



**North Orange Continuing Education
Curriculum Committee Meeting
April 12, 2022
3:00-4:30 p.m.
Approved Minutes**

- I. Call to Order: The meeting was called to order by the Curriculum Chair, Dr. Kimberley Stiemke at 3:04 p.m.
- II. Voting Members Present: Dr. Karen Bautista, Janet Cagley, Raine Hambly, Khanh Ninh, Alli Stanojkovic, Kimberley Stiemke, Kenny Yu.
- III. Non-voting Members Present: Amabel Arredondo, Shelia Moore-Farmer.
- IV. Absentees: Dr. Alice Niyondagara, Dr. Daniel Stackhouse, Susan Quihuis.
- V. Guests Present: Mary Helen Albrecht, Candace Lynch, Tina McClurkin, Erin Sherard, David Soto, and Marcela Valle.
- VI. Reading and Approval of Minutes: It was moved by Janet Cagley and seconded by Kenny Yu to approve the meeting minutes of March 8, 2022, with the addition of Khanh Ninh's recommendation of adding "to not require competency exams" after consensus on pg. 2. Motion carried by unanimous vote.
- VII. Public Comments (2-minute max): None
- VIII. Report of Curriculum Chair: Dr. Stiemke acknowledged the influx of curriculum coming in and thanked the committee for their time and effort. She informed the committee that it had been brought to her attention that a faculty member was not pleased with the curriculum approval process. Furthermore, the faculty member had multiple opportunities to revise the courses, but revisions were not made. Subsequently, the classes will not be moving forward at this time.
- IX. Report of DE Coordinator: Janet Cagley shared that she will be working with the Distance Education Committee and the Curriculum Committee to begin the implementation of the new Distance Education Addendum. Trial runs have been conducted and will continue for consistency purposes. She is also working on new software and app vetting processes. These processes will ensure that newly adopted software is not only accessible, but also scans for any overlap, which will ensure funding is allocated appropriately. Additionally, there is also work on moving away from redundancy within apps which creates unintentional barriers for students.
- X. Old Business
 - a. Course Updates: The Chair shared that courses approved at the last meeting will be reviewed by District Curriculum Coordinating Committee (DCCC) this month.
 - b. High School Program Narrative: Dr. Stiemke provided an update on the High School Narrative and 160 Manual and informed the committee that neither of the two have been fully updated and are not ready to move forward.
 - c. AP/BP 4020: Continues to be discussed at DCCC and feedback is still being collected.

XI. New Business:

- a. Dr. Stiemke commented on the high school diploma narrative shared with the committee members by the program director via email. She reported that it failed to go through the proper submission channels and expressed a few challenges with the updated narrative. One of the challenges was the removal of a group of high school courses, that were approved by the Curriculum Committee to replace outdated curriculum, from the updated program narrative. The other challenge was that the narrative was not emailed by a faculty member, which failed to follow the approval process guidelines.

Additionally, the email stated the full-time faculty were at an impasse, which led to the department not addressing and discussing the committee's feedback. Many of the clarifying questions asked by the committee regarding the policies and processes that led to the creation of the 160 Manual were not addressed by the Basic Skills department, which led Dr. Stiemke to believe the answers were unknown. This lack of clarification does not alleviate the concerns surrounding the document and has created challenges for Degree Works, the Counseling Department, WASC, and other entities that rely on the information to support students. Despite many efforts to obtain information and clarification, the document has not been updated and is not ready to be presented for review.

Janet Cagley voiced her support and shared a few of the challenges she has endured during the seven years she has worked for the High School Department. She shared that there has been little support for transitioning the High School Diploma Lab online. After the Emergency Distance Education deadline, she noted that there was a forceful termination of emergency correspondence courses. During those two years, Janet emphasized that action was not taken in terms of online curriculum, and due to her 100% release time, she was restricted on how much she could assist. Subsequently, Ease Learning was hired to create curricula for the department. Janet stated that because of collaboration with Ease Learning, WASC, and various DEIA initiatives, it became apparent that having two individual Course Outline of Records would not be appropriate. She expressed that some of her colleagues dismissed and opposed the information, even after the Curriculum Committee adopted the new courses to replace the existing high school curriculum. In addition, Janet also noted that the department's impasse was inaccurate since there have been multiple denied requests by the department's director to have the committee's feedback and concerns addressed at various department meetings. She also added that no progress had been made in addressing the committee's concerns and commented that, at this time, the department is negligent in its ability to serve high school students and concluded that she is not optimistic that an updated narrative and curriculum addressing the committee's concerns will be available.

Khanh Ninh expressed concerns and asked if they could continue utilizing the 160 Manual. Dr. Stiemke reported that the High School Department never carried out shared governance in policy development and decision-making when creating the manual. As a result, it was not approved by the Curriculum Committee, and not many knew it existed. The failure to go through the proper approval channel assures Dr. Stiemke that a lot of the information in the manual does not align or derive from the narrative. Additionally, there was anonymity when she inquired about how decisions were made and how information was added to the manual. As a result, the information and articulation of courses have been added to the manual

without consensus. The manual will need to be sent back to the department to align and update the inconsistencies presented. Subsequently, any updates will not be reflected in the 2022/2023 catalog and will not reflect in time for the WASC accreditation. She reported that the department was given ample time to have the narrative reviewed and evaluated, including an additional Curriculum Committee meeting on April 6th.

Janet Cagley shared that the department asked her to review textbooks of courses they planned to purchase without the committee's consent. Tina McClurkin noted that the Chair's WASC report would need to include the Chair's identified discrepancies and the multiple opportunities given to the department to resolve the issues. She also shared that many of the department's discrepancies are trickling down and affecting many other areas, which will be reflected poorly in the WASC report.

Khanh Ninh shared specific details of the impact the inconsistencies are causing students, such as course articulations, licensing requirements for Pharmacy students, and assessment interpretations. Dr. Karen Bautista agreed that answers and clarification regarding the manual need to be addressed along with a specified date by which changes will go into effect. In addition, she also expressed her support for the Curriculum Committee and understands that the committee's decisions should be upheld. Dr. Bautista concluded by assuring the committee that she will continue working on making sure the institution carries on support for students' success. David Soto asked if the issuance of -High School diplomas would continue. Dr. Stiemke replied that if help is provided, she would like to work on updating the narrative by aligning the instructional hours and credits being awarded and reflecting on the new courses that were approved. Once completed, Dr. Stiemke will ask the committee to review the changes and cast a vote via email. She is optimistic that if the committee approves the changes, the narrative can be included on the DCCC agenda, allowing the updates to be reflected in the 2022/2023 catalog.

Additionally, there was a discussion on CASAS and exit exams. Dr. Bautista is hopeful that there will be more communication on this by the end of the week. Lastly, Dr. Stiemke concluded the meeting by informing the committee that she would be in contact concerning the narrative.

- b. New Courses: (See details on pg. 6)
- c. Revised Courses: (See details on pg. 8)
- d. New Program: (See details on pg. 9-10)
- e. Janet Cagley motioned to extend the meeting 30 minutes; Khanh Ninh seconded. Motion approved by unanimous vote.
- f. Modified Programs: (See details on pg. 11,15-16)
- g. AP/BP 4100: Tabled

XII. Announcements

XIII. Adjournment: The meeting adjourned at 5:27 p.m.

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
ABED 102	Supervised Tutoring	1-360	This self-paced, open-entry/open exit non-credit course provides individualized and growth activities designed to include a learning style assessment and follow-up, assistance with acquiring study skills, and guidance in completing coursework. Designed to help students achieve outcomes related to specific courses for which tutoring is sought.	4930.09 - Supervised Tutoring E - Non-Occupational	2022 Fall	This course provides additional instructional support to help students master course content.
ESLA 351	ESL Art Appreciation	90	This ESL course builds students' reading, writing, and speaking skills in the context of the visual arts. Students will identify common artistic themes while examining a variety of Western and non-western aesthetic forms, styles, and periods. The course includes museum visits and performance viewings.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Spring	The course supports transition to college.
ESLA 352	ESL Readers Theatre	90	Literature and communication are integrated in the art of readers theatre. This course provides the opportunity to select, analyze, read, adapt, write, and present multi-cultural readings to an audience. Attention will be given to staging techniques.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Spring	This course supports transition to college and helps prepare students for careers in the arts.
ESLA 353	ESL Acting	90	This ESL course focuses on students' reading, speaking, and pronunciation skills in the context of performances. Human experiences and cultural norms will be examined through imagined roles and creative thinking. Terminology and methodology will be introduced for acting, building social skills, and confidence necessary for speaking in public to diverse audiences.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Spring	This course will help upper level ESL students transition into careers or college. Acting is a skill that is in demand in the fields of business and entertainment. The course also equips students with public speaking skills necessary in college. Additionally, specific technical and artistic skills are taught for students who want to pursue certificate or degree programs at college in theatre, cinema, broadcasting, or English.
ESLA 354	ESL Film and TV Acting	90	This on-camera course focuses on the use of contemporary screenplays with written and spoken language relevant to a diverse audience. Vocabulary and acting techniques for film, TV, and video will be introduced. Also covered will be procedures on the set. For Intermediate High and Advanced level students.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Spring	This course supports transition to college and careers in the arts.
ESLA 1071	ESL College Success Skills: Listening and Speaking	180	ESL students will practice the listening and speaking skills needed in a post-secondary academic setting, including listening to academic lectures, taking notes, participating in class discussions, giving presentations, and taking exams. Students will practice the technological skills needed for academic success and experience campus life through field trips to	4930.86 - English as a Second Language - Speaking/Listening E - Non-Occupational	2022 Fall	This course is part of a college transition program. It is designed to give students the skills necessary to complete the college application process and to succeed in college.

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			local colleges. For intermediate high and advanced level ESL students.			
ESLA 1073	ESL College Success Skills: Reading and Writing	180	Acquire reading, writing, test-taking, critical thinking, and technological skills necessary for success in college. Learn American cultural norms in the classroom. Participate in campus life through field trips to local colleges. For intermediate high and advanced level ESL students.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2022 Fall	This course will help ESL students who plan to attend college by bridging the gap between general English and academic English.
OTEC 215	Computer Concepts and Applications IBEST	96	This is the first course in a series of two courses that serves as a foundation for working in the office environment and focuses on the entry level skills students need to succeed in the workforce. Part 1 introduces students to fundamental workforce skills in computers and information processing, hardware, system software; networks, security, and privacy; troubleshooting and maintenance; application software; the Internet, digital ethics and awareness, cloud computing, Windows, Microsoft Word, and Microsoft Excel. This course series will help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Fall	OTEC 210 and 211 are being taught through I-BEST. In the I-BEST format there is not enough time for students to obtain the program goals causing students to be dropped. The combining of the two courses will provide sufficient time for students to achieve program goals. To update the title.
PARN 296	Many Identities, One Diverse Nation	24	The purpose of this course is to help parents and caregivers gain awareness and understanding around the "Identity" and "Diversity" components of k-12 anti-bias framework. Students will gain an understanding of the terms personal and social identity, intersectionality, visible and invisible identity, and explore how individual identities contribute to a national identity that is United States.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Fall	This course is the second of three courses in Parenting's Understanding Anti-Bias Framework course track. It details the first two of the four components of the Learning for Justice's Anti-Bias Framework: Identity and Diversity.
PARN 297	Raising Culturally Responsive Children	24	The purpose of this course is to help parents and caregivers gain awareness and understanding around the "Justice" and "Action" components of k-12 anti-bias framework. Instruction will center on personal identities, labels, confirmation bias, belonging, human rights, discrimination, speaking up, speaking out, and making human rights universal.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Fall	This is the last of a 3 course series under LEAP PARN that addresses 2 of the 4 k-12 Social Justice Standards of "Action" and "Justice".
PARN 350	Love and Logic Workshop 1	1.5	This course is a 90-minute workshop provides an overview of what is offered in Parenting the Love & Logic Way and provides tools for foundational relationship building and disengaging in arguing.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Summer Term	This course is the first of several 90-minute workshops to be offered at our annual BTIC and various outreach events.
PARN 352	Internet Safety Workshop	1.5	The purpose of this workshop course is to help parents and caregivers gain awareness and understanding around	1305.60 - Parenting and Family Education	2022 Fall	This course is the one of several 90-minute workshops to be offered

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			the online world and provide an overview of what is offered in PARN 307.	D - Possible Occupational		at our annual BTIC conference and various outreach events.
PARN 354	Adverse Childhood Experiences Workshop	1.5	This is a 90-minute workshop that provides an overview of what is offered in the Adverse Childhood Experiences parenting course and offers tools for understanding how childhood trauma affects people through life and brings awareness to preventative and healing measures.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Fall	This course is the one of several 90-minute workshops to be offered at our annual BTIC conference and various outreach events.
WFPR 105	Build Your Career	12	Ready to get to work? This course will help you launch your career through learning how to step out of your comfort zone, network, build communication skills, explore career options and land the jobs and internships you want.	4930.12 - Job Seeking/Changing Skills C - Occupational	2022 Fall	To provide students with the opportunity to learn the skills needed to launch their career due to NOCE not offering internships or job placement.
<p>ESLA 351, ESLA 352, ESLA 353, ESLA 354, ESLA 1071, and ESLA 1073. The courses have SLO and IO that need to be addressed. The faculty member has been informed.</p> <p>The ABED 102 course allows the Learning Center to be offered virtually while staying compliant with Title 5 online modalities. Usage of hour ranges was discussed. It was shared that hour ranges are used for multiple purposes, such as apportionment, teaching assignments, and how it is offered within a program. Student hour participation will be captured in Canvas.</p> <p>Raine Hambly motioned to approve ABED 102; Janet Cagley seconded. Motion approved by unanimous vote.</p> <p>Otec 215 combines Otec 210 and Otec 211. The course allows I-Best instructors to better serve NOCE students. Language proficiency goals and acquisition were also discussed and will be addressed at a later time. DE Addenda hours will need to align with COR (Course Outline of Record). It was motioned by Alli Stanojkovic to approve Otec 215 with the corrections to the DE addendum; Khanh Ninh seconded. Motioned approved by unanimous vote.</p> <p>It was agreed to remove Distance Education from the COR for PARN 350, PARN 352, and PARN 354.</p> <p>Janet Cagley motioned to approve with corrections PARN 350, PARN 352, PARN 354 and PARN 296, PARN 297; Khanh Ninh seconded. Motion approved by unanimous vote.</p> <p>Tina McClurkin shared that course WFPR 105 was created to assist students and the community with launching their careers through securing interviews and internships, which will hopefully lead to finding a job. DE addendum hours need to reflect hours listed on COR. It was motioned by Janet Cagley to approve WFPR with the corrections to the DE addendum; Khanh Ninh seconded. Motion approved by unanimous vote.</p>						

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
BMGR 430	Marketing Principles	18	Introduces the student to the marketing principles of product, price, distribution and promotion in support of goods and services. The course will focus on real world application and current business case studies. The student will learn to apply	0506.00 - Business Management C - Occupational	2022 Fall	Updating Teaching Materials

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			marketing skills in the development of a marketing plan.			
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 authentic 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.	0699.00 - Other Media and Communications 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 Story for Older Adults	36	This course teaches the student to closely examine their own life’s history with instructor, peer, and curriculum engaged perspectives to 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.	1507.00 - Creative Writing E - Non-Occupational	2022	Add/Update SLO
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	1099.00 - Other Fine and Applied Arts E - Non-Occupational	2022 Fall	Subject code conversion from CRAE 104 to EMER 240. Added DE addendum.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			home and clothing for babies, children, and adults.			
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.	1099.00 - Other Fine and Applied Arts E - Non-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 engage in a variety 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 403	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 Spring	Addition of DE addendum.
MS 105	Introduction to Excel	36	Provides a basic working knowledge of this popular spreadsheet program. Covers topics such as formulas, functions, and charting. Recommended proficiency in: Introduction to Computers, Introduction to Windows or equivalent.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2022 Fall	Updating Teaching Materials
EMER courses were tabled and will be reviewed at the next meeting.						
BMGR 430 and MS 105 teaching material were updated. Janet Cagley motioned to approve BMGR 430 and MS 105; Kenny Yu seconded. Motioned approved by unanimous vote.						

New Programs			
Program		Eff Date	Justification
ESL Arts Certificate Program	This is an integrated language program. Students are required to complete three courses from the following list: Art Appreciation, ESL Acting, Readers Theatre, ESL TV and Film Acting. The Art Appreciation course is designed	2022 Spring	The Program supports transition into credit courses and helps prepare students for careers in arts fields.

New Programs																								
Program		Eff Date	Justification																					
	<p>to give students the terminology and analytical skills needed to improve reading, speaking, writing, and listening skills within the area of visual arts. ESL Acting focuses on applying reading, listening, and speaking language skills within the context of performance and public speaking. Its goals are the acquisition of critical thinking and presentation skills as well as accent reduction required to participate in credit courses and arts related careers. The Readers Theatre course is designed to give students the tools to analyze and present texts in the arena of public speaking with a concentration on reading, speaking, and writing. ESL Film and TV Acting builds reading, speaking, listening, and technology skills necessary for college broadcasting and on camera acting courses as well as arts related employment.</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>ESLA 351</td> <td>ESL Art Appreciation</td> <td>72 - 90</td> </tr> <tr> <td>ESLA 352</td> <td>ESL Readers Theatre</td> <td>90</td> </tr> <tr> <td>ESLA 353</td> <td>ESL Acting</td> <td>90</td> </tr> <tr> <td>ESLA 354</td> <td>ESL Film and TV Acting</td> <td>90</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>342 - 360</td> </tr> </tbody> </table>	Core Courses					Hours	ESLA 351	ESL Art Appreciation	72 - 90	ESLA 352	ESL Readers Theatre	90	ESLA 353	ESL Acting	90	ESLA 354	ESL Film and TV Acting	90	Total Hours		342 - 360		
Core Courses																								
		Hours																						
ESLA 351	ESL Art Appreciation	72 - 90																						
ESLA 352	ESL Readers Theatre	90																						
ESLA 353	ESL Acting	90																						
ESLA 354	ESL Film and TV Acting	90																						
Total Hours		342 - 360																						
ESL Arts Certificate Program was tabled and will be reviewed at a later time.																								
ESL College Success Skills	<p>The English as a Second Language (ESL) College Success Skills certificate is an integrated language program. Students are required to complete two courses: ESL College Success Skills: Listening and Speaking and ESL College Success Skills: Reading and Writing. The ESL College Success Skills: Listening and Speaking course is designed to give students the academic and language skills necessary to listen to lectures and take notes; participate in academic discussions; and give formal presentations. ESL College Success Skills: Reading and Writing focuses on applying reading and writing techniques within the context of academia. Its goals are to develop critical thinking skills, research skills, note-taking skills, academic vocabulary, and writing styles required to participate in credit courses.</p> <table border="1"> <thead> <tr> <th colspan="3">Core courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>ESLA 1071</td> <td>ESL College Success Skills: Listening and Speaking</td> <td>180</td> </tr> <tr> <td>ESLA 1073</td> <td>ESL College Success Skills: Reading and Writing</td> <td>180</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>360</td> </tr> </tbody> </table>	Core courses					Hours	ESLA 1071	ESL College Success Skills: Listening and Speaking	180	ESLA 1073	ESL College Success Skills: Reading and Writing	180	Total Hours		360	2022 Fall	The main goal of the ESL College Success Skills is to provide support for ESL students transitioning into college in the U.S. The Program's aim is to develop college level listening, speaking, reading, and writing skills. Topics are specific to various fields of study in higher education. Grammar, vocabulary, and pronunciation are covered within the context of these topics. Our ESL students desire to be complete members of our community with the same access to all opportunities available to native speakers of English. The ESL College Success Skills courses are designed to help students bridge any language and cultural gaps that exist as a result of not having been educated in the U.S. system. Students will have opportunities to hone their skills and learn cultural norms through language, college transition activities, and college campus tours.						
Core courses																								
		Hours																						
ESLA 1071	ESL College Success Skills: Listening and Speaking	180																						
ESLA 1073	ESL College Success Skills: Reading and Writing	180																						
Total Hours		360																						
ESL College Success Skills was tabled and will be reviewed at a later time.																								
ESL for Community Involvement, Beginning	<p>This is an integrated language program meaning that all language skills are addressed at the beginning level of English language acquisition. The program has one required course: ESL for Community Involvement, Beginning. The program has at least one required elective course from a choice of seven, and students can choose the elective course that focuses most closely on their individual learning needs and goals.</p> <table border="1"> <thead> <tr> <th colspan="3">Core courses</th> </tr> </thead> <tbody> </tbody> </table>	Core courses			2022 Fall	The main goal of the ESL for Community Involvement, Beginning certificate program is to provide ESL students English emergence and development in all four language skills: reading, writing, listening, and speaking. The topics are based on adult learners' personal, family and community-based goals. Grammar, vocabulary, and pronunciation are																		
Core courses																								

New Programs																																										
Program		Eff Date	Justification																																							
	<table border="1"> <tr> <td></td> <td></td> <td>Hours</td> </tr> <tr> <td>ESLA 260</td> <td>ESL for Community Involvement, Beginning</td> <td>180</td> </tr> <tr> <td colspan="3">Elective courses (must choose 1 of 7)</td> </tr> <tr> <td></td> <td></td> <td>Hours</td> </tr> <tr> <td>ESLA 180</td> <td>ESL Reading Skills, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 182</td> <td>ESL Speaking Skills, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 185</td> <td>ESL Writing Skills, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 222</td> <td>ESL Grammar Review, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 225</td> <td>ESL Vocabulary Review, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 250</td> <td>American Idioms-Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 801</td> <td>ESL and Computer Skills, Beginning</td> <td>36</td> </tr> <tr> <td>Total Hours</td> <td></td> <td>216</td> </tr> </table>			Hours	ESLA 260	ESL for Community Involvement, Beginning	180	Elective courses (must choose 1 of 7)					Hours	ESLA 180	ESL Reading Skills, Beginning	36	ESLA 182	ESL Speaking Skills, Beginning	36	ESLA 185	ESL Writing Skills, Beginning	36	ESLA 222	ESL Grammar Review, Beginning	36	ESLA 225	ESL Vocabulary Review, Beginning	36	ESLA 250	American Idioms-Beginning	36	ESLA 801	ESL and Computer Skills, Beginning	36	Total Hours		216		covered within the context of those topics. The learning objectives of this program are focused on the language acquisition needed to help students reach their English language-based goals.			
		Hours																																								
ESLA 260	ESL for Community Involvement, Beginning	180																																								
Elective courses (must choose 1 of 7)																																										
		Hours																																								
ESLA 180	ESL Reading Skills, Beginning	36																																								
ESLA 182	ESL Speaking Skills, Beginning	36																																								
ESLA 185	ESL Writing Skills, Beginning	36																																								
ESLA 222	ESL Grammar Review, Beginning	36																																								
ESLA 225	ESL Vocabulary Review, Beginning	36																																								
ESLA 250	American Idioms-Beginning	36																																								
ESLA 801	ESL and Computer Skills, Beginning	36																																								
Total Hours		216																																								
ESL for Community Involvement, Intermediate to Advanced	<p>This is an integrated language program meaning that all language skills are addressed at the intermediate to advanced level of English language proficiency. The program has one required course: ESL for Community Involvement, Intermediate to Advanced. The program has at least one required elective course from a choice of seven, and students can choose the elective course that focuses most closely on their individual learning needs and goals.</p> <table border="1"> <tr> <td colspan="3">Core courses</td> </tr> <tr> <td></td> <td></td> <td>Hours</td> </tr> <tr> <td>ESLA 261</td> <td>ESL for Community Involvement, Intermediate to Advanced</td> <td>180</td> </tr> <tr> <td colspan="3">Elective courses (must choose 1 of 7)</td> </tr> <tr> <td></td> <td></td> <td>Hours</td> </tr> <tr> <td>ESLA 181</td> <td>ESL Reading Skills, Intermediate to Advanced</td> <td>36</td> </tr> <tr> <td>ESLA 183</td> <td>ESL Speaking Skills, Intermediate to Advanced</td> <td>36</td> </tr> <tr> <td>ESLA 186</td> <td>ESL Writing Skills, Intermediate to Advanced</td> <td>36</td> </tr> <tr> <td>ESLA 223</td> <td>ESL Grammar Review, Intermediate to Advanced</td> <td>36</td> </tr> <tr> <td>ESLA 226</td> <td>ESL Vocabulary Review, Intermediate to Advanced</td> <td>36</td> </tr> <tr> <td>ESLA 251</td> <td>American Idioms - Intermediate, Advanced</td> <td>36</td> </tr> <tr> <td>ESLA 815</td> <td>ESL and Computer Skills, Intermediate to Advanced</td> <td>36</td> </tr> <tr> <td>Total Hours</td> <td></td> <td>216</td> </tr> </table>	Core courses					Hours	ESLA 261	ESL for Community Involvement, Intermediate to Advanced	180	Elective courses (must choose 1 of 7)					Hours	ESLA 181	ESL Reading Skills, Intermediate to Advanced	36	ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36	ESLA 186	ESL Writing Skills, Intermediate to Advanced	36	ESLA 223	ESL Grammar Review, Intermediate to Advanced	36	ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	36	ESLA 251	American Idioms - Intermediate, Advanced	36	ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36	Total Hours		216	2022 Fall	The main goal of the ESL for Community Involvement, Intermediate to Advanced certificate program is to provide ESL students English language fluency building in all four language skills: reading, writing, listening, and speaking. The topics are based on adult learners' personal, family and community-based goals. Grammar, vocabulary, and pronunciation are covered within the context of those topics. The learning objectives of this program are focused on the language acquisition needed to help students reach their English language-based goals.
Core courses																																										
		Hours																																								
ESLA 261	ESL for Community Involvement, Intermediate to Advanced	180																																								
Elective courses (must choose 1 of 7)																																										
		Hours																																								
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36																																								
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36																																								
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36																																								
ESLA 223	ESL Grammar Review, Intermediate to Advanced	36																																								
ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	36																																								
ESLA 251	American Idioms - Intermediate, Advanced	36																																								
ESLA 815	ESL and Computer Skills, Intermediate to Advanced	36																																								
Total Hours		216																																								
Khanh Ninh motioned to approve ESL for Community Involvement, Beginning and ESL for Community Involvement, Intermediate to Advanced; Janet Cagley seconded. Motion approved by unanimous vote.																																										

Modified Programs/Certificates						
Program		Eff Date	Justification			
ESL Speaking Skills-Beginning	<p>This is a focused language program. The program has one required course: ESL Speaking Skills, Beginning and at least one elective course: ESL Grammar Review, Beginning or ESL Vocabulary Review, Beginning. Students can choose the elective course based on their personal goals and needs.</p> <table border="1"> <tr> <td colspan="3">Core Courses</td> </tr> </table>	Core Courses			2021 Fall	Courses on original CDCP are no longer active. The new courses are included.
Core Courses						

Modified Programs/Certificates																											
Program		Eff Date	Justification																								
	<table border="1"> <tr> <td></td> <td></td> <td>Hours</td> </tr> <tr> <td>ESLA 182</td> <td>ESL Speaking Skills, Beginning</td> <td>36</td> </tr> <tr> <td colspan="3">Elective (choose 1 of 2)</td> </tr> <tr> <td></td> <td></td> <td>Hours</td> </tr> <tr> <td>ESLA 222</td> <td>ESL Grammar Review, Beginning</td> <td>36</td> </tr> <tr> <td>ESLA 225</td> <td>ESL Vocabulary Review, Beginning</td> <td>36</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>72</td> </tr> </table>			Hours	ESLA 182	ESL Speaking Skills, Beginning	36	Elective (choose 1 of 2)					Hours	ESLA 222	ESL Grammar Review, Beginning	36	ESLA 225	ESL Vocabulary Review, Beginning	36	Total Hours		72					
		Hours																									
ESLA 182	ESL Speaking Skills, Beginning	36																									
Elective (choose 1 of 2)																											
		Hours																									
ESLA 222	ESL Grammar Review, Beginning	36																									
ESLA 225	ESL Vocabulary Review, Beginning	36																									
Total Hours		72																									
L Speaking Skills-Intermediate to Advanced	<p>This is a focused language program. The program has one required course: ESL Speaking Skills, Intermediate to Advanced and at least one elective course: ESL Grammar Review, Intermediate to Advanced or ESL Vocabulary Review, Intermediate to Advanced. Students can choose the elective course based on their personal goals and needs.</p> <table border="1"> <tr> <td colspan="3">Course Courses</td> </tr> <tr> <td></td> <td></td> <td>Hours</td> </tr> <tr> <td>ESLA 183</td> <td>ESL Speaking Skills, Intermediate to Advanced</td> <td>36</td> </tr> <tr> <td colspan="3">Elective (choose 1 of 2)</td> </tr> <tr> <td></td> <td></td> <td>Hours</td> </tr> <tr> <td>ESLA 223</td> <td>ESL Grammar Review, Intermediate to Advanced</td> <td>36</td> </tr> <tr> <td>ESLA 226</td> <td>ESL Vocabulary Review, Intermediate to Advanced</td> <td>36</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>72</td> </tr> </table>	Course Courses					Hours	ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36	Elective (choose 1 of 2)					Hours	ESLA 223	ESL Grammar Review, Intermediate to Advanced	36	ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	36	Total Hours		72	21 Fall	ourses on original CDCP are no longer active. The new courses are included.
Course Courses																											
		Hours																									
ESLA 183	ESL Speaking Skills, Intermediate to Advanced	36																									
Elective (choose 1 of 2)																											
		Hours																									
ESLA 223	ESL Grammar Review, Intermediate to Advanced	36																									
ESLA 226	ESL Vocabulary Review, Intermediate to Advanced	36																									
Total Hours		72																									
ESL for Workforce Preparation, Intermediate	<p>The program is designed to help intermediate level ESL students acquire the workplace skills needed to obtain and retain employment, including applying and interviewing for a job, communicating on the job, and navigating the American workplace.</p> <table border="1"> <tr> <td colspan="3">Core courses</td> </tr> <tr> <td></td> <td></td> <td>Hours</td> </tr> <tr> <td>ESLA 1050</td> <td>ESL Workplace Advancement Skills, Intermediate</td> <td>60</td> </tr> <tr> <td>ESLA 1052</td> <td>ESL Workforce Readiness Skills, Intermediate</td> <td>60</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>120</td> </tr> </table>	Core courses					Hours	ESLA 1050	ESL Workplace Advancement Skills, Intermediate	60	ESLA 1052	ESL Workforce Readiness Skills, Intermediate	60	Total Hours		120	2021	Updated course title.									
Core courses																											
		Hours																									
ESLA 1050	ESL Workplace Advancement Skills, Intermediate	60																									
ESLA 1052	ESL Workforce Readiness Skills, Intermediate	60																									
Total Hours		120																									
<p>ESL Speaking Skills-Beginning: Hyphen to be removed and replaced with a comma.</p> <p>ESL Speaking Skills- Intermediate to Advanced</p> <p>ESL for Workforce Preparation, Intermediate: This course will be submitted as a new program; not a modified program.</p> <p>Karen Bautista motioned to approve ESL Speaking Skills-Beginning; ESL Speaking Skills- Intermediate to Advanced; ESL for Workforce Preparation, Intermediate; and ESL Work Readiness; Alli Stanojkovic seconded. Motion approved by unanimous vote.</p>																											
Bookkeeping	<p>The bookkeeping certificate is designed to prepare students for a career as an entry-level bookkeeper or to provide the necessary knowledge of basic bookkeeping functions for business owners or entrepreneurs. Bookkeepers maintain their employers' financial records by using accounting software and other tools. As they play such a significant role in determining their companies' success, employers want only the most highly trained and ethical bookkeepers. As a</p>	2022 Fall	Revised catalog description.																								

Modified Programs/Certificates																																																															
Program		Eff Date	Justification																																																												
	<p>result, employers prefer bookkeepers with industry knowledge. Students can be expected to learn the following: accounting fundamentals, accounting principles, payroll functions and QuickBooks.</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>BUSA 100</td> <td>Accounting Fundamentals for Bookkeepers</td> <td>36</td> </tr> <tr> <td>BUSA 101</td> <td>Accounting Principles for Bookkeepers</td> <td>36</td> </tr> <tr> <td>BUSA 102</td> <td>Payroll Fundamentals for Bookkeepers</td> <td>36</td> </tr> <tr> <td>COMP 650</td> <td>Quickbooks Fundamentals for Financial Office Applications</td> <td>36</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>144</td> </tr> </tbody> </table>	Core Courses					Hours	BUSA 100	Accounting Fundamentals for Bookkeepers	36	BUSA 101	Accounting Principles for Bookkeepers	36	BUSA 102	Payroll Fundamentals for Bookkeepers	36	COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	Total Hours		144																																									
Core Courses																																																															
		Hours																																																													
BUSA 100	Accounting Fundamentals for Bookkeepers	36																																																													
BUSA 101	Accounting Principles for Bookkeepers	36																																																													
BUSA 102	Payroll Fundamentals for Bookkeepers	36																																																													
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36																																																													
Total Hours		144																																																													
Business Information Worker I	<p>The Business Information Worker I (BIW I) certificate is designed, as the first level in a series of certificate options, to prepare students for entry-level office and administrative support in a variety of job positions, including general office clerks, retail salesperson, customer service representatives, receptionist, and information clerks. Students can be expected to learn the following: basic oral and written communications; basic computer application skills, including beginning Excel, Word, and Outlook; fundamentals of computer systems; and critical thinking and problem solving skills. With a solid foundation in Microsoft Windows and Office, as well as strong digital and web literacy skills, students will be better prepared to meet the workforce demands of today's business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel and Outlook.</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>OTEC 100</td> <td>Office Essentials</td> <td>24</td> </tr> <tr> <td>OTEC 105</td> <td>Microsoft Outlook Fundamentals</td> <td>12</td> </tr> <tr> <td>OTEC 110</td> <td>Business Math for Office Technology</td> <td>24</td> </tr> <tr> <td>OTEC 210</td> <td>Computer Concepts and Applications I</td> <td>36</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>OTEC 215</td> <td>Computer Concepts and Applications IBEST</td> <td>96</td> </tr> <tr> <td>OTEC 211</td> <td>Computer Concepts and Applications II</td> <td>60</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>OTEC 200</td> <td>Computer Concepts and Applications II A</td> <td>20</td> </tr> <tr> <td colspan="3">and</td> </tr> <tr> <td>OTEC 201</td> <td>Computer Concepts and Applications II B</td> <td>20</td> </tr> <tr> <td colspan="3">and</td> </tr> <tr> <td>OTEC 202</td> <td>Computer Concepts and Applications II C</td> <td>20</td> </tr> <tr> <td colspan="3">or</td> </tr> <tr> <td>OTEC 215</td> <td>Computer Concepts and Applications IBEST</td> <td>96</td> </tr> <tr> <td>COMP 685</td> <td>Computer Keyboarding, Beginning</td> <td>36</td> </tr> <tr> <td>BMGR 415</td> <td>Written Communication-Business</td> <td>18</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>210</td> </tr> </tbody> </table>	Core Courses					Hours	OTEC 100	Office Essentials	24	OTEC 105	Microsoft Outlook Fundamentals	12	OTEC 110	Business Math for Office Technology	24	OTEC 210	Computer Concepts and Applications I	36	or			OTEC 215	Computer Concepts and Applications IBEST	96	OTEC 211	Computer Concepts and Applications II	60	or			OTEC 200	Computer Concepts and Applications II A	20	and			OTEC 201	Computer Concepts and Applications II B	20	and			OTEC 202	Computer Concepts and Applications II C	20	or			OTEC 215	Computer Concepts and Applications IBEST	96	COMP 685	Computer Keyboarding, Beginning	36	BMGR 415	Written Communication-Business	18	Total Hours		210	2022 Fall	Update the programs to add in new options for students to complete the certificate requirements.
Core Courses																																																															
		Hours																																																													
OTEC 100	Office Essentials	24																																																													
OTEC 105	Microsoft Outlook Fundamentals	12																																																													
OTEC 110	Business Math for Office Technology	24																																																													
OTEC 210	Computer Concepts and Applications I	36																																																													
or																																																															
OTEC 215	Computer Concepts and Applications IBEST	96																																																													
OTEC 211	Computer Concepts and Applications II	60																																																													
or																																																															
OTEC 200	Computer Concepts and Applications II A	20																																																													
and																																																															
OTEC 201	Computer Concepts and Applications II B	20																																																													
and																																																															
OTEC 202	Computer Concepts and Applications II C	20																																																													
or																																																															
OTEC 215	Computer Concepts and Applications IBEST	96																																																													
COMP 685	Computer Keyboarding, Beginning	36																																																													
BMGR 415	Written Communication-Business	18																																																													
Total Hours		210																																																													

Modified Programs/Certificates				
Program		Eff Date	Justification	
Business Information Worker II	The Business Information Worker II (BIW II) certificate is designed, as the second level in a series of certificate options, to prepare students for office and administrative support in a variety of fields or businesses. Students can be expected to learn the following: basic computer application skills, including QuickBooks, Access, and PowerPoint, fundamentals of electronic record keeping, and introduction to customer relation management. With a solid foundation in QuickBooks and Microsoft Access and PowerPoint, students will be better prepared to meet the workforce demands of today's business environment. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Access and PowerPoint. Prerequisites: • Completion of Business Information Worker I certificate		2022 Fall Update the programs to add in new options for students to complete the certificate requirements.	
	Core Courses			
		Hours		
	BMGR 415	Written Communication-Business		18
	BMGR 431	Finance for the Non-Financial Manager		18
	COMP 650	Quickbooks Fundamentals for Financial Office Applications		36
	COMP 685	Computer Keyboarding, Beginning		36
	OTEC 100	Office Essentials		24
	OTEC 105	Microsoft Outlook Fundamentals		12
	OTEC 110	Business Math for Office Technology		24
	OTEC 111	Customer Relation Management (CRM), Introduction		18
	OTEC 210	Computer Concepts and Applications I		36
	or			
	OTEC 215	Computer Concepts and Applications IBEST		96
	OTEC 211	Computer Concepts and Applications II		60
	or			
	OTEC 215	Computer Concepts and Applications IBEST		96
	or			
	OTEC 200	Computer Concepts and Applications II A		20
	and			
	OTEC 201	Computer Concepts and Applications II B		20
	and			
	OTEC 202	Computer Concepts and Applications II C		20
	OTEC 212	Computer Concepts and Applications III		36
	or			
	OTEC 205	Computer Concepts and Applications III A		18
	and			
	OTEC 206	Computer Concepts and Applications III B		18
	OTEC 225	MS Office Integrated Projects		36
	OTEC 230	Electronic Records Management		45 - 54
	Electives (must choose 1 of 3)			
		Hours		
	COMP 510	Computer Keyboarding, Mastery I		30

Modified Programs/Certificates				
Program			Eff Date	Justification
	WFPR 100	Career Skills and Resource Lab	18 - 180	
	WFPR 101	Virtual Career Skills and Resource Lab	36	
	Total Hours		417 - 588	
Administrative Professional	<p>The Administrative Professional certificate is designed to build upon the skills learned in the Business Information Worker I (BIW I) certificate program to prepare students for the next level of office and administrative support positions, including administrative assistant, administrative associate, administrative secretary, administrative specialist, administrative technician, clerk typist, department secretary, office assistant, secretary, and staff assistant. Students can be expected to learn the following: basic oral and written communications; practical keyboarding skills; fundamental computers and information processing skills; basic computer application skills, including beginning Excel, Word, Access, PowerPoint, and Outlook; fundamentals of the internet, digital ethics and awareness, and cloud computing, critical thinking and problem solving skills; and hands-on practice integrating Microsoft Office software into real world simulations. Students completing this program will be eligible to take the Microsoft Office Specialist (MOS) certifications in Word, Excel, Access, PowerPoint, and Outlook and the IC3 Digital Literacy certification. This training is also ideal for incumbent workers to be able to update their existing knowledge and skills relating to this field for more advanced career opportunities.</p>		2022 Fall	Update the programs to add in new options for students to complete the certificate requirements.
	Core Courses			
			Hours	
	BMGR 415	Written Communication-Business	18	
	COMP 510	Computer Keyboarding, Mastery I	30	
	COMP 511	Keyboarding Mastery II	30	
	COMP 685	Beginning Keyboarding.	36	
	O TEC 100	Office Essentials	24	
	O TEC 105	Microsoft Outlook Fundamentals	12	
	O TEC 110	Business Math for Office Technology	24	
	O TEC 210	Computer Concepts and Applications I	36	
	or			
	O TEC 215	Computer Concepts and Applications IBEST	96	
	O TEC 211	Computer Concepts and Applications II	60	
	or			
	O TEC 200	Computer Concepts and Applications II A	20	
	and			
	O TEC 201	Computer Concepts and Applications II B	20	
	and			
	O TEC 202	Computer Concepts and Applications II C	20	
	or			
	O TEC 215	Computer Concepts and Applications IBEST	96	
	O TEC 212	Computer Concepts and Applications III	36	
	O TEC 225	MS Office Integrated Projects	36	

Modified Programs/Certificates																														
Program		Eff Date	Justification																											
	Total Hours	342																												
Quality Assurance Management for Medical Devices	<p>The Quality Assurance Management for Medical Device certificate prepares students for prospective careers in quality assurance within the medical device industry. Topics covered include regulatory agencies and laws pertaining to the medical device industry; introduction to the medical device industry and trends in the field; document control and database management; quality assurance concepts for medical device manufacturing; technical writing; the quality audit process; and employability skills. Upon successful program completion, students will be prepared for entry level positions in areas such as quality assurance specialist, quality compliance specialist and quality systems auditor depending on work experience and academic skill sets. This certificate will also benefit incumbent workers seeking promotional opportunities within the industry.</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>QAMD 400</td> <td>Medical Device Quality Assurance Specialist, Introduction</td> <td>36</td> </tr> <tr> <td>QAMD 400</td> <td>Medical Device Quality Assurance Specialist, Introduction</td> <td>36</td> </tr> <tr> <td>QAMD 410</td> <td>Document and Database Management for Medical Devices</td> <td>36</td> </tr> <tr> <td>QAMD 415</td> <td>Quality Assurance for Medical Devices</td> <td>36</td> </tr> <tr> <td>QAMD 420</td> <td>Technical Writing for Bio-Medical Industries</td> <td>36</td> </tr> <tr> <td>QAMD 425</td> <td>Quality Auditing for Medical Devices</td> <td>36</td> </tr> <tr> <td>Total Hours</td> <td></td> <td>216</td> </tr> </tbody> </table>	Core Courses					Hours	QAMD 400	Medical Device Quality Assurance Specialist, Introduction	36	QAMD 400	Medical Device Quality Assurance Specialist, Introduction	36	QAMD 410	Document and Database Management for Medical Devices	36	QAMD 415	Quality Assurance for Medical Devices	36	QAMD 420	Technical Writing for Bio-Medical Industries	36	QAMD 425	Quality Auditing for Medical Devices	36	Total Hours		216	2022 Fall	The program modification is to revise catalog description and switch out the old course subject codes for the new course subject codes and numbering.
Core Courses																														
		Hours																												
QAMD 400	Medical Device Quality Assurance Specialist, Introduction	36																												
QAMD 400	Medical Device Quality Assurance Specialist, Introduction	36																												
QAMD 410	Document and Database Management for Medical Devices	36																												
QAMD 415	Quality Assurance for Medical Devices	36																												
QAMD 420	Technical Writing for Bio-Medical Industries	36																												
QAMD 425	Quality Auditing for Medical Devices	36																												
Total Hours		216																												
<p>Business Information Worker I: It was discussed to modify the layout and group the different course options for clarity.</p> <p>Business Information Worker II: Range of hours for OTEC 230 and WFPR 100 were discussed, and the committee agreed to have the range removed and replaced with a set of hours.</p> <p>Quality Assurance Management for Medical Devices: QAMD 400 is duplicated, and one will need to be updated to QAMD 405.</p> <p>Business Information Worker II and Administrative Professional: It was discussed to modify the layout and group the different course options for clarity.</p> <p>The committee discussed adding grading policy language and expectations for all programs. This phrasing will be communicated in the program’s course description. There was also a discussion to include competency exams and time duration for lab hour completion under the course descriptions.</p> <p>Khanh Ninh motioned to approve with corrections the Business Information Worker I, Business Information Worker II, Administrative Professional, Bookkeeper, and Quality Assurance for Medical Devices programs; Karen Bautista seconded. Motion approved by unanimous vote.</p>																														
ESL Work Readiness	ESL Work Readiness sequence of courses is offered to give English language learners the language and digital literacy skills needed to obtain employment. ESL and Computer Skills courses focus on improving language skills through computer applications tasks using MS Office Suite, online resources, and presentation programs. The elective courses provide support for students in specific career areas and provide a foundation for further study in those career	2022 Fall	Reflects updated course titles and new electives.																											

Modified Programs/Certificates				
Program			Eff Date	Justification
	technical education programs. This sequence of courses develops foundation skills needed for successful employment, such as, basic language and digital literacy skills, thinking creatively, as well as developing responsibility, self-esteem, sociability, self-management, and integrity.			
	Core Courses			
			Hours	
ESLA 801	ESL and Computer Skills, Beginning		36	
ESLA 815	ESL and Computer Skills, Intermediate to Advanced		36	
	Elective Courses (must choose 1 of 3)			
			Hours	
ESLA 1020	Vocational English-as-a-Second Language: Early Childhood Education		36	
ESLA 1025	Vocational English as a Second Language: Pharmacy Technician		36	
ESLA 1030	Vocational English as a Second Language: Administrative Assistant		36	
	Total Hours		108	
ESL Work Readiness: Replace “sequence of courses” with “program” in the course description. Karen Bautista motioned to approve ESL Speaking Skills-Beginning; ESL Speaking Skills- Intermediate to Advanced; ESL for Workforce Preparation, Intermediate; and ESL Work Readiness; Alli Stanojkovic seconded. Motion approved by unanimous vote.				
High School Diploma Program			2022 Fall	
The committee agreed to an email vote if the updated narrative addressed the concerns that were brought to the department.				