



1530 W. 17th St, Santa Ana, CA 92706

MINUTES
CURRICULUM AND INSTRUCTION COUNCIL
Monday, May 18, 2020
2:00 pm
Zoom Meeting

Present: S. Bautista, P. Canzona, R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Absent: J. Lamb, TBA (Student Representative)

Guest: M. Bustamante, S. Clark, H. Kim, C. Kushida, C. Miranda, F. Ortiz, L. Sergeyeva, R. Shahbazian, C. Truong, T. Verduzco, B. Virgoe, T. Winchell

I. PUBLIC COMMENTS

No public comments

II. APPROVAL OF MINUTES

The Minutes from May 4, 2020 were approved.

Mover: C. Coyne

Seconded by: D. Khalid

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

III. CURRICULUM

See comments and approvals in subsequent pages.

IV. ACCJC REPORTING ON DISTANCE EDUCATION SUBSTANTIAL CHANGE

B. Sos spoke of the confusion in understanding of when a program goes through substantive change as it relates to distance education. He shared a document outlining that “a significant departure from current practice in the mode or location of courses occurs when the change constitutes fifty percent (50%) or more of a program, degree or certificate.” He cautioned faculty of the ramifications and impact these changes will trigger. He stated that if significant changes have occurred to certain programs that require Accrediting Commission for Community and Junior Colleges (ACCJC) and Chancellor’s Office Curriculum Inventory (COCI) approvals, these approvals are to be obtained before they are included in the college catalog.

C. Kushida mentioned that the process used to be strenuous; however, the process has become less rigorous. She mentioned that an online form exists that the Accreditation Liaison Officer (ALO) completes, and it is easy to do. She encouraged all faculty to review their programs and make updates where needed.

F. Ortiz requested that a snapshot of programs that are more than fifty percent (50%) DE be reported to the Chancellor's Office. He asked that an assessment be done of all programs during Spring 2021 as online course offerings may increase. He also stated that ACCJC has requested that disciplines conduct an inventory of their respective programs to ensure the correct percentage of distance education offerings is indicated.

K. Patterson requested clarification of the process once a new program is approved by CIC.

M. Grant suggested that a form be created once a new program and/or significant changes have been made to a program that is submitted to the Vice President of Academic Affairs (VPAA) office to ensure no steps are missed.

Discussion ensued.

V.a. ACCREDITATION REPORT

F. Ortiz reported that M. Zarske conducted a presentation of the accreditation website. The website includes a new PowerPoint presentation on how to move from getting evidence to writing standards. The institutional report is due by August 21, 2021. There has been no extension given for the submission of the Institutional Self-Evaluation Report (ISER). It has not been determined whether this will be a virtually conducted visit.

V.b. ARTICULATION REPORT

P. Canzona mentioned that many faculty use summer to update courses. She cautioned faculty regarding courses that are C-ID approved and reminded them that any revisions should not differ from the approved state-wide C-ID descriptor. She suggested that new courses for CSU-GE should be submitted to an early fall CIC meeting as they could potentially be approved by CSU for Fall 2021. She further stated that IGETC/UC is a two (2) year approval process, so new courses for IGETC would be CSU/UC approved for Fall 2022 at the earliest. She requested that any faculty with questions or concerns reach out to her.

V.c. curriQūnet META UPDATE

R. Vazquez reported that the catalog proof will be emailed to all email users on May 20th. Curriculum Office staff have scheduled a meeting that includes Nuventive and curriQūnet technical staff to commence the conversation of integration of both systems.

V.d. GUIDED PATHWAYS (GP)

S. Clark expressed gratitude to all who attended the GP forum on May 13th. She encouraged members to participate in the debriefing core teams event scheduled for May 27th.

V. OTHER

CIC Fall 2020 and Spring 2021 will be emailed to all CIC members for their input. Once information has been gathered, an electronic vote will be requested to adopt the meeting schedule document.

D. Vu made a minor word adjustment to the Fully Online with Mutual Agreement (FOMA) form.

B. Sos requested that faculty analyze the courses in their respective areas that do not have traditional DE approved forms. He asked all CIC representatives submit an excel worksheet to the Curriculum Office indicating whether they will be submitting a traditional DE form or FOMA for the courses.

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F. Ortiz was asked to provide the information which courses currently have DE approved forms to all divisions.

Meeting adjourned at 4:19 p.m.

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III.a. CONSENT AGENDA from TECHNICAL COMMITTEE
Items 1 – 11 were approved.

Mover: D. Khalid

Seconded by: C. Coyne

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, K. Patterson,
D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

Revised Course without Catalog Changes

None to review

Revised Courses with Minor Catalog Changes

None to review

Course Deactivations

1. High School Subjects 095, HSS-095 – Noncredit
2. High School Subjects - Natural Sciences 197, Human Anatomy & Physiology I – Noncredit
3. Mathematics 098-01, Math for Engineers – I
4. Mathematics 198-01, Math for Engineers – II
5. Music 198-269, Intermediate Harmonization at the Keyboard
6. Paralegal 198-06, Advanced Life Planning
7. Paralegal 198-15, The Electronic Trial Practice
8. Paralegal 198-16, Landlord Tenant
9. Paralegal 198-17, Corporate Compliance
10. Paralegal 198-18, The Electronic Trial Practice Updates 2015
11. Spanish 198-01, Latin American Film, Culture and Literature

Removal of Deactivated Courses from General Education Plans

None to review

Removal of Deactivated Courses from Programs

None to review

Revised programs

None to review

Program Deletion

None to review

Course Student Learning Outcomes (SLOs) Revisions Only

None to review

Program SLO Revisions

None to review

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III.b. CURRICULUM ITEMS

DISCUSSION ITEMS (1st READINGS)

Items 12 – 20 and 23 were presented and discussed.

Items 21 to 22 – second read was waived.

Mover: K. Patterson

Seconded by: D. Khalid

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

Items 21 to 22 – with Distance Education were approved.

Mover: K. Patterson

Seconded by: D. Khalid

Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu

Nays: None

Abstentions: None

New Courses

12. Vocational – Business 282, Quickbooks I

- a. Prerequisite
- b. Distance Education

Revised Courses

13. Communication Studies 103H, Honors Introduction to Intercultural Communication

- a. Prerequisite
- b. Distance Education – **ONLY**
- c. Student Learning Outcomes – **ONLY**

14. Communication Studies 152, Oral Interpretation

- a. Recommended Preparation
- b. Distance Education – **ONLY**

15. Criminal Justice Academies 026A, Training Academy Preparation

16. Culinary Arts 120, Introduction to Culinary Skills & Principles

- a. Prerequisite

17. High School Subjects - Natural Sciences 170, Biology 1A – Noncredit

- a. Distance Education

18. High School Subjects - Natural Sciences 171, Biology 1B – Noncredit

- a. Distance Education

19. *High School Subjects - Natural Sciences 190, Physical Science 1 – Noncredit

- a. Distance Education

20. *High School Subjects - Natural Sciences 191, Physical Science 2 – Noncredit

- a. Distance Education

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21. *High School Subjects - Social Sciences 222, Government 1: U.S. Federal Government and Politics – Noncredit
 - a. Distance Education – **ONLY**
22. High School Subjects - Social Sciences 224, World Geography 1A – Noncredit
 - a. Distance Education – **ONLY**
23. Learning 084, Composition 2 – Noncredit
 - a. Distance Education

New Programs

24. Quickbooks - Tier 1 Certificate of Completion – Noncredit
25. Quickbooks - Tier 2 Certificate of Completion – Noncredit
26. Small Business and Entrepreneurship Certificate of Completion – Noncredit

Revised Programs

None to review

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

Item 27 was approved.

Mover: D. Vu
Seconded by: D. Khalid
Ayes: R. Castillo, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, K. Patterson, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu
Nays: D. Peraza, C. Pierce
Abstentions: C. Coyne, J. Mathis

Item 27 with Distance Education was approved.

Mover: D. Vu
Seconded by: D. Khalid
Ayes: R. Castillo, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, K. Patterson, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu
Nays: None
Abstentions: C. Coyne, J. Mathis, D. Peraza, C. Pierce

Item 27 with General Education designation was approved.

Mover: D. Vu
Seconded by: D. Khalid
Ayes: R. Castillo, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, K. Patterson, K. Robinson, B. Sos, M. Steckler, D. Vu
Nays: D. Roper
Abstentions: C. Coyne, J. Mathis, D. Peraza, C. Pierce

Items 28 – 72 were approved.

Mover: K. Patterson
Seconded by: M. Kimmel
Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu
Nays: None
Abstentions: None

Items 28 – 72 with prerequisites, corequisites and recommended preparation were approved.

Mover: C. Coyne
Seconded by: J. Mathis
Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu
Nays: None
Abstentions: None

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Items 28 – 72 with Distance Education were approved.

Mover: M. Kimmel
Seconded by: J. Mathis
Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu
Nays: None
Abstentions: None

Items 73 was approved.

Mover: K. Patterson
Seconded by: D. Khalid
Ayes: R. Castillo, C. Coyne, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, M. Steckler, D. Vu
Nays: None
Abstentions: None

New Courses

- 27. Mathematics 082, Pre-Statistics and Problem Solving
 - a. Distance Education
 - b. General Education (Plan A: Mathematics Proficiency; E2)

Revised Courses

- 28. *Art 130, Introduction to Drawing
 - a. Distance Education – **ONLY**
- 29. *Art 230, Intermediate Drawing
 - a. Distance Education – **ONLY**
- 30. *Art 233, Advanced Drawing
 - a. Distance Education – **ONLY**
- 31. Chemistry 115, Concepts in Physical Sciences for Educators
- 32. *Chinese 101, Elementary Chinese I
 - a. Distance Education – **ONLY**
- 33. *Chinese 102, Elementary Chinese II
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 34. Communication Studies 140, Argumentation and Debate
 - a. Recommended Preparation
 - b. Distance Education – **ONLY**
- 35. Communication Studies 145, Group Dynamics
 - a. Distance Education – **ONLY**
- 36. Communication Studies 307, Health Communication
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 37. Criminal Justice Academies 010, Pre-Employment Preparation for Law Enforcement
- 38. Criminal Justice Academies 010D, Explorer Training Academy
 - a. Prerequisite

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39. Environmental Studies 140, Environmental Geology
40. Fire Academy 007, Strength and Conditioning for the Fire Service
 - a. Corequisite
41. Fire Academy 060A, Basic Fire Academy- Fire Fighter 1A Structure
 - a. Prerequisite
 - b. Corequisite
 - c. Distance Education – **ONLY**
42. Fire Academy 060B, Firefighter 1B - Hazardous Materials / WMD
 - a. Distance Education – **ONLY**
43. Fire Academy 060C, Firefighter 1C - Wildland Firefighter 1
 - a. Corequisite
 - b. Distance Education – **ONLY**
44. Fire Academy 080D, S-290 Intermediate Wildland Fire Behavior
 - a. Prerequisite
45. Fire Officer Training 130A, Fire Inspector 1A: Duties and Administration
 - a. Prerequisite
46. Fire Officer Training 130C, Fire Inspector 1C: Field Inspection
 - a. Prerequisite
 - b. Recommended Preparation
47. *French 101, Elementary French I
 - a. Distance Education – **ONLY**
48. *French 102, Elementary French II
 - a. Prerequisite
 - b. Distance Education – **ONLY**
49. *French 201, Intermediate French I
 - a. Prerequisite
 - b. Distance Education – **ONLY**
50. French 211, Intermediate Conversation and Composition I
 - a. Prerequisite
 - b. Distance Education – **ONLY**
51. French 214, Intermediate Conversation and Composition II
 - a. Prerequisite
 - b. Distance Education – **ONLY**
52. *History 102H, Honors World Civilizations Since the 16th Century
 - a. Prerequisite
53. Information Studies 100, Library Research Fundamentals
 - a. Distance Education
54. Interdisciplinary Studies 121, Humanities Through the Arts
 - a. Distance Education
55. Italian 121, Elementary Italian II
 - a. Prerequisite
 - b. Distance Education – **ONLY**
56. Japanese 101, Elementary Japanese I
 - a. Distance Education – **ONLY**
57. Music 145, Jazz Improvisation and Performance Workshop
 - a. Distance Education – **ONLY**
58. Photography 150, History of Photography
 - a. Distance Education – **ONLY**

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- 59. *Spanish 101, Elementary Spanish I
 - a. Distance Education – **ONLY**
- 60. *Spanish 101H, Honors Elementary Spanish I
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 61. *Spanish 102, Elementary Spanish II
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 62. Spanish 102H, Honors Elementary Spanish II
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 63. *Spanish 195A, Advanced Conversational Spanish
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 64. *Spanish 195B, Advanced Conversational Spanish
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 65. *Spanish 201, Intermediate Spanish I
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 66. Spanish 201H, Honors Intermediate Spanish I
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 67. *Spanish 202, Intermediate Spanish II
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 68. Spanish 202H, Honors Intermediate Spanish II
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 69. *Spanish 213, College Spanish Composition
 - a. Prerequisite
 - b. Distance Education – **ONLY**
- 70. *Theatre Arts 110, Acting Fundamentals
 - a. Distance Education – **ONLY**
- 71. Vietnamese 101, Elementary Vietnamese I
 - a. Distance Education – **ONLY**
- 72. Vietnamese 102, Elementary Vietnamese II
 - a. Prerequisite
 - b. Distance Education – **ONLY**

New Programs

None to review

Revised Programs

73. Associate of Arts in Ethnic Studies

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