



# 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 23, 2026 | 2:00 PM | JSC 219 1-4

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

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

**Absent:** L. Janus, J. Lamb

**Guest:** Via Zoom: M Busch, L. Chavez V. Heric, M. Macintyre, L. Oropeza, M. Rosas, T. Vu  
In person: S. Aziz, K. Taylor

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

Assembly Bill (AB) 2449 allows members of legislative bodies to participate remotely if there is “just cause” or “emergency circumstances.” M. Dinh-Mahavongtrakul and B. Sos notified the membership that they would attend the meeting virtually due to “just cause.”

CIC membership voted and approved M. Dinh-Mahavongtrakul and B. Sos’s virtual attendance.

**Mover:** D. Khalid  
**Seconded by:** S. Mathot  
**Ayes:** R. Cummings, L. Derr, Z. Fish, J. Gonzalez, J. Harman, D. Khalid, J. King, L. Macafee, S. Mathot, M. Morin, D. Peraza, G. Sweeney  
**Nays:** None  
**Abstentions:** None

### I. Approval of Additions or Corrections to Agenda

Updated bachelor’s degree language and changes to the subject prefix for Communications were added to the agenda.

Additions and corrections to agenda were approved.

**Mover:** L. Macafee  
**Seconded by:** R. Cummings  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, D. Khalid, J. King, L. Macafee, S. Mathot, M. Morin, D. Peraza, B. Sos, G. Sweeney  
**Nays:** None  
**Abstentions:** None

## II. Public Comments

D. Khalid shared that there is a pending reorganization of the School of Continuing Education, which could result in three separate and officially recognized divisions. She stated that this may impact CIC representation starting in Fall 2026. She added that the CIC handbook may need to be updated to reflect the new structure.

## III. Approval of Minutes

The Minutes from March 9, 2026 were approved.

**Mover:** L. Derr  
**Seconded by:** G. Sweeney  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, D. Khalid, J. King, L. Macafee, S. Mathot, M. Morin, D. Peraza, B. Sos, G. Sweeney  
**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 explained that faculty may be assigned specific tabs in currIQūnet. If adopted, faculty will review their respective tab or tabs for every course. Several curriculum tabs were discussed. D. Peraza noted that additional currIQūnet tabs will be covered at the next meeting.

Z. Fish stated that some tabs contain overlapping content and, if assigned to different reviewers, those reviewers should communicate.

K. Robinson recommended not reusing course numbers from deleted courses and noted the need to determine character limits for short course titles. She also clarified that apprenticeship courses use SAM Code A, although apprenticeship sections may be offered without that designation.

J. Harman noted that on the California Virtual Campus (CVC) website, course titles are not displayed, and only course numbers appear.

R. Vazquez clarified that an asterisk on the agenda indicates a course is shared with Santiago Canyon College (SCC) and noted that the CB26 Support Course Code applies only to English and Math support courses.

D. Khalid stated that noncredit courses are not required to complete Course Enrollment Maximum (CEM) fields.

The committee reviewed key elements of the Cover Page, including that course numbers 00–99 are non-transferable, course titles should be short and meaningful, and catalog descriptions should be written in 2–3 sentences from a student perspective, clearly outlining major topics, spelling out abbreviations, and using “SAME AS” language for cross-listed courses while referencing C-ID descriptors, if applicable. For shared courses with SCC, the department chair or contact should be named.

The importance of a strong rationale was emphasized, including clearly stating the purpose of the course and avoiding weak justifications such as “updated quad” or “new course.”

Course standards were discussed, including grading methods, repeatability, SAM Code, and TOP code, noting that these generate Course Basic (CB) codes. Additional items reviewed included Course Enrollment Maximum (CEM) across modalities (face-to-face, online asynchronous, and online synchronous), unit values and associated auto-populated hours, and common errors related to “levels below transfer,” which applies only to English and Math.

**b. Quadrennial Review Reminder**

K. Robinson provided a reminder regarding the quadrennial review process, noting that under Title 5, the Program and Course Approval Handbook (PCAH), State Academic Senate guidance, legislation, Administrative Regulations (AR), Board Policies (BP), and the Curriculum Handbook, all courses and programs must be reviewed or revised every four years, or every two years for career and technical education courses and programs.

K. Robinson noted that mid-October is the deadline for course and program revisions for the 2027–2028 academic year.

M. Morin suggested that departments consider revising all courses within a program at the same time so that programs and their associated courses remain aligned on the same quadrennial review cycle.

**c. Diversity, Equity, Inclusion, Access (DEIA) Workgroup Update**

K. Robinson reported that the DEIA workgroup recently held a productive Zoom meeting and noted that strong progress has been made on the DEIA tab in currIQūnet. She stated that another meeting is scheduled for Friday, March 27, from 9:30 a.m. to 11:00 a.m., and that an invitation will be sent to participants.

**d. TOP2CIP Training Coming Soon**

K. Robinson announced that TOP to CIP code training will be offered soon as the state transitions from state coding to federal CIP coding. She stated that all courses and programs must have CIP codes assigned by December 31 and noted that the state has developed a TOP-to-CIP crosswalk website and application, which is subject to updates. She provided a demonstration of the new crosswalk.

J. Gonzalez asked whether faculty will need to update CIP codes individually. K. Robinson and R. Vazquez explained that the Curriculum Office will generate lists and perform a bulk upload of the new data, which will be included on the Board of Trustees docket.

S. Mathot noted that multiple CIP codes may correspond to a single TOP code and asked whether faculty-selected CIP codes would affect articulation. P. Canzona stated that UC and CSU systems do not consider CIP codes for articulation.

G. Sweeney requested clarification on the process, and R. Vazquez explained that the Curriculum Office will provide faculty with a list of their courses so they can help determine appropriate CIP codes.

K. Robinson and R. Vazquez noted that updates will be completed behind the scenes and will not require two readings by CIC, as they will go directly to the Board of Trustees. They also discussed beginning the upload process in phases, including work during the summer, rather than waiting to update all courses and programs at once.

The Curriculum Office will send lists to faculty for review and input.

## **VI. Accessibility Issues and Field Trip Research – K. Taylor**

K. Taylor presented on accessibility considerations related to courses that include required or optional field trips. She emphasized the need to identify such courses so that the Disabled Students Programs and Services (DSPS) Office can make appropriate arrangements or provide alternatives for students who are unable to participate.

She noted that it would be beneficial for students to be informed in advance of any required or optional out-of-class activities.

R. Vazquez stated that the existing Course Types field in Colleague will be used, and a request will be made to ITS to add a new dropdown option for field trips.

K. Robinson referenced Title 5 requirements related to accessibility and universal design for learning and also raised the possibility of adding a data value for Field Research in addition to Field Trips.

## **VII. Other**

### **a. Bachelor's Degree Language Update**

K. Robinson reported that updates to baccalaureate degree language are required under new Title 5 guidelines and emphasized that these changes are mandatory.

P. Canzona discussed general bachelor's degree requirements and expressed agreement with the updated Title 5 language, noting the need to align with Administrative Regulations (ARs) and Board Policies (BPs). She stated that the revisions are being prepared for inclusion in the Fall 2027 catalog. She also noted proposed changes, including allowing transfer courses with a P grade and updating language from "regionally accredited" to "institutionally accredited," which would be a faculty choice rather than a requirement.

### **b. Communication Studies Subject Prefix**

R. Cummings reported that the CMST prefix will be changed to COMM and noted that she will work on this over the summer, with implementation planned for 2027. D. Peraza added that some Communication courses have already been changed to COMM as part of the Common Course Numbering project: Public Speaking (COMM C1000) and Interpersonal Communications (COMM C1004). Argumentation and Debate and Intercultural Communication are part of PHASE III. R. Cummings also stated that there is a preference not to have shared courses with Santiago Canyon College.

### **c. Distance Education Modality**

K. Robinson reported that 5 courses have been scheduled in the Distance Education (DE) modality for upcoming terms without an approved Distance Education Addendum. D. Peraza stated that affected faculty will be contacted by CIC chairs. They noted there is time to submit a DE addendum this semester.

### **d. Extensive Prep and Writing Intensive Courses**

J. Gonzalez noted that March 23, 2026 was the deadline for submitting Extensive Preparation and Writing Intensive course forms and asked whether approvals would take effect in Fall 2026. D. Peraza confirmed that completed forms must be submitted to the SAC Curriculum Office by today at 5:00 PM and that the deadline aligns with implementation for Fall 2026. K. Robinson added that the faculty union will take the courses forward as a package to the District and noted that submissions received after the deadline will be considered for Fall 2027.

Meeting adjourned at 3:56 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

**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)**

**Motion to move item 11 from first read to second read was made and approved.**

**Mover:** D. Khalid  
**Seconded by:** G. Sweeney  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, D. Khalid, J. King, L. Macafee, S. Mathot, M. Morin, D. Peraza, B. Sos, G. Sweeney  
**Nays:** None  
**Abstentions:** None

**Items 1-10 and 12-17 were discussed.**

### **New Courses**

1. Vocational – Business 320, Digital Marketing – Noncredit
  - a. Distance Education
2. Vocational – Health 240, Community Health Worker Program Orientation – Noncredit
  - a. Distance Education
3. Vocational – Health 241, Part 1: Foundational Skills as a Community Health Worker – Noncredit
  - a. Prerequisite
  - b. Distance Education
4. Vocational – Health 242, Part 2: Foundational Skills as a Community Health Worker – Noncredit
  - a. Prerequisite
  - b. Distance Education
5. Vocational – Health 243, Field Experience: Advocating for Community Members and Community Health as a Community Health Worker – Noncredit
  - a. Prerequisite
  - b. Distance Education
6. Vocational - Real Estate 350, Introduction to Real Estate Careers – Noncredit
  - a. Distance Education
7. Vocational - Real Estate 351, Real Estate Terminology – Noncredit
  - a. Distance Education
8. Vocational - Real Estate 352, Real Estate License Exam Review & Practice – Noncredit
  - a. Recommended Preparation
  - b. Distance Education

### **Revised Courses**

9. Criminal Justice Academies 011, Field Training Officer
  - a. Prerequisite
10. Criminal Justice Academies 016, Vehicle Theft for Patrol and Traffic Officers
  - a. Prerequisite
11. High School Subjects - Social Sciences 222, Government 1: U.S. Federal Government and Politics – Noncredit
  - a. Correspondence Education – **Only**
12. Vocational – Business 340, Career Exploration – Noncredit
  - a. Distance Education

13. Vocational – Food 220, Baking Fundamentals I – Noncredit
  - a. Corequisite
  - b. Distance Education
14. Vocational – Health 799, Introduction to Pharmacy Technology – Noncredit
  - a. Distance Education

### **New Programs**

15. Community Health Worker Certificate of Completion – Noncredit
16. Real Estate Basics Certificate of Completion – Noncredit

### **Revised Programs**

17. Introduction to Diesel-Electric Technology Certificate of Completion – Noncredit

#### IV.c. CURRICULUM ITEMS

##### **ACTION ITEMS** (2<sup>nd</sup> READINGS)

##### **Item 11 with Correspondence Education was approved.**

**Mover:** D. Khalid  
**Seconded by:** L. Janus  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, D. Khalid, J. King, L. Macafee, S. Mathot, M. Morin, D. Peraza, B. Sos, G. Sweeney  
**Nays:** None  
**Abstentions:** None

##### **Items 18-19 were approved.**

**Mover:** D. Khalid  
**Seconded by:** J. Harman  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, D. Khalid, J. King, L. Macafee, S. Mathot, M. Morin, D. Peraza, B. Sos, G. Sweeney  
**Nays:** None  
**Abstentions:** None

##### **Items 18-19 with corequisites were approved.**

**Mover:** D. Khalid  
**Seconded by:** J. Harman  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, D. Khalid, J. King, L. Macafee, S. Mathot, M. Morin, D. Peraza, B. Sos, G. Sweeney  
**Nays:** None  
**Abstentions:** None

##### **Item 20 was approved.**

**Mover:** D. Khalid  
**Seconded by:** L. Macafee  
**Ayes:** R. Cummings, L. Derr, M. Dinh-Mahavongtrakul, Z. Fish, J. Gonzalez, J. Harman, D. Khalid, J. King, L. Macafee, S. Mathot, M. Morin, D. Peraza, B. Sos, G. Sweeney  
**Nays:** None  
**Abstentions:** None

##### **New Courses**

None to review

##### **Revised Courses**

18. Vocational – Health 109, Personal Caregiver/Care Aide-Theory – Noncredit
  - a. Corequisite
  - b. Distance Education
19. Vocational – Health 110, Personal Caregiver/Care Aide-Skills Lab – Noncredit
  - a. Corequisite

## **New Programs**

None to review

## **Revised Programs**

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