



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 – Dori Dumon
 Continuing Education – Donna Khalid
 Counseling – Lisa Macafee
 Fine & Performing Arts – Jacqueline Schlossman
 Humanities – Zachary Fish
 Human Services – Wendy Wang
 Kinesiology – Brian Sos
 Library – Jaki King
 Mathematics – George Sweeney
 Health Sciences – Laura Derr
 Sciences – Minhan Dinh-Mahavongtrakul
 Social Sciences – Vacant
 Student Representative – Yonathan Medina
 Student Services – Louise Janus
 Technology – Jaime Gonzalez

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 Specialist – Michael Zuniga
 Support Services Assistant – Vanessa Gaston

CURRICULUM and INSTRUCTION COUNCIL MINUTES

Monday, September 15, 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, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, J. Lamb (via Zoom), L. Macafee, Y. Medina (student representative, via Zoom), M. Morin, D. Peraza, K. Robinson, J. Schlossman, G. Sweeney, W. Wang

Absent: B. Sos

Guest: In-Person: H. Gillette, M. Macintyre, S. Mathot
 Via Zoom: K. Blackburn, V. Castaneda, L. Chavez, A. Gonis, J. Harmon, V. Heric, H. Kim, R. Valles

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. J. Lamb and Y. Medina notified the membership that she would attend the meeting virtually due to “just cause”.

CIC membership voted and approved J. Lamb and Y. Medina’s virtual attendance.

Mover: D. Dumon

Seconded by: D. Khalid

Ayes: L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, M. Morin, D. Peraza, J. Schlossman, G. Sweeney, W. Wang

Nays: None

Abstentions: None

I. Approval of Additions or Corrections to Agenda

The word *Environmental* was corrected under Item 1 in First Read.

II. Public Comments

L. Macafee encouraged CIC members to direct their students to Queer Connection, a weekly space for LGBTQ+, questioning, and curious students to connect, chat, and build community held Mondays from 11:00 a.m. to 12:00 p.m. in office C-214.

W. Wang announced that the Occupational Therapy Assistant Program successfully completed its accreditation process, earning the maximum 10-year accreditation.

III. Approval of Minutes

The Minutes from August 25, 2025, were approved.

Mover: D. Khalid
Seconded by: D. Dumon
Ayes: L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, Y. Medina, M. Morin, D. Peraza, J. Schlossman, G. Sweeney, W. Wang
Nays: None
Abstentions: None

IV. Curriculum

See comments and approvals in subsequent pages.

V. Chair's Report

A. Assess and Review the Class Enrollment Maximum (CEM) Process

K. Robinson suggested that the CEM tab could default to the customary or historic maximum without requiring a form submission. However, if a revision to an existing course is needed, a form must be submitted after consulting with the division dean about the number of hours. The same process applies when adding a new course. Additionally, materials must be considered when determining the CEM to ensure a successful course.

J. Lamb supported the CIC faculty discussion to begin looking at the CEM process. He discussed the potential relationships between class caps and student success and noted that section cap adjustments can be made before the course start date and recommended conducting research on past course headcount size and success rates to inform decisions about ideal class sizes

M. Morin recommended that considerations of space limitations should not influence course cap size, as course caps are a curriculum decision based on instruction and pedagogy. This approach would support aligning facilities with instructional needs in cases where space and resources limit section counts below course cap ceilings.

B. New Course Proposal Versus Modification Proposal

D. Peraza explained how to create a revised or new course proposal in META. Revised courses can be filtered by subject code and course number, and those with an active status will display a “modify” button with options for different types of revisions (e.g., correspondence education, DE revisions, materials only). Proposal history can be viewed under “View Proposal History” to see where a proposal is in the queue. New courses follow a similar format, and he suggested having all course information ready to enter into META to populate the required fields. D. Peraza also noted that all sections on the left-hand side of the META form must turn green before a proposal can be launched and recommended visiting the Curriculum and Instruction website, division chairs or the Curriculum Office for updates on the approval process. He also suggested reviewing the Curriculum Handbook, available on the Curriculum and Instruction website under CANVAS Courses/CIC Handbook.

R. Vazquez reminded members that Correspondence Education proposals apply only to noncredit courses. She advised members to avoid using tables and to remove formatting from text before copying and pasting it into CurriQunet. She also noted that CIP codes will soon become a required field in META.

C. Faculty Minimum Qualifications Update

K. Robinson shared that Faculty Minimum Qualifications are under review to ensure compliance with Title 5 requirements. Workshops will be offered once state approval is received. Workshop dates TBD.

D. ASCCC Discipline List Update

K. Robinson reminded the council that September 30, 2025, is the deadline to submit information to the Academic Senate for creating a new discipline. Additionally, if updates are needed for existing courses, proposals to revise an existing discipline—which would be reflected statewide—should also be submitted. These updates can help ensure alignment with Faculty Minimum Qualifications.

E. Catalog Option in META

R. Vazquez explained that all users with a CurriQunet account have access to the catalog module. She demonstrated the steps for accessing the catalog and requested that committee members notify the Curriculum Office if they identify any discrepancies.

D. Dumon inquired about receiving updates on programs submitted to the Chancellor's Office Curriculum Inventory (COCI). R. Vazquez assured the committee that the Curriculum Office contacts the originator if a program is returned for revision by Chancellor's Office staff. M. Morin asked whether there is a way to provide faculty with broader updates. R. Vazquez recommended copying faculty originators once programs have been approved by COCI and when a request is submitted to M. Morin's office for Accrediting Commission for Community and Junior Colleges (ACCJC) approval.

VI. Informational Items

A. Noncredit Course Outline of Record (COR) Updates

M. Zuniga announced that Santa Ana College School of Continuing Education noncredit programs will adopt Santa Ana College's COR process for entering lecture, lab, and total outside-of-class hours. This change is currently visible in Sandbox and will be available in META once production is complete.

B. Merchandise Suggestions

M. Morin announced that J. Lamb has approved the purchase of CIC merchandise. Suggestions from CIC members were noted by M. Morin. Updates will follow.

VII. Other

D. Khalid requested updates on Inclusion, Diversity, Equity, and Anti-Racism (IDEA). K. Robinson reminded the council that IDEA must first be reviewed by CIC members to ensure compliance with Title 5 before submission to the Senate Executive Committee. She added that IDEA has not yet been chaptered in Title 5; once chaptered, workshops and training will be offered.

Meeting adjourned at 3:57 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 1-8 were discussed.

New Courses

1. Environmental Studies 370, Environmental Impacts of Industrial Development
 - a. Prerequisite
 - b. Distance Education

Revised Courses

2. Criminal Justice Academies 006B, Arrest and Control Training/ACT
 - a. Prerequisite
3. Criminal Justice Academies 007A, Gangs, Cults and Hate Crimes
 - a. Prerequisite
 - b. Distance Education
4. Criminal Justice Academies 088, Campus Law Enforcement Update
 - a. Prerequisite
 - b. FOMA
5. Communication Studies 150, Organizational Communication
 - a. Distance Education
 - b. General Education: Plan 1: Area 4B; Plan 2: Area 4
6. Fire Technology 102, Fire Behavior and Combustion
 - a. Distance Education
7. Fire Technology 103, Principles of Fire and Emergency Services Safety and Survival
 - a. Distance Education
8. *Psychology 250, Introduction to Psychopathology
 - a. Prerequisite
 - b. Distance Education

New Programs

None to review

Revised Programs

None to review

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

A motion was made to approve items 9-27.

Mover: D. Khalid
Seconded by: L. Janus
Ayes: L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, Y. Medina, M. Morin, D. Peraza, J. Schlossman, G. Sweeney, W. Wang
Nays: None
Abstentions: J. Lamb

Items 9-11, 13-14, 16-17, 19, 21-23, 25, 27 with prerequisites, corequisites and recommended preparation were approved.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, L. Macafee, Y. Medina, M. Morin, D. Peraza, J. Schlossman, G. Sweeney, W. Wang
Nays: None
Abstentions: J. Lamb

A motion was made to approve items 28-38.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, J. Lamb, L. Macafee, Y. Medina, M. Morin, D. Peraza, J. Schlossman, G. Sweeney, W. Wang
Nays: None
Abstentions: None

Items 28, 30-35 with prerequisites, corequisites and recommended preparation were approved.

Mover: W. Wang
Seconded by: D. Khalid
Ayes: L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, J. Lamb, L. Macafee, Y. Medina, M. Morin, D. Peraza, J. Schlossman, G. Sweeney, W. Wang
Nays: None
Abstentions: None

Items 36-37 with general education were approved.

Mover: D. Khalid
Seconded by: L. Janus
Ayes: L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, J. Lamb, L. Macafee, Y. Medina, M. Morin, D. Peraza, J. Schlossman, G. Sweeney, W. Wang
Nays: None
Abstentions: None

A motion was made to approve items 39-40.

Mover: D. Khalid
Seconded by: L. Janus
Ayes: L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, J. Lamb, L. Macafee, Y. Medina, M. Morin, D. Peraza, J. Schlossman, G. Sweeney, W. Wang
Nays: None
Abstentions: None

A motion was made to approve items 41-43.

Mover: D. Khalid
Seconded by: L. Janus
Ayes: L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, J. Lamb, L. Macafee, Y. Medina, M. Morin, D. Peraza, J. Schlossman, G. Sweeney, W. Wang
Nays: None
Abstentions: None

New Courses

9. Vocational – Automotive 678, Electrical Fundamentals
 - a. Recommended Preparation
 - b. Distance Education
10. Vocational – Automotive 680, Introduction to Hybrid/Electric Vehicles
 - a. Recommended Preparation
 - b. Distance Education
11. Vocational – Fine Performing Arts 107A, Dance Concert Performance I
 - a. Prerequisite
 - b. Distance Education
12. Vocational – Fine Performing Arts 122A, Commercial Dance I
 - a. FOMA
13. Vocational – Fine Performing Arts 122B, Commercial Dance II
 - a. Recommended Preparation
 - b. FOMA
14. Vocational – Fine Performing Arts 133A, Musical Theatre Dance Techniques I
 - a. Recommended Preparation
 - b. FOMA
15. Vocational – Fine Performing Arts 201A, Ballet I
 - a. Distance Education
16. Vocational – Fine Performing Arts 201B, Ballet II
 - a. Recommended Preparation
 - b. Distance Education
17. Vocational – Fine Performing Arts 204A, Dance Production I
 - a. Prerequisite
 - b. Distance Education
18. Vocational – Fine Performing Arts 206A, Modern Dance I
 - a. FOMA
19. Vocational – Fine Performing Arts 206B, Modern Dance II
 - a. Recommended Preparation
 - b. FOMA

20. Vocational – Fine Performing Arts 219A, Jazz Dance I
 - a. FOMA
21. Vocational – Fine Performing Arts 219B, Jazz Dance II
 - a. Recommended Preparation
 - b. FOMA
22. Vocational – Fine Performing Arts 240A, Repertory I
 - a. Prerequisite
 - b. FOMA
23. Vocational – Fine Performing Arts 240B, Repertory II
 - a. Prerequisite
 - b. FOMA
24. Vocational – Fine Performing Arts 250A, Hip-Hop Dance I
 - a. Distance Education
25. Vocational – Fine Performing Arts 250B, Hip-Hop Dance II
 - a. Recommended Preparation
 - b. Distance Education
26. Vocational—Health 414, Introduction to Mental Health Disorders
 - a. Distance Education
27. Vocational—Health 415, Introduction to Mental Health Services/Careers
 - a. Corequisite
 - b. Distance Education

Revised Courses

28. Criminal Justice Academies 099C, Level 2 Modular Police Academy
 - a. Prerequisite
29. Culinary Arts 100, Introduction to Culinary Art and Hospitality
 - a. Distance Education
30. Culinary Arts 120, Culinary Fundamentals I
 - a. Corequisite
 - b. Recommended Preparation
 - c. Distance Education
31. Culinary Arts 160, Principles of Beverage Service
 - a. Corequisite
 - b. Recommended Preparation
 - c. Distance Education
32. Culinary Arts 220, Culinary Fundamentals II
 - a. Prerequisite
 - b. Recommended Preparation
 - c. Distance Education
33. Culinary Arts 230, Regional American Cuisine
 - a. Prerequisite
 - b. Recommended Preparation
 - c. Distance Education
34. Culinary Arts 240, Vegetarian & Vegan Cuisine
 - a. Corequisite
 - b. Recommended Preparation
 - c. Distance Education

- 35. Culinary Arts 250, Modern and Sustainable Cuisine
 - a. Prerequisite
 - b. Recommended Preparation
 - c. Distance Education
- 36. Psychology 260, Psychopharmacology
 - a. Distance Education
 - b. General Education: Plan 2: Area 4
- 37. Psychology 270, Introduction to Cognitive Science
 - a. Distance Education
 - b. General Education: Plan 2: Area 4
- 38. Vocational – Manufacturing 680, Basic Machining Concepts and Operations – Noncredit

New Programs

- 39. Introduction to Electric and Hybrid Vehicles – Certificate of Completion – Noncredit
- 40. Mental Health and Wellness Career Pathways – Certificate of Completion – Noncredit

Revised Programs

- 41. Career & Professional Success - Certificate of Competency - Noncredit
- 42. Leadership Capstone – Certificate of Competency – Noncredit
- 43. Spanish Literacy Core Capstone – Certificate of Competency - Noncredit