

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020



Approved Minutes

- I. **Call to Order-** The meeting was called to order at 3:02 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.
Guests: Carlos Diaz, Tina McClurkin, Marcela Valle.

- III. **Reading and Approval of Minutes:** Karen Bautista motioned to table the minutes from the last meeting; it was seconded by Khanh Ninh. Motion carried by unanimous vote.

- IV. **Report of Curriculum Chair:** Kimberley informed the committee that ESLA 1070 is now ESLA 211. This course and MEDA 105 were not reviewed in the last meeting but will be reviewed in today's meeting.

- V. **Old Business:**
Revised Courses- ABED 105, ABED 405, ABED 406, ABED 407, ABED 408, ABED 409, ECE 100, ECE 108, ECE 112, ECE 116, ECE 130, ECE 132, ECE 136, ECE 140, ECE 142, ECE 165, ECE 170, ECE 175, MEDA 100, MEDO 105, MEDA 101, MEDA 110, MEDA 111, MEDA 120, MEDA 121, MEDA 130, MEDA 131, MEDA 140, MEDA 141, MEDA 200, MEDA 201, MEDA 210, MEDA 211, MEDA 300, MEDO 311, MEDO 312, MEDO 313, ESLA 1070, ENCO 200, ENCO 201.

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

VI. New Business:

Revised Courses- ESLA 1020, ESLA 1025, ESLA 1030, ESLA 1050, ESLA 1052, ESLA 1054, ESLA 1056, ESLA 1060, ESLA 1062, ESLA 1065, ESLA 1067, 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 226, ELSA 801, ESLA 802, ESLA 803, ESLA 805, ESLA 808, ESLA 809, ESLA 815, ESLA 1070/211, DSSS 118, DSSS 350, DSSS 352, DSSS 353, DSSS 360, DSSS 361, DSSS 362, DSSS 363, DSSS 364, DSSS 370, DSSS 375, DSSS 376, DSSS 377, DSSS 380, DSSS 381, CRAE 100, CRAE 104, CRAE 105, CRAE 106, EDEN 100, ENCO 501, HLTH 109, HLTH 161, HLTH 163, HLTH 167, HLTH 200, HLTH 205, MUSC 200, MUSC 303, MUSC 304, PARN 101, PARN 102, PARN 200, PARN 260, PARN 261, PARN 262, PARN 265, PARN 268, PARN 269, SAFE 205, MS 104, OTEC 100, BMGR 645, BMGR 648, BMGR 651, BMGR 654, BMGR 657, BMGR 660, ELET 175, ELET 176, ELET 205, ELET 206, ELET 207, ELET 190, ELET 191, ELET 192, ELET 178, ELET 195, ELET 196, FSRV 100, FSRV 110, FSRV 1120, FSRV 125, FSRV 126, COMP 650, MEDO 105, ABED 150.

Dr. Kimberley Stiemke informed the committee that the following courses will be receiving minor title updates.

Course Title	From	To
ESLA 223	ESL Grammar Review, Intermediate – Advanced	ESL Grammar Review, Intermediate to Advanced
ESLA 226	ESL Vocabulary Review, Intermediate – Advanced	ESL Vocabulary Review, Intermediate to Advanced
ESLA 1050	ESL Workplace Advancement Skills, Basic	ESL Workplace Advancement Skills, Beginning
ESLA 1052	ESL Workforce Readiness Skills, Basic	ESL Workforce Readiness Skills, Beginning

Carlos Diaz shared that ESLA 1065 and 1067 prerequisite/advisory subject code names listed on the pending COR are the same courses listed on the active COR, but do not mirror each other due to recoding.

Raine Hambly asked to update the classification codes of ESLA 1020, ESLA 1025, and ESLA 1030 to K.

Kenny Yu motioned to extend the meeting by ten minutes; it was seconded by **Raine**

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

Hambly. Motion carried by unanimous vote.

Dr. Kimberley Stiemke asked the committee if they preferred to meet next month for a training, but the committee agreed to meet in February.

VII. Announcements:

Next Curriculum Committee meeting will meet January/February.

VIII. Adjournment: The meeting adjourned at 4:56pm.

Motion to adjourn by Karen Bautista; seconded by Kenny Yu. Motion carried.

~~ Revised Courses ~~				
Crs Id	Title	Action	Assign to	Status
Basic Skills/ High School				
ABED 150	College Prep English Reading and Writing	N/A	Jennifer Carey	Pending email vote

~~ Revised Courses ~~				
Crs Id	Title	Action	Assign to	Status
CTE- Computers				
COMP 650	Fundamentals for Financial Office using QuickBooks	No recommendations made by the committee.	Tina McClurkin	Approved
MS 104	Windows Operating Systems, Introduction	No recommendations made by the committee	Tina McClurkin	Approved
O TEC 100	Office Essentials	No recommendations made by the committee	Tina McClurkin	Approved
<i>Motioned by Karen Bautista; seconded by Khanh Ninh. Motion is carried by unanimous vote.</i>				

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

~~ Revised Courses ~~				
Crs Id	Title	Action	Assign to	Status
CTE- Pharmacy Technology				
MEDO 105	Medical Terminology	Needs to check Hybrid box.	Cathy Dunne	Approved with modification
<i>Motioned by Kenny Yu; seconded by Raine Hambly. Motion is carried by unanimous vote.</i>				

~~ Revised Courses ~~				
Crs Id	Title	Action	Assign to	Status
CTE- Medical Device				
BMGR 645	Introduction to Medical Device	Make edits per recommendations on review sheet.	Tina McClurkin	Approved
BMGR 648	Regulatory Affairs for Medical Devices	No recommendations made by the committee.	Tina McClurkin	Approved
BMGR 651	Document and Database	No recommendations made by the committee.	Tina McClurkin	Approved
BMGR 654	Quality Assurance for Medical Devices	No recommendations made by the committee.	Tina McClurkin	Approved
BMGR 657	Technical Writing for Bio-Medical Industries	Extra page on addendum, pg. 5. Add DE to COR.	Tina McClurkin	Approved with modification.
BMGR 660	Quality Auditing for Medical Device	No recommendations made by the committee.	Tina McClurkin	Approved
<i>Motioned by Karen Bautista; seconded by Kenny Yu. Motion is carried by unanimous vote.</i>				

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

~~ Revised Courses ~~				
Crs Id	Title	Action	Assign to	Status
CTE- Electrical				
ELET 175	Electrical Trades Mathematics I	No recommendations made by the committee	Tina McClurkin	Approved
ELET 176	Electrical Trades Mathematics II	No recommendations made by the committee	Tina McClurkin	Approved
ELET 178	OSHA Standards for Construction	No recommendations made by the committee	Tina McClurkin	Approved
ELET 190	National Electrical Code – Residential	No recommendations made by the committee	Tina McClurkin	Approved
ELET 191	National Electrical Code – Commercial	No recommendations made by the committee	Tina McClurkin	Approved
ELET 192	National Electrical Code – Industrial	No recommendations made by the committee	Tina McClurkin	Approved
ELET 195	Electrical Cost Estimating	Make edits per recommendations on review sheet	Tina McClurkin	Approved
ELET 196	Blueprint Reading Basics	Make edits per recommendations on review sheet	Tina McClurkin	Approved
ELET 205	Electrical Fundamentals I – Residential	Mindtap was on active copy but did not copy over to pending. Needs to be added back to pending COR.	Tina McClurkin	Approved with modification
ELET 206	Electrical Fundamentals II – Commercial	Mindtap was on active copy but did not copy over to pending. Needs to be added back to pending COR.	Tina McClurkin	Approved with modification
ELET 207	Electrical Fundamentals III – Industrial	Mindtap was on active copy but did not copy over to pending. Needs to be added back to pending COR.	Tina McClurkin	Approved with modification
<i>Motioned by Khanh Ninh; seconded by Dan Stackhouse. Motion is carried by unanimous vote.</i>				

~~ Revised Courses ~~				
Crs Id	Title	Action	Assign to	Status
FSRV 110	Communication Skills for the Funeral Assistant	Add rational to addendum.	Jennifer Oo	Approved with modification.
FSRV 120	Funeral Service Operations	Add rational to addendum.	Jennifer Oo	Approved with modification.
FSRV 125	Funeral Service Practices and Procedures I	Add rational to addendum.	Jennifer Oo	Approved with modification.

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

FSRV 126	Funeral Service Practices and Procedures II	Add rational to addendum.	Jennifer Oo	Approved with modification.
<i>Motioned by Raine Hambly; seconded by Khanh Ninh. Motion is carried by unanimous vote.</i>				

Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
English as a Second Language				
ESLA 162	ESL Fundamentals, Intermediate Low	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 163	ESL Fundamentals, Intermediate High	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 164	ESL Fundamentals, Advanced	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 171	ESL and Civics Education, Beginning High	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 172	ESL and Civics Education, Intermediate Low	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 173	ESL and Civics Education, Intermediate High	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 174	ESL and Civics Education, Advanced	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 181	ESL Reading Skills, Intermediate to Advanced	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 186	ESL Writing Skills, Intermediate to Advanced	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 211	ESL Skill Building, Intermediate to Advanced	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 223	ESL Grammar Review, Intermediate to Advanced	Slight title change remove and replace it with to.	Carlos Diaz	Approved with modification
ESLA 225	ESL Vocabulary Review, Beginning	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	Slight title change remove and replace it with to.	Carlos Diaz	Approved with modification
ESLA 801	Computer Skills for ESL, Beginning	Add comma after ESL on Addendum.	Carlos Diaz	Approved
ESLA 802	ESL Pronunciation/ Conversation Skills	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 803	Citizenship Preparation	No recommendation made by the committee	Carlos Diaz	Approved

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
ESLA 805	Drama for Communication	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 808	ESL Intermediate to Advanced Work Skills	No recommendation made by the committee. Minor title update	Carlos Diaz	Approved
ESLA 809	American Idioms	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 815	Computer Skills for ESL, Advanced	Remove title change and revert to active title. Add comma to title of addendum.	Carlos Diaz	Approved with modification.
ESLA 1020	Vocational English-as-a-Second Language: Early Childhood Education	Change classification code on CB11 from J to K.	Carlos Diaz	Approved with modification.
ESLA 1025	Vocational English as a Second Language: Pharmacy Technician	Change classification code on CB11 from J to K.	Carlos Diaz	Approved with modification.
ESLA 1030	Vocational English as a Second Language: Administrative Assistant	Change classification code on CB11 from J to K.	Carlos Diaz	Approved with modification.
ESLA 1050	ESL Workplace Advancement Skills, Beginning	Slight title change- From Basic to Beginning	Carlos Diaz	Approved with modification
ESLA 1052	ESL Workforce Readiness Skills, Beginning	Slight title change- From Basic to Beginning	Carlos Diaz	Approved with modification
ESLA 1054	ESL Workplace Advancement Skills, Intermediate to Advanced	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 1056	ESL Workforce Readiness Skills, Intermediate to Advanced	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 1060	ESL for Academic Success: Reading and Writing I	No recommendation made by the committee	Carlos Diaz	Approved
ESLA 1062	ESL for Academic Success: Listening and Speaking I	No recommendation made by the committee.	Carlos Diaz	Approved
ESLA 1065	ESL for Academic Success: Reading and Writing II	Addendum hours to align with COR.	Carlos Diaz	Approved
ESLA 1067	ESL for Academic Success: Listening and Speaking II	Addendum hours to align with COR.	Carlos Diaz	Approved
<i>Motioned by Alli Stanokovic; seconded by Karen Bautista. Motion is carried by unanimous vote.</i>				

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

~~ Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
DSSS				
DSSS 118	Developing Skills for College Success	Agenda should reflect 36 hr. course. Subject code and title update.	Alli Stanokovic	Approved
DSSS 350	Have Internet; Will Travel	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 352	Open Computer Lab, Beginning	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 353	Social Media and Online Safety	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 360	Critical Thinking	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 361	Improving Skills: Self-Determination Skills	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 362	Mobility Skills	Agenda should reflect 1-99 hrs. And Summer 2021 term, not spring. Subject code and hour update.	Alli Stanokovic	Approved
DSSS 363	Money Skills	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 364	Rules of the Road	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 370	Educational Support and Employment Prep Lab	Agenda should reflect 1-99 hr. Course. Subject code and hour update.	Alli Stanokovic	Approved
DSSS 375	Personal Safety	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 376	Public Speaking	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 377	Social Opportunities	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 380	Summer Cooking	Agenda should reflect Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
DSSS 381	Actor's Workshop	Agenda should reflect 36 hr. course and Summer 2021 term, not spring. Subject code update.	Alli Stanokovic	Approved
<i>Motioned by Karen Bautista; seconded by Janet Cagley. Motion is carried by unanimous vote.</i>				

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

~~ Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
LEAP				
CRAE 100	Creative Arts for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR.	Kenny Yu	Approved with modification
CRAE 104	Needlecrafts, Knitting, Crochet for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR.	Kenny Yu	Approved with modification
CRAE 105	Painting for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR.	Kenny Yu	Approved with modification
CRAE 106	Quilting for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR.	Kenny Yu	Approved with modification
EDEN 100	Senior Topics for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR.	Kenny Yu	Approved with modification
ENCO 501	Journey Back Into Time for OA	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR. COR title is abbreviated; title should be spelled out.	Kenny Yu	Approved with modification
HLTH 109	Food Prep - Good Nutrition Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR. COR title is abbreviated; title should be spelled out.	Kenny Yu	Approved with modification
HLTH 161	History of Comedy and Humor for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR. COR title is abbreviated; title should be spelled out.	Kenny Yu	Approved with modification
HLTH 163	Help Yourself to Health for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR. Title missing on 2 nd page of addendum.	Kenny Yu	Approved with modification
HLTH 167	Staying Mentally Sharp for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off	Kenny Yu	Approved with

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

~~ Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
		on addendum. Distance Education should be listed on COR.		modification
HLTH 200	Health and Wellness for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR.	Kenny Yu	Approved with modification
HLTH 205	Health and Wellness for Older Adults: Restricted Mobility	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR. Title change to-Health and Wellness for Older Adults: Adapted Mobility	Kenny Yu	Approved with modification
MUS 200	Music Arts for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR.	Kenny Yu	Approved with modification
MUS 303	Senior Chorus	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR.	Kenny Yu	Approved with modification
MUS 304	Tone Chime Choir for Older Adults	Addendum and COR should align to reflect 36 hrs. Online discussion should be checked off on addendum. Distance Education should be listed on COR.	Kenny Yu	Approved with modification
<i>Motioned by Khan Ninh; seconded by Alli Stanokovic. Motion is carried by unanimous vote.</i>				

~~ Revised Courses ~				
Crs Id	Title	Action	Assigned to	Status
SAFE 205	Mature Driver Improvement	Correspondence course/ Include rational on step one of addendum.	Kenny Yu	Approved
<i>Motioned by Khan Ninh; seconded by Karen Bautista. Motion is carried by unanimous vote.</i>				

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

~~ Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
LEAP				
PARN 101	Joyful Parenting- Creative Art, Music and Movement	Make edits per recommendations on review sheet. Distance Education to be added to COR, Addendum title to reflect COR title, hours to align with COR. Uncheck field trip on addendum.	Erin Sherard	Approved with modification.
PARN 102	Effective Parenting	Make edits per recommendations on review sheet. Distance Education to be added to COR, Addendum title to reflect COR title, hours to align with COR. Uncheck field trip on addendum. Agenda should reflect Fall 2021 term, not spring.	Erin Sherard	Approved with modification.
PARN 200	Joyful Parenting- Creative Art, Music and Movement	Make edits per recommendations on review sheet. Distance Education to be added to COR, Addendum title to reflect COR title, hours to align with COR. Uncheck field trip on addendum.	Erin Sherard	Approved with modification.
PARN 260	Developmental Movement (Ages 1 - 2)	Make edits per recommendations on review sheet. Distance Education to be added to COR, Addendum title to reflect COR title, hours to align with COR. Uncheck field trip on addendum.	Erin Sherard	Approved with modification.
PARN 261	Developmental Movement (Ages 2 - 3)	Make edits per recommendations on review sheet. Distance Education to be added to COR, Addendum title to reflect COR title, hours to align with COR. Uncheck field trip on addendum.	Erin Sherard	Approved with modification.
PARN 262	Developmental Movement (Ages 3 - 4.5)	Make edits per recommendations on review sheet. Distance Education to be added to COR, Addendum title to reflect COR title, hours to align with COR. Uncheck field trip on addendum.	Erin Sherard	Approved with modification.
PARN 265	Parenting the Love and Logic Way®	Make edits per recommendations on review sheet. Distance Education to be added to COR, Addendum title to reflect COR title, hours to align with COR. Uncheck field trip on addendum.	Erin Sherard	Approved with modification.
PARN 268	Love and Logic: Supporting Youth with Special Needs™	Make edits per recommendations on review sheet. Distance Education to be added to COR, Addendum title to reflect COR title, hours to align with COR. Uncheck field trip on	Erin Sherard	Approved with modification.

NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee Meeting
November 10, 2020

~~ Revised Courses ~~				
Crs Id	Title	Action	Assigned to	Status
		addendum.		
PARN 269	Love and Logic: Adults Supporting Youth with Challenging Pasts™	Make edits per recommendations on review sheet. Distance Education to be added to COR, Addendum title to reflect COR title, hours to align with COR. Uncheck field trip on addendum.	Erin Sherard	Approved with modification.
<i>Motioned by Cyndi Ramirez; seconded by Khan Ninh. Motion is carried by unanimous vote.</i>				