NORTH ORANGE CONTINUING EDUCATION
November 9, 2021
3:00 - 4:30 p.m.
Approved Minutes

Call to Order: The meeting was called to order at 3:01 p.m.

Members Present:

Voting Members: Kimberley Stiemke, Karen Bautista, Janet Cagley, Raine Hambly, Khanh Ninh, Alice Niyondagara, Dan Stackhouse, Alli Stanojkovic, and Kenneth Yu.

Non-Voting Members: Amabel Arredondo and Shelia Moore-Farmer.

Guests Present: Carlos Diaz, Tina McClurkin, David Soto, and Marcela Valle.

Reading and Approval of Minutes: It was moved by **Khanh Ninh** and seconded by **Kenneth Yu** to approve the Minutes of the October 12, 2021, meeting. Motion carried by unanimous vote.

Report of Curriculum Chair: The Chair informed the Committee that she would gather more information and clarification regarding Independent Study. She would like the Committee to work on a formal process for piloting programs, courses, and software. She also mentioned she would be assembling a small group to outline and review the current Program Review process since the 6-year review focuses on specific items. In addition, there is still a need for an additional DCCC representative. The Curricunet Guide is currently being updated, and she thanked **Shelia Moore-Farmer** for her support and guidance. She anticipates the guide will be completed by the end of the year. The Chair spoke briefly about the NOCE Technology Committee. She shared concerns about the approval of classroom software and instructional tools. She believes the approval should resonate within the Committee and not elsewhere. She also shared that **Amabel Arredondo** is working on getting DE Addendum accessible through a link at the bottom of the COR page and hopes it is finalized by the end of the year. There was discussion on a time frame, and firm guidelines regarding resources in the curriculum as many of them are outdated. The Chair informed the Committee that the current list of course deactivations did not go through the formal review process in Curricunet. Moving forward, faculty will need to pre-launch each course deactivation in

Curricunet. Top Codes and SAM Codes were added to the agenda due to coding challenges associated with vocational and non-vocational courses. There are times when coding changes are needed after a course has been approved by the Curriculum Committee and the Chair proposed using a small group of committee members to review and approve those changes. **Tina McClurkin** asked to be notified of coding updates to courses since the changes affect Elumen. The Chair also informed the Committee that the website is currently being developed and that the WASC Curriculum Committee might be sharing items at the next Curriculum Committee meeting to receive input. The Chair concluded her report by asking the Committee what they hope to focus on and accomplish for the rest of the year and that the conversation will take place during the Discussion portion of the agenda.

Janet Cagley, DE Coordinator, reported on the 2022-2024 NOCE Distance Educational Plan draft. She informed the Committee that the draft outlines the apps already adopted. Steps for Vetting and Adopting Applications and Software approval were reviewed. She mentioned the importance of having software and applications meet instructional needs and integrating them with IT support and maintenance. Janet said she would like a listing of all adopted software/ apps used in courses. She also mentioned having the VPAT link and the privacy statement on the NOCE website for transparency purposes. App & Software Rubric presented to the DE Advisory group was reviewed. Credit was given to CSU East Bay Tech for much of the App & Software Rubric development. **David Soto** spoke about district support on implementing and selecting software and programs. He also mentioned that the Technology Implementation Committee and the **DTC** could be reached for support. The Chair recommended that faculty submit a technology list on what is currently being used and/ or what might be anticipated for future use. This early submission will expedite the approval process once the curriculum is submitted for review since the software will have already been reviewed and appropriately implemented. **Janet Cagley** noted that the State Chancellor's Office currently does not have a list of accessible software as it is the institution's responsibility to ensure apps and software are accessible.

Old Business

- Course Updates- The Chair reported to the committee that all ESL for the Arts courses would not be moving forward. Once revisions are made, the courses will be brought back for review.
- Agenda items for this week will appear at the next DCCC Meeting, which is next week, November 19, 2021.

New Business

- Revised Courses
- Program Deactivations

Discussion- The Chair asked the Committee to choose two items to accomplish together**. Khanh Ninh** suggested assisting with WASC Accreditation and course coding. **Karen Bautista** suggested having training, speakers, and course coding training. **Raine Hambly** agreed on prioritizing coding. She also suggested focusing on Credit for Prior Learning (CPL) and developing a policy.
David Soto shared that North Orange Continuing Education (NOCE), at times, is referred to as School of Continuing Education (SCE) on Administrative and Board policy language and recommended mentioning the discrepancy to committee chairs, so there is accurate representation throughout the district. He also suggested that the Committee adopt and streamline curriculum policies to be built into DegreeWorks, bringing the school closer to auto awarding.

The chair acknowledged **Marcela Valle** for helping with identifying courses, deactivations, and their impacts.

Alli Stanojkovic commented that she hopes to continue the Committee's work on growing distance education courses and is eager for the Committee to continue to work on making procedures more efficient and effective.

Karen Bautista praised the Committee for their hard work and said they should celebrate what has been accomplished throughout the year.

The Chair reminded the committee to attend the ASCCC training. To be more resourceful, **Janet Cagley** mentioned that questions should be sent ahead of time.

    I. **Announcements**
- ASCCC Training on November 16, at 4:00 p.m.

    II. **Adjournment-** At 4:12 p.m., it was moved by **Janet Cagley** and seconded **by Alli Stanojkovic** to adjourn the meeting. Motion carried by unanimous vote.

Revised Courses						
Course ID	Course Title	Hours	Justification	Effective Date	Course Description	Top Code CB 03 SAM Code CB 09

Career Technical Education (CTE)

Course ID	Course Title	Hours	Justification	Effective Date	Course Description	Top Code CB 03 SAM Code CB 09
MS 107	Microsoft Access, Intermediate	36	Addition of SLOs	Spring 2022	Learn how to build and modify advanced tables, forms and reports. Develop proficiency in use of encrypting database files, defining relationships, and defining queries. Text and disk required. Recommended proficiency in: Introduction to Computers, Introduction to Windows, Introduction to Access or equivalent.	0514.00 / C
There was discussion on whether the verbiage Recommended Proficiency should be updated to Advisory for transparency purposes.						

Lifeskills Education Advancement Program (LEAP)

Course ID	Course Title	Hours	Justification	Effective Date	Course Description	Top Code CB 03 SAM Code CB 09
CRAE 100	Creative Arts for Older Adults	36	Update DE Addendum	Spring 2022	This class for older adults encourages art appreciation, self expression, and creativity through a variety of art media. Projects are designed to expose older adult students to artistic design, and to give experience with different artistic methods, techniques, tools, and materials.	1099.00 / E
EDEN 100	Senior Topics for Older Adults	36	Update DE Addendum	Spring 2022	This course presents older adults with various topics for discussion and class activities based on the students' individual interests, backgrounds, physical and mental abilities. Older adults are encouraged to share and compare life experiences, and learn about international, national and local events and issues from a current and historical viewpoint.	1599.00 / E
MUSC 200	Music Arts for	36	Update DE Addendum	Spring 2022	This course provides stimulating interaction for older adults through musical reminiscence, discussions, and	1004.00 / E

Revised Courses

Course ID	Course Title	Hours	Justification	Effective Date	Course Description	Top Code CB 03 SAM Code CB 09
	older Adults				listening to music from different time periods and genres. Older adult students will participate in sing-alongs and rhythmic activities. Older adult students will learn to appreciate and understand different varieties of music.	
PARN 265	Parenting the Love and Logic Way®	18-36	Coding change from 1305.00 to 1305.60.	Spring 2022	This course assists parents and caregivers in developing practical skills for reinforcing the expectations their children experience at home and in school. Utilizing the Love and Logic approach, this course will teach six subsets of skills that encourage home environments that stimulate responsibility, prevent misbehavior, and encourage setting healthy limits.	1305.60 / D

There was discussion to change the TOP Code for CRAE100 from 1099.00 to 1002.00.

It was moved by **Alli Stanojkovic** and seconded by **Kenny Vu** to approve the revised courses. Motion carried by unanimous vote.

Program Deactivations

Program	Course ID	Program Code	Effective Date
ESL Oral Communication Skills	ESLA 802 Pronunciation/Conversation Skills ESLA 809 American Idioms ESLA 814 Intermediate Vocabulary Review ESLA 805 Drama for Communication	3P24062	Spring 2022
ESL Beginning High	ESLA 161 Fundamentals, Beginning High ESLA 171 Civics Education, Beginning High	3P37595	Spring 2022

Program Deactivations			
Program	**Course ID**	**Program Code**	**Effective Date**
ESL Advanced	ESLA 164 Fundamentals, Advanced, ESLA 174 Civics Education, Advanced	3P37674	Spring 2022
ESL Intermediate High	ESLA 163 Fundamentals, Intermediate High, ESLA 173 Civics Education, Intermediate High	3P37593	Spring 2022
ESL Beginning	ESLA 120 ESL Family Literacy ESLA 100 ESL Beginning Literacy ESLA 200 ESL Beginning Low ESLA 300 ESL Beginning High	24211	Spring 2022
ESL Beginning Literacy	ESLA 159 Fundamentals, Beginning Literacy ESLA 169 Civics Preparation Beginning Literacy	3P39504	Spring 2022
ESL Fundamentals	ESLA 160 ESL Fundamentals, Beginning Low ESLA 161 ESL Fundamentals, Beginning High ESLA 162 ESL Fundamentals, Intermediate Low ESLA 163 ESL Fundamentals, Intermediate High ESLA 164 ESL Fundamentals, Advanced	3P39627	Spring 2022
ESL Written Communication Skills	ESLA 804 ESL and the Arts ESLA 810 Writing/Reading ESLA 813 Intermediate Grammar Review	3P24117	Spring 2022
ESL Intermediate/Advanced	ESLA 001 ESL Learning Center ESLA 400 ESL Intermediate Low ESLA 500 ESL Intermediate High ESLA 600 ESL Advanced	3P24179	Spring 2022
ESL Intermediate Low	ESLA 162 Fundamentals, Intermediate Low ESLA 172 Civics Education, Intermediate Low	3P37592	Spring 2022
ESL Beginning Low	ESLA 160 Fundamentals Beginning Low ESLA 170 Civics Preparation Beginning Low	3P37594	Spring 2022

Program Deactivations			
Program	**Course ID**	**Program Code**	**Effective Date**
It was moved by **Khan Ninh** and seconded by **Janet Cagley** to approve the ESL program deactivations. Motion carried by unanimous vote.			