I. APPROVAL OF MINUTES  (refer to page 8)

II. REPORTS AND UPDATES
   1. Articulation Officer Report
   2. Student Learning Outcomes And Assessment Update
   3. Accreditation Update

III. CurricUNET UPDATE AND TRAINING
IV. CONSENT AGENDA FROM TECHNICAL COMMITTEE

Revised Courses without Catalog Changes
1. Counseling N45, Orientation to College  
   (stand alone)
2. Counseling 101, Educational, Personal, Cultural, and Career Exploration
3. Gemology 015, Colored Stones and Diamond Lab  
   (stand alone)
5. Gemology 030, Antique and Period Jewelry
6. Gemology 040, Appraisal Theory and Practice
7. Gemology 050, Pearls
9. Vocational Business 118, Introduction to Windows
10. Vocational Business 258, Navigating the Internet
11. Vocational Business 260, Introduction to Word Processing using MS Word
12. Vocational Business 262, Introduction to Spreadsheets using MS Excel
13. Vocational Business 302, Introduction to Web Page Development using HTML
14. Vocational Business 303, Introduction to Electronic Imaging using Adobe Photoshop
15. Vocational Business 304, Introduction to Electronic Presentations using MS PowerPoint

Course Deactivations
16. Apprenticeship Carpentry 028B, Formwork Problems (C-114)
17. Accounting 101H, Honors Financial Accounting
18. Accounting 102H, Honors Managerial Accounting
20. Business 125, Introduction to International Business
22. Computer Information Systems 110, Introduction to Microsoft Project
23. Computer Information Systems 122, Dreamweaver
25. Computer Information Systems 134, XML Programming
27. Computer Information Systems 144, Creating Business Presentations for the Web
28. Computer Information Systems 146, Videoconferencing for Business
29. Computer Science 100H, Honors the Computer and Society
30. Computer Science 119, Fundamentals of Assembly Programming
31. Marketing 111, Principles of Retailing

Removal of Deactivated Courses from Programs
32. Accounting A.A. Degree (11858)
   i. ACCT:  101H, 102H
33. Accounting Certificate of Achievement (21631)
   i. ACCT:  101H, 102H
34. Business Administration A.A. Degree (11857)
   i. ACCT:  101H, 102H
IV. CONSENT AGENDA FROM TECHNICAL COMMITTEE
Removal of Deactivated Courses from Programs (con’t)

35. Business Management A.A. Degree (11859)
   i. ACCT: 101H
   ii. BUS: 106, 125
   iii. MKTG 111

36. Computer Science A.S. Degree (11903)
   i. CMPR: 100H, 119

37. Computer Science Certificate of Achievement (21649)
   i. CMPR: 100H, 119

38. Computerized Accounting Certificate
   i. ACCT: 101H

39. Economics A.A. Degree (11943)
   i. ACCT: 101H, 102H

40. Entrepreneurship A.A. Degree (11860)
   i. ACCT 101H
   ii. BUS 125

41. Entrepreneurship Certificate of Achievement (21635)
   i. ACCT 101H
   ii. BUS 125

42. General Accounting Certificate
   i. ACCT: 101H, 102H

43. General Management A.A. Degree (11861)
   i. ACCT 101H
   ii. BUS 125

44. General Marketing A.A. Degree (11866)
   i. ACCT 101H
   ii. MKTG 111

45. Liberal Arts: Multi-Cultural Studies A.A. Degree (18319)
   i. BUS 106

46. Liberal Arts: Social and Behavioral Sciences A.A. Degree (18320)
   i. CMPR 100H

47. Political Science A.A. Degree (11946)
   i. CMPR 100H

48. Psychology A.A. Degree (11935)
   i. CMPR 100H

49. Real Estate A.S. Degree (11869)
   i. ACCT 101H

50. Real Estate Certificate of Achievement (21639)
   i. ACCT 101H

51. Social Science A.A. Degree (11937)
   i. CMPR 100H

52. Web Page Designer Certificate
   i. CIS: 122, 128, 134

Removal of Deactivated Courses from General Education Plans

53. SCC General Education Plan (Plan A)
   i. BUS 106  Area D
   ii. CMPR 100H  Area E2; VI. Computer Skills and Applications Requirement
IV. CONSENT AGENDA FROM TECHNICAL COMMITTEE

Program Deletions

54. ESL Beginning 1 Certificate of Completion (24157)
55. ESL Beginning 2 Certificate of Completion (24158)
56. ESL Beginning 3 Certificate of Completion (24047)
57. ESL Intermediate 1 Certificate of Completion (24192)
58. ESL Intermediate 2 Certificate of Completion (24193)
59. ESL Intermediate 3 Certificate of Completion (24194)
60. Retail Management Certificate of Achievement (11867)
61. Vocational ESL Employability Certificate of Completion (24199)

Course SLO Revisions

62. Accounting 035, QuickBooks
63. Business 127, Introduction to E-Commerce
64. Business 175, Online Entrepreneurship
66. Computer Information Systems 103, Microsoft Word
67. Computer Information Systems 105, Introduction to Microsoft Excel
68. Computer Information Systems 106, Microsoft Excel
69. Computer Information Systems 108, Microsoft Access
70. Computer Information Systems 124, Adobe Photoshop
71. Computer Information Systems 126, Web Site Development for Business
72. Computer Information Systems 130, HTML
73. Computer Information Systems 132, JavaScript
74. Computer Science 100, The Computer and Society
75. Computer Science 105, Visual BASIC Programming
77. Computer Science 112, Java Programming
78. Computer Science 120, Introduction to Programming
79. Computer Science 121, Programming Concepts
80. Computer Science 131, Data Structures Concepts
81. Computer Science 157, Introduction to Robotics Programming
82. Computer Science 205, Advanced Visual Basic
83. Computer Science 206, Visual Basic for Web Development
84. Computer Science 213, C# Programming
85. Computer Science 257, Applied Robotics and Embedded Programming

Program SLO Revisions

86. Advertising Certificate
87. General Marketing Certificate
88. Human Resource Management Certificate
89. Professional Selling Certificate
90. Supervision Certificate
91. Web Marketing Certificate
92. Web Programming Certificate
V. CURRICULUM ITEMS

Discussion Items (1st Readings)

New Courses
1. High School Subjects – Social Science 229, Modern World History  
   (stand alone)
2. Water Utility Science 086, Backflow Devices Repair  
   (stand alone)
3. Water Utility Science 199, Cooperative Work Experience Education  
   (stand alone)

Revised Courses with Catalog Changes
4. Counseling 110, University Transfer Research  
   (stand alone)
5. Gemology 011, Introductory Colored Stones
6. Gemology 012, Advanced Colored Stones
7. Gemology 020, Diamonds
8. Real Estate 102, Real Estate Principles
9. Distance Education Addendum
10. Real Estate 105, Real Estate Practice
11. Distance Education Addendum
12. Real Estate 106, Real Estate Finance
13. Distance Education Addendum
14. Real Estate 110, Real Estate Economics
15. Distance Education Addendum
16. Real Estate 112, Real Property Management
17. Distance Education Addendum
18. Vocational Business 109, Introduction to Desktop Video Editing Using Adobe Premiere

Revised Courses without Catalog Changes
No courses to review

New Programs
20. Apprenticeship Operating Engineers, Construction Safety Inspector A.S. Degree
21. Associate in Science in Physics for Transfer (AS-T)
22. Business Management Certificate

Revised Programs
23. Computer Information Systems A.S. Degree (11902)
24. Computer Information Systems Certificate of Achievement (21647)
25. ESL Beginning Multilevel Certificate of Completion (24233)
26. ESL Intermediate Multilevel Certificate of Completion (24234)
27. ESL Intermediate Writing Certificate of Completion (24196)
28. Secondary Education Certificate of Competency (24389)
29. Small Business Certificate
IV. CURRICULUM ITEMS

**Action Items (2nd Readings)**

**New Courses**
- 30. Apprenticeship Operating Engineers 011, Construction Safety Inspector Apprentice 1
- 31. Apprenticeship Operating Engineers 012, Construction Safety Inspector Apprentice 2
- 32. Apprenticeship Operating Engineers 013, Construction Safety Inspector Apprentice 3
- 33. Apprenticeship Operating Engineers 014, Construction Safety Inspector Apprentice 4
- 34. Apprenticeship Operating Engineers 015, Construction Safety Inspector Apprentice 5
- 35. Apprenticeship Operating Engineers 016, Construction Safety Inspector Apprentice 6

**Revised Courses with Catalog Changes**
- 36. High School Subjects – English 083, Composition 1
- 37. High School Subjects – English 084, Composition 2
- 38. Philosophy 111, Introductory Logic

**New Programs**
- 39. Apprenticeship Operating Engineers, Construction Safety Inspector (CA)
- 40. Associate in Science in Mathematics for Transfer (AS-T)

**Revised Programs**

*No programs to review*
VI. POLICY CHANGES

**Discussion Items**

1. Computer Skills Proficiency Requirement

**Action Items**

*No policies to review*

VII. ACADEMIC SENATE ITEMS

**Discussion Items**

*No items to review*

**Action Items**

2. Statement on Standards of Assessment Practice for Instructional Programs

VIII. ANNOUNCEMENTS
MINUTES  
CURRICULUM AND INSTRUCTION COUNCIL  
MONDAY, September 26, 2011  
2:00pm  
SCC, B-208

COMMITTEE MEMBERS


Absent:  R. Babeshoff, P. Dillon, L. Fasbinder

Guests:  C. Durdella, L. Espinosa, J. Granitto, J. Shields, A. Taber

The meeting was called to order at 2:05pm.

I. APPROVAL OF MINUTES

The September 12, 2011 minutes were approved.

II.a. ARTICULATION OFFICER REPORT

Leonor Aguilera reported.

Course identification Numbering System (C-ID) Updates:
Jane Patton, C-ID Coordinator, has urgently requested that Music and Computer Science faculty provide feedback to the Music and Computer Science Transfer Model Curriculum by October 16th. In addition, Holly Deme, C-ID Program Specialist, has urgently requested that faculty in Art History, Biology, Business, Computer Science, English, Mathematics, Music, Political Science, and Theater provide input on their respective C-ID descriptors by October 16th. It is imperative that faculty voice their thoughts, concerns and ideas regarding these two projects. Faculty in Anthropology, Geography, Radio/TV/Film, Philosophy, Journalism, Information Systems, Engineering, Nursing, Spanish and Social Work, please do not forget to register for the October 14, 2011 C-ID Discipline Input Group (DIG) Meeting.
**III. CurricUNET UPDATE AND TRAINING**

**II.c. ACCREDITATION UPDATE**

Based on C-ID approval, Cal State University, Long Beach (CSULB) PHYS 100A and 100B, both General Physics articulate with SCC PHYS 210, Principle of Physics I and PHYS 211, Principle of Physics II. These courses are in addition to the existing articulation with Physic 279 and 289, which also articulate to CSULB PHYS 100A and 100B.

San Francisco State University Math 325, Linear Algebra and Math 376, Ordinary Differential Equations I articulate with SCC Math 290, Linear Algebra and Math 295, Intermediate Differential Equations. These courses are upper-division at San Francisco State University (SFSU); students earn content credit only not upper-division credit.

Based on C-ID approval California State University, Chico SOC 235, Contemporary Families articulates with SCC SOC 112, Relationships, Marriages, and Family Dynamics.

**II.b. STUDENT LEARNING OUTCOMES AND ASSESSMENT UPDATE**

Caroline Durdella reported; 100% of courses have the required two student learning outcomes (SLOs) and 53% of courses have assessments of record or ongoing assessment.

**Assist Updates:**


- Based on C-ID approval, Cal State University, Long Beach (CSULB) PHYS 100A and 100B, both General Physics articulate with SCC PHYS 210, Principle of Physics I and PHYS 211, Principle of Physics II. These courses are in addition to the existing articulation with Physic 279 and 289, which also articulate to CSULB PHYS 100A and 100B.

- San Francisco State University Math 325, Linear Algebra and Math 376, Ordinary Differential Equations I articulate with SCC Math 290, Linear Algebra and Math 295, Intermediate Differential Equations. These courses are upper-division at San Francisco State University (SFSU); students earn content credit only not upper-division credit.

- Based on C-ID approval California State University, Chico SOC 235, Contemporary Families articulates with SCC SOC 112, Relationships, Marriages, and Family Dynamics.

**III. CurricUNET UPDATE AND TRAINING**

The course comparison report (CC report) should now be working properly. Users may have previously received an error message when attempting to open the report.

The course copy function should now be functioning properly. For courses that had the course purpose inadvertently removed, this information will be included in the course proposal to account for the system error.

A Program Guide is available on the Curriculum and Instruction Council website to assist users in completing program updates. The program copy function should be used when updating a certificate or degree and is similar to the course copy function. A restriction in the system currently allows program updates to be made one time per program per calendar year; this will be fixed to allow for multiple updates within one year.

A correction was made in the system to remove the pencil icon from “active” courses that should not be edited. The course copy function should be used to create a course proposal; the pencil icon will then become available for edits.
If course content is typed in all caps, please correct this prior to launching the course. Keep in mind that all course content should have hours and objectives.

Transfer degrees should align with transfer model curriculum (TMC). Visit www.c-id.net to view TMCs; click on TMC and locate the TMC for your area under “Finalized TMCs”. Include all courses in the transfer degree that are listed as “Required Core Courses” on the TMC. The transfer degree description should include a sentence similar to the following: *Successful completion of the transfer degree in (major) guarantees the student acceptance to a local California State University to pursue a baccalaureate degree in (major) or a related field.*

Craig, Tiffany, and Aracely will be reviewing certificates and programs and completing substantive change proposals when appropriate. Programs that can be offered 50% or more on-line will also be reviewed.

Recommended preparation is now listed in a separate area on the Course Outline of Record (COR) and will no longer be part of the catalog description.
IV. CONSENT AGENDA FROM TECHNICAL COMMITTEE

The Consent Agenda from the Technical Committee was approved as submitted.

Revised Courses without Catalog Changes

1. High School Subjects – English 020, Literature Brought to Life

Course Deactivations

No courses to review

Course Removals from Plans/Programs

No courses to review

SLO Revisions (last CIC approval date)

2. Apprenticeship Carpentry 061, Acoustical Ceilings (06/01/09)
3. Apprenticeship Carpentry 062, Standard Acoustical Grids (06/01/09)
4. Apprenticeship Carpentry 063, Suspended Ceilings (06/01/09)
5. Apprenticeship Carpentry 064, Soffits (06/01/09)
6. Apprenticeship Carpentry 065, Prefab/Sound Panels (06/01/09)
7. Apprenticeship Carpentry 066, Concealed/Glue-Up/Staple-Up Systems (06/01/09)
8. Apprenticeship Carpentry 067, Compasso (06/01/09)
9. Apprenticeship Carpentry 068, Metal Pan and Security Systems (06/01/09)
V. CURRICULUM ITEMS

*Items 1-3, 5 were presented as first readings.*
*Items 4, 6-11, 16 were tabled.*
*Items 12-15 and 17-19 were approved.*

**Discussion Items (1st Readings)**

**New Courses**

*No courses to review*

**Revised Courses with Catalog Changes**

1. High School Subjects – English 083, Composition 1
2. High School Subjects – English 084, Composition 2
3. Philosophy 111, Introductory Logic

**New Programs**

4. Apprenticeship Operating Engineers, Construction Safety Inspector A.S. Degree
5. Associate in Science in Mathematics for Transfer (AS-T)

**Revised Programs**

*No Programs to Review*

**Action Items (2nd Readings)**

**New Courses**

6. Apprenticeship Operating Engineers 011, Construction Safety Inspector Apprentice 1
7. Apprenticeship Operating Engineers 012, Construction Safety Inspector Apprentice 2
8. Apprenticeship Operating Engineers 013, Construction Safety Inspector Apprentice 3
9. Apprenticeship Operating Engineers 014, Construction Safety Inspector Apprentice 4
10. Apprenticeship Operating Engineers 015, Construction Safety Inspector Apprentice 5
11. Apprenticeship Operating Engineers 016, Construction Safety Inspector Apprentice 6

**Revised Courses with Catalog Changes**

12. Psychology 240, Introduction to Social Psychology
13. Distance Education Addendum
15. Distance Education Addendum

**New Programs**

16. Apprenticeship Operating Engineers, Construction Safety Inspector (CA)
17. Associate in Arts in Psychology for Transfer (AA-T)

**Revised Programs**

18. Philosophy A.A. Degree (11930)
19. Real Estate Salesperson Certificate
VI. POLICY CHANGES

Discussion Items
1. Computer Skills Proficiency Requirement

Bruce Nichols, Chair of Computer Science at Santa Ana College and Stew Myers, Computer Science instructor at Santiago Canyon College, met and discussed the proficiency exam and an objective list of skills which can be used to evaluate whether or not a course satisfies the Computer Skills Proficiency.

VII. ACADEMIC SENATE ITEMS

Discussion Items
1. Statement on Standards of Assessment Practice for Instructional Programs

Alex Taber presented on the *Statement on Standards of Assessment Practice for Instructional Program*, provided as a handout. The purpose of the document includes the following: to provide guidance and structure for Student Learning Outcome (SLO) assessment, to address the requirements of the Accrediting Commission for Community and Junior Colleges (ACCJC) regarding SLOs and Assessment, to create a record for assessment. Discussion centered on possible modifications to the document. All requests for changes to the *Statement on Standards of Assessment Practice for Instructional Programs* should be forwarded to Caroline Durdella by 11am on Tuesday, September 27. The Student Learning Outcomes and Assessment Review Committee (SLOARC) will review the recommendations; the document will then be returned to the Curriculum and Instruction Council (CIC) for a recommendation to the Academic Senate.

VIII. ANNOUNCEMENTS

On Friday, October 28, 8am -12noon, three vendors will be presenting software for student learning outcome assessment purposes. Each vendor will be asked to respond to a set of pre-determined questions. Vendors will be provided with data and asked to demonstrate the software and how it works.

On Friday, September 23, Craig Rutan and faculty members attended the SoCal Regional Curriculum Meeting at Mt. San Antonio College (Mt. SAC). Discussion focused on repeatable credit courses and issues with repeatability; departments that generally offer repeatable courses include Dance, Music, Physical Education, and Career Technical Education. Music courses are repeatable at the California State University (CSU) and University of California (UC) level and exceptions may apply to music as well as to athletic teams due to eligibility issues.
The next Board meeting will take place at Santiago Canyon College on September 26, SC-105 at 4:30pm.

The meeting was adjourned at 3:35pm.