

NORTH ORANGE CONTINUING EDUCATION  
Curriculum Committee Meeting Minutes  
October 13, 2020



## Official Minutes

**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, Cynthia Ramirez.

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

**Guest:** Tina McClurkin, and Marcela Valle.

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

**IV. Report of Curriculum Chair:** Kimberley shared that two new members joined the Curriculum Committee, Student Susan Kay Quihuis and Adjunct Faculty Cynthia Ramirez. She also informed the committee that today's invited guest speaker, Director Margie Abab was unable to attend the meeting.

**V. Old Business:** Approved courses from last month's September 8<sup>th</sup> meeting was reviewed at DCCC's September 18<sup>th</sup> meeting. Courses reviewed were the following:

MS 105, MS 106, MS 107, MS 119, MS 134, MS 143, MS 144, MS 160, MS 165,  
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.

\*\*ESLA 1070 was not approved in the last meeting and was not reviewed by DCCC.

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**VI. New Business**

**A) Revised Courses:** ABED 105, ABED 110, ABED, 115, ABED 116, ABED 117, BUSN 645, COMP 510, COMP 511, COMP 645, COMP 685, DSSS 110, DSSS 111, DSSS 116, DSSS 117, DSSS 120, DSSS 121, DSSS 122, DSSS 123, DSSS 124, DSSS 125, DSSS 130, DSSS 131, DSSS 132, DSSS 133, DSSS 134, DSSS 135, DSSS 137, DSSS 138, DSSS 140, DSSS 141, DSSS 142, DSSS 143, DSSS 144, DSSS 146, DSSS 147, DSSS 150, DSSS 151, DSSS 152, DSSS 153, DSSS 160, DSSS 161, DSSS 162, DSSS 163, DSSS 164, DSSS 165, DSSS 300, DSS 301, DSSS 302, DSSS 303, DSSS 304, DSSS 305, DSSS 306, DSSS 307, DSSS 308, DSSS 309, DSSS 310, ENCO 200, ENCO 201,ESLA 001, MEDA 141.

**B) Announcements:**

1. **Alli Stanojkovic** provided addendum information for DSSS 300 WISE courses. She informed the committee that these have large amounts of communication due to being fully funded programs from the Regional Center. Currently, the Regional Center utilizes Google classrooms and Zoom but is looking into using Canvas as a future platform.
2. **Alli Stanojkovic** explained that DSSS 100 courses utilize email due to discrepancies with Canvas' inbox options and lack of rich text editor.
3. **Kimberley Stiemke** asked the committee if they prefer to be specific on the type of video conferencing listed in the addenda. Committee agrees to be thorough and have CCCZoom as the option for video conferencing.
4. **Khanh Ninh** asked regarding the completion of partial credits for HS students.  
**Janet Cagley** shared that the high school program will need to have two concurrent programs, the current one as correspondence and the other as distance education.

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COURSE	Title	Action	Assigned to	STATUS
BUSN 645	Customer Service	Tina will go over the recommendations made by the committee and will then follow up.	Tina McClurkin	Pending
COMP 645	Integrated Computer Projects	Tina will go over the recommendations made by the committee and will then follow up.	Tina McClurkin	Pending
COMP 685	Computer-Keyboarding-Beginning	Tina will go over the recommendations made by the committee and will then follow up.	Tina McClurkin	Pending
<b><i>Pending email vote</i></b>				
COMP 510	Computer Keyboarding, Mastery I	Approved	Tina McClurkin	Approved with modification and forward to DCCC October 2020 Meeting.
COMP 511	Computer Keyboarding Mastery II	Approved	Tina McClurkin	Approved with modification and forward to DCCC October 2020 Meeting.
<b><i>Motioned by Alli Stanojkovic; seconded by Khanh Ninh. Motion is carried by unanimous vote.</i></b>				
MEDA 141	Medical Billing Lab, Introduction	No methods of instructions/ will be reviewed next meeting	Jennifer Oo	Pulled
DSSS 300	WISE -Budgeting Skills	No Changes needed	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 301	WISE -Consumer Skills	No Changes needed	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 302	WISE -Health and Nutrition	No Changes needed	Alli Stanojkovic	Approved with modification and forward to DCCC <b>November</b> 2020 Meeting.

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DSSS 303	WISE -Safety Skills	No Changes needed	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
<b><i>Motioned by Kenny Yu; seconded by Khanh Ninh. Motion is carried by unanimous vote.</i></b>				
DSSS 304	WISE -Securing a Job	Update COR, and uncheck software box #4	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 305	WISE -Retaining a Job	Update COR, and uncheck software box #4	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 306	WISE -Independent Living Skills	Update COR, and uncheck software box #4	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 307	WISE -Independent Living Skills in the Community	Update COR, and uncheck software box #4	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 308	WISE -US Civics	Update COR, and uncheck software box #4	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 309	WISE -US Geography	Update COR, and uncheck software box #4	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
<b><i>Motioned by Kenny Yu and seconded by Khanh Ninh. Motion is carried by unanimous vote.</i></b>				
DSSS 310	WISE-Daily Living Skills	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
<b><i>Motioned by Khanh Ninh and seconded by Kenny Yu. Motion is carried by unanimous vote.</i></b>				

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DSSS 110	Community Resources	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 111	Community Resources, Advanced	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 116	Reading: Survival Vocabulary & Basic Reading and Writing	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 117	Reading: Use in Real Life Situations	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 120	Computer Fundamentals: Beginning Skills	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 121	Computer Fundamentals: Basic Word Processing Editing	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 122	Computers: Presentation Software & Basic Formatting	Update COR, uncheck software box #4 and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 123	Computers: Word Processing and Electronic Mail	Update COR, uncheck software box #4 and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 124	Photoshop Elements: Digital Camera Operation & Editing Fundamentals	Update COR, and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 125	Photoshop Elements: Layering and Special Effects	Update COR, and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.

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DSSS 130	Banking & Bill Paying: Beginning Skills	Update COR, and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 131	Banking & Bill Paying: Budgeting	Update COR, and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 132	Money Skills - Safe Shopping and Money Management	Update COR, and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 133	Money Skills: Smart Shopping & Completing Transactions	Update COR, and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 134	Basic Cooking - Beginning Skills	Update COR, and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 135	Basic Cooking: Advanced Skills	Update COR, and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 137	Independent Living: Options & Resources	Update COR, and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 138	Independent Living :Health, Safety & Living with Roommates	Update COR, and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 140	Job Skills: Exploring Occupational Paths	Update COR and make minor edits per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 141	Job Skills: Work Attitude & Employer Expectations	No changes	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.

***Motioned by Raine Hambly and seconded by Khanh Ninh. Motion is carried by unanimous vote.***

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DSSS 142	Communication on the Job: Foundational Skills	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 143	Communication on the Job: Effectively Dealing W Wk-Related Problems	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 144	Community Volunteering for Vocational Skills Enhancement	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 146	Workplace Skills Training: Exceptional Employee	Edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
<b><i>Motioned by Khanh Ninh and seconded by Kenny Yu. Motion is carried by unanimous vote.</i></b>				
DSSS 147	Workplace Skills Training: Workplace Safety	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 150	Self Advocacy: Making a Plan	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 151	Self Advocacy: Communication with Authority & Emergency Personnel	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 152	Social Skills: Foundational Interpersonal Basics	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 153	Social Skills: Conflict Management and Resolution Basics	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 160	Relationships: Foundational Basics in Building Healthy Relationships	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.

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DSSS 161	Relationships: Values, Intimacy & Sexuality Concepts	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 162	Boundaries & Relationships: Fundamentals	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 163	Boundaries & Relationships: Personal Development and Safety	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 164	Human Sexuality: Human Development & Conception	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.
DSSS 165	Human Sexuality: Human Development & Healthy Relationships	Add video conferencing features- Confer Zoom/ Virtual fieldtrips	Alli Stanojkovic	Approved with modification and forward to DCCC October 2020 Meeting.

***Motioned by Kenny Yu and seconded by Khanh Ninh. Motion is carried by unanimous vote.***

COURSE	Title	Action	Assigned to	STATUS
<b>Basic Skills/ High School</b>				
ABED 105	NOCE Learning Center	No pending course	Jennifer Carey	Pulled
ABED 110	College Prep – Basic Math	Align addenda and COR hours. Add DE as method of instruction to COR.	Kimberley Stiemke	Approved with modification and forward to DCCC October 2020 Meeting.
ABED 115	College Prep Pre-Algebra	Align addenda and COR hours. Add DE as method of instruction to COR.	Kimberley Stiemke	Approved with modification and forward to DCCC October 2020 Meeting.
ABED 116	College Prep Elementary Algebra	Align addenda and COR hours. Add DE as method of instruction to COR.	Kimberley Stiemke	Approved with modification and forward to DCCC October 2020 Meeting.



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ABED 117	College Prep Pre and Elementary Algebra (Accelerated)	Align addenda and COR hours. Add DE as method of instruction to COR.	Kimberley Stiemke	Approved with modification and forward to DCCC October 2020 Meeting.
<b><i>Motioned by Khanh Ninh and seconded by Daniel Stackhouse. Motion is carried by unanimous vote.</i></b>				

COURSE	Title	Action	Assigned to	STATUS
<b>LEAP</b>				
ENCO 200	Braille Transcribing - Reading & Writing Uncontracted and Contracted	Pulled and will follow up with Adam to determine which department they belong to/ Addenda not instructor specific.	Alli Stanojkovic	Pulled
ENCO 201	Braille Transcribing - Formatting Contracted Unified English Braille	Pulled and will follow up with Adam to determine which department they belong to/ Addenda not instructor specific.	Alli Stanojkovic	Pulled

COURSE	Title	Action	Assigned to	STATUS
<b>ESL</b>				
ESLA 001	ESL Learning Center	Will be reviewed next meeting, October 27, 2020.	Carlos Diaz	Pulled

**VII. Adjournment-**

The meeting adjourned at 4:30 p.m.

***Motion to adjourn by Khanh Ninh; seconded by Alli Stanojkovic. Motioned carried.***