificate of Competency – Noncredit
6. Digital Literacy for Academic and Professional Success II Certificate of Competency – Noncredit

#### **Revised Programs**

None to review

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**III.c. CURRICULUM ITEMS**  
**ACTION ITEMS (2<sup>nd</sup> READINGS)**  
**Items 7 – 8 were approved.**

**Mover:** M. Steckler  
**Seconded by:** K. Robinson  
**Ayes:** R. Castillo, C. Coyne, M. Grant, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu  
**Nays:** None  
**Abstentions:** None

**Item 7 with prerequisite was approved.**

**Mover:** M. Steckler  
**Seconded by:** K. Robinson  
**Ayes:** R. Castillo, C. Coyne, M. Grant, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu  
**Nays:** None  
**Abstentions:** None

**Items 9 – 11 were tabled.**

**Items 12 – 37, 40 – 41, 45 – 46 were approved.**

**Mover:** D. Roper  
**Seconded by:** C. Pierce  
**Ayes:** R. Castillo, C. Coyne, M. Grant, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu  
**Nays:** None  
**Abstentions:** None

**Items 12 – 37, 40 – 41, 45 – 46 with prerequisites and corequisites approved.**

**Mover:** D. Roper  
**Seconded by:** J. Ross  
**Ayes:** R. Castillo, C. Coyne, M. Grant, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu  
**Nays:** None  
**Abstentions:** None

**Items 12 – 37, 40 – 41, 45 – 46 with Distance Education were approved.**

**Mover:** D. Roper  
**Seconded by:** J. Ross  
**Ayes:** R. Castillo, C. Coyne, M. Grant, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu  
**Nays:** None  
**Abstentions:** None

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**Items 38 – 39 were tabled.**

**Items 42 – 44 were approved with minor changes.**

**Mover:** J. Ross  
**Seconded by:** K. Patterson  
**Ayes:** R. Castillo, C. Coyne, M. Grant, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson,  
D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu  
**Nays:** None  
**Abstentions:** None

**Items 42 – 44 with Distance Education were approved.**

**Mover:** K. Patterson  
**Seconded by:** J. Ross  
**Ayes:** R. Castillo, C. Coyne, M. Grant, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson,  
D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu  
**Nays:** None  
**Abstentions:** None

**Item 42 with General Education Change was approved.**

**Mover:** K. Patterson  
**Seconded by:** D. Roper  
**Ayes:** R. Castillo, C. Coyne, M. Grant, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson,  
D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu  
**Nays:** None  
**Abstentions:** None

**Items 47 – 49 were approved.**

**Item 50 was approved with minor change.**

**Mover:** K. Robinson  
**Seconded by:** D. Roper  
**Ayes:** R. Castillo, C. Coyne, M. Grant, J. Macdonald, K. Patterson, D. Peraza, C. Pierce, K. Robinson,  
D. Roper, J. Ross, B. Sos, M. Steckler, D. Vu  
**Nays:** None  
**Abstentions:** None

### **New Courses**

7. Criminal Justice Academies 083B, Arrest and Control Techniques (ACT) Instructor Training
  - a. Prerequisite
8. Criminal Justice Academies 083C, First Aid/ Cardio-Pulmonary Resuscitation (CPR) Instructor Training
9. Manufacturing Technology 122, Autonomous Control and Piloting of Drones – **TABLED**

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10. Manufacturing Technology 123, Payload and Sensors for the Manufacturing of Autonomous Drones – **TABLED**
11. Manufacturing Technology 124, Repair and Troubleshooting of Autonomous Drones – **TABLED**

### **Revised Courses**

12. Automotive Technology 102, Auto Essentials
  - a. Distance Education
13. Automotive Technology 106, Automotive Maintenance
  - a. Distance Education - **ONLY**
14. Automotive Technology 122, Electronics Fundamentals
  - a. Distance Education - **ONLY**
15. Automotive Technology 124, Electrical Systems
  - a. Distance Education - **ONLY**
16. Automotive Technology 132, Engine Performance
  - a. Distance Education - **ONLY**
17. Automotive Technology 145, Advanced Drive Train Systems
  - a. Distance Education - **ONLY**
18. Automotive Technology 153, Brakes
  - a. Distance Education - **ONLY**
19. Automotive Technology 154, Steering and Suspension Service
  - a. Distance Education - **ONLY**
20. Automotive Technology 161, Automotive Air Conditioning, Heating and Ventilation Systems
  - a. Distance Education - **ONLY**
21. Automotive Technology 172, Engine Diagnosis and Maintenance
  - a. Distance Education - **ONLY**
22. Automotive Technology 176, Engine Repair
  - a. Distance Education- **ONLY**
23. Automotive Technology 185, Bureau of Automotive Repair (BAR) Smog Inspector Training I
24. Automotive Technology 186, Bureau of Automotive Repair (BAR) Smog Inspector Training II
25. Automotive Technology 187, BAR Specified Diagnostic and Repair
26. Automotive Technology 280, Computer Control and OBD-2 Foundations
  - a. Distance Education
27. Automotive Technology 281, Fuel Injection Systems
  - a. Distance Education
28. Automotive Technology 282, Automotive Sensors
  - a. Distance Education
29. Automotive Technology 283, Diagnostic Test Equipment
  - a. Distance Education
30. Automotive Technology 284, OBD-2 Diagnosis and Networks
  - a. Distance Education
31. Automotive Technology 285, Hybrid Vehicles
  - a. Distance Education
32. Automotive Technology 287, Alternative Fuels
  - a. Distance Education
33. Criminal Justice Academies 009B, Fitness for Law Enforcement
34. Criminal Justice Academies 021A, PC 832 Firearms
  - a. Prerequisite

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35. Criminal Justice Academies 038A, Tactical/Weapons Training
  - a. Prerequisite
36. Criminal Justice Academies 039A, First Aid/CPR Refresher
  - a. Prerequisite
37. Criminal Justice Academies 055A, Driver Training/Force Option II
  - a. Prerequisite
38. Criminal Justice Academies 055B, Correctional Services Assistant Academy – **TABLED**
  - a. Prerequisite
39. Criminal Justice Academies 055E, Sheriff Special Officer Transition Course – **TABLED**
  - a. Prerequisite
40. Criminal Justice Academies 090, Academy Tactical Officer Training
  - a. Prerequisite
41. Fashion Design Merchandising 100, Introduction to the Fashion Industry
  - a. Distance Education
42. Fashion Design Merchandising 103, Fashion Selection
  - a. Distance Education
  - b. General Education Policy Change (**Plan A and Plan B**)
43. Fashion Design Merchandising 105A, Beginning Sewing
  - a. Distance Education
44. Fashion Design Merchandising 108, RTW Apparel Quality and Construction Analysis
  - a. Distance Education
45. Fashion Design Merchandising 216, Computerized Garment Pattern Drafting
  - a. Recommended Preparation
  - b. Distance Education
46. Fire Academy 060, Basic Fire Academy
  - a. Prerequisite
  - b. Corequisite

### **New Programs**

None to review

### **Revised Programs**

47. Advanced Engine Performance Option Certificate of Achievement
48. Chassis Service Option Certificate of Achievement
49. Drive Train Service Option Certificate of Achievement
50. Engine Service Option Certificate of Achievement

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