



CURRICULUM and INSTRUCTION COUNCIL MINUTES

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 – James Harman
 Continuing Education – Donna Khalid
 Counseling – Lisa Macafee
 Fine & Performing Arts – Reyna Cummings
 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 – TBA
 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

Monday, March 9, 2026 | 2:00 PM | JSC 219 1-4

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

Present: M. Aguilar-Beltran, P. Canzona, R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang (proxy for J. King), L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, D. Peraza, K. Robinson, G. Sweeney, W. Wang

Absent: B. Sos

Guest: Via Zoom: G. Cardenas, A. Ceja, M. Correa, V. Heric, M. Macintyre, T. Mobley, L. Oropeza, MA Perez, V. Plair, L. Quiroz, R. Ramirez, J. Saldivar, T. Vu
 In person: S. Aziz

The meeting was called to order by D. Peraza, CIC Vice Chair, at 2:09 p.m.

I. Approval of Additions or Corrections to Agenda

No additions or corrections were made to the agenda.

II. Public Comments

T. Mobley expressed concerns that the inability to offer correspondence education (CE) has negatively impacted incarcerated students. She explained that students from housing units are not permitted to attend in-person classes together. As a result, enrollment has dropped from 20–30 students to 10–15, with daily attendance falling to 5–10 students. She noted that students are often forced to choose between attending class and participating in essential activities such as showering, making phone calls, visiting family members, or meeting with attorneys. Additionally, some students have stood in solidarity with their peers by boycotting classes. T. Mobley urged the committee to approve the CE courses on first reading so that course sections can continue to be offered in the jails and help support vulnerable students in attaining an education.

L. Macafee reported that FARSCCD is gathering signatures for California’s Proposition 55, which taxes high-income earners to support public schools, community colleges, and healthcare, generating approximately \$5 to \$15 billion annually. She encouraged anyone who has not yet signed the petition to do so to help ensure the measure qualifies for the upcoming ballot and makes the tax permanent.

III. Approval of Minutes

The Minutes from February 23, 2026 were approved.

Mover: L. Macafee

Seconded by: L. Derr

Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, 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

a. Curriculum Review Process

D. Peraza and K. Robinson reiterated the importance of the role each member of the Curriculum and Instruction Council (CIC) plays on the committee. They explained that every member represents faculty within their respective divisions and, in that capacity, proposed an idea to make the committee's work more efficient and equitable, ensuring that all curriculum is reviewed thoroughly with full participation from committee members. The proposal involves assigning each member a specific area or task within the curriculum platform. Training will be provided during CIC meetings to ensure all members are comfortable with the process.

Discussion followed, and committee members were asked to share the proposal with their constituents and provide feedback at the next meeting.

b. Common Course Numbering (CCN) Update

D. Peraza reported that Common Course Numbering (CCN) Part IIA—which includes CDEV C1000, COMM C1004/H, ENGL C1000E, and MATH 2210 and 2220 will be implemented in Fall 2026. He further stated that CCN Part IIB, which will include ANTH C1001/L, ASTR C1001/L, BIOL C1001/H/L, and SOCI C1000/H, is slated for implementation in Fall 2027.

BIOL 239, 249, CHEM 209, and 219/H have been moved to CCN Phase III implementation. He explained that Phase III has been temporarily delayed. While implementation was originally scheduled for Fall 2027, the timeline has now been pushed to no earlier than Fall 2028, and the release of templates has been paused. He added that CCN faculty workgroups will convene to develop future templates from June 2 to June 26.

D. Peraza stressed the importance of completing CCN surveys. He expressed deep appreciation for P. Canzona for her extensive knowledge and advocacy in ensuring that Part II is included in every CCN, which has helped maintain the college's continued articulation approval.

P. Canzona commented that previously only existing courses were allowed to submit CCNs. Institutions are now permitted to create new courses using the CCN templates. She also explained that earlier guidance advised institutions to hold off on updating prefixes to match CCNs; however, updated guidance now allows institutions to decide whether to align their prefixes with CCNs to help avoid confusion for students.

c. CIP2TOP

K. Robinson explained that the Taxonomy of Program (TOP) codes are a coding system used only in California. The Chancellor’s Office is now moving toward adopting the federal Classification of Instructional Programs (CIP) codes. She noted that the National Center for Education Statistics (NCES) has compiled a list of CIP codes, and a crosswalk has been developed to help faculty determine which TOP code best aligns with a CIP code. Each institution must complete the TOP-to-CIP conversion by December 31, 2026. After that point, TOP codes will be phased out and replaced with CIP codes. She recommended that CIC members share this information with their constituents.

d. Bachelor’s Degree Program (BDP) Update

K. Robinson congratulated J. Meloni on the approval of the Fire & Emergency Services Leadership Bachelor’s Degree by the Chancellor’s Office and noted that the program is now awaiting the duplication analysis. She also mentioned that the BDP workgroup continues to hold sessions for faculty interested in submitting proposals for a BDP.

e. Extensive Preparation Laboratory, and High-Feedback, Writing-Intensive Composition Courses Approval Process and Timeline for 2026-2027

D. Peraza reiterated the changes in the FARSCCD contract, specifically those related to extensive preparation laboratories and high-feedback, writing-intensive composition courses. He reminded CIC members that the dynamic forms faculty will use to request either the extensive preparation laboratory designation, which provides faculty with a 1:1 lab rate, or the high-feedback, writing-intensive composition designation, which increases faculty load by 0.5 Lecture Hour Equivalent (LHE), were approved at the February 23, 2026 CIC meeting.

D. Peraza outlined the submission process and timeline to ensure that all courses submitted for these designations receive both a first and second read. He stressed the importance of meeting the established timeline, noting that once courses are approved by CIC, they will be submitted to the union for negotiation and potential approval for the 2026–2027 academic year.

D. Peraza stated that courses currently approved for extensive preparation laboratories and high-feedback, writing-intensive composition, which are listed in the union contract on page 171, do not need to be resubmitted again.

f. Inclusion, Diversity, Equity and Anti-Racism (IDEAA)

K. Robinson stated that the IDEAA workgroup will hold its first meeting on Friday, March 13, 2026, from 9:30 a.m. to 11:00 a.m. via Zoom. Those interested should contact K. Robinson to obtain the Zoom link.

VI. Informational Items

D. Khalid reported that vocational course offerings are expanding and that many of the courses had previously been housed under Vocational Business (VBUS), which prompted the creation of new prefixes.

a. New Prefixes – Noncredit

- i. VCOSME**
- ii. VRE**
- iii. VTECH**

VII. Other

M. Morin clarified and reiterated that correspondence education courses currently approved to be offered in this modality may continue to be scheduled as such. The courses listed under first read for correspondence education are not being submitted for new approval but rather for revision.

Meeting adjourned at 3:33 p.m.

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

Item 1 was approved.

Mover: M. Dinh-Mahavongtrakul

Seconded by: W. Wang

Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, D. Peraza, G. Sweeney, 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

Distance Education Revisions Only

1. Chemistry 249, Organic Chemistry I

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)

Motion to move items 2 – 52 from first read to second read was made and approved.

Mover: D. Khalid
Seconded by: L. Janus
Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, W. Wang
Nays: None
Abstentions: D. Peraza, G. Sweeney

Items 53 – 55 were discussed.

New Courses

None to review

Revised Courses

2. Adult Basic Education 010, Money Matters: Financial Literacy – Noncredit
 - a. Correspondence Education **Only**
3. Adult Basic Education 018, Leadership Basics, Part 2 – Noncredit
 - a. Correspondence Education **Only**
4. *Adult Basic Education 023, Adult Basic Education Reading – Noncredit
 - a. Correspondence Education **Only**
5. *Adult Basic Education 024, Adult Basic Education Writing – Noncredit
 - a. Correspondence Education **Only**
6. *Adult Basic Education 025, Adult Basic Education Math – Noncredit
 - a. Correspondence Education **Only**
7. Adult Basic Education 036, Effective Writing for the Workplace – Noncredit
 - a. Correspondence Education **Only**
8. Adult Basic Education 044, Leadership Basics Part 1 – Noncredit
 - a. Correspondence Education **Only**
9. Adult Basic Education 046, Attitudes for Success – Noncredit
 - a. Correspondence Education **Only**
10. Adult Basic Education 112, Beginning Spanish Literacy – Noncredit
 - a. Correspondence Education **Only**
11. Adult Basic Education 113, Intermediate Spanish Literacy – Noncredit
 - a. Correspondence Education **Only**
12. Adult Basic Education 114, Advanced Spanish Literacy – Noncredit
 - a. Correspondence Education **Only**
13. Adult Basic Education 137, Topics in Adult Basic Education – Noncredit
 - a. Correspondence Education **Only**
14. English As a Second Language 130, Multilevel English as a Second Language– Noncredit
 - a. Correspondence Education **Only**
15. English As a Second Language 488, Basic Writing– Noncredit
 - a. Correspondence Education **Only**
16. English As a Second Language 490, Intermediate Writing and Grammar– Noncredit
 - a. Correspondence Education **Only**

17. English As a Second Language 491, Advanced Grammar Review and Essay Writing– Noncredit
 - a. Correspondence Education **Only**
18. High School Subjects 031, High School Equivalency Test Preparation– Noncredit
 - a. Correspondence Education **Only**
19. High School Subjects 035, High School Equivalency Test Preparation – Reading– Noncredit
 - a. Correspondence Education **Only**
20. High School Subjects 036, High School Equivalency Test Preparation – Writing– Noncredit
 - a. Correspondence Education **Only**
21. High School Subjects 037, High School Equivalency Test Preparation – Mathematics– Noncredit
 - a. Correspondence Education **Only**
22. High School Subjects 038, High School Equivalency Test Preparation – Social Studies – Noncredit
 - a. Correspondence Education **Only**
23. High School Subjects 039, High School Equivalency Test Preparation – Science – Noncredit
 - a. Correspondence Education **Only**
24. *High School Subjects - Social Sciences 215, Introduction to Economics – Noncredit
 - a. Correspondence Education **Only**
25. *High School Subjects - Social Sciences 218, U.S. History 1: Colonization to Industrialization – Noncredit
 - a. Correspondence Education **Only**
26. *Older Adults 200, Health and Wellness – Noncredit
 - a. Correspondence Education **Only**
27. *Older Adults 457, Music Arts for Older Adults – Noncredit
 - a. Correspondence Education **Only**
28. Older Adults 518, Creative Cooking for Older Adults – Noncredit
 - a. Correspondence Education **Only**
29. Older Adults 521, Nutrition to Optimize Mind and Body Functions – Noncredit
 - a. Correspondence Education **Only**
30. Older Adults 522, Sustainable Cooking in the Southwest and Selected Regions – Noncredit
 - a. Correspondence Education **Only**
31. Older Adults 802, Seminar for Older Adults – Noncredit
 - a. Correspondence Education **Only**
32. *Older Adults 823, Manipulative Skills for Older Adults – Noncredit
 - a. Correspondence Education **Only**
33. *Vocational – Business 118, Microsoft Windows Overview – Noncredit
 - a. Correspondence Education **Only**
34. Vocational – Business 124, Introduction to Keyboarding I – Noncredit
 - a. Correspondence Education **Only**
35. Vocational – Business 125, Introduction to Keyboarding II – Noncredit
 - a. Correspondence Education **Only**
36. Vocational – Business 243, Introduction to Customer Service Skills – Noncredit
 - a. Correspondence Education **Only**
37. Vocational – Business 244, Introduction to Microsoft Access – Noncredit
 - a. Correspondence Education **Only**
38. *Vocational – Business 260, Introduction to Microsoft Word – Noncredit
 - a. Correspondence Education **Only**
39. *Vocational – Business 262, MS Excel – Noncredit
 - a. Correspondence Education **Only**
40. Vocational – Business 270, Introduction to Microsoft Outlook – Noncredit
 - a. Correspondence Education **Only**
41. Vocational – Business 280, Accounting Terminology – Noncredit
 - a. Correspondence Education **Only**

42. Vocational – Business 281, Introduction to Quickbooks – Noncredit
 - a. Correspondence Education **Only**
43. *Vocational – Business 303, Adobe Photoshop – Noncredit
 - a. Correspondence Education **Only**
44. *Vocational – Business 304, MS PowerPoint – Noncredit
 - a. Correspondence Education **Only**
45. Vocational – Business 400, Employability Skills – Noncredit
 - a. Correspondence Education **Only**
46. Vocational – Business 402, Workforce Power Skills – Noncredit
 - a. Correspondence Education **Only**
47. Vocational – Business 500, Digital Literacy for Academic and Professional Success – Tier 1 – Noncredit
 - a. Correspondence Education **Only**
48. Vocational – Business 501, Digital Literacy for Academic and Professional Success – Tier 2 – Noncredit
 - a. Correspondence Education **Only**
49. Vocational – Business 502, Digital Literacy for Academic and Professional Success – Tier 3 – Noncredit
 - a. Correspondence Education **Only**
50. Vocational – Business 503, Digital Literacy for Real World Application – Tier 4 – Noncredit
 - a. Correspondence Education **Only**
51. *Vocational – Food 005, ServSafe® Food Handler – Noncredit
 - a. Correspondence Education **Only**
52. Vocational – Food 210, ServSafe® Food Protection Manager Certification Exam Preparation, Review, & Practice – Noncredit
 - a. Correspondence Education **Only**
53. Vocational – Health 109, Personal Caregiver/Care Aide-Theory – Noncredit
 - a. Corequisite
 - b. Distance Education
54. Vocational – Health 110, Personal Caregiver/Care Aide-Skills Lab – Noncredit
 - a. Corequisite

New Programs

None to review

Revised Programs

55. Personal Caregiver/Care Aide Certificate of Completion – Noncredit

IV.c. CURRICULUM ITEMS

ACTION ITEMS (2nd READINGS)

Items 2 – 52 with Correspondence Education were approved.

Mover: D. Khalid
Seconded by: L. Janus
Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, G. Sweeney, W. Wang
Nays: None
Abstentions: D. Peraza

Items 56 – 64 were approved.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, D. Peraza, G. Sweeney, W. Wang
Nays: None
Abstentions: None

Items 56 – 64 with prerequisites and corequisites were approved.

Mover: D. Khalid
Seconded by: L. Macafee
Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, D. Peraza, G. Sweeney, W. Wang
Nays: None
Abstentions: None

Items 65 – 74 were approved.

Mover: D. Khalid
Seconded by: M. Dinh-Mahavongtrakul
Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, D. Peraza, G. Sweeney, W. Wang
Nays: None
Abstentions: None

Items 66, 70 – 72, and 74 with prerequisites, corequisites and limitations of enrollment were approved.

Mover: D. Khalid
Seconded by: W. Wang
Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, D. Peraza, G. Sweeney, W. Wang
Nays: None
Abstentions: None

Item 74 with honors was approved.

Mover: D. Khalid
Seconded by: J. Harman
Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, D. Peraza, G. Sweeney, W. Wang
Nays: None
Abstentions: None

Items 75 – 76 were approved.

Mover: D. Khalid
Seconded by: G. Sweeney
Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, D. Peraza, G. Sweeney, W. Wang
Nays: None
Abstentions: None

Item 77 was approved.

Mover: D. Khalid
Seconded by: L. Janus
Ayes: R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, S. Hoang, L. Janus, D. Khalid, J. Lamb, L. Macafee, M. Morin, D. Peraza, G. Sweeney, W. Wang
Nays: None
Abstentions: None

New Courses

56. Vocational - Child Development Education 100, Early Childhood Pre-Apprenticeship Program Orientation – Noncredit
 - a. Distance Education
57. Vocational - Child Development Education 101, Introduction to Child Development – Noncredit
 - a. Prerequisite
 - a. Corequisite
 - b. Distance Education
58. Vocational – Health 200, Dental Assistant Training Program Orientation – Noncredit
 - a. Distance Education
59. Vocational – Health 201, Dental Assisting- Introduction to Dentistry & Compliance – Noncredit
 - a. Prerequisite
 - b. Corequisite
 - c. Distance Education
60. Vocational – Health 202, Dental Assisting- Dental Sciences & Radiology – Noncredit
 - a. Prerequisite
 - b. Corequisite
 - c. Distance Education
61. Vocational – Health 203, Dental Assisting Procedures & Dental Materials – Noncredit
 - a. Prerequisite
 - b. Corequisite
 - c. Distance Education

- 62. Vocational – Health 204, Dental Assisting- Patient Care, Communication & Administration – Noncredit
 - a. Prerequisite
 - b. Corequisite
 - c. Distance Education
- 63. Vocational – Health 205, Dental Assisting Clinical Skills & Chairside Assisting – Noncredit
 - a. Prerequisite
 - b. Corequisite
 - c. Distance Education
- 64. Vocational – Health 206, Dental Assisting - Clinical Externship – Noncredit
 - a. Prerequisite
 - b. Corequisite

Revised Courses

- 65. *Anthropology C1001, Introduction to Biological Anthropology
 - a. Distance Education
- 66. *Anthropology C1001L, Biological Anthropology Lab
 - a. Prerequisite
 - b. Corequisite
 - c. Distance Education
- 67. *Art 195, Introduction to Digital Media Arts
 - a. Distance Education
 - b. Cross Listing: DM 195
- 68. *Astronomy C1001L, Introduction to Astronomy Lab
- 69. Criminal Justice Academies 026A, Training Academy Preparation
- 70. Criminal Justice Academies 055F, Correctional Service Technician Transition Course
 - a. Prerequisite
- 71. Criminal Justice Academies 068B, Police Report Writing
 - a. Prerequisite
- 72. Criminal Justice Academies 069A, Continuing Professional Training for Corrections
 - a. Prerequisite
 - b. FOMA
- 73. Digital Media 195, Introduction to Digital Media Arts
 - a. Distance Education
 - b. Cross Listing: ART 195
- 74. *English C1000H, Academic Reading and Writing – Honors
 - a. Prerequisite
 - b. Limitations of Enrollment
 - c. Honors
 - d. Distance Education

New Programs

- 75. Dental Assisting Certificate of Completion – Noncredit
- 76. Early Childhood Education Pre-Apprenticeship Program Certificate of Completion – Noncredit

Revised Programs

- 77. Adult High School Diploma – Noncredit