



**Santa Ana College**

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

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**MINUTES**  
**CURRICULUM AND INSTRUCTION COUNCIL**  
**Monday, February 11, 2019**  
**2:00 pm**  
**S-215**

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**Present:** P. Canzona, I. Hernandez, S. Jaffray, D. Khalid, J. Lamb, J. Ross, K. Patterson, C. Pierce, M. Pineda, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu  
**Absent:** M. Aguilar-Beltran, C. Coyne, J. Macdonald  
**Guests:** C. Breeden, M. Dela Cruz, A. Gonis, S. Gibson, P. Hernandez, B. Kehlenbach, J. Kennedy, C. Kushida, M. Liang, J. Mandir, D. Manning, B. Miller, M. Ramirez, L. Rose, M. Sanchez-Moreno, L. Schumacher, J. Steffens, M. Suzuki, T. Verduzco, B. Virgoe, T. Winchell, T. Withey, M. Zarske

**I. PUBLIC COMMENTS**

No public comments

**II. APPROVAL OF MINUTES**

The minutes of December 03, 2018 were approved.

**Mover:** D. Khalid

**Seconded by:** J. Ross

**Ayes:** I. Hernandez, S. Jaffray, D. Khalid, J. Lamb, J. Ross, K. Patterson, C. Pierce, M. Pineda, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

**Abstentions:** None

**III. CURRICULUM**

See comments and approvals in subsequent pages.

**IV. ONLINE EDUCATION INITIATIVE (OEI) UPDATE**

C. Kushida and J. Steffens provided a presentation on Online Education Initiative (OEI). The presentation included a 5-year Roadmap for the California Virtual Campus (CVC) and OEI. The consortium is aligned with Guided Pathways.

Seventy-six percent (76%) of incoming freshmen enroll in online courses and enrollment has doubled over the last four years. The ecosystem is being set up to ensure students have access to all services (i.e. online proctoring, online tutoring) on campus without setting a physical foot on campus.

Student can take an array of courses via the CVC; however, only OEI approved courses are identified with a special badge. These courses meet accessibility guidelines and have rubrics with academic quality. Students may enroll in these courses but will have to be enrolled in at least one course at their home college. Currently, computer software systems (Banner, PeopleSoft, Colleague) do not communicate with each other;

thus, if a student completes a course via CVC, he/she will have to follow the established policy of submitting grades to Admissions and Records until all software systems are connected to each other.

Discussion as well as Q and A followed.

**V.a. Accreditation Report**

No report provided.

**V.b. Articulation Report**

No report provided.

**V.c. CurriQūnet META Update**

B. Sos provided a presentation on the newly launched META system. He reviewed each tab and briefly explained the contents and requirements. He also described some of the challenges that have been identified since going live with the system.

B. Sos will electronically disseminate a generic manual to all divisions. A more detailed user manual with instructions, descriptions and expectations will be e-mailed at a later time. He also stated that a link to the new CurriQūnet META system has been added to the faculty home page.

**V.d. Guided Pathways**

K. Patterson encouraged CIC members to get involved in Guided Pathways. Contact F. Ortiz for more information.

J. Lamb requested that faculty review program mappings in their respective areas to solidify them.

**VI. OTHER**

J. Steffens congratulated faculty and staff who provided countless hours and expertise to ensure the new CurriQūnet META system fits the needs of Santa Ana College. He presented a historical background of the initial players and where we are now.

There was a brief conversation on auto-awarding of certificates. M. Liang will be invited to a future meeting to discuss this topic in more detail.

All textbooks in courses being reviewed should be dated 2015 or newer. Discussion followed on whether or not textbooks are to be required in Cooperative Work Experience courses. B. Sos proposed that a booklet be developed with guidelines of expectations and work base learning. He requested that CIC membership provide feedback at the next CIC meeting.

Meeting adjourned at 4:21 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*

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

**Item 1 – requested to be included in the 2018-2019 catalog addendum.**

**Item 2 – requested course number be changed from THEA 121 to THEA 123.**

**Item 3 – removal of program from 2018-2019 catalog.**

**Mover:** S. Jaffray

**Seconded by:** K. Robinson

**Ayes:** I. Hernandez, S. Jaffray, D. Khalid, J. Lamb, J. Ross, K. Patterson, C. Pierce, M. Pineda,  
K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

**Abstentions:** None

**Revised Course without Catalog Changes**

1. Criminal Justice Academies 099, OCS D Basic Pre-Academy (approved by CIC on 09/17/2018)
2. Theatre Arts 123, Introduction to Drama and Acting (approved by CIC on 5/30/2018)

**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**

3. Supporting Children with Special Needs – Certificate of Proficiency (Catalog 2018 – 2019)

**Course SLO Revisions**

None to review

**Program SLO Revisions**

None to review

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### III.b. CURRICULUM ITEMS

Items 4 – 16 were presented and discussed.

Item 9 – correction: DE only approval

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

##### **New Courses**

4. Adult Basic Education 010, Money Matters: Financial Literacy
5. Vocational Business 503, Digital Literacy for Real World Application – Tier 4
6. Vocational Business 680, Basic Machining Concepts and Operations

##### **Revised Courses**

7. Culinary Arts 299, Cooperative Work Experience Education
  - a. Prerequisite
8. Kinesiology Professional 195, Student Athlete Success
  - a. Corequisite - **ONLY**
  - b. Recommended Preparation - **ONLY**
9. Mathematics 204, Mathematical Concepts for Elementary School Teachers
  - a. Prerequisite
  - b. Distance Education
10. Speech Language Pathology Assistant 170, Introduction to Phonetics

##### **New Programs**

11. Digital Literacy for Office and Administrative Support Worker Certificate of Completion – Non credit
12. Machinist Certificate of Completion – Non credit

##### **Revised Programs**

13. Customer Service Representative Certificate of Completion – Non credit
14. General Office Clerk Certificate of Completion – Non credit
15. Secretary/Administrative Assistant Certificate of Completion – Non credit
16. Speech-Language Pathology Assistant Degree

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

**New Courses**

None to review

**Revised Courses**

None to review

**New Programs**

None to review

**Revised Programs**

None to review

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