



# 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, Jose Lopez-Mercedes  
 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 29, 2025 | 2:00 PM | JSC – 219 -1, 2, 3 & 4

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

**Present:** P. Canzona, L. Derr, M. Dinh-Mahavongtrakul, D. Dumon, Z. Fish, J. Gonzalez, L. Janus, D. Khalid, J. King, J. Lamb, L. Macafee, Y. Medina (student representative), M. Morin, D. Peraza, K. Robinson, G. Sweeney, W. Wang

**Absent:** M. Aguilar-Beltran, J. Schlossman, B. Sos

**Guest:** Via Zoom: V. Castaneda, J. Harmon, V. Heric, M. Macintyre, P. Samaie, T. Vu, A. Zonin

The meeting was called to order by D. Peraza, CIC Vice-Chair, at 2:08 p.m.

## I. Approval of Additions or Corrections to Agenda

No additions or corrections to agenda were made.

## II. Public Comments

No public comments were made.

## III. Approval of Minutes

The Minutes from September 15, 2025, were approved.

**Mover:** L. Macafee

**Seconded by:** J. King

**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, G. Sweeney, W. Wang

**Nays:** None

**Abstentions:** None

## IV. Curriculum

See comments and approvals in subsequent pages.

## V. Chair's Report

K. Robinson introduced a discussion on the prerequisite language for upper-level general education courses in the Bachelor's Degree Programs (BDPs). She explained that the current SAC policy requires students to be admitted specifically to a BDP at SAC to enroll in these courses. However, she noted that other colleges within the system allow students enrolled in any BDP, regardless of campus, to take such courses. P. Canzona confirmed that this practice is occurring at other institutions. The group engaged in a discussion on the topic, during which J. Lamb suggested that adopting more flexible language could increase course offerings and access for students. Members were encouraged to consult with their divisions to determine the most appropriate policy or language moving forward.

K. Robinson explained that courses numbered 098 and 198 have traditionally served as shell courses for experimental offerings. However, these course templates are not approved by the Chancellor's Office and include only minimal, vague information. She noted that experimental courses are generally discouraged, as they require the same approval time through CIC as regular courses but can only be offered for two semesters. She encouraged faculty currently using 098 and 198 courses to evaluate whether they are still necessary.

K. Robinson reminded faculty to complete all fields in the Program Course Requirements tab when adding courses to a program. Filling out this information ensures that currlQunet can automatically generate the program narrative, which will replace the current paper-based narrative form.

## **VI. Discussion Items**

### **A. Course Outline of Record (COR) and Course Objectives Numbering in META**

A discussion took place regarding the format of course objectives on the Course Outline of Record (COR) in CurrlQunet, specifically whether they should be presented as bullet points or numbered items. D. Peraza noted that the Common Course Numbering (CCN) system requires objectives to be numbered, and the state is moving toward full alignment with the CCN framework. K. Robinson asked members to consult with their divisions on this issue and report back at the next meeting.

### **B. FARSCCD Contract Process and Criteria for Additional Lab Rate**

K. Robinson noted that the new FARSCCD contract includes a provision for additional LHE for courses that require extensive writing assignments or lab preparation. The CIC will collaborate with SCC's CIC to develop criteria for this designation. Under the new agreement, faculty may request that a course be considered for the additional LHE.

### **C. Standardized Attendance Accounting and Hanging Hours**

M. Morin introduced the new standardized student attendance accounting method, outlining the changes in the updated formula and providing examples of various unit and hour configurations. He also shared a spreadsheet listing the courses impacted by these changes with the committee. J. Lamb emphasized that the evaluation of courses with "hanging hours" should prioritize student needs and positive outcomes. He encouraged a thoughtful approach that aligns with core values, promotes reflection, and ensures decisions are made with the students' best interests in mind.

### **D. CIP Codes Update**

K. Robinson and R. Vazquez noted that COCI now requires CIP codes for all course submissions. R. Vazquez added that several crosswalk documents are available on the curriculum website to assist faculty in aligning their TOP codes with the appropriate CIP codes.

## **VII. Other**

R. Vazquez mentioned that the ASCCC will hold its Fall Regional Meeting at Long Beach City College on November 1st. The event is free, and all council members are encouraged to attend. If you're interested in participating, please reach out to the curriculum office.

Meeting adjourned at 3:51 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 (1<sup>st</sup> READINGS)**

**Items 1 – 13 were discussed.**

#### **New Courses**

1. Fashion Design and Merchandising 117, Digital Machine Knitting
  - a. Distance Education
2. Information Studies 105, AI Literacy
  - a. Distance Education
  - b. General Education: Plan 1, Area 7A
3. Information Studies 301, Academic Research and Information Literacy
  - a. Distance Education

#### **Revised Courses**

4. Child Development 210, Creative Music Experiences for Young Children
  - a. Distance Education
5. \*Child Development 216, Administration II: Personnel and Leadership in Early Childhood Education (DS6)
  - a. Recommended Preparation
  - b. Distance Education
6. Child Development 232, Math and Science Methods for Early Learning Environments
  - a. Distance Education
7. \*Criminal Justice 101, Introduction to Criminal Justice
  - a. Distance Education
8. Criminal Justice Academies 008B, Corrections Supplemental Core Course
  - a. Recommended Preparation
  - b. Distance Education
9. Education 210, The Teaching Experience: Secondary Education
  - a. Distance Education
10. Fashion Design and Merchandising 052, Knit and Swim Suit Sewing
  - a. Distance Education
11. \*Mathematics C2210, Calculus I: Early Transcendentals
  - a. Prerequisite
  - b. Distance Education
12. \*Mathematics C2220, Calculus II: Early Transcendentals
  - a. Prerequisite
  - b. Distance Education
13. \*Theatre Arts 100, Introduction to Theatre

#### **New Programs**

None to review

#### **Revised Programs**

None to review

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

Items 14 and 17 were tabled.

Items 15 – 16 and 18 – 21 were approved.

**Mover:** W. Wang  
**Seconded by:** D. Dumon  
**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, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

Items 15, 16, 21 with prerequisites, corequisites and recommended preparation were approved.

**Mover:** W. Wang  
**Seconded by:** D. Dumon  
**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, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

Item 18 with general education was approved.

**Mover:** L. Macafee  
**Seconded by:** Z. Fish  
**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, G. Sweeney, W. Wang  
**Nays:** None  
**Abstentions:** None

### **New Courses**

14. Environmental Studies 370, Environmental Impacts of Industrial Development – **Tabled**
- a. Prerequisite
  - b. Distance Education

### **Revised Courses**

15. Criminal Justice Academies 006B, Arrest and Control Training/ACT
- a. Prerequisite
16. Criminal Justice Academies 007A, Gangs, Cults and Hate Crimes
- a. Prerequisite
  - b. Distance Education
17. Criminal Justice Academies 088, Campus Law Enforcement Update – **Tabled**
- a. Prerequisite
  - b. FOMA
18. Communication Studies 150, Organizational Communication
- a. Distance Education
  - b. General Education: Plan 1: Area 4B; Plan 2: Area 4

19. Fire Technology 102, Fire Behavior and Combustion
  - a. Distance Education
20. Fire Technology 103, Principles of Fire and Emergency Services Safety and Survival
  - a. Distance Education
21. \*Psychology 250, Introduction to Psychopathology
  - a. Prerequisite
  - b. Distance Education

### **New Programs**

None to review

### **Revised Programs**

None to review