



CURRICULUM and INSTRUCTION COUNCIL MINUTES

Santa Ana College Mission Statement

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

10+1

1. Curriculum including establishing prerequisites and placing courses within disciplines.
2. Degree and certificate requirements;
3. Grading policies;
4. Educational program development;
5. Standards or policies regarding student preparation and success;
6. District and college governance structures, as related to faculty roles;
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. Policies for faculty professional development activities;
9. Processes for program review;
10. Processes for institutional planning and budget development;
- +1. Other academic and professional matters as mutually agreed upon between the governing board and the academic senate

Curriculum Committee

Voting Members:

Chair/Vice Chair – Kristen Robinson/Daniel Peraza
Vice President of Academic Affairs – Jeffrey Lamb
Dean – Matthew Morin
At Large Representative – Vacant
Business – Vacant
Continuing Education – Henry Kim
Counseling – Lisa Macafee
Fine & Performing Arts – Vacant
Humanities – Zachary Fish
Human Services – Wendy Wang
Kinesiology – Brian Sos
Library – Jaki King
Mathematics – Justin Tolentino
Health Sciences – Laura Derr
Sciences – Minhan Dinh-Mahavongtrakul
Social Sciences – Kristen Guzman
Student Representative – Vacant
Student Services – Louise Janus
Technology – David Roper

Non-Voting Members:

Articulation Officer – Paula Canzona
Distance Education – Jaki King
Matriculation Representative – Maria Aguilar Beltran
Curriculum Specialist – Anh-Phuong Tran
Curriculum Specialist – Reyes Vazquez

Monday, February 24, 2025 | 2:00 PM | JSC – 219 -1, 2, 3 & 4

Zoom Meeting: <https://rscdd-edu.zoom.us/j/7145646993>

Present: M. Aguilar-Beltran, P. Canzona, L. Derr (via Zoom), M. Dinh-Mahavongtrakul, Z. Fish, K. Guzman, H. Kim, J. King, J. Lamb, L. Macafee, M. Morin, D. Peraza, K. Robinson (representing Business), J. Tolentino, W. Wang

Absent: L. Janus, D. Roper, B. Sos

Guest: M. DeAsis, via Zoom: L. Chavez, E. Gomez, A. Gonis, C. Lopez, M. Macintyre, C. Manzano, P. Samaie

The meeting was called to order by D. Peraza, CIC Vice Chair, at 2:04 p.m.

Assembly Bill (AB) 2449 allows members of legislative bodies to participate remotely if there is “just cause” or “emergency circumstances. L. Derr notified the membership that she would attend the meeting virtually due to “just cause”. CIC membership voted and approved L. Derr’s virtual attendance.

Mover: W. Wang
Seconded by: K. Guzman
Ayes: M. Dinh-Mahavongtrakul, Z. Fish, K. Guzman, H. Kim, J. King, J. Lamb, L. Macafee, M. Morin, D. Peraza, K. Robinson, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Motion was approved.

I. Approval of Additions or Corrections to Agenda

Updated title for curriculum item number 1.

A motion to approve the agenda with the above correction was made:

Mover: H. Kim
Seconded by: W. Wang
Ayes: M. Dinh-Mahavongtrakul, Z. Fish, K. Guzman, H. Kim, J. King, J. Lamb, L. Macafee, M. Morin, D. Peraza, K. Robinson, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Motion was approved.

II. Public Comments

D. Peraza stated that D. Dumon has stepped down from her CIC representative role, and K. Robinson will serve as her interim replacement until a successor is appointed.

K. Guzman explained that people are wearing green ribbons to support the two full-time, tenure-track psychologists whose jobs are at risk. She encouraged faculty to attend tonight's BOT meeting and make a public comment in their support.

D. Peraza stated that the administration's tactics to divide faculty are insulting and disrespectful and must stop. He reiterated that faculty have the right to attend board meetings and speak out against injustices. He emphasized the importance of mental health and expressed strong support for the two psychologists.

L. Macafee expressed concern that all programs at Santa Ana College are accessible to all students except for Apprenticeship courses and programs, which are unavailable to undocumented students.

H. Kim shared that in the 2023-2024 academic year, the School of Continuing Education offered 2,194 sections, generating 6,159 Full-Time Equivalent (FTEs) headcount. He credited this success to the dedication of both full-time and part-time faculty. He emphasized that the Course Outline of Records (CORs), submitted by noncredit faculty to CIC for approval, demonstrate the high-quality education and opportunities available to students. He expressed gratitude to CIC for their continued support.

III. Approval of Minutes

The Minutes from December 2, 2024 were approved.

Mover: K. Guzman

Seconded by: L. Macafee

Ayes: L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, K. Guzman, H. Kim, J. King, J. Lamb,
L. Macafee, M. Morin, D. Peraza, K. Robinson, J. Tolentino, W. Wang

Nays: None

Abstentions: None

Motion was approved

IV. Curriculum

See comments and approvals in subsequent pages.

V. Chair's Report

D. Peraza reminded CIC members that a voting member may only participate remotely based on "just cause" for two meetings per calendar year.

D. Peraza stressed the importance of having representation at CIC. Currently two faculty position are open in the Business and Fine and Performing Arts Divisions. Student representation is pending.

D. Peraza shared the 2025 Quadrennial Course List and announced that to support faculty with their Quad course submissions, CIC leadership will offer ten (10) workshops during the Spring 2025 Semester. He commented that the goal is to begin processing some Quad courses in the spring to reduce the heavy workload in the fall. The first workshop, facilitated by D. Peraza, is scheduled for March 5th and will

focus on the process of developing proposals. The second workshop, led by K. Robinson on March 7th will center on Career Education Programs. He acknowledged the challenges faculty faced during the transition from META to Maverick, emphasizing the importance of providing support. Additionally, he noted that workshop attendees would receive Professional Development credit. All meeting will be held via Zoom.

D. Peraza stated that the deadline to submit Quad courses for processing in the Spring semester is April 21st to the Curriculum Office queue. He also noted that courses under the 100 level and noncredit courses must be in the Curriculum Office queue by March 24th for consideration in the 2024-2025 Catalog Addendum.

K. Robinson emphasized the importance of submitting Labor Market Information (LMI) requests to the Center of Excellence (COE) promptly to ensure programs have the necessary documentation for revision. She also noted that the Orange County Regional Consortium (OCRC) meets monthly, except during the summer.

D. Peraza reviewed Phase II and shared Phase III of the Common Course Numbering (CCNs) Project with the committee.

Discussion followed.

VI. Discussion Item

A. Plan 1 Associate Degree Requirements – First Read

P. Canzona provided a detailed review of the Associate Degree Requirements document with the committee, explaining that the updates are a result of recent Title 5 changes. These revisions to categories and policies will take effect in Fall 2025 and be reflected in the 2025-2026 catalog. She also noted that the document was developed in collaboration with her counterpart at Santiago Canyon College (SCC).

D. Peraza requested that CIC members discuss the document with their constituents and provide feedback at the next meeting.

VII. Action Items – Tabled

A. Board Policy (BP) 4235 Credit for Prior Learning – Second Read

B. Administrative Regulation (AR) 4235 Credit for Prior Learning – Second Read

VIII. Other

M. Morin reported that SCC will be making further updates to item #7 on the agenda, necessitating its postponement. He encouraged faculty to submit any changes or updates to his office.

P. Canzona reminded faculty that when revising courses with C-ID designations, they should check the c-id.net website to ensure that versions continue to match the C-ID descriptor.

J. Lamb announced his selection as a member of the California Community Colleges Curriculum Committee (5C). He shared that 5C is currently working on updating the Course Approval Handbook (PCHA) and the Baccalaureate Degrees Handbook. He encouraged anyone with suggestions or comments to reach out to him.

H. Kim expressed his appreciation to administration for the ongoing remodeling in the School of Continuing Education.

Meeting adjourned at 3:24 p.m.

IV.a. CONSENT AGENDA from TECHNICAL COMMITTEE

Revised Courses without Catalog Changes

None to review

Revised Courses with Minor Catalog Changes

None to review

Course Deactivations

None to review

Course Enrollment Maximums

None to review

Removal of Deactivated Courses from General Education Plans

None to review

Course Distance Education Revisions Only

None to review

Course Student Learning Outcomes (SLOs) Revisions Only

None to review

Course Materials Revisions Only

None to review

Revised programs with Minor Catalog Changes

None to review

Program Deletion

None to review

Program SLO Revisions

None to review

IV.b. CURRICULUM ITEMS
DISCUSSION ITEMS (1st READINGS)

Items 1 – 5 were discussed.

New Courses

1. Substantial Disabilities 100, ~~American Sign Language (ASL) Vocabulary for Parents of Deaf and Nonverbal Children~~ Basic Sign Language Communication for Families of Deaf and Nonverbal Children - Noncredit
 - a. Distance Education
 - b. Correspondence Education

Revised Courses

2. Child Development 229, Brain Development and Learning
 - a. Distance Education
3. English As a Second Language 520, English for Work 2 – Noncredit
 - a. Recommended Preparation
 - b. Distance Education
 - c. Correspondence Education

New Programs

None to review

Revised Programs

4. Adult High School Diploma – Noncredit
5. ESL Transition to Adult Secondary Education (ASE) Certificate of Competency – Noncredit

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

Items 6 – 8 were approved.

Mover: H. Kim
Seconded by: W. Wang
Ayes: L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, K. Guzman, H. Kim, J. King, J. Lamb,
L. Macafee, M. Morin, D. Peraza, K. Robinson, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 6 with prerequisite was approved.

Mover: W. Wang
Seconded by: K. Guzman
Ayes: L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, K. Guzman, H. Kim, J. King, J. Lamb,
L. Macafee, M. Morin, D. Peraza, K. Robinson, J. Tolentino, W. Wang
Nays: None
Abstentions: None

New Courses

None to review

Revised Courses

6. Criminal Justice Academies 083B, Arrest and Control Techniques (ACT) Instructor Training
 - a. Prerequisite
 - b. Distance Education
7. History 146, African American History from 1863 to the Present
 - a. Distance Education
8. History 150, Latin American Civilization to Independence
 - a. Distance Education

New Programs

None to review

Revised Programs

None to review