



**North Orange Continuing Education Curriculum  
Committee Meeting  
September 13, 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 3:03 p.m.
- II. **Introductions:** Committee members and guests took turns introducing themselves.
- III. **Roll Call:** Alli Stanojkovic, Janet Cagley, Dr. Karen Bautista, Kenny Yu, Maricela Moran, Raine Hambly, Raine Hambly, and Megan Reeves.
- IV. **Non-voting Members Present:** Shelia Moore-Farmer, Svetlana Soske, and Amabel Arredondo.
- V. **Absentees:** Alice Niyondagara.
- VI. **Guest Present:** Marcela Valle, David Soto, and Khanh Ninh.
- VII. **Reading and Approval of Minutes:** It was moved by Janet Cagley and seconded by Alli Stanojkovic to approve the May 10, 2022 meeting minutes. Motion carried by unanimous vote.
- VIII. **Public Comments (2-minute max):** None
- IX. **Report of Curriculum Chair:** Dr. Stiemke attended the Curriculum Institute and learned that over two hundred pieces of legislation were passed last year that pertain directly to the community colleges. She reported that the California Governor extended his executive order for teleconferencing until July 1, 2023, and shared that she attended the Statewide Assessment Committee, which approves local ESL placement tests, and the committee is currently working on a review process. She attended DCCC, and Cypress College shared they will no longer be offering below transfer-level math courses and would like to see NOCE begin to provide those services to students. She also raised concerns and informed the DCCC members that she is apprehensive about colleges offering noncredit courses. Before concluding her report, Dr. Stiemke asked those who attended the Curriculum Institute to share a summary of their experience. Dr. Karen Bautista shared that she felt it was beneficial to participate in the institute and discovers something new every time she attends. Raine Hambly commented on the best practices shared at the institute. Amabel Arredondo reported that there were many opportunities for networking and engaging sessions to choose from. Shelia More-Farmer shared she enjoyed the tips provided by the presenters and the networking. Additionally, David Soto found it very positive to see the commitment to diversity, equality, and inclusion and felt the Curriculum Institute was an invigorating experience. Furthermore, they all highly encourage other committee members to attend future institutes.

**Location:** CCC Confer Zoom, [Meeting Link](#)  
**Dial via cell or landline:** (669) 900-9128  
**Meeting ID:** 964 3450 2085

- X. **Report of Distance Education Coordinator:** Janet Cagley reported on the need for a process for vetting instructional apps since many of them are not accessible, which will include collaboration with the Curriculum Committee. She announced that she continues to work with Ease Learning. Currently, they are moving forward with science courses and the BIW (Business Information Workers) certificate programs. As Ease Learning continues to work with NOCE, a systematic approach and a mapping process will need to be implemented to help decide which programs get reviewed. In addition, programs will need to be up to date to eliminate the need for updates and corrections during the design process with Ease Learning. Furthermore, Janet shared she will co-chair the Common Course Management Committee. This year, the committee will focus on outcomes and recommendations on features they would like to see, which will then be shared at the end of the year. Additionally, she was asked to be part of a discussion panel addressing enrollment, retention, and job readiness- addressing higher education and skill gaps in the evolving job marketplace. Finally, she noted that statistics show 87% of hiring managers and business owners report a lack of talent within the hiring pool, which affects their company's ability to provide proper services. The Chair thanked Janet and acknowledged her growth and hard work. Dr. Stiemke also commented on looking at entry-level job descriptions and using those as a platform for future programs.
- XI. **Old Business:** Dr. Stiemke expressed concerns regarding the usage of uniqueness and autonomy in Board policy AP4020, section 6.3.4.1.3. The Committee discussed their concerns about having the colleges (Cypress and Fullerton) create noncredit courses, which will, in turn, unintentionally create negative consequences for NOCE. Janet Cagley agreed with the Chair and commented that there is a shared understanding from the colleges now; however, no policies are in place to refrain the colleges from creating noncredit courses in the future. David Soto shared that the colleges share a general agreement in which each college averts granting degrees if one is being offered at the other college. Raine Hambly agreed with David on creating destructively competitive courses but recommended possibly adding more aspects to the phrasing. Janet Cagley recommended identifying a need and determining which college has the best infrastructure. Dr. Stiemke and Janet also agreed that there should be some additional verbiage for student-centered collaboration. The Chair asked the Committee to review the rest of the content and email her any concerns or feedback.
- XII. **160 Manual:** Dr. Stiemke will communicate with the Basic Skills department that updates and clarifications will need to be sent to the Committee for review in November. Khanh Ninh asked for residency clarification within the narrative, and Dr. Stiemke commented that much of the information was taken from the PCAH verbatim. There was also work on removing barriers and aligning the narrative more to the standards of the PCAH. Janet Williams shared the historical context from the previous narrative requiring at least 20 residency credits in English and Math. These requirements were arranged to ensure students graduated with additional reinforcement skills in these areas. Marcela Valle reported that the High School program is now accessible in Degree Works and offered training to those interested.
- XIII. **Course and Program Updates:** All courses from last year have been chaptered. The Chair reported many setbacks during the break and informed the Committee that moving forward; all courses will need to be chaptered and approved before the Committee breaks in the summer. Therefore, a January deadline was instituted to prelaunch courses and programs for the February meeting; anything submitted to the Committee after the deadline will not be reflected in the upcoming catalog. Shelia Moore-Farmer shared that Dr. Cherry Li-Bugg moved up the catalog submission deadline,

significantly shortening the timeframe. She also reminded the Committee that existing programs could not be changed during mid-year and that all items coming in should be approved by the board no later than May.

XIV. **New Business:** The Chair shared the Assembly Bill 928- Student Transfer Achievement Reform Act of 2021: Associate Degree for Transfer Intersegmental Implementation Committee. She reported that the legislation calls for all three college systems to streamline the process by which California community college students may transfer to a four-year university. Pathway requirements will need to be agreed upon by the end of the year. The respective administrative bodies shall establish those pathways if no agreement is made. Dr. Stiemke asked the Committee to please review and email her any feedback and/or concerns regarding the legislation.

XV. **Attendance Accounting Project:** Dr. Karen Bautista discussed the list of duties she drafted for the Attendance Accounting Task Force and reported that this task force would develop a process for augmenting CORs for DE courses so that outside-of-class and instructor/student hours are accurately captured. She noted deadlines, communications, and ideal timelines for each task. Currently, she is working with Janet Cagley and is collecting information from Mt. Sac and other institutions to understand better how these hours are being captured. The committee addressed concerns regarding communication to ensure that faculty members were aware of the impact of the outside of class hours on both in person and distance education courses, in addition to the critical timeline in which to perform the necessary tasks.

XVI. **The following items were tabled:** Program Review, Charter Review, Course Deactivation Form, and Course Content Form. It was moved by Janet Cagley and seconded by Raine Hambly to table the items listed. Motion carried by unanimous vote.

XVII. **Announcements:** Dr. Stiemke informed the Committee that there are courses and programs currently waiting to be reviewed and asked them to provide their feedback in a timely manner. She also asked the Committee to please provide input on the documents shared.

XVIII. **Adjournment:** The meeting adjourned at 4:33 p.m.

It was motioned by Janet Cagley and seconded by Dr. Karen Bautista to adjourn the meeting.