MINUTES
CURRICULUM AND INSTRUCTION COUNCIL
Monday September 18, 2017
1:30 pm
B-104

COMMITTEE MEMBERS


Absent: D. Diaz, S. Graham, R. Lamourelle, M. Smith

Guests: D. Babayan, L. Espinosa

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

I. APPROVAL OF MINUTES
The minutes for May 15, 2017 were approved.

Mover: R. Miller
Seconded by: L. Wright
Nays: None
Abstentions: S. Cummins

II.a. Accreditation Update
M. Flores reported that the Accrediting Commission for Community and Junior Colleges (ACCJC) is going green, self-studies and reports will no longer be printed. The report which is due on October 15, 2017 will be submitted to the ACCJC by the end of next week. The next site visit is scheduled for 2022.
II.b. Articulation Officer Report  
L. Aguilera reported.

- The new and improved ASSIST.org website, ASSIST Next GEN goes live June 2018.
- Copies of the September 2017 C-ID Newsletter were provided to the Curriculum and Instruction Council.
- Course-to-course articulation approved by CSUs and UCs, retroactive to fall 2016:

<table>
<thead>
<tr>
<th>SCC Course</th>
<th>CSU GE Breadth Plan B</th>
<th>IGETC/Plan C</th>
<th>Approval/Denial Date</th>
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</thead>
<tbody>
<tr>
<td>SCC BIOL 115</td>
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<tr>
<td>SCC BIOL 221 + BIOL 231</td>
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<tr>
<td>SCC CHEM 249 + CHEM 259</td>
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<td>SCC CMPR 129</td>
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<td>SCC CMPR 129 + CMPR 154</td>
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<td>SCC TELV 101 + TELV 104</td>
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<td>SCC PSYC 219</td>
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<td>SCC PSYC 219</td>
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</table>

- SCC courses approved for CSU GE Breadth and/or IGETC, retroactive to fall 2016.

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<th>IGETC/Plan C</th>
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<tbody>
<tr>
<td>ASL 111</td>
<td></td>
<td>6A</td>
<td>Approved - 6/1/17</td>
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<tr>
<td>ASL 210</td>
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<td>6A</td>
<td>Approved - 6/1/17</td>
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<tr>
<td>BIOL 109HL</td>
<td>B3</td>
<td>5C</td>
<td>Approved - 6/13/17</td>
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<tr>
<td>BIOL 115</td>
<td>B2 + B3</td>
<td>5B + 5C</td>
<td>Approved - 6/13/17</td>
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<td>BIOL 190</td>
<td>B2</td>
<td>5B</td>
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<tr>
<td>BIOL 190L</td>
<td>B3</td>
<td>5C</td>
<td>Denied - 6/13/17</td>
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<tr>
<td>BIOL 149</td>
<td></td>
<td>5B + 5C</td>
<td>Approved - 6/13/17</td>
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<tr>
<td>BUS 130</td>
<td>E</td>
<td></td>
<td>Denied - 6/1/17</td>
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<tr>
<td>CHNS 101</td>
<td>C2</td>
<td>6A</td>
<td>Approved 6/13/17, 6A</td>
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<tr>
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<td>CSU GE Breadth</td>
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<tr>
<td>CHNS 102</td>
<td>C2</td>
<td>3B + 6A Approved 6/1/17</td>
<td>Note two approval dates</td>
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<tr>
<td>ERTH 130</td>
<td>B1</td>
<td>5A</td>
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<td>5A</td>
<td>Approved - 6/13/17</td>
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<td>KIN 257</td>
<td>E</td>
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<td>NUTR 120</td>
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<tr>
<td>SOC 115</td>
<td>D10</td>
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<td>Approved - 6/13/17</td>
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<tr>
<td>SOC 130</td>
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II.c. Chancellor's Office Update
R. Vazquez reported that COCI 2.0 users are experiencing difficulties with course and program submissions. This is expected to be resolved by the end of the month.

II.d. CurricUNET Update
J. Wagner reported that possible software solutions are being considered to address curriculum as well as student learning outcomes.

II.e. Enrollment Management Committee Report
J. Wagner reported that the committee will meet on Wednesday in H-207.

II.f. Exceptions to Academic Regulations Committee (EAR) Report
L. Aguilera reported that from May 15 to August 30, 2017, EAR Committee had five online voting sessions and met twice, once in July and once in August. Thirty (30) petitions were reviewed, 16 petitions for reinstatement (9 approved and 7 denied), 13 petitions for reinstatement of priority registration (5 approved and 8 denied), and one (1) exception to academic regulation (denied). The next EAR committee meeting is scheduled for September 27, 2017, from 2-3pm.

II.g. Planning and Institutional Effectiveness Committee (PIE) Report
J. Wagner reported that the committee met two Wednesday’s ago to review the approval process.

II.h. Shared Curriculum Update
J. Wagner reported that there are no major changes to shared curriculum.
II.i. **Student Learning Outcomes and Assessment Update**  
A. Voelcker reported that the end of the 5th week of every semester is the due date for student learning outcomes from the previous semester. Members were asked to input SLO data into Taskstream by a week from Friday.

**ANNOUNCEMENTS**

III.a. **Adult High School Diploma (Approved by BOT on May 26, 2009)**  
J. Wagner announced that the High School Diploma was missing from the catalog. All approvals are in place and the program was added to the catalog.

III.b. **Apprenticeship Insulator 032, Specialty Insulation (Approved by CIC on August 29, 2016 as Specialty Installations, typo in title)**  
J. Wagner announced that the typo in the title for the Apprenticeship Insulator 032 course was corrected.

III.c. **Apprenticeship Operating Engineers 071A, 072A, 077A (Distance Education Addenda added)**  
J. Wagner announced that distance education addenda were added to three of the Apprenticeship Operating Engineer courses: 071A, 072A and 077A.

III.d. **Board Policies**  
M. Flores announced that she will meet with C. Comeau, Interim Vice President of Academic Affairs at Santa Ana College, on Friday to review policies. Any policies that regard curriculum, will be brought to the Curriculum and Instruction Council at each college within the same time frame.

III.e. **Business Information Worker, Certificate of Proficiency**  
J. Wagner announced that the Business Information Worker Certificate of Proficiency was corrected to include two courses that were designated as “or” and were inadvertently removed. The corrected certificate will appear in the addendum.

III.f. **Certificates of Proficiency (12 – 17.9 Units)**  
T. Garbis announced that certificates of proficiency that are between 12-17.9 units can be submitted to the California Community College Chancellor’s Office (CCCCO) for approval. The certificates would be approved as certificates of achievement and would appear on student transcripts. This could impact MIS and/or have financial aid implications for students. Further possible impacts will be researched.

III.g. **Distance Education Addendum Policy**  
J. Wagner announced that a distance education addendum is required for courses taught 100% online or as hybrids. Distance education addenda have a separate approval and are generally approved on the same day that the course is approved. For existing courses, the approval of the distance education addenda will be considered for offering the following semester with the acceptance of the Dean and scheduling.

III.h. **Lecture and Lab Hours (48 to 54)**  
J. Wagner and M. Flores announced that the majority of courses are scheduled at 54 hours while the course outline of record reflects 48 hours. Course outlines are being updated to agree with scheduling practices. Hour changes are not a substantial change and do not have to be sent to the CCCCCO. If a unit change is deemed necessary, this may require resubmission for General Education areas.
III.i. Plan D Update
L. Aguilera announced that Plan D STEM Student Questionnaires were sent to STEM students in spring 2017; data is being compiled. The next step is to meet with all disciplines that have a course listed under Plan A area F1 and gather thoughts, concerns, and/or questions from those disciplines. Dora Escober and Leonor Aguilera plan to present findings to the Curriculum and Instruction Council in October 2017.

III.j. Prerequisites
J. Wagner asked members to use code 1 for prerequisites as much as possible as this avoids statistical analysis. Content review is required.

III.k. Prerequisite Waivers
J. Wagner commented on prerequisite waivers. Prerequisite waivers should be decided upon by the department with the proper documentation. L. Aguilera commented on the Course Prerequisite Clearance form which is available on the counseling website and can be adjusted for any department. Forms should be made accessible to students.

IV.a. Addendum
J. Wagner announced that an addendum will be available in November to allow for spring offerings. New courses, new programs and anything requiring immediate attention will be included on the addendum.

IV.b. Catalog Taskforce Report
M. Flores commented on the goal to go paperless for the schedule and catalog, with only a limited number of schedules and/or catalogs printed. Members were asked to notify M. Flores if they would like to participate. The same membership is being sought as that of the catalog taskforce committee.

V.a. Collegial Handbook Description/Review
J. Wagner reviewed the Collegial Governance Handbook description for the Curriculum and Instruction Council.

V.b. Curriculum & Instruction Handbook
The revised Curriculum and Instruction Handbook is available on the Curriculum and Instruction Council website.

V.c. Quinquennials
Presentation of a resolution to the Academic Senate regarding moving to a 5-year curriculum approval cycle was approved.
Mover: N. Shekarabi
Seconed by: S. McLean
Nays: None
Abstentions: None

VI. POLICY CHANGES
No items were reviewed.
VII.a. Annual Credit Course Certification
   J. Wagner commented that colleges are being granted more local control over curriculum and are responsible for courses and programs submitted to the CCCCO following Title 5.

VII.b. Program and Course Approval Handbook (PCAH)
   J. Wagner reviewed updates to the PCAH.
VIII. CONSENT AGENDA FROM TECHNICAL COMMITTEE

**Items 1-16, 18-22, and 24-32 were approved.**

**Items 17 and 23 were pulled**

* **Mover:** S. McLean  
  **Seconded by:** L. Wright  
  **Ayes:** L. Aguilera, S. Cummins, S. Deeley, M. Flores, A. Freese, J. Kubicka-Miller, S. James, C. Malone, L. Martin, S. McLean, R. Miller, N. Pecenkovic, N. Shekarabi, J. Shields, V. Vargas (Student Representative), J. Wagner, L. Wright  
  **Nays:** None  
  **Abstentions:** None

**Revised Courses without Catalog Changes**

1. Vocational: Clothing 477, Fundamentals of Commercial Sewing  
   a. Recommended Preparation: Vocational: Clothing 483 or instructor’s approval by assessment  
2. Vocational: Clothing 483, Introduction to Commercial Sewing  
3. Vocational: Construction 608, Introduction to Welding, Pre-Apprentice  
4. Vocational: Construction 611, Fundamentals of Welding, Pre-Apprentice  
   a. Recommended Preparation: Vocational: Construction 608 or by instructor’s approval by assessment  
5. Vocational: Construction 859, Introduction to Cabinetry/Furniture Refinishing Pre-Apprentice  
6. Vocational: Construction 953, Fundamentals of Cabinetry/Furniture Refinishing, Pre-Apprentice  
   a. Recommended Preparation: Vocational: Construction 859 or instructor’s approval by assessment  
8. Vocational: Shelter Dog Training 030, Practical Dog Training  
9. Water Utility Science 199, Cooperative Work Experience Education  
   a. Prerequisite: Successful completion of 6 units in Water Utility Science

**Revised Courses with Minor Catalog Changes**

10. Art 100, Introduction to Art Concepts  
11. Art 100H, Honors Introduction to Art Concepts  
   a. Prerequisite: A high school or college GPA of 3.0 or above  
12. Art 101, Survey of Western Art History I: Prehistory Through the Middle Ages  
   a. Recommended Preparation: English 101/101H  
13. Art 102, Survey of Western Art History II: Renaissance Through the Twentieth Century  
   a. Recommended Preparation: English 101/101H  
14. Art 122, Graphic Design I  
   a. Recommended Preparation: Art 110 or Art 195 or an understanding of Photoshop and Illustrator software  
15. Art 221, Graphic Design II  
   a. Prerequisite: Art 122  
16. Biology 200, Environment of Man  
17. Computer Science 157, Introduction to Robotics - PULLED  
18. Mathematics 287, Introduction to Linear Algebra and Differential Equations  
   a. Prerequisite: Mathematics 280  
19. Music 127, Concert Chorale  
   a. Recommended Preparation: Some music reading ability is recommended. Students should have one or two semesters of vocal technique class (Music 121, 122 or 123).  
20. Music 128, Masterworks Chorale
a. Recommended Preparation: Some music reading ability is recommended. Students should have one or two semesters of vocal technique class (Music 121, 122 or 123).

21. Music 129, Chamber Choir
   a. Recommended Preparation: Some music reading ability is recommended. Students should have one or two semesters of vocal technique class (Music 121, 122 or 123).

22. Philosophy 110, Critical Thinking
   a. Prerequisite: English 101/101H

23. Political Science 200, American Political Thought - PULLED

Course Deactivations
24. Political Science 200H, Honors American Political Thought
25. Political Science 222, Survey of Current Issues in American Politics

Removal of Deactivated Courses from General Education Plans
26. CSU GE (Plan B): Area D8: Political Science, Government, and Legal Institutions
   a. Political Science 200H, Honors American Political Thought
   b. Political Science 222, Survey of Current Issues in American Politics
27. IGETC (Plan C): Area 4: Social and Behavioral Sciences
   a. Political Science 200H, Honors American Political Thought
   b. Political Science 222, Survey of Current Issues in American Politics

Removal of Deactivated Courses from Programs
28. History A.A. Degree for Transfer
   a. Political Science 200H, Honors American Political Thought
29. Liberal Arts: Social and Behavioral Sciences A.A. Degree
   a. Political Science 200H, Honors American Political Thought
30. Social Science A.A. Degree (Proposed for Deletion)
   a. Political Science 200H, Honors American Political Thought

Revised Programs with Minor Catalog Changes
No programs to review

Program Deletions
31. Associate in Arts in Philosophy (11930)
32. Associate in Arts in Social Science (11937)

Course SLO Revisions
No courses to review

Program SLO Revisions
No programs to review
IX. CURRICULUM ITEMS

*Items 1-15 were presented.*

**DISCUSSION ITEMS** (1st READINGS)

**New Courses**

No courses to review

**Revised Courses**

1. Biology 192, Biotech B: Proteins
   a. Prerequisite: Biology 191
   b. Distance Education
2. Dance 106B, Introduction to Modern Dance
   a. Prerequisite: Dance 106A
3. Geography 130, Introduction to Weather and Climate
   a. Distance Education
4. Geography 140, California Geography
   a. Recommended Preparation: Geography 100/100H
   b. Distance Education
5. Geography 150, Exploring Maps and Geographic Technologies
   a. Distance Education
6. History 240, Introduction to Peace and Conflict Studies
   a. Recommended Preparation: Political Science 101/101H or Political Science 220
   b. Distance Education
   a. Prerequisite: Mathematics N55 or Mathematics N60 or placement into Mathematics 086 on the Mathematics level 2 placement exam and a course equivalent to Mathematics N55 or N60
   b. Distance Education
8. Mathematics 170, Pre-Calculus Mathematics
   a. Prerequisite: Mathematics 160
   a. Prerequisite: Mathematics 080 or Mathematics 086 or equivalent skills as measured by the Mathematics Level 3 Exam and a course equivalent to Mathematics 080
    a. Recommended Preparation: Political Science 101/101H or Political Science 220
    b. Distance Education
11. Political Science 250, Advanced Model United Nations
    a. Prerequisite: Political Science 150
    b. Distance Education
12. Psychology 240, Introduction to Social Psychology
    a. Distance Education
13. Psychology 250, Introduction to Abnormal Psychology
    a. Prerequisite: Psychology 100/100H
    b. Recommended Preparation: English 061
    c. Distance Education
New Programs
No programs to review

Revised Programs
14. Associate in Arts in Anthropology for Transfer (32043)
15. Associate in Arts in Anthropology (11939)
IX. CURRICULUM ITEMS

*Items 16-18 and 20-21 were approved.*
*Items 19-19a were pulled.*

**Mover:** S. Cummins  
**Seconded by:** S. McLean  
**Ayes:** L. Aguilera, S. Cummins, S. Deeley, M. Flores, A. Freese, J. Kubicka-Miller, S. James, C. Malone, L. Martin, S. McLean, R. Miller, N. Pecenkovic, N. Shekarabi, J. Shields, V. Vargas (Student Representative), J. Wagner, L. Wright  
**Nays:** None  
**Abstentions:** None

**ACTION ITEMS** (2nd READINGS)

**New Courses**  
*No courses to review.*

**Revised Courses**

16. Biology 191, Biotech A: Basic Lab Skills  
   a. Recommended Preparation: Mathematics 080  
   b. Distance Education  
17. Biology 193, Biotech C: Nucleic Acids  
   a. Prerequisite: Biology 191  
   b. Distance Education  
18. Biology 239, General Human Anatomy  
   a. Distance Education  
19. French 194, Conversation and Composition I - PULLED  
   a. Prerequisite: French 101 or two years high school French with grade of C or better - PULLED  
20. Women's Studies 101, Introduction to Women's Studies  
   a. Distance Education

**New Programs**  
*No programs to review*

**Revised Programs**

21. Associate in Arts in Psychology for Transfer (31041)

The meeting was adjourned at 3:16 p.m. by J. Wagner.