

SANTA ANA COLLEGE

CURRICULUM & INSTRUCTION COUNCIL

DATE: September 10, 2012

FROM: Monica Porter, Chair

TO: Curriculum & Instruction Council

RE: Minutes of Meeting of September 10, 2012
2:00 pm, SAC Foundation Board Room, S – 215

Present: P. Canzona, J. Coffman, M. Collins, M. Colunga, B. Courter, D. Gilmour, G. Giroux, B. Kehlenbach, J. Lopez, L. Pedroza, M. Porter, L. Rose, K. Ross, C. Takahashi (N. Dahlen), J. Vercelli, D. Vu.

Guests: C. Carrera, H. Kim, M. Liang, B. Sos, T. Wann.

1. MINUTES OF MEETING OF AUGUST 23, 2012 APPROVED
2. CURRICULUM ITEMS (See Attachment) APPROVED AS AMENDED
3. REPEATABILITY CHANGES APPROVED
Based on discussion at prior CIC council, a small workgroup convened prior to today's meeting (Brain Kehlenbach, Brian Sos, and Monica Porter) to review the most recent documents regarding repeatability regulations and to bring forward recommendations regarding implementation to CIC. At today's meeting, Brian Kehlenbach led the discussion and provided a summarized handout of the proposed changes. Based on the information presented and the implementation timeline that has been given by the state of Fall 2013, a motion was made for departments review courses and to begin implementing changes as necessary. The motion was moved, seconded, and carried. This topic will continue to be discussed at future C & I Council meetings as information arises.
4. ARTICULATION OFFICER REPORT INFORMATION
Tabled due to time.
5. ACCREDITATION REPORT INFORMATION
Dr. Rose informed the council that Santa Ana College is preparing for self-evaluation for upcoming accreditation. Based on repeatability discussion, Dr. Rose reminded the council that the 2013-14 Catalog will be the catalog that is viewed during our next accreditation visit

and the importance of following established time lines for making necessary updates to produce a complete and accurate catalog.

6. CURRICUNET UPDATE

INFORMATION

Monica Porter informed the council about the course transfer code updates. New course transfer codes are “A, B, C” instead of “0, 1, 2, 3”. In addition, changes to the course classification code have also been made. There is no longer choice of “A-I” only “Y”. Handout regarding new code classifications was distributed.

Migration from WEBCMS to CurricuNET was not perfect. Monica asked faculty who are currently updating courses to check the COR carefully from top to bottom to make sure all the information is accurate.

7. OTHER

Concern was expressed regarding the repeatability of Topic Courses. Following discussion, it was determined that topic courses would still not be considered repeatable, however, students should not have difficulty taking different topic courses because though topic courses have the same course number 198, they are further differentiated by title and by a sub-number (e.g, 198-01, 02).

The next meeting is scheduled for Monday, September 24, 2012 at 2:00 p.m., SAC Foundation Board Room, S – 215.

REVISED COURSE – FIRST READING

Items #1 through #3 were presented for first reading.

Kinesiology

1. Kinesiology Health Education 105, First Aid and Personal Safety
2. Kinesiology Health Education 107, Cardiopulmonary Resuscitation

Science, Math and Health Sciences

3. Biology 135, Natural History of the Mojave Desert

REVISED COURSE – SECOND READING

Items #4 through #20 were approved. Item #4 was approved by keeping the prerequisite unchanged. Items #6, #12 and #13 were approved with the repeatability changed from R2 to NR. Items #18 through #20 were approved with the transfer code changed to “C”.

Humanities

4. Japanese 198, Topics in Japanese

Science, Math and Health Sciences

5. Biology 109L, Fundamentals of Biology Laboratory
6. Biology 127, Ecology
7. Biology 128, Natural History of the California Coast
8. Biology 129, Ecology of Southern California
9. Biology 131, Natural History of the Southwest
10. Biology 132, Natural History of Death Valley
11. Biology 133, Desert Biology
12. Biology 134, Natural History of the Sonoran/Colorado Desert
13. Biology 169, Natural History of the Sierra Nevadas
14. Biology 229, General Microbiology
15. Medical Assistant 001, Cooperative Work Experience Education – Occupational
16. Medical Assistant 054, Medical Insurance and Billing Forms
17. Physics 279, College Physics I

Continuing Education

18. English As A Second Language 580, Conversation 2
19. High School Subjects 010, Learning Skills and Strategies
20. High School Subjects – Math 173, Basic Consumer Math 1B

REVISED PROGRAMS – SECOND READING

Items #21 through #22 were approved.

Human Services

21. Pharmacy Technology Degree (sac.phar.as) and Advanced Certificate Option (sac.phar.ca)
22. Pharmacy Technology Basic Certificate Option (sac.pharb.cert)

CURRICULUM & INSTRUCTION COUNCIL

SEPTEMBER 24, 2012

REVISED COURSE – SECOND READING

Kinesiology

1. Kinesiology Health Education 105, First Aid and Personal Safety
2. Kinesiology Health Education 107, Cardiopulmonary Resuscitation

Science, Math and Health Sciences

3. Biology 135, Natural History of the Mojave Desert

REVISED PROGRAMS – FIRST READING

Human Services

4. Public Fire Service Option Degree (sac.ftpfs.as) and Certificate (sac.ftpfs.ca)

Science, Math and Health Sciences

5. Medical Assistant - Administrative / Clinical Degree (sac.ma.as)

#1

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Kinesiology Health Education 105, First Aid and Personal Safety
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Kinesiology Health Education
Course Number	105
Course Title	First Aid and Personal Safety
Former Title	
Units	1.5
Lecture Hours	24
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	24

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION ~~Instruction in accident prevention~~

This course involves the theory and detailed demonstration of first aid care. Student's learn accident prevention, assessing a victim's condition, and immediate care to accident victims. Certificate available upon completion. Prepares student for Kinesiology Health Education 106 American Heart Association first aid certification upon successful completion. Completion of KNHE 105 & KNHE 107 equate to C-ID KIN 101.

Budget Unit	15430
Classification Code	Y
Transfer Code	A-Transferable to both UC and CSU
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	R3 - Repeatable x3 <u>LMT - Legally Mandated Training</u>
TOPS Code	83700 - Health Education
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: ~~0908/2029/11-12~~ by: ~~Myron Brown~~ Jodi Coffman

Division Chair Approval Date: ~~0908/29/11-12~~ by: ~~Avie Bridges~~ Jodi Coffman

Curriculum and Instruction Council Chair Approval Date: ~~10/24/2011~~

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

~~1. Course Objectives: At the conclusion of this course, the student will be able to:~~

Assess victims of injury and medical emergencies and apply emergency action plan

Describe the signs and symptoms associated with common medical emergencies

Demonstrate bandaging and splinting techniques

Demonstrate emergency rescue moves

Evaluate their lifestyle for health and safety concerns and set personal goals for achieving a safe and healthy lifestyle

Content:

1. Accident prevention: 1. Reduce and eliminate potential hazards and introduce the skills needed for more advanced course work of ~~E of K.S.N.~~ Health Education 106, Advanced First Aid. (2 hours)

2. Wounds, injuries and shock: 1. Provides necessary care to the victim and provide proper body positions for shock until professional assistance is available. Anaphylaxis and special circumstances are discussed. (5 Hours)

3. Respiratory emergencies and artificial respiration, choking and airway obstruction: 1. Recognize signs and symptoms of respiratory emergencies, learn to provide artificial respiration, and provide proper first aid for choking and airway obstruction. (5 hours)

4. Poisoning and burns: 1. Poisoning and dilute/when not to induce vomiting. Treatment of 1st, 2nd, and 3rd degree burns. (2 hours)

5. Exposure, cold and heat plus sudden illnesses. 1. Effectively identify and treat a heat or cold injury and provide proper first aid care. (2 hours)

6. Dressings and bandages: 1. ~~Being~~ Care for bleeding emergencies. Being able to select and apply dressings and bandages to all body planes. Practical skills tests for bandaging. (2 hours)

7. Bone and joint injuries: 1. Immobilize bone and joint injuries. Treat internal/soft tissue injuries. Practical skills tests for splinting. (2 hours)

8. Emergency rescue and transfer: 1. Determine the need for rescue and assistance (911). (2 hours)

9. Heart attack/stroke: 1. Recognizing signs and symptoms of cardiac distress, heart attack, and stroke. (2 hours)

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required:Bergeron, J. D. *First Responder*, 8 ed. Upper Saddle River: Prentice Hall, 2009, ISBN: 9780136140597. 90.67

Recommended readings and/or materials:

None

Other:

#2

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Kinesiology Health Education 107, Cardiopulmonary Resuscitation
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Kinesiology Health Education
Course Number	107
Course Title	Cardiopulmonary Resuscitation
Former Title	
Units	2
Lecture Hours	32
Laboratory Hours	None
Arranged Hours	None
Total Semester Contact Hours	32

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION Instruction

This course involves the theory and detailed demonstration in artificial respiration and manual artificial circulation (CPR) that is recommended for use in cardiac arrest cases. Instruction in the Automatic External Defibrillator (AED) will also be included. Successful completion may lead to American Heart Association Certificate and/or American Red Cross Heartsaver or Health Care Provider with AED Certificate. May be repeated for recertification. Completion of KNHE 105 & KNHE 107 equate to C-ID KIN 101.

Budget Unit	15430
Classification Code	Y
Transfer Code	A-Transferable to both UC and CSU
Method of Instruction	10
SAM Priority Code	E - Non-Occupational
Repeatability	R3 - Repeatable x3 <u>LMT - Legally Mandated Training</u>
TOPS Code	83700 - Health Education
Topics Course	No
Open Entry/Exit	No
Grading Options	Letter Grade or P/NP

Curriculum Office Use Only.

Department Chair Approval Date: 01/08/12 by: Jodi Coffman

Division Chair Approval Date: 02/08/12 by: Jodi Coffman

Curriculum and Instruction Council Chair Approval Date: 02/27/2012

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.)

~~1. Students will learn basics of cardiac care. 2. Students will learn aspects of Course Objectives: *At the conclusion of this course, the student will be able to:*~~

~~Assess victims of injury and medical emergencies and apply emergency action plan~~

~~Describe the signs and symptoms associated with common medical emergencies~~

~~Understand basics of cardiac care as well as airway obstruction in relation to adult/infant, witness/unwitnessed, and conscious/unconscious victims.~~

~~3. Students will learn cardiovascular risk factors as well as strategies for prudent healthful living. 4. Students will learn CPR physiology. 5. Students will learn~~

~~Demonstrate cardiopulmonary resuscitation (CPR) and the use of AED~~

~~Demonstrate concepts and skills associated with emergency rescue moves & artificial resuscitation techniques such as mouth-to-mouth, mouth-to-nose, and mouth-to-stoma.~~

~~6. Students will learn single person and double person rescue CPR. 7. Students will learn infant rescue CPR. I. Orientation — a. Rules~~

~~Students will know cardiovascular risk factors as well as strategies for prudent healthful living~~

Course Content for Infant, Child, and Adult:

Orientation

Rules, grading system, attendance, expectations, procedures. 1 hour—H.

Legal issues associated with being a CPR provider.

Instruction in cardiac care. 3 hours

a. Signs and symptoms

b. Cardiac physiology—~~III.~~

Airway obstruction. 2 hour—~~IV.~~

Cardiovascular risk factors and strategies for healthful living.

a. High blood pressure, cholesterol, diabetes, smoking, stress, and family history. 2 hours—~~V.~~ CPR

CPR physiology. 3 hours

a. Heart, lungs, and circulatory systems.—~~VI.~~

Artificial resuscitation.—~~9.~~ 6 hours

a. Mouth to mouth

b. Mouth to nose

c. Mouth to nose and mouth

d. Mouth to stoma—~~VII.~~

Hands-on CPR with proper verbal communication. 9 hours

a. Single person rescue

b. Double person rescue—~~VIII.~~ Hands

Hands-on CPR with proper verbal communication. 3 hours

a. Infant rescue

Hands-on AED with proper verbal communication. 3 hours

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required: American Heart Association. *BLS for Health Care Providers*, ed. Dallas, Texas: American heart Association, 2010, ISBN: 0-87-493-461-. \$12.95

Recommended readings and/or materials:

None

3

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

SANTA ANA COLLEGE COURSE OUTLINE

DISCIPLINE, NUMBER, TITLE: Biology 135, Natural History of the Mojave Desert
(If the discipline, number or title is being revised, above should reflect the NEW information;) AND, the complete former course name MUST be included in the CATALOG ENTRY below.)

CATALOG ENTRY

Discipline	Biology	
Course Number	135	
Course Title	Natural History of the Mojave Desert	
Former Title	Ecology of the Mojave Desert	
Units	1	
Lecture Hours	16	
Laboratory Hours	None	
Arranged Hours	None	
Total Semester Contact Hours	None	<u>16</u>

COURSE IDENTIFICATION NUMBER(S) (C-ID)**PREREQUISITE(S)****Prerequisite**

None

CATALOG DESCRIPTION

Ecological relationships of Mojave Desert plant and animal life will be observed and studied. This is a field study course and includes overnight camping.

Budget Unit	<u>16410</u>	
Classification Code	Y	
Transfer Code	B-Transferable to CSU only	
Method of Instruction	10	
SAM Priority Code	E - Non-Occupational	
Repeatability	NR - Non-Repeatable: D, F, NC, W	
TOPS Code	<u>40100 - Biology, General</u>	-
Topics Course	No	
Open Entry/Exit	No	
Grading Options	<u>Letter Grade or P/NP</u>	

Curriculum Office Use Only.

Department Chair Approval Date: 02/08/12 by: Kathleen Takahashi

Division Chair Approval Date: 05/03/12 by: Phil Hughes

Curriculum and Instruction Council Chair Approval Date:

COURSE CONTENT

(Include major topics of the course, time required, and what the student is expected to learn.) ~~A written report of field experiences requiring students to identify materials used, methods employed, results and/or observations and conclusions based upon the data. This will require students to compare and contrast, to interpret complex events, to analyze diverse concepts, recognize and identify significant structures and organisms, evaluate and apply problem solving techniques to specific examples, and to synthesize and express biological problems in a clear, logical, and concise manner.~~ HOURS ON CAMPUS 1. Orientation 3 Itinerary and equipment and food needed for field study. FIELD STUDY 2. General Ecology 3 General ecology of mountains and canyons of desert. of Mojave Desert 3. Flora and Fauna 6 Identification of plants and animals of Mojave Desert. of Mojave Desert 4. Geology and 2 Landforms and climatology. Climate of Mojave Desert 5. Environmental 2 Environmental problems of desert. Problems of Mojave Desert TOTAL 16 Hours

This course will include the following topics:

1. Introduction to the Mojave desert (1.5 hours)
2. Orientation and logistics of fieldtrip (1 hour)
3. Ecology of mountains, canyons and other Mojave desert habitats (1.5 hours)
4. Plants of the Mojave desert (2 hours)
5. Vertebrate animals of the Mojave desert (1 hour)
6. Invertebrates and other organisms of the Mojave desert (1.5 hours)
7. Adaptations of Mojave desert organisms (1.5 hours)
8. Evolution and speciation of Mojave desert biota (1.5 hours)
9. Ecological interactions among desert organisms (1.5 hours)
10. Geologic history of the Mojave desert (1 hour)
11. Human history and human impact on the Mojave desert environment (2 hours)

COURSE MATERIALS

Required texts and/or materials.(Include price and date of publication.)

Required: Ward, D. *The Biology of Deserts*, ed. Oxford University Press, 2009, ISBN: 0199211477. \$45

Recommended readings and/or materials:

None

Other:

None

WHAT STUDENT LEARNING OUTCOMES DOES THIS COURSE ADDRESS? WHAT ACTIVITIES ARE EMPLOYED?

(USE A SCALE OF 1-5 TO SHOW EMPHASIS OF THE LEARNING OUTCOMES WITHIN THE CONTEXT OF THIS)

STUDENT LEARNING OUTCOMES

List subcategories and activities as needed for Category

Communication Skills

-

5 - Essential-always try to achieve

1. -Lecture Discussion Demonstration Observation

#4

first Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications. last

PROGRAM OF STUDY		
Public Fire Service Option Degree (sac.ftpfs.as) and Certificate (sac.ftpfs.ca) A.A. Degree		
<p>The public fire service program is designed to provide occupational preparation in federal, state, local and private fire protection agencies and for those desiring to enter fire service work in such areas as firefighting with emphasis in fire prevention, inspection and safety practices. Completion of the Fire Academy 060 course is recognized by the California State Board of Fire Services as meeting the requirements for Certified Firefighter 1 Training Academy and college and university preparation. The <u>units earned in The Basic Fire Academy 060 credits</u> are nontransferable. Prerequisites to the Basic Fire Academy include: All Fire Technology core courses and students must meet NFPA 1582 medical standards, pass <u>the physical ability test and achievespecific reading, and writing skillscomplete</u> Emergency Medical Technician I course, take the National EMT Certification Exam and receive certification in the State of California.</p>		
Major requirements for the associate degree and certificate		
Course		
FAC 007	Orientation and Physical Fitness	2.5
FAC 008	Firefighter I Physical Ability Examination	0.1
FAC 060	Basic Fire Academy	12
FTC 101	Fire Protection Organization	3
FTC 102	Fire Behavior and Combustion	3
FTC 103	Personal Fire Safety	3
FTC 104	Fire Prevention Technology	3
FTC 105	Building Construction for Fire Protection	3
FTC 106	Fire Protection Equipment and Systems	3
FTC 121	Physical Fitness for Public Safety Personnel	4
		<u>3.5</u>
Total Units		36.6 <u>1</u>
PID H2357		

#5

first *Click on the changed parts for a detailed description. Use the left and right arrow keys to walk through the modifications.* last

Electives

PROGRAM OF STUDY		
Medical Assistant - Administrative / Clinical Degree (sac.ma.as) and Certificate (sac.ma.ca) A.S. Degree		
<p>The associate degree and certificate curriculum for medical assistant administrative/clinical is designed to prepare a student for employment in a medical office, a hospital business office, a clinic, or allied health facility. Careers are available as medical assistants, front and back office; insurance secretaries, admitting clerks, medical records clerks and receptionists in all medical facilities.</p> <p>Course content includes medical terminology; medical typing, computer techniques and skills; medical forms, reports, and charts; medical insurance, billing and collections, bookkeeping; effective human relations as related to a medical office; clinical procedures such as giving injections, sterilizing instruments, monitoring vital signs, assisting with minor surgery, instrument identification; and professional ethics and legal aspects.</p> <p>Graduates will be qualified to assist doctors in clinical situations or function under the direct supervision of a medical doctor. Graduates will also be qualified to perform all clerical duties normally required in the medical office, hospital business office, clinics, and allied health facilities.</p>		
Course		-
Medical Assistant Degree Option:		-
-		
Major requirements for the Associate Degree in Arts or Science Degree and Certificate:		-
MA 051A	Beginning Medical Terminology	3
MA 051B	Advanced Medical Terminology	3
MA 053	Medical Assistant - Administrative Front Office	3
MA 054	Medical Insurance and Billing Forms	3
MA 055	Medical Assistant - Clinical Back Office	3
BUS 080	Business Mathematics	3 - 0
Electives		3
-		
-		
		18
-		
Elective must be 3-4 units selected from the following courses:		Units
BA 179	Introduction to Microsoft Office	3
BA 180	Advanced Microsoft Office	3
		4 - 0

BA 183	Microsoft Word	3	
BA 184	Advanced Microsoft Word for the Workplace	3	
MA 020	Bloodborne and Airborne Pathogen Standards	0.5	
MA 056	Computer Applications for the Medical Office	3 - 0	
Recommended electives:		-	<u>Units</u>
MA 001	Cooperative Work Experience Education - Occupational	1 - 4	16
MA 020	Bloodborne and Airborne Pathogen Standards	0.5	
MA 056	Computer Applications for the Medical Office	3 - 0	
MA 098	Topics	2	
-			
Requirements for the certificate:		-	
-			
Course		-	
MA 051A	Beginning Medical Terminology	3	
MA 051B	Advanced Medical Terminology	3	
MA 053	Medical Assistant - Administrative Front Office	3	
MA 054	Medical Insurance and Billing Forms	3	
MA 055	Medical Assistant - Clinical Back Office	3	
-			
Total Units		39.5 - 45.5	
			PID 148
-00	Topics	0.5 - 3	
-			
Total Units		21 - 22	
			PID 355

Policy for Temporary Suspension of Courses

The colleges of the Rancho Santiago Community College District (RSCCD) strive to offer a complete schedule of courses that is reflective of all of the items listed in each college's catalog. Unfortunately, there may be circumstances that do not permit the offering of a course (or courses) for an extended period of time. To ensure that students are provided with the most accurate information possible, courses that will not be offered for at least two (2) years will be marked as *on hiatus until* with an end date listed. The procedure for establishing hiatus status for courses is as follows:

1. Either an administrator (Division Dean or Vice President of Academic Affairs) or a discipline faculty (Department Chair or Coordinator) makes a formal request of the college's Curriculum and Instruction Council to temporarily suspend a course or group of courses in a specific discipline. The following items must be included in the request:
 - a. Course(s) that will be temporarily suspended.
 - b. List of programs where these courses are listed.
 - c. Rationale for why these courses are being temporarily suspended.
 - d. Date when the Curriculum and Instruction Council will review the suspension to return the courses to active status.
 - e. Affirmation that students may take another available course if the course(s) designated for suspension status is (are) needed to complete a program.
2. The Curriculum and Instruction Council will review the request to determine whether this temporary suspension will prevent students from completing a program of study. If an approved program of study cannot be completed without the proposed courses, the request for suspension will be denied.
3. If any state approved program drops below 18 units without the course(s) that have been submitted for temporary suspension, then the request will be denied.
4. Once the request is approved, the college catalog will add *on hiatus until* at the end of the catalog entry for each course that has been suspended and in each one of the programs in which that course is listed.
5. A two-year suspension may be extended for one year for a maximum suspension of three years.
6. Suspension is not allowed for an entire program of study. If an entire program is being considered for suspension, please refer to the Program Discontinuance Policy listed in AR6134.