

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
October 27, 2020



Official Minutes

- I. Call to Order- The meeting was called to order at 3:06 pm.
- II. **Roll Call:**

Voting Members Present: Kimberley Stiemke, Daniel Stackhouse, Kenneth Yu, Khanh Ninh, Janet Cagley, Karen Bautista, Raine Hambly, Alli Stanojkovic, Cynthia Ramirez.
- III. **Non-Voting:** Amabel Arredondo, Shelia Moore-Farmer, Susan Quihuis.
- IV. **Guests:** Marcela Valle, Carlos Diaz.
- V. **Reading and Approval of Minutes- October 13, 2020:** Approved pending recommended changes. Motioned by Alli Stanojkovic; seconded by Kenny Yu.
- VI. **Report of Curriculum Chair-**

Kimberley shared a need for the committee to create and develop a process to review and evaluate tools/websites used for distance education courses to ensure standards of distance education are met, especially accessibility.

Doodle Poll was sent out to Committee Members to move up the November 10th meeting. The meeting will now be held on November 2nd from 2:30 to 4 pm.

Old Business:

ABED 105, ESLA 001, ENCO 200, ENCO 201, and MEDA 141 courses did not move forward in the last meeting. These courses will be reviewed again in the upcoming Curriculum Committee meetings.

BUSN 645, COMP 645, and COMP 685 courses were approved by block vote via email on Thursday, October 15, 2020.

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
October 27, 2020

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.

VII. New Business:

There was discussion regarding the addition of new software in ESL addenda and whether it meets appropriate distance education standards and accessibility guidelines. **Janet Cagley** shared that many departments are adopting tools that are not accessible. She emphasized the importance of continuity and consistency within the departments and felt there should be something in place since this is a long term decision. **Raine Hambly** shared that some of her CTE programs use industry-specific software that is not Accessible and feels that CTE faculty should be invited for further discussion and representation. After hearing feedback, **Carlos Diaz** agreed to remove software/resources from addenda not listed in the COR and include the No Projects option and the No Group/Team assignment options.

~~ Revised Courses ~~				
Course	Title	Action	Assigned to	Status
ESL				
ESLA 001	ESL Learning Center	Check box for No Projects. Uncheck No Videos/Podcast. Check box for No Group. Remove-Azar and Burlington English software. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
<i>Motioned by Khanh Ninh; seconded by Alli Stanojkovic. Motion is carried by unanimous vote.</i>				

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
October 27, 2020

ESLA 110	ESL Multilevel	Check off No Projects box. Remove software not mentioned in COR. Remove fully online course. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
ESLA 120	ESL Family Literacy	Needs Top Code. Remove fully online course. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
ESLA 159	ESL Fundamentals, Beginning Literacy	Needs Top Code. Remove fully online course. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
ESLA 160	ESL Fundamentals, Beginning Low	Remove fully online course. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
ESLA 169	ESL and Civics Preparation, Beginning Literacy	Remove fully online course. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
ESLA 170	ESL and Civics Education, Beginning Low	Remove fully online course. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
<i>Motioned by Kenny Yu; seconded by Khanh Ninh. Motion is carried by unanimous vote.</i>				
ESLA 161	ESL Fundamentals, Beginning High	Leave as fully online course. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
ESLA 180	ESL Reading Skills, Beginning	Leave as fully online course. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
ESLA 185	ESL Writing Skills, Beginning	Leave as fully online course. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
ESLA 222	ESL Grammar Review, Beginning	Leave as fully online course. Make edits made per recommendations on review sheet.	Carlos Diaz	Approved with modification.
<i>Motioned by Kenny Yu; seconded by Dan Stackhouse. Motion is carried by unanimous vote.</i>				

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
October 27, 2020

ESLA 162	ESL Fundamentals, Intermediate Low		Carlos Diaz	Not Reviewed
ESLA 163	ESL Fundamentals, Intermediate High		Carlos Diaz	Not Reviewed
ESLA 164	ESL Fundamentals, Advanced		Carlos Diaz	Not Reviewed
ESLA 171	ESL and Civics Education, Beginning High		Carlos Diaz	Not Reviewed
ESLA 172	ESL and Civics Education, Intermediate Low		Carlos Diaz	Not Reviewed
ESLA 173	ESL and Civics Education, Intermediate High		Carlos Diaz	Not Reviewed
ESLA 174	ESL and Civics Education, Advanced		Carlos Diaz	Not Reviewed
ESLA 181	ESL Reading Skills, Intermediate to Advanced		Carlos Diaz	Not Reviewed
ESLA 186	ESL Writing Skills, Intermediate to Advanced		Carlos Diaz	Not Reviewed
ESLA 223	ESL Grammar Review, Intermediate to Advanced		Carlos Diaz	Not Reviewed
ESLA 225	ESL Vocabulary Review, Beginning		Carlos Diaz	Not Reviewed
ESLA 226	ESL Vocabulary Review, Intermediate to Advanced		Carlos Diaz	Not Reviewed
ESLA 801	Computer Skills for ESL, Beginning		Carlos Diaz	Not Reviewed
ESLA 802	ESL Pronunciation/Conversation Skills		Carlos Diaz	Not Reviewed
ESLA 803	Citizenship Preparation		Carlos Diaz	Not Reviewed
ESLA 805	Drama for Communication		Carlos Diaz	Not Reviewed
ESLA 808	ESL Intermediate to Advanced Work Skills		Carlos Diaz	Not Reviewed
ESLA 809	American Idioms		Carlos Diaz	Not Reviewed
ESLA 815	Computer Skills for ESL, Intermediate to Advanced		Carlos Diaz	Not Reviewed
ESLA 1020	Vocational English-as-a-Second Language: Early Childhood Education		Carlos Diaz	Not Reviewed

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
October 27, 2020

ESLA 1025	Vocational English as a Second Language: Pharmacy Technician		Carlos Diaz	Not Reviewed
ESLA 1030	Vocational English as a Second Language: Administrative Assistant		Carlos Diaz	Not Reviewed
ESLA 1050	ESL Workplace Advancement Skills, Beginning		Carlos Diaz	Not Reviewed
ESLA 1052	ESL Workforce Readiness Skills, Beginning		Carlos Diaz	Not Reviewed
ESLA 1054	ESL Workplace Advancement Skills, Intermediate to Advanced		Carlos Diaz	Not Reviewed
ESLA 1056	ESL Workforce Readiness Skills, Intermediate to Advanced		Carlos Diaz	Not Reviewed
ESLA 1060	ESL for Academic Success: Reading and Writing I		Carlos Diaz	Not Reviewed
ESLA 1062	ESL for Academic Success: Listening and Speaking I		Carlos Diaz	Not Reviewed
ESLA 1065	ESL for Academic Success: Reading and Writing II		Carlos Diaz	Not Reviewed
ESLA 1067	ESL for Academic Success: Listening and Speaking II		Carlos Diaz	Not Reviewed

VIII. Announcements: Next Curriculum Committee meeting will meet November 2, 2020.

IX. Adjournment- Meeting- The meeting adjourned at 4:40 pm.

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