RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

SANTA ANA
C O L L E G E

1530 W. 17ᵗʰ St, Santa Ana, CA 92706

MINUTES
CURRICULUM AND INSTRUCTION COUNCIL
Monday, August 24, 2020
2:00 pm
Zoom Meeting

Present: P. Canzona, C. Coyne, C. Emley, M. Grant, D. Khalid, M. Kimmel, J. Macdonald, J. Mathis, K. Patterson, D. Peraza, C. Pierce, K. Robinson, D. Roper, B. Sos, J. Tolentino

Absent: S. Bautista, R. Castillo, J. Lamb, TBA (Student Representative)

Guest: H. Baker, S. Clark, C. Kushida, M. Liang, H. Nguyen, F. Ortiz, H. Stevens, M. Taylor, C. Truong, T. Verduzco, B. Virgoe, D. Vu, T. Winchell

I. PUBLIC COMMENTS

D. Vu introduced J. Tolentino as her CIC successor.

M. Taylor announced that Digital Media Arts and Graphic design courses and programs will be transitioning to Digital Media. C. Pierce also mentioned that Animation courses will also be moved to Digital Media.

C. Emley announced that she will be replacing M. Steckler as the Nursing CIC representative.

C. Truong asked for an update on his request on the wordings "and" and "or" found in prerequisites within the Course Outline of Record (COR).

II. APPROVAL OF MINUTES

The Minutes from May 18, 2020 were approved.

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

III. CURRICULUM

See comments and approvals in subsequent pages.

IV.a. Accreditation Report

F. Ortiz reported that Accreditation is moving along. A successful writing summit was conducted during the summer which produced goals. There are areas that need additional work and evidence. Committee is working on a rough draft that will be completed by the end of Fall 2020.

IV.b. Articulation Report

P. Canzona reminded members that C-ID approved courses that are undergoing reviews need to be virtually identical to the approved descriptors. She further mentioned that any changes to C-ID approved courses should usually be technical in nature only.

P. Canzona also cautioned faculty about the General Education (GE) Proposal tab in META. She explained that if faculty wish to add a new or existing course to a GE pattern (SAC GE, CSU-GE, IGETC) they will indicate proposed GE area(s) and rationale under this tab. If a course has existing GE designation(s) and no change is desired, then faculty will answer "no" to the first question and nothing further is required.

Cross listed courses need to identify the course they are cross listed with in both department CORs. It is important that they match to avoid any articulation issues. Cross-listed courses should always be brought forward at the same time, during the revision process, to ensure cross-listing accuracy.

IV.c. currIQūnet META Update

B. Sos addressed C. Truong's question during public comments by explaining that Governet has four (4) separate rules on how requisites are done in META versus currIQunet Version 2 (V2). B. Sos stated that he will be sharing the rules with the committee. He proposed that a work-group be formed to tackle the various issues related to how requisites appear in META prior to the next catalog.

B. Sos stated that he sent an email to Deans, CIC members and Department Chairs that contained a list of over thirteen-hundred (1300) courses that required a designation of a traditional DE addendum or Fully Online with Mutual Agreement (FOMA). He mentioned that he is still waiting for approximately three quarters (3/4) of departments to submit their spreadsheets. The issue will be discussed once again at the next CIC Meeting. He encouraged faculty to complete DE traditional forms as soon as possible. For courses that will not have traditional DE forms, he will request that Governet auto populate those courses with the information found in the FOMA form.

B. Sos asked CIC members and their constituents to review the current catalog and request that any corrections be reflected in the upcoming 2020-2021 catalog addendum.

IV.d. Guided Pathways (GP)

S. Clark reported that GP successfully launched the CAP success teams. She further mentioned that Starfish will be used to communicate with students. Monthly career explorations for each CAP will be conducted. She also mentioned that the fourth (4th) pillar, Ensure Learning, was launched during Professional Development week.

IV. OTHER

B. Sos stated that cultural competency, involvement and engagement will need to be part of the COR moving forward. Institutional, Department, and Committee dialogue (including the CIC) will need to occur prior to establishing COR expectations. A work group will be formed so keep this on your radar.

B. Sos mentioned that duplication of curriculum and the concerns surrounding the occurrences needs to be discussed and addressed.

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B. Sos reported that BP 4235 and AR 4235 have changed to credit for prior learning. Students who can demonstrate knowledge and skills of a course through prior learning experiences can receive college credit for what they know and what they can do. The process for implementation is being developed by a workgroup this semester. Administrative Regulations (AR) and Board Policies (BP) 4235 need to be in place by December 31st. B. Sos asked to let him know if anyone is interested.

B. Sos provided a brief synopsis of Correspondence Education (CE) as it relates to continuing education courses. He suggested that a tab in Meta is not realistic nor necessary, but an attachment is likely to be reviewed at our next meeting. Discussion will continue in future CIC meetings.

M. Grant asked for a formalized process of when and how newly approved programs are submitted to ACCJC. B. Sos will discuss the issue with the Vice President of Academic Affairs (VPAA) and the Technical Committee members.

Meeting adjourned at 3:20 p.m.

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III.a. CONSENT AGENDA from TECHNICAL COMMITTEE
Items 1 – 23 were approved.

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

Revised Courses without Catalog Changes
None to review

Revised Courses with Minor Catalog Changes
None to review

Course Deactivations
1. Art 019, Graphic Design Internship
2. Communication Studies 170, Introduction to Phonetics
3. Counseling 198-13, STEM Study Skills
4. Counseling 198-14, Academic Success Strategies
5. Counseling 198-15, Educational Planning
6. Counseling 198-16, Personal and Goal Development for Educational Planning
7. Engineering 198-35, Introduction to Design & Fabrication for Bridges to Engineering
8. Engineering 198-131, Engineering Mechatronics Technology Survey
9. Fashion Design Merchandising 053, Introduction to Sewing
10. Fashion Design Merchandising 055, Children's Clothing
11. Fashion Design Merchandising 056, Basic Sewing and Alternations
12. Fashion Design Merchandising 057, Patterns for Dressmakers
13. Fashion Design Merchandising 059, Fashion Modeling
14. Fashion Design Merchandising 111B, Fashion Illustration
15. Fashion Design Merchandising 111C, Fashion Portfolio Development
16. Fire Public Safety 098-16, Muscle & Ligament Strengthening for Effective Rescue Response
17. Fire Technology 198-01, Physical Fitness for Public Safety Personnel
18. Manufacturing Technology 098-22, CNC Machine Tool Lab
19. Manufacturing Technology 098-23, QC Operations with Verisurf Software
20. Music 198-47, Introduction to Logic Pro 9 Audio Production Software

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

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Program Deletion
21. 3D CAD Skill Builder Certificate of Proficiency
22. Alternative Fuels and Hybrid Maintenance Certificate of Proficiency
23. Automotive Chassis Maintenance Certificate of Proficiency

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 24 – 67 were presented and discussed.

New Courses
24. Vocational – Business 402, Workforce Power Skills
    a. Distance Education

Revised Courses
25. Criminal Justice Academies 021, P.C. 832, Laws of Arrest
26. Criminal Justice Academies 029B, Bomb Technician Introduction
    a. Prerequisite
27. Criminal Justice Academies 029C, Active Bomber Course
    a. Prerequisite
28. Criminal Justice Academies 029E, Explosive Recognition and Response
    a. Prerequisite
29. Communications & Media Studies 111, Media, Race and Gender
    a. Distance Education
30. Communications & Media Studies 201, Visual Reporting
    a. Distance Education
31. Communication Studies 101H, Honors Introduction to Interpersonal Communication
    a. Prerequisite
    b. Honors
    c. Distance Education
32. Communication Studies 151, Voice and Diction for Effective Communication
    a. Distance Education - **ONLY**
33. Culinary Arts 130, International Cuisine
    a. Prerequisite
34. Culinary Arts 140, Introduction to Baking & Pastry
    a. Prerequisite
35. Culinary Arts 150, Principles of Pantry
    a. Prerequisite
36. Fashion Design Merchandising 052, Knit and Swim Suit Sewing
37. Fashion Design Merchandising 058, Decorative Apparel
38. Fashion Design Merchandising 080, Embroidery
39. Fashion Design Merchandising 081, Screen Printing
40. Fashion Design Merchandising 101, Buying and Merchandising
41. Fashion Design Merchandising 125, Visual Display Merchandising
42. Fashion Design Merchandising 212, Advanced Draping
43. Fire Officer Training 079, S-404 Safety Officer
44. High School Subjects 031, High School Equivalency Test Preparation - Noncredit
    a. Distance Education – **ONLY**
45. *Music 161, Class Piano I
    a. Distance Education
46. Psychology 140, Introduction to Psychology of Adulthood and Aging
    a. Distance Education – **ONLY**
47. *Psychology 200, Introduction to Biological Psychology
    a. Distance Education – **ONLY**

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48. Psychology 219, Introduction to Research Methods in Psychology
    a. Distance Education – **ONLY**
49. Theatre Arts 114, Acting for the Camera II
    a. Distance Education – **ONLY**
50. Theatre Arts 178, Musical Theatre Techniques
    a. Distance Education – **ONLY**
51. Vocational – Business 123, Introduction to Computer Software & Online Applications – Noncredit
    a. Distance Education
52. Vocational – Business 200, Topics in Business Skills – Noncredit
    a. Distance Education
53. Vocational – Business 280, Accounting Terminology – Noncredit
    a. Distance Education
54. Vocational – Business 290, Business Terminology – Noncredit
    a. Distance Education
55. Vocational – Business 400, Employability Skills – Noncredit
    a. Distance Education
56. Vocational – Business 450, Hardware & Software A+ Preparation, Review, & Practice – Noncredit
    a. Distance Education
57. Vocational – Construction 610, Vocational Construction Technology Module I – Noncredit
58. Vocational – Construction 620, Vocational Construction Technology Module II – Noncredit
59. Vocational – Hospitality 201, Career Focus - Hospitality Services – Noncredit
    a. Distance Education – **ONLY**

New Programs
60. Associate of Science in Hospitality Management for Transfer
61. Automotive Technology Certificate of Completion – Noncredit
62. Basic Law Enforcement Academy Certificate of Achievement
63. Career & Professional Success Certificate of Competency – Noncredit
64. Welding Technology Certificate of Completion – Noncredit

Revised Programs
65. ESL Core Advanced Certificate of Competency – Noncredit
66. ESL Enhanced Civics Certificate of Competency – Noncredit
67. ESL Enhanced Speaking Capstone Certificate of Competency – Noncredit

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III.c. CURRICULUM ITEMS
ACTION ITEMS (2nd READINGS)
Item 68 was approved.

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

Item 68 with prerequisite was approved.

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

Item 68 with Distance Education was approved.

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

Items 69 – 77 were approved.

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

Items 69 – 77 with prerequisites were approved.

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

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Items 69 – 77 with Distance Education were approved.

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

Items 78 – 79 were approved.

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

Item 80 was Tabled.

New Courses
68. Vocational – Business 282, Quickbooks I
    a. Prerequisite
    b. Distance Education

Revised Courses
69. Communication Studies 103H, Honors Introduction to Intercultural Communication
    a. Prerequisite
    b. Honors
    c. Distance Education – **ONLY**
    d. Student Learning Outcomes – **ONLY**
70. Communication Studies 152, Oral Interpretation
    a. Recommended Preparation
    b. Distance Education – **ONLY**
71. Criminal Justice Academies 026A, Training Academy Preparation
72. Culinary Arts 120, Introduction to Culinary Skills & Principles
    a. Prerequisite
73. High School Subjects - Natural Sciences 170, Biology 1A – Noncredit
    a. Distance Education
74. High School Subjects - Natural Sciences 171, Biology 1B – Noncredit
    a. Distance Education
75. *High School Subjects - Natural Sciences 190, Physical Science 1 – Noncredit
    a. Distance Education
76. *High School Subjects - Natural Sciences 191, Physical Science 2 – Noncredit
    a. Distance Education
77. Learning 084, Composition 2 – Noncredit
    a. Distance Education

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New Programs

78. Quickbooks - Tier 1 Certificate of Completion – Noncredit
79. Quickbooks - Tier 2 Certificate of Completion – Noncredit
80. Small Business and Entrepreneurship Certificate of Completion – Noncredit – **Tabled**

Revised Programs

None to review

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