



Curriculum Committee Meeting  
~~August~~ September 14, 2021  
Time: 3:00- 5:00 p.m.  
Approved Minutes

**Call to Order:** The meeting was called to order at 3:03 p.m.

**Members Present:**

**Voting Members:** Kimberley Stiemke, Daniel Stackhouse, Kenneth Yu, Khanh Ninh, Raine Hambly, and Alli Stanojkovic, and Janet Cagley.

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

**Guests Present:**

**Names:** Candace Lynch, Marcela Valle, Song Hong, David Soto, Erin Sherard, Carlos Diaz, Corinna Lopez, Tina McClurkin, Jamie De La Mora, Anacany Torres.

**Reading and Approval of Minutes:**

Minutes for April 29, 2021 were reviewed and approved. Motioned by ; seconded by .Motioned carried by unanimous vote.

It was moved by Janet Cagley and seconded by Khanh Ninh to approve the Minutes for April 29, 2021. Motion carried by unanimous vote.

**Report of Curriculum Chair:**

Chair shared with the committee that too much time and effort is being invested on corrections. For a smooth course transition, corrections need to be at least 90% resolved before making it to the agenda. She pointed out some areas of struggle such as the Out of Class Assignment section on the COR's, and on how to calculate instructional hours. She also noticed no support or materials listed when Computer Assisted Instruction is added as a Method of Evaluation. Additionally, there were Course Descriptions listed as Course Objectives and confusion between IOs and SLOs. She mentioned that this could be addressed with minor training. She also noticed pages of content with no teaching

materials. She informed the committee that there should always be teaching material listed, even if they are being used as resources. Additionally, faculty should make sure all resources listed for student use is accessible. Janet added that the Academic Senate for CCC is working on calculating out-of-class hours for DE courses using Canvas by the end of the year.

### **New Business:**

- **Course Content Sheet-** The chair's current understanding is that the Course Content form is used to collaborate between management and faculty to ensure necessary background knowledge. Raine mentioned the document had been used by CTE faculty inconsistently in the past. Considering there are opportunities within Curricunet for this collaboration, the form was deemed unnecessary since the content can be accomplished through other means and therefore duplicating efforts and creating unnecessary work.

**It was moved by Janet Cagley and seconded by Dan Stackhouse to discontinue the use of the Course Content Sheet. Motion carried by unanimous vote.**

- **COMP 685-Computer Keyboarding** - Credit by exam has been a practice acknowledging the keyboarding test as a sufficient requirement for students to bypass the COMP 685- Computer Keyboarding, Beginning course. However, due to the District adopting Credit for Prior Learning, CTE can no longer continue the existing process, and certificates are not being awarded to students who have previously taken the keyboarding test. By adding an agreement to the COR, which would allow the keyboarding test to bypass the course, any previous students will be eligible to use the keyboard test as an equivalency for the COMP 685 course. The equivalence will be a 5min test, and a student will need to pass with 35 NWPM with five or fewer errors (KYP5). Details will be worked out at the next meeting.

**It was moved by Khanh Ninh and seconded by Raine Hambly to approve adding an Equivalency section to the Course Outline of Record. Motion carried by unanimous vote.**

- **Updates-** DE Coordinator, Janet Cagley, shared the most recent changes regarding Regular and Substantive Interaction within Title 5, § 55003, 55204, 55206, 55208 of the California Code of Regulations. The most significant change to the Title 5 language that impacted DE was going from regular ineffective contact to regular and substantive interaction so that state and federal language match. She also mentioned new changes that provide more detail as to what counts as instructor contact. Previously there was instructor to student, student to content, and student to student. A new phrase, Where Applicable, under Instructor Contact has been added, opening the door for competency-based programs. Some proposed edits to Title 5 that impact this committee were Faculty Selection and Course Load and Publications of Course Standards. She will provide more feedback once things are finalized. Finally, she reminded the committee to keep in mind section D: Accessibility of the ODI Course design rubric when creating accessible online courses.

- Revised Courses
- New Courses
- New Programs

- **Discussions-**

The Chair introduced David Soto and will be sending out an email to have the committee members vote regarding allowing David access to Curricunet so he may provide critical feedback on NOCE courses and programs.

There was discussion as to why NOCE does not use Certificate at the end of each program title. David recommended having Program at the end of all program titles. Raine prefers Certificate of Completion due to their certificates tied to employment. Shelia informed the committee that COCI does not allow her to enter programs with titles ending with Certificate or Program.

The Chair informed the committee that a majority vote would be needed for deactivations from each department.

**Adjournment:**

- Meeting adjourned at 5:02 p.m.

Revised Courses			
Crs Id	Title	Discussion	Outcome
<b>CTE / Business Management</b>			
BMGR 421	Successful Negotiations	Changes have been made and addressed.	It was moved by Janet Cagley and seconded by Khanh Ninh to approve the revisions. Motion carried by unanimous vote.
BMGR 423	Introduction to Employment Law		

BMGR 452	Understanding Business Contracts		
BUSA 102	Payroll Fundamentals for Bookkeepers		
PARN 267	Love and Logic Early Childhood Parenting Made Fun!®	Class hours were originally 15 but listed as 10. Hours have been updated and show 15 on COR and Curricunet.  Content shared needs to be added to Curricunet.	It was moved by Alli Stanojkovic and seconded by Janet Cagley to approve the revisions. Motion carried by unanimous vote.
PARN 306	BTIC: Human Trafficking Awareness and Prevention	Content shared needs to be added to Curricunet.	
<b>CTE/ Pharmacy</b>			
PTEC 310	Pharmacy Technician Certification Exam Review	Changes have been made and addressed.	It was moved by Janet Cagley and seconded by Khanh Ninh to approve the revisions. Motion carried by unanimous vote.

## New Courses

Crs Id	Title	Discussion	Outcome
<b>English as a Second Language</b>			
ESLA 250	American Idioms-Beginning	Resources listed had significant accessibility flaws.	It was moved by Alli Stanojkovic and seconded by Janet Cagley to approve the new courses with modifications. Distinction is to be made on COR under Course Material that resources listed are to be used as
ESLA 251	American Idioms- Intermediate, Advanced	Janet shared accessibility report and informed the committee that free sites are not held to the same standard for accessibility. If using external websites, Janet recommends there should be verbiage under Course Material stating the content will be recreated in Canvas in an accessible manner. She recommends	

## New Courses

Crs Id	Title	Discussion	Outcome
		<p>something to the effect of <b>This content will be reconstructed in Canvas using available accessibility tools.</b></p> <p>Candace informed the committee that the course materials mentioned are used for resources only and not for student use.</p> <p>Kimberley shared that there should be distinction between what is expected to be accessed by students and what is being used to build content.</p> <p>Alli asked if Janet's verbiage can be automatically entered in Curricunet for those who are not aware.</p>	a reference and not for student use. Motion carried by unanimous vote.
ESLA 260	ESL for Community Involvement, Beginning	Changes have been made and addressed.	It was moved by Raine Hambly and seconded by Alli Stanojkovic to approve the new courses. Motion carried by unanimous vote.
ESLA 261	ESL for Community Involvement, Intermediate to Advanced		
ESLA 850	Citizenship Preparation, Beginning		
ESLA 851	Citizenship Preparation, Intermediate/Advanced		
<b>CTE/ Business Office Technology</b>			
OTEC 200	Computer Concepts and Applications II A	Khan asked regarding prerequisites for OTEC courses. Tina did not include prerequisites due to individuals wanting to take courses in a specific area.	It was moved by Janet Cagely and seconded by Khanh Ninh to approve the new courses. Motion carried by unanimous vote.
OTEC 201	Computer Concepts and Applications II B		
OTEC 202	Computer Concepts and Applications II C	Moving forward, Kimberley would like to see deactivation of courses while approving the new courses to minimize confusion.	
OTEC 205	Computer Concepts and Applications III A		
OTEC 206	Computer Concepts and Applications III B		

## New Courses

Crs Id	Title	Discussion	Outcome
<b>LEAP/ Parenting</b>			
PARN 237	Raising Thoughtful Children (Ages 1.5-2.5)	Changes have been made and addressed.	It was moved by Khanh Ninh and seconded by Janet Cagely to approve the new courses. Motion carried by unanimous vote.
PARN 238	Raising Thoughtful Children (Ages 2.5-5)		
PARN 295	Understanding Anti-Bias Framework		
PARN 307	Building Trauma Informed Communities: Internet Safety and Awareness		
PARN 308	Building Trauma Informed Communities: Understanding Addiction		

## New Programs

Title	Discussion	Outcome
<b>The Business Information Worker II</b>	<p>Correction needed on second sentence under description. Removal of colon after PowerPoint is to be corrected.</p> <p>Raine mentioned the employment job section needs to be updated in the Narrative.</p>	It was moved by Raine Hambly and seconded by Khanh Ninh to approve the new program with the corrections mentioned. Motion carried by unanimous vote.
<b>Classroom Essentials for Program Success</b>		It was moved by Khanh Ninh and seconded by Alli Stanojkovic to approve the new program. Motion carried by unanimous vote.

## New Programs

Title	Discussion	Outcome
<b>ESL Specialty Courses</b>	<p>It is recommended that ESL is spelled out on the first sentence under the description.</p> <p>David recommends adding subheadings for focus areas (Reading, Writing, Grammar, Speaking Skills... for transparency.</p> <p>Marcela informed the committee that certificates could only be awarded once; therefore, students could only receive this certificate once.</p> <p>Carlos informed the committee that this certificate will be replacing the previous Specialty Course certificate.</p>	<p>It was moved by Khanh Ninh and seconded by Janet Cagley to approve the new program with the corrections mentioned. Motion carried by unanimous vote.</p>