



# 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, March 10, 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, M. Dinh-Mahavongtrakul (via Zoom), Z. Fish, L. Janus, H. Kim, J. King, L. Macafee, M. Morin (via Zoom), D. Peraza, K. Robinson (representing Business), D. Roper, J. Tolentino, W. Wang

**Absent:** J. Lamb, B. Sos

**Guest:** V. Castaneda, T. Vu, Via Zoom: L. Chavez, A. Gonis, J. Lopez Mercedes, O. Madrigal, P. Samaie, R. Villalpando

The meeting was called to order by D. Peraza, CIC Vice Chair, at 2:07 p.m.

Assembly Bill (AB) 2449 allows members of legislative bodies to participate remotely if there is “just cause” or “emergency circumstances. M. Dinh-Mahavongtrakul and M. Morin notified the membership that they would attend the meeting virtually due to “just cause”.

CIC membership voted and approved M. Dinh-Mahavongtrakul’s virtual attendance.

**Mover:** W. Wang  
**Seconded by:** H. Kim  
**Ayes:** L. Derr, Z. Fish, L. Janus, H. Kim, J. King, L. Macafee, D. Peraza, K. Robinson, D. Roper, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

CIC membership voted and approved M. Morin’s virtual attendance.

**Mover:** H. Kim  
**Seconded by:** J. King  
**Ayes:** L. Derr, Z. Fish, L. Janus, H. Kim, J. King, L. Macafee, D. Peraza, K. Robinson, D. Roper, J. Tolentino, W. Wang  
**Nays:** None  
**Abstentions:** None

Motion was approved.

- I. **Approval of Additions or Corrections to Agenda**  
Added Bachelor of Science in Occupational Studies to the Consent Agenda under the revised programs with minor catalog changes heading.

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

Motion was approved

## II. Public Comments

H. Kim shared that his first vocational experience was with the Pharmacy Technology Program. He noted that the classroom included real pharmacy drams and a 'clean room', the setup was well-designed for students, and the course provided a valuable pathway in vocational education. He emphasized the importance of Course Outlines of Record (COR), highlighting their impact on students' futures. Additionally, he stated that completing vocational programs can help students transition into new careers, increase their income, and provide adult learners with more choices and resources. Furthermore, he stressed that the COR plays a meaningful role in leading to well-paying jobs and enhancing job skills.

## III. Approval of Minutes

The Minutes from February 24, 2025 were approved.

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

## IV. Curriculum

See comments and approvals in subsequent pages.

## V. Chair's Report

### A. Faculty Training

D. Peraza provided a list of dates for Professional Development (PD) workshops focused on curriQunet course and program training led by CIC leadership. Faculty members who attend will earn PD credit.

D. Peraza reported that the Common Course Numbering (CCN) Phase II(A) templates have been finalized. He stated that he will be reaching out to faculty leads to review the process, deadlines, and expectations.

P. Canzona noted that Phase II(A) will take effect in Fall 2026, emphasizing that the courses should be approved by the end of Spring.

## VI. Discussion Item

### A. Faculty Minimum Qualifications

K. Robinson shared that Human Resources (HR) interprets faculty minimum qualifications based on department prefixes. She explained that as departments have evolved over time, some career

education courses are now housed within disciplines requiring master's degrees. Additionally, HR has used TOP codes to determine minimum qualifications. However, according to the Program and Course Approval Handbook (PCAH), "The TOP Code reflects the main discipline or subject matter and is not based on local departmental structure, faculty qualifications, or budget groupings." This has created challenges for faculty who have taught in specific areas for years but are now being informed that they do not meet the minimum qualifications.

K. Robinson explained that to address the issues surrounding minimum qualifications, she is exploring the possibility of adding a minimum qualifications tab or field within currIQunet. This would allow discipline experts to help determine appropriate faculty qualifications. She clarified that this information would not transfer to the Course Outline of Record (COR) and would function similarly to the Course Enrollment Maximum field(s). She requested that CIC members consult with their constituents and provide feedback at the March 24th meeting.

Discussion ensued.

## **VII. Action Items**

### **A. Plan 1 Associate Degree Requirements**

CIC membership voted and approved Plan 1 – Associate Degree Requirements as presented.

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

### **B. Board Policy (BP) 4235, Credit for Prior Learning**

CIC membership voted and approved Board Policy (BP) 4235, Credit for Prior Learning as presented.

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

### **C. Administrative Regulation (AR) 4235, Credit for Prior Learning**

CIC membership voted and approved Administrative Regulation (AR) 4235, Credit for Prior Learning as presented.

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

## **VIII. Other**

### **CCN Division Leads**

M. Morin discussed a document detailing compensation for the six (6) CCN Phase II division faculty leads in Humanities, Social Sciences, Fine and Performing Arts, and Science and Mathematics. He also outlined the stipend amounts for course-level faculty and those serving on CCN statewide committees.

D. Peraza explained that he will collaborate with department chairs to identify faculty leads and noted that CIC leadership will send an email outlining the requirements for CCN leads. Any questions or comments should be directed to K. Robinson or D. Peraza.

Meeting adjourned at 3:03 p.m.

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

**Items 1 – 2 were approved.**

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

##### **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**

1. Bachelor of Arts in Paralegal Studies
2. Bachelor of Science in Occupational Studies - **Added**

##### **Program Deletion**

None to review

##### **Program SLO Revisions**

None to review

**IV.b. CURRICULUM ITEMS**  
**DISCUSSION ITEMS (1<sup>st</sup> READINGS)**

**Items 3 – 44 were discussed.**

**New Courses**

3. Vocational – Business 310, Foundations of Human Resources – Noncredit
  - a. Distance Education
  - b. Correspondence Education
4. Vocational – Business 311, Human Resources Compliance – Noncredit
  - a. Distance Education
  - b. Correspondence Education
5. Vocational – Business 312, Human Resources Operations – Noncredit
  - a. Distance Education
  - b. Correspondence Education
6. Vocational – Business 313, Certified Human Resources Professional (SHRM-CP) Exam Preparation & Practice – Noncredit
  - a. Distance Education
  - b. Correspondence Education
7. Vocational – Health 103, Certified Nursing Assistant (CNA) Training- Skills Lab – Noncredit
  - a. Prerequisite
  - b. Corequisite
8. Vocational – Health 104, Certified Nursing Assistant (CNA) Training- Clinical – Noncredit
  - a. Prerequisite
  - b. Corequisite
9. Vocational – Health 105, Overview of the Acute Care Nursing Assistant Program – Noncredit
  - a. Distance Education
10. Vocational – Health 106, Acute Care Nursing Assistant Theory – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
11. Vocational – Health 107, Acute Care Nursing Assistant Skills Lab – Noncredit
  - a. Prerequisite
  - b. Corequisite
12. Vocational – Health 108, Acute Care Nursing Assistant Clinical – Noncredit
  - a. Prerequisite
  - b. Corequisite

**Revised Courses**

13. Criminal Justice Academies 010D, Explorer Training Academy
  - a. Prerequisite
  - b. Distance Education
14. Criminal Justice Academies 060, Basic Police Motorcycle Operator Course
  - a. Prerequisite
  - b. Distance Education
15. Criminal Justice Academies 060A, Motorcycle Instructor Training Course
  - a. Prerequisite
  - b. Distance Education

16. Manufacturing Technology 115, QC1 Quality Inspection
  - a. Distance Education
17. Manufacturing Technology 130A, CATIA I
  - a. Distance Education
18. Manufacturing Technology 173, Mastercam - 2D Geometry, 2D Toolpaths
  - a. Distance Education
19. Vocational – Automotive 670, Introduction to Preventative Maintenance Inspection – Noncredit
  - a. Distance Education
20. Vocational – Business 124, Introduction to Keyboarding I – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
21. Vocational – Business 125, Introduction to Keyboarding II – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
22. Vocational – Business 200, Topics in Business Skills – Noncredit
  - a. Distance Education
  - b. Correspondence Education
23. Vocational – Business 260, Introduction to Microsoft Word – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
24. Vocational – Business 281, Introduction to Quickbooks – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
25. Vocational – Business 290, Business Terminology – Noncredit
  - a. Distance Education
  - b. Correspondence Education
26. Vocational – Business 400, Employability Skills – Noncredit
  - a. Distance Education
  - b. Correspondence Education
27. Vocational – Business 559, Business Practices in Family Child Care – Noncredit
  - a. Distance Education
  - b. Correspondence Education
28. Vocational – Business 590, Introduction to How to Start a Small Business
  - a. Distance Education
  - b. Correspondence Education
29. Vocational – Construction 610, Vocational Construction Technology Module I – Noncredit
  - a. Prerequisite
  - b. Distance Education
  - c. Correspondence Education
30. Vocational – Construction 620, Vocational Construction Technology Module II – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
  - d. Correspondence

31. Vocational – Food 200, Line Cook Training – Noncredit
  - a. Distance Education
  - b. Correspondence Education
32. Vocational – Fine Performing Arts 150A, Rehearsal and Performance in Production – Noncredit
  - a. Distance Education
33. Vocational – Fine Performing Arts 150B, Technical Theatre in Production – Noncredit
  - a. Distance Education
34. Vocational – Fine Performing Arts 152, Tour Ensemble – Noncredit
  - a. Distance Education
35. Vocational – Fine Performing Arts 255, Motion Picture Performance Production – Noncredit
  - a. Distance Education
36. Vocational – Health 100, Topics Health Services – Noncredit
  - a. Distance Education
  - b. Correspondence Education
37. Vocational – Health 101, Overview of the Nursing Assistant Training Program – Noncredit
  - a. Distance Education
38. Vocational – Health 102, Certified Nursing Assistant (CNA) Training – Theory – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
39. Vocational – Health 704, Introduction to Biotechnology – Noncredit
  - a. Distance Education
40. Vocational – Health 705, Introductory Biotech Lab – Noncredit
  - a. Corequisite
  - b. Distance Education
41. Vocational – Hospitality 201, Career Focus - Hospitality Services – Noncredit
  - a. Distance Education
  - b. Correspondence Education

### **New Programs**

42. Acute Care Nursing Assistant Certificate of Completion – Noncredit
43. Human Resources Assistant Certificate of Completion – Noncredit

### **Revised Programs**

44. Nursing Assistant Certificate of Completion – Noncredit



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

**Item 45 was approved.**

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

**Item 45 with Correspondence Education was approved.**

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

**Items 46 – 47 were approved.**

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

**Items 47 with recommended preparation was approved.**

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

**Items 47 with Correspondence Education was approved.**

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

**Items 48 – 49 were approved.**

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

**New Courses**

45. Substantial Disabilities 100, Basic Sign Language Communication for Families of Deaf and Nonverbal Children – Noncredit
- a. Distance Education
  - b. Correspondence Education

**Revised Courses**

46. Child Development 229, Brain Development and Learning
- a. Distance Education
47. 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**

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