



**NORTH ORANGE CONTINUING EDUCATION
Curriculum Committee**

December 14, 2021
3:00 - 4:30 p.m.

Approved Minutes

Call to Order: The meeting was called to order at 3:03 p.m. by Curriculum Chair, Dr. Stiemke.

Voting Members Present: Kimberley Stiemke, Karen Bautista, Janet Cagley, Raine Hambly, Khanh Ninh, Kenneth Yu.

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

Guests Present: Tina McClurkin, Marcela Valle.

Absentees: Alice Niyondagara, Dan Stackhouse, Alli Stanojkovic, and Susan Quihuis. These members notified the Chair they would not be at today's meeting.

Reading and Approval of Minutes: Minutes for the November 9, 2021, approved with corrections.

Public Comments: None

Report of Curriculum Chair:

- a. **Incorporation of DEIA-** The Chair shared that **President Purtell** has hired Dr. Frank Harris to assist in implementing DEIA in curriculum.
- b. **Course Deactivations in Curricunet-** She informed the Committee that moving forward, all courses must be individually inactivated in Curricunet.
- c. **Extending February meeting:** The Chair anticipates that the February meeting will need to be extended, or there might be a need for two sessions in February due to the amount of curriculum that she predicts will be worked on during the break.
- d. **DE Addendum and the COR:** An addendum link will be accessible on the Course Outline of Record page. As courses are approved, an addendum link will also appear at the bottom of the page.
- e. **Curricunet Guide:** The Chair shared that an updated Curricunet guide will be available by January.
- f. **WASC Curriculum Team:** **Dr. Stiemke** informed the Committee that the WASC Curriculum Team completed all discussions. A few minor edits are still needed, and once these are completed, she will share the discussions with the Committee so they can provide additional input.
- g. **15 min CASAS Testing:** **Dr. Stiemke** shared that the State Chancellors Office Assessment Committee met to reapprove CASAS testing. During the meeting, they discussed having a two-year probation period. She will follow up with the Committee on their final decision since she was not able to stay for the whole meeting.
- h. **Spring Curriculum Calendar-** The Chair shared that the Spring Curriculum Calendar has been completed and will be emailed to the Committee.

Report of DE Coordinator: **Janet Cagley** shared that she is currently serving on the California Virtual - Campus (CVC) workgroup and the group is beginning to discuss what a Non-Credit landing page for fully

online programs will look like. Here, students can search for fully online certificates, and she would like something comparable to this for NOCE programs. **Janet** mentioned that many credit institutions are creating non-credit mirror programs where students can choose a program that leads to an associate degree or a non-credit certificate. She also shared that the CVC website will only feature fully online certifications and that the CVC promotes only courses that are POKER aligned. She believes it is in the best interest for NOCE to be POKER and OER Rubric aligned and discussed that by having practices that meet these criteria, NOCE could potentially have tremendous growth opportunities since the enrollment area is the entire state. **Raine Hambly** shared excitement and expressed concerns about separating credit and non-credit certificates on the CVC website. **Janet Cagley** shared students will locate certificates, credit or non-credit, in the searchable index. **Kenny Yu** thanked **Janet Cagley** for representing non-credit and asked how she foresees promoting the non-credit programs to students. **Janet Cagley** responded that promotional resources would come from the CDC and the Chancellor's office but is unsure what it entails. She also mentioned the importance of working on CID Descriptors and future articulation across institutions. **Dr. Stiemke** reported that at the last DCCC meeting, Cypress College implemented a non-credit program with no articulation agreement with NOCE. **Dr. Karen Bautista** shared that it was the Court Reporting program. **Raine Hambly** noted that it was previously a LEAP tuition course and the college worked with LEAP to create the program. **Dr. Stiemke** shared her concerns about having the colleges create non-credit programs and the impact and sustainability of NOCE. **Marcela Valle** commented on dual enrollment legislation and a newly expanded tuition assistance for adult ed. As of now, assistance is only available to students completing their high school diploma. She shared that this may or may not expand to other non-credit courses. **Khanh Ninh** shared that her department will be holding a staff meeting to discuss this since it has been expanded to adult ed.

Report of Catalog and Schedule Coordinator: Sheila Moore-Farmer shared the 2022-2023 tentative Catalog and Schedule calendar. She informed the Committee that any courses and/or programs approved and chaptered by June 30, 2022, will show in the 2022-2023 catalog. She reminded the Committee that any new program submitted might be offered as soon as they are state-approved. Due to catalog rights, changes may not be made to a program during the middle of the school year; therefore, any revised programs may not be offered until the fall term. She also shared that any deactivations brought through should be deactivated in the summer, so it does not interfere with student catalog rights.

Old Business:

- a. **Course updates:** The Chair shared that the following courses will be reviewed at today's Board meeting, COMP 685, MS 107, CRAE 100, EDEN 100, MUSC 200, PARN 265, along with several course deactivations. In addition, the ESL Citizenship programs were pulled from the Board agenda due to coding issues. She explained that Citizenship programs are not eligible for CDCP funding and will be working with the ESL department on how to proceed.
- b. **Website updates:** Dr. Stiemke provided website updates and informed the Committee that screenshots would be shared before the website goes live to give the Committee an opportunity

to share their feedback. She also acknowledged and thanked **Shelia Moore-Farmer** for her work and support.

New Business:

- a. **Auto awarding of certificates-** Tabled for next meeting.
- b. **Outdated curriculum and policy-** Tabled for next meeting.
- c. **Revised Courses-** There was discussion on the occupational SAM code used for PARN 267. Shelia shared that she receives an error if she tries to submit the course using a non-occupational code. **Dr. Bautista** also shared that she verified with CAEP consultants on MIS reporting and that SAM codes 1305.6 and 1305.7 were two codes that could be used without affecting CTE programs. **Raine Hambly** will make note of the codes for future matrix data.
- d. **Revised Programs-** Dr. Stiemke informed the Committee that the primary updates made to the programs were removing the CPR courses and the addition of two electives for the ECE Preschool Teacher and ECE Preschool Director certificate. **Raine Hambly** recommended that the course listings for the ECE Preschool Director be updated to eight plus two in the description and from eight to seven for the ECE Infant Care Teacher. There was also a discussion regarding the two elective labs, WFPR 100 and WFPR 101. **Marcella Valle** shared that the way the courses are listed, students can use both labs, online and in-person, to meet the two required electives for the ECE Preschool Director certificate. **Tina McClurkin** and **Raine Hambly** agreed to separate the electives by using or, allowing students to use only one of the WFPR labs to meet the elective requirements.

It was moved by **Khan Ninh** and seconded by **Janet Cagley** to approve the PARN 267 course and the four, ECE Certificates with the modifications discussed. Motion carried by unanimous vote.

Discussion: There was discussion on the term of service for committee members. Dr. Stiemke shared that committee members serve a two-year term and recommended that half the committee end their term in 2022 and the other half end in 2023. Once a term ends, the position will be available to others. If it is not filled, the previous member may remain in their position. Khanh Ninh and Kenny Yu shared that their term ends in 2022. Janet Cagley, Dr. Stiemke, Alice Niyondagara' s term will end in 2023.

Adjournment: The meeting adjourned at 4:08 p.m.

Motion to approve by Khanh Ninh; seconded by Janet Cagley.

Revised Courses

Course ID	Title	Hours	Justification	Course Description	TOP Code CB 03 SAM Code CB 09	Effective Date
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Lifeskills Education Advancement Program (LEAP) Department

PARN 267	Love and Logic Early Childhood Parenting Made Fun!®	30	Addition of DE Addendum and title update.	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 Early Childhood approach, this course will teach five subsets of skills that encourage home environments that stimulate responsibility, prevent misbehavior, and encourage setting healthy limits.	1305.60 D- Possible Occupational	Spring 2022
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Updated Programs			
Program and Program Description		Effective Term	Justification
<p>ECE Preschool Assistant Teacher</p> <p>The Preschool Assistant Teacher certificate is designed, as the first level in a series of certificate options, to prepare students for entry-level child care and education support in a variety of state licensed facilities including preschool and child care center. Students can be expected to learn the following: developmental stages of children from prenatal to middle childhood, theories in early childhood education, developmentally appropriate curriculum and practice, examination of the history, basic principles, and philosophies of various types of early childhood programs. With a solid foundation in the core areas of early childhood education, students will be better prepared to meet the demands in assisting classroom teachers in caring for young children. Students completing these courses will meet the requirements of the Department of Social Services to work in a licensed private preschool or child care center as a fully qualified preschool assistant teacher.</p>		Spring 2022	<p>The ECE Preschool Assistant Teacher certificate is designed, as the first level in a series of certificate options, to prepare students for entry-level childcare and educational support in a variety of state licensed facilities including preschool and child care centers. Students can be expected to learn the following: developmental stages of children from prenatal to middle childhood, theories in early childhood education, developmentally appropriate curriculum and practice, examination of the history, basic principles, and philosophies of various types of early childhood programs. With a solid foundation in the core areas of early childhood education, students will be better prepared to meet the demands in assisting classroom teachers in caring for young children. Students completing these courses will meet the requirements of the Department of Social Services to work in a licensed private preschool or childcare center as a fully qualified preschool assistant teacher.</p>
Core Courses			
Course ID	Title	Hours	Sequence
ECED 100	Early Childhood Development	54	Year 1, Fall
ECED 105	Family Community Relationships	36	Year 1, Fall
ECED 110	ECE Program Principles and Practice	54	Year 1, Spring
		Total Hours:	144

Updated Programs

Program and Program Description	Effective Term	Justification
<p style="text-align: center;">ECE Preschool Teacher</p> <p>The Preschool Teacher certificate is designed, as the second level in a series of certificate options, to prepare students for entry into child care and education support in a variety of state licensed facilities including preschool and child care center. Students can be expected to learn the following: developmental stages of children from prenatal to middle childhood, sociological relationships between family and society, health and safe practice in a child care setting, skills and knowledge needed for developing emergency plans and responding to health, and examination of the history, basic principles, philosophies of various types of early childhood programs and an overview of knowledge and skills related to developing and providing appropriate curriculum and environments for young children. With a solid foundation in the core areas of early childhood education, students will be well prepared to meet the demands in caring for young children. Students completing these courses will meet the requirements of the Department of Social Services to work in a licensed private preschool or child care center as a fully qualified preschool teacher.</p>	<p>Spring 2022</p>	<p>The Preschool Teacher certificate is designed, as the second level in a series of certificate options, to prepare students for entry into child care and education support in a variety of state licensed facilities including preschool and child care center. Students can be expected to learn the following: developmental stages of children from prenatal to middle childhood, sociological relationships between family and society, health and safe practice in a child care setting, skills and knowledge needed for developing emergency plans and responding to health, and examination of the history, basic principles, philosophies of various types of early childhood programs and an overview of knowledge and skills related to developing and providing appropriate curriculum and environments for young children. With a solid foundation in the core areas of early childhood education, students will be well prepared to meet the demands in caring for young children. Students completing these courses will meet the requirements of the Department of Social Services to work in a licensed private preschool or child care center as a fully qualified preschool teacher.</p>

Core Courses			
Course ID	Title	Hours	Sequence
ECED 100	Early Childhood Development	54	Yr. 1, Fall
ECED 105	Family Community Relationships	36	Yr. 1, Fall
ECED 120	Curriculum for Early Childhood Education, Introduction	54	Yr. 1, Fall
ECED 115	Child Health and Safety	36	Yr. 1, Fall
ECED 110	ECE Program - Principles and Practice	54	Yr. 1, Spring
ECED 205	Children with Special Needs	36	Yr. 1, Spring
Total Core Hours:		270	
Elective Courses (Must choose __1__ of _6_ courses)			
ECED 215	Language Arts and Literacy	36	Yr. 1, Fall
ECED 225	ECE Program - Music and Movement	36	Yr. 1, Fall
ECED 200	ECE Program - Science and Math	36	Yr. 1, Spring
ECED 220	ECE Program - Creative Experiences	36	Yr. 1, Spring
WFPR 100	Career Skills and Resource Lab	36	Yr. 1, Spring
WFPR 101	Virtual Career Skills and Resource Lab	36	Yr. 1, Spring
Total Elective Hours:		36	
TOTAL HOURS:		306	

Updated Programs		
Program and Program Description	Effective Term	Justification
<p>ECE Preschool Director</p> <p>The Preschool Director certificate is designed, as the third level in a series of certificate options, to prepare students the academic tools to plan and administer a child care program in a variety of state licensed facilities including preschool or child care center. In the program, students are required to complete the nine core courses and two elective courses, which prepare the students with a solid foundation in early care and education. In addition, students can be expected to learn and develop needed knowledge and skills to manage and supervise in</p>	Spring 2022	<p>The ECE Preschool Director certificate is designed, as the third level in a series of certificate options, to prepare students with the academic tools to plan and administer a childcare program in a variety of state licensed facilities including preschool or childcare centers. In the program, students are required to complete nine courses and two electives which prepare the students with a solid foundation in early care and education. In addition, students can be expected to learn and develop needed knowledge and skills to manage and supervise in an administrative position and participate in the workplace efficiently. This includes</p>

Updated Programs

Program and Program Description	Effective Term	Justification
<p>an administrative position, and participate in workplace efficiently. This includes administrative tools, and techniques needed to organize, open, and operate an early care education program. To be eligible for this certificate, three enriched elective courses are required as well. Students completing this program will meet the requirements of the Department of Social Services to work in a licensed private preschool or child care center as a Center Director.</p>		<p>administrative tools and techniques needed to organize, open, and operate an early care education program. To be eligible for this certificate, two enriched elective courses are required as well. Students completing this program will meet the requirements of the Department of Social Services to work in a licensed private preschool or childcare center as a Center Director</p>

Core Courses

Course ID	Title	Hours	Sequence
ECED 100	Early Childhood Development	54	Yr. 1, Fall
ECED 105	Family Community Relationships	36	Yr. 1, Fall
ECED 120	Curriculum for Early Childhood Education, Introduction	54	Yr. 1, Fall
ECED 115	Child Health and Safety	36	Yr. 1, Fall
ECED 110	ECE Program, Principles and Practice	54	Yr. 1, Spring
ECED 205	Children with Special Needs	36	Yr. 1, Spring
ECED 210	Infant Toddler Care and Education	54	Yr. 1, Spring
ECED 400	Child Care Supervision and Administration	54	Yr. 2, Fall

Total Core Hours: 378

Elective Courses (Must choose 2 of 6 courses)

ECED 215	Language Arts and Literacy	36	Yr. 1, Fall
ECED 225	ECE Program, Music and Movement	36	Yr. 1, Fall
ECED 200	ECE Program, Science and Math	36	Yr. 1, Spring
ECED 220	ECE Program, Creative Experiences	36	Yr. 1, Spring
WFPR 100	Career Skills and Resource Lab	36	Yr. 2, Fall
WFPR 101	Virtual Career Skills and Resource Lab	36	Yr. 2, Fall

Total Elective Hours: 72

Updated Programs		
Program and Program Description	Effective Term	Justification
		TOTAL HOURS: 450

Updated Programs			
Program and Program Description	Effective Term	Justification	
<p style="text-align: center;">ECE Infant Care Teacher</p> <p>The Infant Care Teacher certificate is designed, as an optional level in a series of certificate options, to prepare students for entry into child care and education support in a variety of state licensed facilities including preschool and child care center. In addition to the requirements of completing eight core courses, students can be expected to learn the following: theories, principles and practices of an infant/toddler program. Content includes respectful and responsive caregiving, licensing and regulation issues, philosophy, infant and family needs, activities and routines, and enriching, safe, healthy environments with an emphasis on developmentally appropriate, culturally sensitive care in group settings. Students completing these courses will meet the requirements of the Department of Social Services to work in a licensed private preschool or child care center as a fully qualified infant care teacher.</p>	Spring 2022	<p>The Infant Care Teacher certificate is designed, as an optional level in a series of certificate options, to prepare students for entry into child care and education support in a variety of state licensed facilities including preschool and child care center. In addition to the requirements of completing eight core courses, students can be expected to learn the following: theories, principles and practices of an infant/toddler program. Content includes respectful and responsive caregiving, licensing and regulation issues, philosophy, infant and family needs, activities and routines, and enriching, safe, healthy environments with an emphasis on developmentally appropriate, culturally sensitive care in group settings. Students completing these courses will meet the requirements of the Department of Social Services to work in a licensed private preschool or child care center as a fully qualified infant care teacher.</p>	
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ECED 100	Early Childhood Development	54	Yr. 1, Fall
ECED 105	Family Community Relationships	36	Yr. 1, Fall
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ECED 115	Child Health and Safety	36	Yr. 1, Fall	
ECED 110	ECE Program Principles and Practice	54	Yr. 1, Spring	
ECED 205	Children with Special Needs	36	Yr. 1, Spring	
ECED 210	Infant Toddler Care and Education	54	Yr. 1 Spring	
Total Hours:		324		