

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 2, 2020



Approved Minutes

I. **Call to Order-** The meeting was called to order at 2:36 pm

II. **Roll Call:**

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

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

Guest: April Fante,

Phone Attendee: Marion Dawirs.

III. **Reading and Approval of Minutes:** October 27, 2020 minutes approved.

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

IV. **Report of Curriculum Chair:** Kimberley shared with the committee that she reached out to the district to negotiate to move their DCCC November 13th meeting to a later time. If her request goes through, the committee will have ample time to review the remaining courses and submit them for board review on December 8th.

V. **Old Business:**

The following courses were approved in the last meeting: ESLA 001, ESLA 110, ESLA 120, ESLA 159, ESLA 160, ESLA 169, ESLA 170, ESLA 161, ESLA 180, ESLA 185, ESLA 222.

The following courses were not reviewed: ESLA 162, ESLA 163, ESLA 164, ESLA 171, ESLA 172, ESLA 173, ESLA 174, ESLA 181, ESLA 186, ESLA 223, ESLA 225, ESLA 226, ESLA 801, ESLA 802, ESLA 803, ESLA 805, ESLA 808, ESLA 809, ESLA 815, ESLA 1020, ESLA 1025, ESLA 1030, ESLA 1050, ESLA 1052, ESLA 1054, ESLA 1056, ESLA 1060, ESLA 1062, ESLA 1065, ESLA 1067.

VI. **New Business:**

DSSS adjunct instructor **Marion Dawirs** gave feedback and an overview of ENCO 200 and ENCO 201 courses. She and **April** agreed these courses should have the option of being fully and partially online.

Kimberley asked to extend the meeting by 10 minutes; it was Motioned by Janet Cagley; seconded by Alli Stanojkovic. Motioned carried by unanimous vote.

VII. **Announcements:**

Next Curriculum Committee meeting will meet November 10th to review the remaining summer addenda.

VIII. **Adjournment:** The meeting adjourned at 4:35 pm.

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

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 2, 2020

~~ Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
Basic Skills/ High School				
ABED 105	NOCE Learning Center	Correspondence only, no recommendations made by the committee.	Jennifer Carey	Approved
<i>Motioned by Cynthia Ramirez; seconded by Kenny Yu. Motion is carried by unanimous vote.</i>				
ABED 405	GED/HiSET: Mathematics	Updated hours to be aligned with the College Prep course, there is now a specific start and end date. Since OFI (Online with Flexible In person) is an option, Proctored/ Face to Face box will be checked off.	Jennifer Carey	Approved with modification.
ABED 406	GED/HiSET: Reading	Updated hours to be aligned with the College Prep course, there is now a specific start and end date. Since OFI is an option, Proctored/ Face to Face box will be checked off.	Jennifer Carey	Approved with modification.
ABED 407	GED/HiSET: Science	Updated hours to be aligned with the College Prep course, there is now a specific start and end date. Since OFI is an option, Proctored/ Face to Face box will be checked off.	Jennifer Carey	Approved with modification.
ABED 408	GED/HiSET: Social Studies	Updated hours to be aligned with the College Prep course, there is now a specific start and end date. Since OFI is an option, Proctored/ Face to Face box will be checked off.	Jennifer Carey	Approved with modification.
ABED 409	GED/HiSET: Language Arts and Writing	Updated hours to be aligned with the College Prep course, there is now a specific start and end date. Since OFI is an option, Proctored/ Face to Face box will be checked off.	Jennifer Carey	Approved with modification.
<i>Motioned by Cynthia Ramirez; seconded by Kenny Yu. Motion is carried by unanimous vote.</i>				

~~ Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 2, 2020

~~ Revised Courses ~~				
CTE- Early Childhood Education				
ECE 100	Child Health and Safety	No recommendations made by the committee.	Tina McClurkin	Approved
ECE 108	ECE Program Principles and Practice	Check not applicable under #2 Learning Objectives. Make edits made per recommendations on review sheet.	Tina McClurkin	Approved with modification.
ECE 112	Language Arts and Literacy in Early Childhood	No recommendations made by the committee.	Tina McClurkin	Approved
ECE 116	Program: Music and Movement	No recommendations made by the committee.	Tina McClurkin	Approved
ECE 130	ECE Program: Science and Math	No recommendations made by the committee.	Tina McClurkin	Approved
ECE 132	ECE Program: Creative Experiences	No recommendations made by the committee.	Tina McClurkin	Approved
ECE 136	Family and Community Relationships	No recommendations made by the committee.	Tina McClurkin	Approved
ECE 140	Early Childhood Development	No recommendations made by the committee.	Tina McClurkin	Approved
ECE 142	Supervision & Administration	Check not applicable under #2 Learning Objectives. Make edits made per recommendations on review sheet.	Tina McClurkin	Approved with modification.
Crs Id	Title	Action	Assigned to	Status
ECE 165	Children with Special Needs	Check not applicable under #2 Learning Objectives. Make edits made per recommendations on review sheet.	Tina McClurkin	Approved with modification.
ECE 170	Introduction to Curriculum for Early Childhood Education	No recommendations made by the committee.	Tina McClurkin	Approved

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 2, 2020

~~ Revised Courses ~~				
ECE 175	Infant-Toddler Care	No recommendations made by the committee.	Tina McClurkin	Approved
<i>Motioned by Kenny Yu; seconded by Janet Cagley. Motion is carried by unanimous vote.</i>				

~~ Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
CTE- Medical Assistant				
MEDA 100	Medical Assistant, Core Concepts	Edits made per recommendations on review sheet- changes made by Karen.	Jennifer Oo	Approved with modification.
MEDA 101	Computers in Healthcare and EHR, Introduction	No recommendations made by the committee.	Jennifer Oo	Approved
MEDA 110	Medical Assistant Administrative	Course title does not match COR (Course Outline of Record). Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.
MEDA 111	Medical Assistant Administrative Lab	Course title does not match COR. Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.
MEDA 120	Medical Assistant Electronic Health Records	Course title does not match COR. Change addendum to reflect 12hrs. Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.
MEDA 121	Medical Assistant Electronic Health Records Lab	Course title does not match COR. Add EHR under student resources and remove Medisoft. Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.
MEDA 130	Medical Assistant Financial Concepts	Course title does not match COR. Add EHR under student resources and remove Medisoft. Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.
MEDA 131	Medical Assistant Financial Concepts Lab	Course title does not match COR. Edits made per recommendations on review	Jennifer Oo	Approved with modification.

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 2, 2020

		sheet- changes made by Janet.		
MEDA 140	Medical Billing, Introduction	Course title does not match COR/ Remove Lab from title. Add EHR under student resources and remove Medisoft. Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.
MEDA 141	Medical Billing Lab, Introduction	Course title does not match COR. Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.
MEDA 200	Medical Assistant Clinical Procedures Theory I	Course title does not match COR. Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.
MEDA 201	Medical Assistant Clinical Procedures Lab I	Course title does not match COR. Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.
MEDA 210	Medical Assistant Clinical Procedures Theory II	Course title does not match COR. Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.
MEDA 211	Medical Assistant Clinical Procedures Lab II	Course title does not match COR. Edits made per recommendations on review sheet- changes made by Janet.	Jennifer Oo	Approved with modification.

Motioned by Janet Cagley; seconded by Kenny Yu. Motion is carried by unanimous vote.

~~ Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
CTE- Personal Care Aide				
MEDO 311	Personal Care Aide 1	No recommendations made by the committee.	Jennifer Oo	Approved
MEDO 312	Personal Care Aide 2	No recommendations made by the committee.	Jennifer Oo	Approved
MEDO 313	Personal Care Aide 3	No recommendations made by the committee.	Jennifer Oo	Approved

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

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 2, 2020

~~ Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
DSSS				
ENCO 200	Braille Transcribing - Reading & Writing Uncontracted and Contracted	Add Perky Ducky software to addendum and check hardware and software box #4 under student resources. Make edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification.
ENCO 201	Braille Transcribing - Formatting Contracted Unified English Braille	Add Perky Ducky software to addendum and check hardware and software box #4 under student resources. Make edits made per recommendations on review sheet.	Alli Stanojkovic	Approved with modification.
<i>Motioned by Dan Stackhouse; seconded by Khanh Ninh. Motion is carried by unanimous vote.</i>				

~~ Courses Not Reviewed ~~				
ESLA 1070	ESL Academic Distance Learning	Carlos Diaz	Not reviewed	
MEDO 105	Medical Terminology	Jennifer Oo	Not reviewed	