



## Santiago Canyon College

8045 East Chapman Avenue, Orange, CA 92869

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### MINUTES

#### CURRICULUM AND INSTRUCTION COUNCIL

Monday October 16, 2017

1:30 pm

B-104

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#### COMMITTEE MEMBERS

**Present:** L. Aguilera, S. Cummins, S. Deeley, D. Diaz, M. Flores, A. Freese, T. Garbis, C. Gascon, S. Graham, J. Kubicka-Miller, S. James, R. Lamourelle, V. Lawson, C. Malone, L. Martin, S. McLean, N. Pecenkovic, N. Shekarabi, J. Shields, V. Vargas (Student Representative), R. Vazquez, J. Wagner, L. Wright

**Absent:** R. Miller, M. Smith, A. Voelcker

**Guests:** A. Guevara, L. Espinosa, L. Fajardo, K. Frizler

The meeting was called to order at 1:30 p.m. by J. Wagner.

#### I. APPROVAL OF MINUTES

The minutes for October 16, 2017 were approved.

**Mover:** S. Deeley

**Seconded by:** N. Shekarabi

**Ayes:** L. Aguilera, S. Cummins, S. Deeley, D. Diaz, A. Freese, S. Graham, J. Kubicka-Miller, S. James, R. Lamourelle, C. Malone, L. Martin, S. McLean, N. Pecenkovic, N. Shekarabi, J. Shields, V. Vargas (Student Representative), R. Vazquez, J. Wagner, L. Wright

**Nays:** None

**Abstentions:** None

#### II.a. Accreditation Update

M. Flores reported that the task force received a copy of the report that was sent to the Accrediting Commission for Community and Junior Colleges (ACCJC). Members were asked to contact M. Flores if they would like a copy.

## **II.b. Articulation Officer Report**

L. Aguilera reviewed areas in the updated "Guiding. Notes for the General Education Course Reviewer" including online educational resources (OERs), textbooks, lab manuals, and oral communication requirements. ASSIST Next Gen is currently unavailable. Most Cal States and UC's will honor 2016-17 articulation agreements. A list will be available to counselors and will be posted online.

## **II.c. Chancellor's Office Update**

No report was provided.

## **II.d. CurricUNET Update**

No report was provided.

## **II.e. Enrollment Management Committee Report**

J. Wagner reported that the Enrollment Management Committee will meet on Wednesday October 18, 2017 at 3pm in H-209.

## **II.f. Exceptions to Academic Regulations Committee (EAR) Report**

L. Aguilera reported that the EAR Committee will meet on Wednesday, October 25, 2017.

## **II.g. Planning and Institutional Effectiveness Committee (PIE) Report**

J. Wagner reported that PIE reviewed the rubric and no decisions were made.

## **II.h. Shared Curriculum Update**

No report was provided.

## **II.i. Student Learning Outcomes and Assessment Update**

No report was provided.

## **ANNOUNCEMENTS**

### **III.a. Board Policies**

M. Flores reported that board policies are being reviewed one by one. The league has language that has been reviewed by legal experts; it is advisable to use their language and make changes that are specific to our institution. Progress was made on six policies. Some policies were reviewed by the Curriculum and Instruction Council in 2015 and others appear in the Curriculum and Instruction Handbook. Board policies are being placed in groups so that they can be submitted to the Board of Trustees in batches. Policies that relate to curriculum will be brought to the Curriculum and Instruction Council for review.

### **III.b. Certificates of Proficiency (12 – 17.9 Units)**

T. Garbis contacted Financial Aid Office to discuss Certificates of Proficiency with units between 12-17.9. Financial Aid cannot submit a program to the Department of Education that is less than 15 units. Awards of 15 units or more are eligible for financial aid. Financial Aid awards can be based on certificates between 15-17.9 units; however, students are advised to pursue higher unit degrees to maximize their financial aid award. Certificates of Proficiencies (12-17.9 units) are not typically submitted to the California Community College Chancellor's Office. Only awards which are state approved can appear on a student's transcript which is one reason to consider submitting a program for CCCCCO review. Paperwork that is generally requested by the CCCCCO includes a narrative, enrollment information, and labor market information (LMI).

### **III.c. Lecture and Lab Hours (48 to 54)**

No update provided.

### **III.d. Plan D Update**

L. Aguilera and D. Escobar met. They will present to Math and Sciences on November 8<sup>th</sup> and to the Curriculum and Instruction Council following the meeting with Math and Sciences.

### **III.e. Prerequisites**

No update provided.

### **III.f. Other**

A Town Hall discussion will take place on November 8<sup>th</sup> and 9<sup>th</sup>. The CIC Student Representative, V. Vargas, was asked to gather student opinions regarding the following:

- What degrees do students want to earn?
- What courses are not offered that students want?
- What courses in the catalog do students have difficulty taking because they are either not offered or cancelled?
- What do students say regarding courses in the catalog that are not offered?

### **VI.a. Petition to Substitute Major Requirements Policy**

L. Aguilera met with P. Canzona at Santa Ana College (SAC) to discuss suggestions made at the Curriculum and Instruction Council (CIC) regarding the [petition to substitute major requirements](#). Suggestions were made at the last CIC meeting to increase the time frame to five years and attach it to a student's catalog rights. L. Aguilera clarified that the catalog year was not an issue. Santa Ana College will discuss the five year recommendation and report back to SCC.

### **VII.a. Curriculum Review Training**

J. Wagner provided training on the course approval process. At the 4.00 Level (Department Review), a course may be returned to the author for updates and corrections. Once a course is updated by the author, it must be sent forward to the next approval level by the author.

The Approval Process may include the following levels:

- Launch (Level 1.00), author
- Curriculum Office Check (Level 2.00)
- Department Review and Articulation (Level 4.00)
- Approval Verification (Level 4.25), CIC Chair
- Dean's Review (Level 5.00)
- Curriculum Cluster Approval (Level 6.00)
- Technical Review (Level 7.00)
- Curriculum Council Approval (Level 8.00)
- Curriculum Office (Level 9.00)

Comments are a good way to ensure that courses and programs are being reviewed; including comments was recommended. It is also acceptable to contact a faculty member directly.

## VIII. CONSENT AGENDA FROM TECHNICAL COMMITTEE

*Items 1-8a and 10-13b were approved.*

*Item 9 was pulled.*

**Mover:** L. Wright

**Seconded by:** J. Shields

**Ayes:** L. Aguilera, S. Cummins, S. Deeley, D. Diaz, A. Freese, S. Graham, J. Kubicka-Miller, S. James, R. Lamourelle, C. Malone, L. Martin, S. McLean, N. Pecenkovic, N. Shekarabi, J. Shields, V. Vargas (Student Representative), R. Vazquez, J. Wagner, L. Wright

**Nays:** None

**Abstentions:** None

### Revised Courses without Catalog Changes

1. English as a Second Language 460, Intermediate ESL 1
2. English as a Second Language 470, Intermediate ESL 2
3. English as a Second Language 480, Intermediate ESL 3
4. English as a Second Language 601, Advanced Grammar and Writing

### Revised Courses with Minor Catalog Changes

5. Adult Basic Education 009, Academic Skills
  - a. Recommended Preparation: English as a Second Language 460 or higher and/or placement by counselor assessment
6. Astronomy 102, Introduction to Stars and Galaxies
7. Astronomy 103, Introduction to the Solar System
8. Citizenship 020, Citizenship
  - a. Recommended Preparation: English as a Second Language 303
9. ~~Computer Science 112, Java Programming - PULLED~~

### Course Deactivations

10. TV/Video Communications 126, Industrial Video Production (IVP)
11. TV/Video Communications 127, Post Production II/Motion Graphics

### Removal of Deactivated Courses from General Education Plans

*No courses to review*

### Removal of Deactivated Courses from Programs

12. Applied Robotics and Embedded Programming: Unmanned Aircraft Systems (UAS) Specialization Certificate of Achievement
  - a. TV/Video Communications 126, Industrial Video Production (IVP)
13. Digital Media Production Certificate of Proficiency
  - a. TV/Video Communications 126, Industrial Video Production (IVP)
  - b. TV/Video Communications 127, Post Production II/Motion Graphics

### Revised Programs with Minor Catalog Changes

*No courses to review*

**Program Deletions**

*No programs to review*

**Course SLO Revisions**

*No courses to review*

**Program SLO Revisions**

*No programs to review*

**IX. CURRICULUM ITEMS**  
*Items 1-28 were presented.*

**DISCUSSION ITEMS (1<sup>st</sup> READINGS)**

**New Courses**

1. English as a Second Language 300, Literacy
2. English as a Second Language 301, Beginning Low
  - a. Recommendation Preparation: English as a Second Language 300 Literacy or equivalent
3. English as a Second Language 302, Beginning High
  - a. Recommendation Preparation: English as a Second Language 301 Beginning Low or equivalent
  - b. Distance Education
4. English as a Second Language 303, Intermediate Low
  - a. Recommendation Preparation: English as a Second Language 302 Beginning High or equivalent
  - b. Distance Education
5. English as a Second Language 304, Intermediate High
  - a. Recommended Preparation: English as a Second Language 303 Intermediate Low or equivalent
  - b. Distance Education
6. English as a Second Language 305, Advanced Low
  - a. Recommended Preparation: English as a Second Language 304 Intermediate High or equivalent
  - b. Distance Education
7. English as a Second Language 306, Advanced High
  - a. Recommended Preparation: English as a Second Language 305 Advanced Low or equivalent
  - b. Distance Education
8. High School Subjects: Mathematics 158, Math Fundamentals 1
9. Workforce Preparation 100, Creating an Inclusive Working Environment 1
  - a. Distance Education
10. Workforce Preparation 101, Creating an Inclusive Working Environment 2
  - a. Recommended Preparation: Workforce Preparation 100
  - b. Distance Education

**Revised Courses**

11. Astronomy 100L, Astronomy Laboratory
  - a. Prerequisite: Astronomy 102 or Astronomy 103 or Astronomy 109 or Astronomy 110 or Astronomy 112 or concurrent enrollment
12. Business 150, Introduction to Information Systems and Applications
  - a. Distance Education
13. Computer Science 100, The Computer and Society
  - a. Distance Education
14. Political Science 200, American Political Thought

**New Programs**

15. Certificate of Completion in Creating an Inclusive Working Environment

**Revised Programs**

16. Certificate of Competency in Enhanced Beginning ESL Skills (30690)
17. Certificate of Competency in Enhanced Intermediate ESL Skills (30647)
18. Certificate of Competency in ESL Advanced (33137)

19. Certificate of Competency in ESL Beginning (30644)
20. Certificate of Competency in ESL Beginning Multilevel (24233)
21. Certificate of Competency in ESL Civics (24191)
22. Certificate of Competency in ESL Communication
23. Certificate of Competency in ESL Intermediate (30646)
24. Certificate of Competency in ESL Intermediate Communication (24195)
25. Certificate of Competency in ESL Intermediate Multilevel (24234)
26. Certificate of Competency in ESL Intermediate Writing (24196)
27. Certificate of Competency in ESL Literacy (24230)
28. Certificate of Competency in Vocational ESL (24198)

## IX. CURRICULUM ITEMS

**Items 29-33a, 35-35a, 37-38b, 40-43b were approved.  
Items 34-34a, 36-36b, 39-39c, and 44-44b were pulled.**

**Mover:** D. Diaz

**Seconded by:** L. Wright

**Ayes:** L. Aguilera, S. Cummins, S. Deeley, D. Diaz, A. Freese, S. Graham, J. Kubicka-Miller, S. James, R. Lamourelle, L. Martin, S. McLean, R. Miller, N. Pecenkovic, J. Shields, V. Vargas (Student Representative), J. Wagner, L. Wright

**Nays:** None

**Abstentions:** None

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

#### **New Courses**

*No courses to review.*

#### **Revised Courses**

29. Communication 120, Introduction to Intercultural Communication
30. Communication 120H, Honors Introduction to Intercultural Communication
  - a. Prerequisite: A high school or college GPA of 3.0 or above
31. Communication 134, Oral Interpretation
32. Communication 135, Readers' Theatre
33. Counseling 113, Learning Strategies for College Success
  - a. Distance Education
34. ~~Counseling 150, Introduction to Human Services - PULLED~~
  - a. ~~Distance Education - PULLED~~
35. French 194, Conversation and Composition I
  - a. Prerequisite: French 101 or two years high school French with grade of C or better
36. ~~History 240, Introduction to Peace and Conflict Studies - PULLED~~
  - a. ~~Recommended Preparation: Political Science 101/101H or Political Science 220 - PULLED~~
  - b. ~~Distance Education - PULLED~~
37. Mathematics 160, Trigonometry
  - a. Prerequisite: Mathematics 080 or placement in Mathematics 160 with the Math Level 3 exam and a course equivalent to Mathematics 080
  - b. Distance Education
38. Survey/Mapping Sciences 118, Plane Surveying
  - a. Recommended Preparation: Mathematics 160
  - b. Distance Education
39. ~~Survey/Mapping Sciences 119, Advanced Plane Surveying - PULLED~~
  - a. ~~Prerequisite: Survey/Mapping Sciences 118 or possession of a valid Certificate as a Land Surveyor In-Training (LSIT) issued by any state - PULLED~~
  - b. ~~Recommended Preparation: Mathematics 160 - PULLED~~
  - c. ~~Distance Education - PULLED~~
40. Survey/Mapping Sciences 205, Computer Aided Drafting Fundamentals For Surveyors
  - a. Recommended Preparation: Survey/Mapping Sciences 119
  - b. Distance Education
41. Survey/Mapping Sciences 221, Advanced Problems in Surveying I



- a. Recommended Preparation: Survey/Mapping Sciences 119 and Mathematics 160
- b. Distance Education
- 42. Survey/Mapping Sciences 222, Advanced Problems in Surveying II
  - a. Recommended Preparation: Survey/Mapping Sciences 119 and Survey/Mapping Sciences 221 and Mathematics 160
  - b. Distance Education
- 43. Survey/Mapping Sciences 229, Legal Aspects of Land Surveying I
  - a. Recommended Preparation: Survey/Mapping Sciences 119
  - b. Distance Education
- 44. ~~Survey/Mapping Sciences 230, Legal Aspects of Land Surveying II~~ - **PULLED**
  - a. ~~Recommended Preparation: Survey/Mapping Sciences 229~~ - **PULLED**
  - b. ~~Distance Education~~ - **PULLED**

### **New Programs**

*No programs to review*

### **Revised Programs**

*No programs to review*

The meeting was adjourned at 3:03 p.m. by J. Wagner.