

**North Orange Continuing Education
Curriculum Committee Meeting**

April 6, 2022

3:30-4:30 p.m.

Approved Minutes

- I. **Call to Order-** The meeting was called to order by the Curriculum Chair, Dr. Kimberley Stiemke at 3:34 p.m.
- II. **Voting Members Present:** Karen Bautista, Janet Cagley, Raine Hambly, Khanh Ninh, Alli Stanojkovic, Kimberley Stiemke, Kenny Yu.
- III. **Non-Voting Members Present:** Amabel Arredondo, Shelia Moore-Farmer, Susan Quihuis.
- IV. **Absentees:** Alice Niyondagara, Daniel Stackhouse.
- V. **Guests Present:** Mary Helen Albrecht, Corinna Lopez, Candace Lynch, Tina McClurkin, David Soto, Marcela Valle.
- VI. **Reading and Approval of Minutes:** It was moved by Janet Cagley and seconded by Khanh Ninh to approve the March 8, 2022, meeting minutes. Motion carried by unanimous vote.
- VII. **Public Comments (2 minute max):** None
- VIII. **Report of Curriculum Chair:** Tabled for next meeting.
- IX. **Report of DE Coordinator:** Tabled for next meeting.

Dr. Stiemke asked the committee if they had any objections on having New Business before Old Business on the agenda due to time constraints, no objections were made by the committee.

X. **New Business**

- a. **New Courses** (see details on p. 4)
- b. **Revised Courses** (see details on p. 5)

XI. **Old Business**

- a. **Course Updates:** Dr. Stiemke shared that two programs, ESL for Community Involvement, Beginning and ESL for Community Involvement, Intermediate to Advanced were pulled from the upcoming board agenda due to pending course updates. The programs will be reviewed by the committee once the narratives are updated.
- b. **IHSS 160 Manual Updates:** Dr. Stiemke shared feedback from the 160 Manual. The credit ratio was discussed, and concerns were shared regarding the program not meeting the credit requirements of 144 hours of lecture for every ten high school credits received, indicated in the Program and Course Approval Handbook (PCAH). She also shared that it is her understanding that the High School Department has chosen to remove the comparability of ESL courses to HS courses for English core requirements but has not been documented. Janet Cagley commented that grade levels for ESL advanced courses should be determined to better assist the High School Department in deciding whether those courses are equivalent to the lower-level English courses. She added that once the English courses are updated to reflect accurate grade level requirements, ESL students might not be successful in those courses, so adding another component to the Learning Center to bridge the two programs might be beneficial. Competency exams were discussed, such as determining

equivalency for credits already received, retainment, redundancy, and whether they benefit NOCE students. Karen Bautista shared her experience working at other institutions. Apart from the residency requirements, she shared that many of the students coming in were only a few credits short of receiving their High School Certificate. Some were only missing Fine Arts or Foreign Language courses, so these institutions did not require students to take competency exams. She also added that we should not be creating barriers for students trying to complete their certificates. Raine Hambly agreed that having students take additional tests for learning they already have is not ideal and shared that credit for prior learning and other articulation agreements with schools should be considered to eliminate retesting students. Khanh Ninh shared that schools no longer include standardized tests on student transcripts. David Soto added that under AB1705, exit tests or any test, in general, are not mentioned or acknowledged for students transitioning from one school to another. Only high school coursework, high school grades, and grade point average are mentioned. There was a discussion and an informal poll between the committee and stakeholders regarding no longer requiring exit exams, and there was a consensus to not require competency exams.

- c. **IHSS Program Narrative Updates:** Dr. Stiemke asked the committee for input regarding the College Prep course hours awarded to students. Currently, the department is awarding ten credits for every 72 instructional hours completed. There was a discussion by the committee members that the department will need to rectify the issues of not meeting PCAH and Title 5 regulations. This means they will need to issue 5 credits for every 72 instructional hours completed or ten credits for every 144 hours completed. The committee discussed the negative impacts on students. There was an agreement that a date should be set once the narrative and manual are updated and approved. Marcella Valle asked if processes for evaluating foreign transcripts will be included in the new Narrative since that information is listed only in the 160 Manual.

XII. Announcements:

XIII. Adjournment:

The meeting was adjourned at 4:46 p.m.

Motion to approve by Janet Cagely and Karen Bautista seconded.

Location: CCC Confer Zoom, [Meeting Link](#)

Dial via cell or landline: (669) 900-9128

Meeting ID: 964 3450 2085

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
IHSS 305	High School Economics A	36	Economics A explores the fundamental economic concepts and reasoning, the American Market Economy, the government's influence on the market economy, taxes, deficits, and the Federal Reserve Bank and the impact of these concepts on various groups, including racial, socioeconomic, and gender.	2299.00 - Other Social Sciences E - Non-Occupational	2022 Fall	This course will update instructional materials to current events, research, and implement DEIA principles through research-based instructional strategies and methods of evaluation in face-to-face and online settings and replace the current HSDP five credit Economics course.
IHSS 306	High School Economics B	36	Economics B explores labor markets, aggregate economic behavior, globalization, and the impact of the global economy and these concepts on various groups, including racial, socioeconomic, and gender.	2299.00 - Other Social Sciences E - Non-Occupational	2022 Fall	This course will update instructional materials to current events and implement DEIA principles through research-based instructional strategies and methods of evaluation in face-to-face and online settings and replace the current HSDP five-credit Economics course.
IHSS 310	High School US Government A	36	U.S. Government Course A explores the fundamentals of American democracy, the branches of government, evaluates the comparative governments and the challenges of democracy, and the impact of non-state actors on the global community from multiple perspectives, including race, gender, and socio-economic status.	2299.00 - Other Social Sciences E - Non-Occupational	2022 Fall	This course will update instructional materials to current events and implement DEIA principles through research-based instructional strategies and methods of evaluation in face-to-face and online settings and replace the current five-credit HSDP US Government course.
IHSS 311	High School US Government B	36	U.S. Government Course B explores the rights and responsibilities of citizens in a democracy, the fundamental principles of civil society, the electoral process, and the role of media in public life from multiple perspectives, including race, gender, and socio-economic status.	2299.00 - Other Social Sciences E - Non-Occupational	2022 Fall	This course will update instructional materials to current events and implement DEIA principles through research-based instructional strategies and methods of evaluation in face-to-face and online settings and will replace the current five-credit HSDP US Government course.
IHSS 315	High School US History A	36	US History A explores the founding of the original thirteen colonies, the creation of a new country, causes of the Civil War, and the Reconstruction era and the impact of each of these events on racial and socio-economic groups and gender roles from multiple perspectives.	2205.00 - History E - Non-Occupational	2022 Fall	This course will update instructional materials to current events, research, and implement DEIA principles through research-based instructional strategies and methods of evaluation in face-to-face and online settings and replace the current ten-credit HSDP US History course.
IHSS 316	High School US History B	36	US History B explores post-Civil War, westward expansion, the Industrial Revolution through World War I and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events.	2205.00 - History E - Non-Occupational	2022 Fall	This course will update instructional materials to current events and implement DEIA principles through research-based instructional strategies and methods of evaluation in face-to-face and online settings and replace the current ten-credit HSDP US History course.
IHSS 317	High School US History C	36	US History C explores the Great Depression and the New Deal, World War II, the Cold War, and US post-war foreign policy and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events.	2205.00 - History E - Non-Occupational	2022 Fall	This course will update instructional materials to current events and implement DEIA principles through research-based instructional strategies and methods of evaluation in face-to-face and online settings and replace the current ten-credit HSDP US History course.
IHSS	High School	36	US History D explores the Civil Rights Era,	2205.00 -	2022	This course will update instructional

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318	US History D		the end of the Cold War, Globalism, and contemporary America, and the impact these occurrences have on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events.	History E - Non-Occupational	Fall	materials to current events and implement DEIA principles through research-based instructional strategies and methods of evaluation in face-to-face and online settings and replace the current ten-credit HSDP US History course.
<p>Dr. Stiemke shared the updates made to the IHSS since the agenda was sent out to the committee. Those updates were adding course numbers to a few of the courses, title updates by adding High School at the beginning of the titles for all the courses and removing the range of hours. No additional feedback from the committee members was discussed.</p> <p>Janet Cagley shared that she is under the impression that TABE assessments will resume in Fall 2022.</p> <p>It was moved by Khanh Ninh to approve the IHSS courses and seconded by Kenny Yu. Motion carried by unanimous vote.</p>						

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
EMER 115	Creative Writing for Seniors	36	This course for older adults teaches both beginning and experienced writers how to create and shape autobiographies, fiction, and non-fiction writing and poetry into readable and publishable forms.	1507.00 - Creative Writing E - Non-Occupational	2022 Fall	Convert subject code from ABE 240 to EMER 115, update DE addendum, and infuse DEIA principles into instructional objectives aligned with semester format from 24 to 36 hours.
EMER 120	Books Come Alive for Older Adults	36	“Books Come Alive” is an intellectually and socially rewarding activity designed for older adults in which outstanding works of fiction are read and discussed. Through the method of shared inquiry, along with thought-provoking questions, older adult students are offered exciting opportunities for self-discovery and personal growth.	1503.00 - Comparative Literature E - Non-Occupational	2022 Fall	Convert subject code from ENCO 180 to EMER 120.
EMER 150	Mobile Information Literacy	36	Designed to give students the necessary communication and technology skills using smartphones, tablets, and personal computers that are crucial in order to take advantage of the wealth of new and emerging opportunities associated with digital technologies whilst also remaining alert to the various challenges technology can present.	0702.10 - Software Applications D - Possible Occupational	2022 Spring	Update instructional hours from 24 to 36 to reflect the infusion of DEIA principles in the instructional objectives and expand weekly lesson plans to align with an 18 week semester format. Update DE addendum.
EMER 155	Writing Your Life	36	This course teaches the student to closely examine their own life’s history with instructor, peer, and curriculum engaged perspectives to	1507.00 - Creative	2022	Add/Update SLO

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	Story for Older Adults		enhance the learner's sense of identity and valued knowledge. Writing styles, strategies and techniques for all levels of writers are introduced and utilized to assist students to uncover more about themselves and their relation to others, systems, and their community.	Writing E - Non-Occupational		
EMER 200	Ceramics for Older Adults	36	This is a basic course in ceramics for older adults which includes lecture, demonstration, and the application of ceramic artwork. Students will learn mold selection, glazing, decorating techniques, and proper firing procedures. Individual artistic creativity is encouraged and completed art projects of the older adult students are often displayed publicly.	1002.30 - Ceramics E - Non-Occupational	2022 Fall	Apportionment. Addition of SLO
EMER 220	China Painting for Older Adults	36	Fundamentals of china painting are presented to older adult students through demonstration and individual instruction. The older adult students will learn techniques such as brush strokes, blending, shading, grounding, and masking. Final class projects are heirloom quality artworks that may be displayed in a community art exhibit.	1002.10 - Painting and Drawing E - Non-Occupational	2022 Fall	Change subject code from EMER 210 to EMER 220. Add/update SLO
EMER 240	Needlecrafts, Knitting, Crochet for Older Adults	36	Older Adult students will learn the practical application, knowledge, and skills required to create knitted, crocheted, needlepointed and cross-stitched hand-made items. A wide variety of items are created by older adult students, including decorations for the home and clothing for babies, children, and adults.	1001.00 - Fine Arts, General D - Possible Occupational	2022 Fall	Subject code conversion from CRAE 104 to EMER 240. Added DE addendum.
EMER 260	Quilting for Older Adults	36	This course offers the essentials of quilting for older adult students, which includes fabric selection, cutting, and sewing methods along with the history and vocabulary of the craft. Special techniques for older adults are covered such as patchwork, appliqué, hand and machine methods, and finishing techniques.	1001.00 - Fine Arts, General D - Possible Occupational	2022 Fall	Conversion from EMER 106 to EMER 260. Add SLO.
EMER 270	Music Arts for Older Adults	36	This course provides stimulating interaction for older adults through musical reminiscence, discussions, and 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.	1004.00 - Music E - Non-Occupational	2022 Fall	Convert from MUSC 200 to EMER 270, update DE addendum, infuse DEIA principles into instructional objects which expands course content to align with hours of instruction for a semester format of 36 hours.
EMER 310	Health and Wellness for Older Adults	36	Learn the benefits of adopting behaviors associated with healthy and successful aging. Focus on the natural effects of the aging process and the benefits of being proactive by using a healthy diet, managing chronic conditions, and engaging in routine physical activity as a means to living with optimum independence.	0837.00 - Health Education E - Non-Occupational	2022 Fall	Convert subject code from HLTH 200 to EMER 310. Update Methods of Evaluation and SLO.
EMER 320	Help Yourself to Health for Older Adults	36	Various health related topics of interest to older adults will be discussed. Safe, beneficial, exercises intended to promote general health and fitness for older adults will be introduced. Each class will incorporate information, discussion, and exercises.	0837.00 - Health Education E - Non-Occupational	2022 Fall	Conversion from EMER163 to EMER 320 Add/update SLO
EMER	Health and	36	Learn the benefits of adopting behaviors associated with healthy	0837.00 -	2022	Addition of DE

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403	Wellness for Older Adults		and successful aging. Focus on the natural effects of the aging process and the benefits of being proactive by using a healthy diet, managing chronic conditions, and engaging in routine physical activity as a means to living with optimum independence.	Health Education E - Non-Occupational	Spring	addendum.
<p>There was a discussion on the usage of Older Adults in course descriptions of the Emeritus courses. Janet Cagley recommended removing the verbiage and replacing it with something broader to attract more students. Karen Bautista shared that Title 5 language has specific program areas, such as the Older Adult courses, so it would not be possible. However, she also added that some courses could possibly be offered as Basic Skills which would open it up to a broader group of students. Susan Quihuis suggested using Mature Adults instead of Older Adults and asked if any DEIA parameters should be considered.</p> <p>All EMER courses were tabled for the April 12, 2022, meeting.</p>						

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Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ESLA 001	ESL Learning Center	12- 120	The ESL Learning Center offers an opportunity to practice English through various instructional media as well as group learning activities. Students can practice speaking, listening, reading and writing skills. Students can also work on building grammar knowledge, pronunciation ability and vocabulary enhancement. Students can also develop computer skills and reinforce ESL class lessons in the center.	4930.87 - English as a Second Language - Integrated E - Non- Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Added Canvas and updated teaching materials.
ESLA 180	ESL Reading Skills, Beginning	36-72	This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level.	4930.85 - English as a Second Language - Reading E - Non- Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Update hours to reflect ESL program standards for ESL specialty courses. Update teaching materials to reflect current practices.
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36-72	This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher.	4930.85 - English as a Second Language - Reading E - Non- Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Update course hours to reflect ESL program standards for ESL specialty courses. Update teaching materials to reflect current practices.
ESLA 185	ESL Writing Skills, Beginning	36-72	This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences.	4930.84 - English as a Second Language - Writing E - Non- Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Update course hours to reflect ESL program standards for ESL specialty courses. Update teaching materials to reflect current practices.
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36-72	This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing.	4930.84 - English as a Second Language - Writing	2022 Fall	Update coding for accuracy in reporting and data submission. Update course hours to reflect ESL program standards for ESL specialty courses. Update

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				E - Non-Occupational		teaching materials to reflect current practices.
ESLA 211	ESL Skill Building, Intermediate to Advanced	180	The course content is relevant to the lives of students. It integrates language functions and language forms with informational sources, skills and topics. Course topics will include the process and skills needed to seek employment as well as norms in the American workforce. The course will also cover planning, traveling and finances as skills needed to function in society. Students will use the above topics to build on reading comprehension, vocabulary, listening, speaking, writing and technology skills in an online environment. Students will be required to attend an orientation and take the CASAS assessment on campus.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Canvas and Office 365 added to Textbooks/Resources.
ESLA 225	ESL Vocabulary Review, Beginning	36-72	Students will review, expand, and retain basic vocabulary words and phrases organized by commonly used topics. Students will work on using approximately fifteen practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Beginning Low and Beginning High levels.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Update course hours to reflect ESL program standards for ESL specialty courses. Update teaching materials to reflect current practices.
ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	36-72	Students will review, expand, and retain vocabulary words and phrases organized by commonly used topics. Students will work on using approximately twenty-five practical target words per class in oral and written exercises. This course is designed for the ESL students placed in the Intermediate Low, Intermediate High, and Advanced levels.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Update course hours to reflect ESL program standards for ESL specialty courses. Update teaching materials to reflect current practices.
ESLA 801	ESL and Computer Skills, Beginning	36-72	The course introduces ESL students to hands-on exploration and use of current Microsoft Windows programs. Students will learn basic computer parts, keyboarding, and the basics of MS Word, PowerPoint, MS Publisher, and Excel. Emphasis is on English skills in grammar, vocabulary, writing, speaking, pronunciation, and reading.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Update course hours to reflect ESL program standards for specialty courses. Update title to reflect ESL program standards in course names (begin with ESL for identification purposes). Update teaching materials to reflect current practices.
ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36-72	Students will enhance their English language skills through challenging computer application tasks using MS Word, PowerPoint, Excel, the Internet, and MS Publisher. Emphasis is on building confidence in independent projects to improve English skills in grammar, vocabulary, writing, and reading. Students will be actively	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Update course hours to reflect ESL program standards on ESL specialty courses. Update title to reflect ESL program standards in course names (begin with ESL for identification purposes). Update teaching materials to

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			involved in computer projects linking the academic environment with their communities.			reflect current practices.
ESLA 850	Citizenship Preparation, Beginning	72-90	This beginner course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for their USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing simple sentences, developing fluency in speaking and listening, and producing accurate pronunciation.	4930.90 - Citizenship E - Non-Occupational	2022 Fall	Update coding for accuracy in reporting and data submission.
ESLA 851	Citizenship Preparation, Intermediate/Advanced	72-90	This intermediate/advanced course prepares students for the US citizenship process. Students examine required forms for naturalization and prepare for the USCIS Citizenship Interview by practicing the USCIS Civics Questions, conversation strategies, and dictation. This course focuses on writing paragraphs with complex sentences while refining accuracy in speaking, listening, and pronunciation.	4930.90 - Citizenship E - Non-Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Update teaching materials to reflect current practices.
ESLA 1020	Vocational English-as-a-Second Language: Early Childhood Education	36	This ESL course provides students with necessary language skills to succeed in the Early Childhood Education program, thereby bridging the gap between standard ESL coursework and ECE coursework. The course also focuses on preparing students to interact in the real world in ECE situations (e.g., parent-teacher conferences).	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Canvas added to Textbooks/Resources.
ESLA 1025	Vocational English as a Second Language: Pharmacy Technician	36	This ESL course provides students with necessary language skills to succeed in the Pharmacy Technician program, thereby bridging the gap between standard ESL coursework and PT coursework. The course also focuses on preparing students to interact in the real world in PT situations (e.g., PT-costumer interactions).	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Fall	Update coding for accuracy in reporting and data collection. Update teaching materials to reflect current practices.
ESLA 1030	Vocational English as a Second Language: Administrative Assistant	36	This ESL course provides students with necessary language skills to succeed in the vocational administrative assistant programs, thereby bridging the gap between standard ESL and VESL coursework. The course also focuses on preparing students to interact in real-life office situations.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Fall	Update coding for accuracy in reporting and data submission.
ESLA 1050	ESL Workplace Advancement Skills, Intermediate	60	This course focuses on introducing ESL students to the workplace discourse system and culture. By	4931.00 - Vocational ESL	2022 Fall	Update coding for accuracy in reporting and data submission. Change course title to reflect

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			improving their communication skills and understanding the United States culture within the workplace, students will become successful employees.	D - Possible Occupational		level accurately and align with ESL program course name standards. Update teaching materials to reflect current practices.
ESLA 1052	ESL Workforce Readiness Skills, Intermediate	60	This course covers basic work skills as well as language skills necessary for intermediate level students to gain employment. Students will identify various job opportunities available in their respective communities and will learn to communicate with employers. In addition, students will gain basic knowledge of office technology.	4931.00 - Vocational ESL D - Possible Occupational	2022 Fall	Update coding for accuracy in reporting and data submission. Update course title to reflect the appropriate course level as well as align with ESL program standards for course names. Remove antiquated job search practices from course content. Update teaching materials to reflect current practices.
ESLA 1054	ESL Workplace Advancement Skills, Advanced	60	This course prepares ESL students at an advanced level for the American workplace. Students will learn American workplace expectations, practice effective business communication including giving presentations and participating in meetings, and identify professional development needs. In addition, students will enhance their computer applications skills by gaining additional experience with Microsoft Office.	4931.00 - Vocational ESL D - Possible Occupational	2022 Fall	Remove prerequisite because it is no longer active. Update teaching material to reflect current practices. Update coding to be consistent with similar courses.
ESLA 1056	ESL Workforce Readiness Skills, Advanced	60	This course prepares ESL students at an advanced level for the American workforce. Students will plan a career path based on skills and interests. They will also practice all aspects of conducting a job search, perform business communication tasks, and use computers for word processing and internet searches. In addition, students will learn about American workplace values and expectations.	4931.00 - Vocational ESL D - Possible Occupational	2022 Fall	Remove prerequisite because it is no longer active. Update teaching material to reflect current practices. Update coding to be consistent with similar courses.
<p>Dr. Stiemke communicated that all word reports should include teaching materials which identify where the content was derived from.</p> <p>There was discussion on the range of hours, specifically lab hours. Candance Lynch shared that the hours reflect the range of language abilities students begin with and it also takes into consideration the amount of time it can take them to meet the course objectives. Additionally, she shared that the learning center hours count as FTES and that those hours are reported to the state.</p> <p>It was moved by Karen Bautista to approve the ESLA courses and seconded by Raine Hambly. Motion carried by unanimous vote.</p>						