

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting Minutes
September 8, 2020



I. Call to Order: The meeting was called to order at 3:02 p.m.

II. Roll Call: Voting Members Present: Kimberley Stiemke, Daniel Stackhouse, Kenneth Yu, Khanh Ninh, Janet Cagley, Karen Bautista, Raine Hambly, Alli Stanojkovic.

Non-Voting: Amabel Arredondo, Shelia Moore-Farmer.

Guests: Tina McClurkin, Cathy Dunne, and Marcela Valle.

III. Reading and Approval of Minutes- August 25, 2020. Approved pending grammatical changes.

IV. Report of Curriculum Chair: Kimberley asked the committee if they feel comfortable with Shelia making minor changes such as aligning addenda hours with the COR and having DE as a teaching modality. The committee agreed as long as the originator of the course is informed before making the changes. At the last Academic Senate Meeting, Jennifer Oo requested for another curriculum committee member to fill the vacant position.

V. Old Business: Courses approve in last meeting will move forward to DCCC. The meeting is scheduled for September 18, 2020 and courses moving forward are as follows: IHSS 124, IHSS 111, IHSS 106, IHSS 107, IHSS 102, IHSS 109, IHSS 123, IHSS 174.

VI. New Business

A) **Distance Education Attendance Collecting Formula-** Kimberley reached out to ASCCC and will provide more information in next meeting once she hears back from them. If the committee decides to use the formula, addenda will need to be resubmitted.

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B) Revised Courses: MS 105, MS 106, MS 107, MS 119, MS 134, MS 143, MS 144, MS 160, MS 165, ESLA 1070, BMGR 410, BMGR 412, BMGR 415, BMGR 417, BMGR 421, BMGR 423, BMGR 430, BMGR 431, BMGR 452, BMGR 610, OTEC 091, OTEC 092, OTEC 105, OTEC 110, OTEC 111, OTEC 210, OTEC 211, OTEC 212, OTEC 225.

1. Under instructor-student interactive contact, boxes are checked off to allow for flexibility and to cover as many options as possible.
2. Karen recommends reviewing e-books for accessibility. If the book is not accessible, she recommends reaching out to Danielle Barbaro so she can contact the State Chancellor's Office and ask for accessible versions to be prepared in advance.

COURSE	Title	Action	Assigned to	STATUS
MS 105	Excel, Introduction	Align addenda and COR hours as needed. Add DE as method of instruction and update textbook in COR.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
MS 106	Access, Introduction	Align addenda and COR hours as needed. Add DE as method of instruction and update textbook in COR.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
MS 107	Access, Intermediate	Align addenda and COR hours as needed and add DE as method of instruction.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
MS 119	PowerPoint, Introduction	Align addenda and COR hours as needed. Add DE as method of instruction and update textbook in COR.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
MS 134	Microsoft Word, Intermediate	Align addenda and COR hours as needed. Add DE as method of instruction and update textbook in COR.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
MS 143	Microsoft Publisher, Introduction	Align addenda and COR hours Add DE as method of instruction to COR.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
MS 144	Microsoft Word, Introduction	Align addenda and COR hours as needed. Add DE as method of instruction and update textbook in COR.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.

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MS 160	MS Office Overview	Align addenda and COR hours Add DE as method of instruction to COR.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
MS 165	Microsoft Excel, Power User Skills	Align addenda and COR hours Add DE as method of instruction to COR.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.

Motioned by Raine Hambly; seconded by Karen Bautista. Motioned carried by unanimous vote.

COURSE	Title	Action	Assigned to	STATUS
OTEC 091	Computer Basics	Check off Software box as needed under Student and Faculty Resource section. List textbook as needed under Faculty Resources.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
OTEC 92	Software Essentials	Add DE as method of instruction to COR. Check off Software box as needed under Student and Faculty Resource section. List textbook as needed under Faculty Resources.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
OTEC 105	Microsoft Outlook Fundamentals	Check off Software box as needed under Student and Faculty Resource section. List textbook as needed under Faculty Resources.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
OTEC 110	Business Math for Office Technology	Check off Software box as needed under Student and Faculty Resource section. List textbook as needed under Faculty Resources.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
OTEC 111	Customer Relation Management	Check off Software box as needed under Student and Faculty Resource section. List textbook as needed under Faculty Resources.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
OTEC 210	Computer Concepts and Applications I	Check off Software box as needed under Student and Faculty Resource section. List textbook as needed under Faculty Resources. Under Assessment Types, Exams using Website box needs to be checked off	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.

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OTEC 211	Computer Concepts and Applications II	Check off Software box as needed under Student and Faculty Resource section. List textbook as needed under Faculty Resources. Under Assessment Types, Exams using Website box needs to be checked off	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
OTEC 212	Computer Concepts and Applications III	Check off Software box as needed under Student and Faculty Resource section. List textbook as needed under Faculty Resources. Under Assessment Types, Exams using Website box needs to be checked off.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.
OTEC 225	MS Office Integrated Projects	Check off Software box as needed under Student and Faculty Resource section. List textbook as needed under Faculty Resources.	Tina McClurkin	Approved with modification and forward to DCCC September 2020 Meeting.

Motioned by Khanh Ninh; seconded by Janet Cagley. Motioned carried by unanimous vote.

COURSE	Title	Action	Assigned to	STATUS
BMGR 410	Elements of Supervision	Add DE as method of instruction. Mode of delivery to include Hybrid instruction. Section 4 other box needs to be unchecked. Course description needs updating to show it as BMGR 410 not Pharm Tech.	Cathy Dunne	Approved with modification and forward to DCCC September 2020 Meeting.
BMGR 412	Management Skills I	Course description needs updating to show it as BMGR 412 not Pharm Tech. Mode of delivery to include Hybrid instruction. Section 4 other box needs to be unchecked.	Cathy Dunne	Approved with modification and forward to DCCC September 2020 Meeting.
BMGR 415	Written Communication-Business	Course description needs updating to show it as BMGR 415 not Pharm Tech. Mode of delivery to include Hybrid instruction. Section 4 other box needs to be unchecked.	Cathy Dunne	Approved with modification and forward to DCCC September 2020 Meeting.

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BMGR 417	Effective Business Presentations	Align addenda and COR hours. Course description needs updating to show it as BMGR 417 not Pharm Tech. Mode of delivery to include Hybrid instruction. Section 4 other box needs to be unchecked.	Cathy Dunne	Approved with modification and forward to DCCC September 2020 Meeting.
BMGR 421	Successful Negotiations	Course description needs updating to show it as BMGR 421 not Pharm Tech. Mode of delivery to include Hybrid instruction. Section 4 other box needs to be unchecked.	Cathy Dunne	Approved with modification and forward to DCCC September 2020 Meeting.
BMGR 423	Introduction to Employment Law	Course description needs updating to show it as BMGR 423 not Pharm Tech. Mode of delivery to include Hybrid instruction. Section 4 other box needs to be unchecked.	Cathy Dunne	Approved with modification and forward to DCCC September 2020 Meeting.
BMGR 430	Marketing Principles	Course description needs updating to show it as BMGR 430 not Pharm Tech. Mode of delivery to include Hybrid instruction. Section 4 other box needs to be unchecked.	Cathy Dunne	Approved with modification and forward to DCCC September 2020 Meeting.
BMGR 431	Finance Non-Financial Manger	Course description needs updating to show it as BMGR 431 not Pharm Tech. Mode of delivery to include Hybrid instruction. Section 4 other box needs to be unchecked.	Cathy Dunne	Approved with modification and forward to DCCC September 2020 Meeting.
BMGR 452	Understanding Business Contracts	Course description needs updating to show it as BMGR 452 not Pharm Tech. Mode of delivery to include Hybrid instruction. Section 4 other box needs to be unchecked.	Cathy Dunne	Approved with modification and forward to DCCC September 2020 Meeting.
BMGR 610	Management Skills II	Course description needs updating to show it as BMGR 610 not Pharm Tech. Mode of delivery to include Hybrid instruction. Section 4 other box needs to be unchecked.	Cathy Dunne	Approved with modification and forward to DCCC September 2020 Meeting.

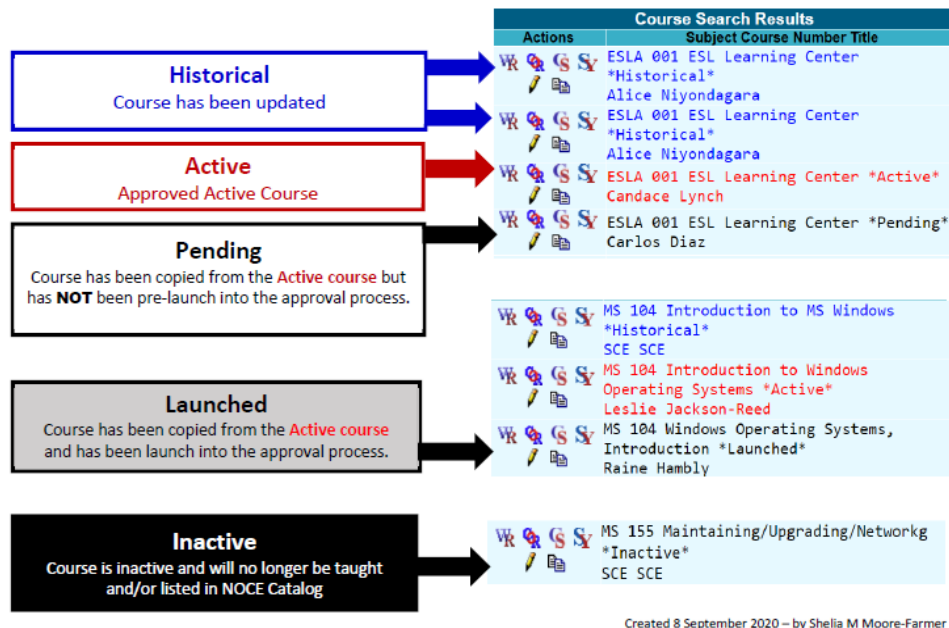
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Motioned by Kenneth Yu; seconded by Daniel Stackhouse. Motioned carried by unanimous vote.

COURSE	Title	Action	Assigned to	STATUS
ESLA 1070	ESL Academic Distance Learning	Question on deactivation, replacing ESLA 211, and revisions.	Kimberley reaching out to Carlos Diaz.	Will be sent back to originator

Announcements:

Shelia went over status of courses in CurricUNET, please refer to her chart below, and provided instructions on access and revisions.



To revise a course:

- a) Click copy
- b) Under Proposal Type, choose "Apportionment Revision" and then click Next.
- c) Under Rational, type "Update" and click ok.

Please email Shelia if you are not able to access the course.

**VII. Next Curriculum Committee meeting will be held on
September 22, 2020, from 3-4:30 pm**

VIII. Adjournment-

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The meeting adjourned at 4:29 p.m.

Motion to adjourn by Khanh Ninh; seconded by Kenneth Yu.