



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 – Madeline Grant/Kristen Robinson
 Vice President of Academic Affairs – Jeffrey Lamb
 Dean – Sara Butler
 At Large Representative – Vacant
 Business – Dori Dumon
 Continuing Education – Henry Kim
 Counseling – Daniel Peraza
 Fine & Performing Arts – Jacqueline Schlossman
 Humanities – Zachary Fish
 Human Services – Wendy Wang
 Kinesiology – Brian Sos
 Library – Luis Pedroza
 Mathematics – Justin Tolentino
 Health Sciences – Catherine Emley
 Sciences – Minhan Dinh
 Social Sciences – Kristen Guzman
 Student Representative – Vinh Nguyen
 Student Services – Louise Janus
 Technology – David Roper

Non-Voting Members:

Articulation Officer – Paula Canzona
 Matriculation Representative – Luz Fernandez
 Curriculum Specialist – Anh-Phuong Tran
 Curriculum Specialist – Reyes Vazquez

Monday, February 26, 2024 | 2:00 PM | Room JSC 219 – 1, 2, 3 & 4

- Present:** S. Butler, P. Canzona (via Zoom), M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, H. Kim, J. Lamb, V. Nguyen (Student Representative), L. Pedroza, D. Peraza, K. Robinson, J. Schlossman, J. Tolentino, W. Wang
- Absent:** L. Fernandez, K. Guzman, D. Roper, B. Sos
- Guest:** S. Aziz (via Zoom), J. Camacho, J. Deussenberry, E. Gomez, J. King (via Zoom), T. Winchell

The meeting was called to order by M. Grant, CIC Chair, at 2:01 p.m.

I. Approval of Additions or Corrections to Agenda

A motion to move curriculum items 4, 5, 7 and 11 from first read to second read.

- Mover:** V. Nguyen
Seconded by: J. Schlossman
Ayes: M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, V. Nguyen, L. Pedroza, D. Peraza, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Motion was approved.

II. Public Comments

M. Grant expressed gratitude to S. Butler, C. Miranda, N. Castillo for coordinating the Academic Senate for California Community Colleges' Spring Curriculum Regional Meeting held on Saturday, February 24th. She also thanked AP Tran and R. Vazquez for their assistance during the event. The regional meeting was well attended with many colleagues from surrounding colleges in attendance. She also acknowledged J. Camacho for participating.

III. Approval of Minutes

The Minutes from November 27, 2023, were approved.

- Mover:** C. Emley
Seconded by: J. Tolentino
Ayes: M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

IV. Curriculum

See comments and approvals in subsequent pages.

V. CIC Chair's Report

M. Grant shared statistics related to the number of hours faculty spends reviewing courses and programs. The data was shared with the Board of Trustees at the December 12, 2023, meeting. The totals do not represent the number of hours spent by Classified professionals on Curriculum.

M. Grant reported on the Course Enrollment Maximum (CEM) breakout sessions during the Spring Senate Retreat. She mentioned that the CEM criteria is being finalized using SCC's framework. The standards tab in META will be modified to accommodate CEM. The goal is to finalize CEM before spring break.

S. Butler mentioned that a campus wide email will be sent to form a program mapping group. Both, the catalog, and program mapping workgroup meetings will be held via Zoom to increase participation.

Discussion followed pertaining to course currency and relevancy in the college catalog.

S. Butler reported that, along with her co-lead, B. Estrada, the Credit for Prior Learning (CPL) group continues to see more student benefiting from CPL in various programs across campus. A presentation will be made at CIC soon.

M. Grant stated that issues with SLOs from META to Canvas had been identified, specifically, duplication of SLOs when courses were copied in Canvas. After discussion, she asked faculty to provide feedback from their individual constituents, at the next CIC meeting, on the best approach from these two options (1) input the SLOs manually or (2) roll the SLOs from META to Canvas each term.

M. Grant revealed that Maverick is coming to town. Maverick is the project name for META version 3. Before it is rolled out in June, testing will be performed to ensure all data is transferred correctly. A group of faculty members will be needed for testing. The plan is to roll it out the 2nd week in June with a full implementation prior to Fall 2024. She further mentioned that Canvas Shells and Training META Manuals have been delayed due to Maverick.

M. Grant shared General Education updates. She invited all faculty to attend the upcoming General Education Meeting scheduled on February 29th via Zoom. She stated that an e-vote will be sent for input after the February 29th meeting.

Discussion ensued.

On February 29, 2024, the General Education Workgroup met via Zoom from 1:30-2:30 pm. At the conclusion of the meeting, the following recommendations were made to CIC for consideration and voting (1) The Gen Ed Workgroup is recommending that SAC implement the required updates for the 2025 catalog and (2) The Gen Ed Workgroup is recommending that SAC implement the Title 5 Gen Ed Categories and begin discussions with SCC to determine additional categories to be included (i.e., lifelong learning, cultural breadth, etc.)

An electronic vote was conducted on Thursday, Feb 29th through Monday, March 4th with the following results: A majority of the CIC voting member participated in the survey (12 of the 18). The outcomes were: (1) 12 – Yes & 0 – No and (2) 11 – Yes & 1 – No.

This recommendation will be brought to SCC’s Curriculum & Instruction Council and will be used to initiate discussions regarding the categories and class alignment.

VI. 2-Year CTE Curriculum Review for Degrees and Certificates

M. Grant shared that many faculty are confusing the 2-year Career Education review of degrees and certificates with the Department Program Review process. To alleviate the confusion, she is proposing that the title of the 2-year review of degrees and certificates be known as the Curricular Review Process for Career Education Degrees and Certificates. She also requested that the document be amended to include distribution to CIC membership and be included in the CIC website.

After discussion, a motion was made to adopt the name Curricular Review Process for Career Education Degrees and Certificates, to amend the document to include CIC membership in the distribution and for the document to be added to the CIC website.

- Mover:** C. Emley
- Seconded by:** W. Wang
- Ayes:** S. Butler, M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim, J. Lamb, V. Nguyen, L. Pedroza, D. Peraza, J. Schlossman, J. Tolentino, W. Wang
- Nays:** None
- Abstentions:** None

The motion was approved.

VII. METAmorsels

M. Grant explained that META-morsels will focus on areas in META the Technical Committee has identified as needing guidance to ensure that spacing issues, condition boxes, methods of instruction and impact reports are addressed.

C. Emley spoke on best practices for Student Learning Outcomes (SLOs).

P. Canzona and M. Grant addressed the modifications to the General Education Tab; thus, the tab will not be available until updates are finalized.

M. Grant addressed the minutia of program requirements and need to ensure that only active or approved courses are included in the final approval of programs.

VIII. Division Reports

No reports submitted.

IX. Announcements

Informational Item

June Catalog Addendum – March 18, 2024 (in Curriculum Office queue)

April 22, 2024 meeting will be held at CEC Rooms F 101/102

May 6, 2024 meeting will be held at CEC Rooms F 101/102

The meeting adjourned at 3:38 p.m.

IV.a. CONSENT AGENDA from TECHNICAL COMMITTEE

Items 1 – 3 were approved.

Mover: J. Tolentino
Seconded by: D. Dumon
Ayes: M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus,
H. Kim, V. Nguyen, L. Pedroza, D. Peraza, J. Schlossman, J. Tolentino, 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

1. Mathematics N48, Pre-Algebra/Algebra Basics
2. Mathematics 083, Beginning and Intermediate Algebra for Liberal Arts and Social Science

Removal of Deactivated Courses from General Education Plans

None to review

Course Student Learning Outcomes (SLOs) Revisions Only

None to review

Course Materials Revisions Only

None to review

Revised programs

None to review

Program Deletion

3. Associate in Science in Public Health Science for Transfer

Program SLO Revisions

None to review

IV.b. CURRICULUM ITEMS

DISCUSSION ITEMS (1st READINGS)

Items 6, 8 – 10, 12 – 14 were discussed.

Items 4, 5, 7 and 11 were approved.

Mover: D. Dumon
Seconded by: D. Pereza
Ayes: M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 4, 5, 7 and 11 with corequisite and recommended preparation were approved.

Mover: D. Dumon
Seconded by: D. Pereza
Ayes: M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

Items 4, 5, 7 and 11 with Distance Education were approved.

Mover: D. Dumon
Seconded by: D. Pereza
Ayes: M. Dinh-Mahavongtrakul, D. Dumon, C. Emley, Z. Fish, M. Grant, L. Janus, H. Kim, V. Nguyen, L. Pedroza, D. Peraza, J. Schlossman, J. Tolentino, W. Wang
Nays: None
Abstentions: None

New Courses

None to review

Revised Courses

4. Computer Science 104, Work Experience - IT Cybersecurity and Computing – **moved to 2nd read**
 - a. Distance Education
5. Criminal Justice 120, Work Experience - Criminal Justice – **moved to 2nd read**
 - a. FOMA
6. Fashion Design and Merchandising 081, Screen Printing
 - a. Distance Education
7. Fashion Design and Merchandising 299, Work Experience - Fashion Design – **moved to 2nd read**
 - a. Recommended Preparation
 - b. Distance Education
8. Fire Academy 083, Hazardous Materials First Responder: Awareness Level
 - a. Distance Education

9. Fire Officer Training 078A, S-130 Firefighter Training – Wildland
 - a. Prerequisite
 - b. Distance Education
10. Fire Technology 101, Fire Protection Organization
 - a. Distance Education
11. Nursing-Registered 105, Work Experience – Nursing – **moved to 2nd read**
 - a. Corequisite

New Programs

12. Artificial Intelligence Certificate of Achievement
13. Backend Engineering Certificate of Achievement

Revised Programs

14. Fashion Design Certificate of Achievement

IV.c. **CURRICULUM ITEMS**
ACTION ITEMS (2nd READINGS)

New Courses

None to review

Revised Courses

None to review

New Programs

None to review

Revised Programs

None to review