



# SANTA ANA COLLEGE

## 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 – Bri Acuna  
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

# CURRICULUM and INSTRUCTION COUNCIL MINUTES

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

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

**Present:** B. Acuna (student representative), M. Aguilar-Beltran, P. Canzona, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, K. Guzman, L. Janus, H. Kim, J. King, J. Lamb, L. Macafee, M. Morin, K. Robinson, D. Roper, J. Tolentino, W. Wang (via Zoom)

**Absent:** D. Peraza, B. Sos

**Guest:** R. Cummings, Via Zoom: M. Busch, J. Camacho, V. Castaneda, L. Chavez, E. Gomez, A. Gonis, M. Macintyre, R. Valle

The meeting was called to order by K. Robinson, CIC 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. W. Wang notified the membership that she would attend the meeting virtually due to “just cause”.

CIC membership voted and approved W. Wang’s virtual attendance.

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

**I. Approval of Additions or Corrections to Agenda**  
No additions or corrections to agenda were presented.

**II. Public Comments**  
No public comments were made.

**III. Approval of Minutes**  
The Minutes from March 10, 2025 were approved with the following correction: add K. Guzman to members absent.

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

#### **IV. Curriculum**

See comments and approvals in subsequent pages.

#### **V. Chair's Report**

##### **A. Faculty Training**

K. Robinson reminded faculty that Curriculum Professional Development (PD) Workshops will take place on Wednesdays and Fridays throughout March and most of April. She encouraged faculty to attend if they need assistance with course or program proposals. Attendees will receive PD credit. Please register through SAC's PD Gateway.

##### **B. CCN Division Leads**

K. Robinson encouraged faculty interested in serving as a Common Course Numbering (CCN) lead to submit their names to CIC leadership.

#### **VI. Discussion Item**

##### **A. Faculty Minimum Qualifications**

K. Robinson mentioned that she was unable to compile the information she had intended to present. However, she provided a brief overview of the challenges divisions face in hiring adjunct faculty for a subject, where Human Resources believes the candidates do not meet the minimum qualifications.

##### **B. Curriculum Process Review**

K. Robinson mentioned that a pause on the quadrennial review process for one year is being considered. The purpose is to allow CIC leadership and Curriculum Office staff time to gather more information on upcoming state initiatives regarding the integration of Diversity, Equity, and Inclusion (DEI) and accessibility into the Course Outline of Record (COR). This pause would enable courses currently scheduled for quadrennial review to incorporate DEI and accessibility updates next year, avoiding the need for immediate revisions when new guidelines become available. Additionally, it would provide faculty the opportunity to submit more meaningful courses and programs, making the process more manageable.

The pause would exclude courses and programs that have failed to submit their quadrennial reviews on time. New and revised courses and programs for career education, noncredit, common course numbering, general education petitions or any faculty wishing to proceed with their course or program review are welcome to do so.

Discussion ensued.

J. Lamb stated that resources are available to support the new process if faculty choose to proceed.

K. Robinson asked CIC representatives to consult with their constituents and share their feedback at the next meeting.

Meeting adjourned at 3:26 p.m.

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

**Item 1 was approved.**

**Mover:** H. Kim

**Seconded by:** L. Macafee

**Ayes:** L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, K. Guzman, L. Janus, H. Kim, J. King,  
L. Macafee, M. Morin, 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**

1. Vocational – Business 402, Workforce Power Skills – Noncredit

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

**Item 2 first read was waived and moved to second read.**

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

**Items 3 – 5 first read was waived and moved to second read.**

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

**Items 6 – 23 were discussed.**

#### **New Courses**

2. Mathematics 072, Explorations In The Calculus
  - a. Corequisite
  - b. Distance Education

#### **Revised Courses**

3. Communication Studies 100, Introduction to Communication Studies
  - a. Distance Education
4. Communication Studies 140, Argumentation and Debate
  - a. Distance Education
5. Communication Studies 145, Group Dynamics
  - a. Distance Education
6. Engineering 105, Solidworks Advanced Solid Modeling
  - a. Prerequisite
  - b. Distance Education
  - c. Cross Listing: MNFG 105
7. Engineering 158, Basic Machining Concepts and Operations
  - a. Cross Listing: MNFG 158
8. Fire Academy 062, Basic Incident Command Systems
  - a. FOMA
9. Fire Academy 079A, S-339 Division/Group Supervisor- ALL RISK
  - a. Prerequisite
  - b. FOMA
10. Fire Officer Training 050, Community Emergency Response Team
  - a. FOMA

11. Fire Officer Training 078B, S-215 Urban Wildland Interface Firefighting
  - a. Recommended Preparation
  - b. FOMA
12. Fire Officer Training 078D, ICS 223-10, Wildland Line EMT
  - a. Recommended Preparation
  - b. FOMA
13. Fire Officer Training 150E, Company Officer 2E: Wildland Incident Operations for Company Officers
  - a. Prerequisite
  - b. FOMA
14. \*Geography 101, Introduction to the Natural Environment
  - a. Distance Education
15. \*Geography 130, Introduction to Weather and Climate
  - a. Distance Education
16. Manufacturing Technology 105, Solidworks Advanced Solid Modeling
  - a. Prerequisite
  - b. Distance Education
  - c. Cross Listing: ENGR 105
17. Manufacturing Technology 111, Basic Mechanical Blueprint Reading
  - a. Distance Education
  - b. Cross Listing: ENGR 111
18. Manufacturing Technology 116, QC Operations with Verisurf Software
  - a. Recommended Preparation
  - b. Distance Education
19. Manufacturing Technology 130B, CATIA II
  - a. Prerequisite
  - b. Distance Education
20. Manufacturing Technology 158, Basic Machining Concepts and Operations
  - a. Cross Listing: ENGR 158
21. Manufacturing Technology 175, Mastercam - 3D Geometry, 3D Surfaces
  - a. Prerequisite
  - b. Distance Education
22. Manufacturing Technology 178, Mastercam Lathe
  - a. Prerequisite
  - b. Distance Education
23. Psychology 219, Introduction to Research Methods in Psychology
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
  - d. General Education: Plan 1: 4B

## **New Programs**

None to review

## **Revised Programs**

None to review

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

**Items 24 – 34 were approved.**

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

**Items 24 – 34 with prerequisites and corequisites were approved.**

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

**Items 24 – 34 with Correspondence Education were approved.**

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

**Items 35 – 68 were approved.**

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

**Items 35 – 68 with prerequisite, corequisite, and recommended preparation were approved.**

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

## Items 35 – 68 Correspondence Education were approved.

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

## New Courses

24. Vocational – Business 310, Foundations of Human Resources – Noncredit
  - a. Distance Education
  - b. Correspondence Education
25. Vocational – Business 311, Human Resources Compliance – Noncredit
  - a. Distance Education
  - b. Correspondence Education
26. Vocational – Business 312, Human Resources Operations – Noncredit
  - a. Distance Education
  - b. Correspondence Education
27. Vocational – Business 313, Certified Human Resources Professional (SHRM-CP) Exam Preparation & Practice – Noncredit
  - a. Distance Education
  - b. Correspondence Education
28. Vocational – Health 103, Certified Nursing Assistant (CNA) Training- Skills Lab – Noncredit
  - a. Prerequisite
  - b. Corequisite
29. Vocational – Health 104, Certified Nursing Assistant (CNA) Training- Clinical – Noncredit
  - a. Prerequisite
  - b. Corequisite
30. Vocational – Health 105, Overview of the Acute Care Nursing Assistant Program – Noncredit
  - a. Distance Education
31. Vocational – Health 106, Acute Care Nursing Assistant Theory – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
32. Vocational – Health 107, Acute Care Nursing Assistant Skills Lab – Noncredit
  - a. Prerequisite
  - b. Corequisite
33. Vocational – Health 108, Acute Care Nursing Assistant Clinical – Noncredit
  - a. Prerequisite
  - b. Corequisite
34. Mathematics 072, Explorations In The Calculus – **Moved from 1<sup>st</sup> read**
  - a. Corequisite
  - b. Distance Education

## Revised Courses

35. Criminal Justice Academies 010D, Explorer Training Academy
  - a. Prerequisite
  - b. Distance Education

36. Criminal Justice Academies 038A, Less Lethal Weapons Update
  - a. Prerequisite
  - b. Distance Education
37. Criminal Justice Academies 055A, Driver Training/Force Option II
  - a. Prerequisite
  - b. Distance Education
38. Criminal Justice Academies 060, Basic Police Motorcycle Operator Course
  - a. Prerequisite
  - b. Distance Education
39. Criminal Justice Academies 060A, Motorcycle Instructor Training Course
  - a. Prerequisite
  - b. Distance Education
40. Manufacturing Technology 115, QC1 Quality Inspection
  - a. Distance Education
41. Manufacturing Technology 130A, CATIA I
  - a. Distance Education
42. Manufacturing Technology 173, Mastercam - 2D Geometry, 2D Toolpaths
  - a. Distance Education
43. Vocational – Automotive 670, Introduction to Preventative Maintenance Inspection – Noncredit
  - a. Distance Education
44. Vocational – Business 124, Introduction to Keyboarding I – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
45. Vocational – Business 125, Introduction to Keyboarding II – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
46. Vocational – Business 200, Topics in Business Skills – Noncredit
  - a. Distance Education
  - b. Correspondence Education
47. Vocational – Business 260, Introduction to Microsoft Word – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
48. Vocational – Business 281, Introduction to Quickbooks – Noncredit
  - a. Recommended Preparation
  - b. Distance Education
  - c. Correspondence Education
49. Vocational – Business 290, Business Terminology – Noncredit
  - a. Distance Education
  - b. Correspondence Education
50. Vocational – Business 400, Employability Skills – Noncredit
  - a. Distance Education
  - b. Correspondence Education
51. Vocational – Business 559, Business Practices in Family Child Care – Noncredit
  - a. Distance Education
  - b. Correspondence Education



52. Vocational – Business 590, Introduction to How to Start a Small Business
  - a. Distance Education
  - b. Correspondence Education
53. Vocational – Construction 610, Vocational Construction Technology Module I – Noncredit
  - a. Prerequisite
  - b. Distance Education
  - c. Correspondence Education
54. Vocational – Construction 620, Vocational Construction Technology Module II – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
  - d. Correspondence
55. Vocational – Food 200, Line Cook Training – Noncredit
  - a. Distance Education
  - b. Correspondence Education
56. Vocational – Fine Performing Arts 150A, Rehearsal and Performance in Production – Noncredit
  - a. Distance Education
57. Vocational – Fine Performing Arts 150B, Technical Theatre in Production – Noncredit
  - a. Distance Education
58. Vocational – Fine Performing Arts 152, Tour Ensemble – Noncredit
  - a. Distance Education
59. Vocational – Fine Performing Arts 255, Motion Picture Performance Production – Noncredit
  - a. Distance Education
60. Vocational – Health 100, Topics Health Services – Noncredit
  - a. Distance Education
  - b. Correspondence Education
61. Vocational – Health 101, Overview of the Nursing Assistant Training Program – Noncredit
  - a. Distance Education
62. Vocational – Health 102, Certified Nursing Assistant (CNA) Training – Theory – Noncredit
  - a. Prerequisite
  - b. Corequisite
  - c. Distance Education
63. Vocational – Health 704, Introduction to Biotechnology – Noncredit
  - a. Distance Education
64. Vocational – Health 705, Introductory Biotech Lab – Noncredit
  - a. Corequisite
  - b. Distance Education
65. Vocational – Hospitality 201, Career Focus - Hospitality Services – Noncredit
  - a. Distance Education
  - b. Correspondence Education
66. Communication Studies 100, Introduction to Communication Studies – **Moved from 1<sup>st</sup> read**
  - a. Distance Education
67. Communication Studies 140, Argumentation and Debate – **Moved from 1<sup>st</sup> read**
  - a. Distance Education
68. Communication Studies 145, Group Dynamics – **Moved from 1<sup>st</sup> read**
  - a. Distance Education

## **New Programs**

None to review

## **Revised Programs**

None to review