



**North Orange Continuing Education
Curriculum Committee Meeting
October 11, 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 3:02 p.m.
- II. **Roll Call:** Alli Stanojkovic, Dr. Karen Bautista, Kenny Yu, Maricela Moran, Raine Hambly, Raine Hambly, and Megan Reeves.
- III. **Non-voting Members Present:** Shelia Moore-Farmer, Svetlana Soske, and Amabel Arredondo.
- IV. **Absentee:** Janet Williams and Dr. Alice Niyondagara.
- V. **Guest Present:** Marcela Valle, David Soto, Jason Makabali and Khanh Ninh.
- VI. **Reading and Approval of Minutes:** It was moved by Kenny Yu and seconded by Megan Reeves to approve the September 13, 2022, meeting minutes with the noted corrections on pg. 2 regarding the spelling of PCAH and destructively. Motion carried by unanimous vote.
- VII. **Public Comments** (2 minute max): None
- VIII. **Report of Curriculum Chair:** Dr. Stiemke reported working with SLO Coordinator Tina McClurkin and DE Coordinator Janet Williams on a Curriculum Mapping Project to train faculty on COR components and course alignment. Additionally, committee members, faculty, and adjuncts will have an opportunity to provide feedback on the project. She informed the Committee that there has been minimal curriculum presented for review this term but that there are courses and programs in Curricunet to be reviewed for the November meeting. It has also been suggested to place a moratorium on curriculum until training has been completed due to curriculum revisions not being made in their entirety and feedback not being adequately addressed. Dr. Stiemke announced that two faculty members were notified that their courses would not move forward to the Committee for voting until the input is addressed. She also continues working with Janet Williams and Dr. Karen Bautista on course development with EASE Learning; and shared that Janet Williams regularly produces a newsletter with updates on distance education. Dr. Stiemke also feels there has been a misunderstanding regarding the intent of the Attendance Accounting Project and Taskforce (which was discussed later in the meeting) and noted that DCCC is establishing a subcommittee to vet a curriculum inventory tool to replace Curricunet.
- IX. **Old Business**
 - a. **AB 928-** The Chair reported that ongoing conversations continue, and that ASCCC continues to solicit feedback. ASCCC has also recorded a webinar series on its website on this initiative. Additionally, the Associate Degree for Transfer Intersegmental Implementation Committee will conduct meetings on AB 928 on October 13th in person, January 26th virtually, and April 25th TBD. Discussions will continue at the ASCCC Area Day in October and Fall Plenary in November. Dr. Stiemke expressed the

importance of this initiative and requested that the committee email her feedback.

- b. **160 Manual-** The HSD Program is revising the 160 Manual, and an extension was granted for review until December. Dr. Stiemke requested input from the Committee regarding the next steps after reviewing it. Dr. Bautista shared the significance of the document and expressed that the document should be updated regularly to reflect any curriculum changes that happen throughout the year. In addition, the Committee discussed the importance of having a formal approval process and having catalog rights, steps for returning students, state requirements regarding credits, and articulation agreements procedures reflected in the manual to ensure a clear and valid document. Further discussions will continue in November.
- c. **AP 4020-** The committee shared their concerns regarding the usage of “autonomy” and the implications for NOCE as a noncredit institution. Dr. Stiemke reported that during the NOCE Academic Senate meeting, input and suggestions were made to be more explicit about the intention behind “autonomy.” Additionally, creating and adding verbiage that speaks of collaboration with NOCE when Cypress or Fullerton College consider creating noncredit or below transfer-level courses was recommended during the senate meeting. The NOCE Senate President also suggested adding our own language to the revisions. The Chair expressed that there seems to be a verbal and general consensus among DCCC members regarding the proposed revisions for AP 4020; however, it is not written to ensure sustainability and a shared understanding of different stakeholders.

Furthermore, Dr. Karen Bautista shared that she preferred the previous verbiage, in which uniqueness was used instead of autonomy. Raine Hambly shared that she overhears ideas from the colleges at regional meetings regarding the creation of noncredit programs and agrees on the importance of having partnerships with the colleges as it has worked well in the past and gave the example of the Funeral Services Certificate. Alli Stanojkovic expressed that the usage of autonomy is problematic and needs more context to be provided and suggested that more collaboration should continue with the colleges. Dr. Stiemke will share the Committee’s concerns and feedback at the upcoming DCCC meeting.

- d. **Attendance Accounting Project-** Dr. Bautista reported that she shared information on the Attendance Accounting Task Force at the Academic Senate on two occasions. And that the NOCE Senate President has invited stakeholders to participate in this Taskforce. The Chair shared that it has been presented at the Senate as a DE Attendance Task Force and expressed that it only adds to the confusion about the work's intent. Dr. Bautista reviewed the project's purpose, membership, roles, department priority, and timeline. She also reported that a "Mega Meeting" will be held on November 4th at 10 a.m. to introduce and answer stakeholders' questions. Raine Hambly asked for guidelines and specific examples for out-of-class and instructor-student contact hours. Jason Makabali shared that the 2022 Attendance Accounting Manual is accessible and shared the link with the Committee.

X. New Business

- a. **Revised Courses-** Please refer to page 4 for course approval. During the revision discussion, the Chair shared the challenges faculty face when updating courses they do not teach and recognized the need for immediate training and structure beyond individual coaching.
- a. **Discuss Program Review-** Dr. Stiemke asked the Committee members to read and review the Program Review: Setting a Standard by ASCCC so it can be reviewed at the next meeting and shared that she is also looking into piloting a program review in the

spring. She reported that according to the Accrediting Commission for Community and Junior Colleges (AACCCJC) program review implementation phase, NOCE is currently in the awareness phase. She expressed that she would like to continue following this review model to conduct a comprehensive program review, preferably every four years with every two years for CTE. Dr. Karen Bautista commented that departmental planning is also connected to program review and should be included in the process. With the help of the Committee, the Chair is working on determining what the annual and comprehensive evaluation review process will entail. She spoke about the challenges of COCI and Banner in which the two programs do not talk to one another. Therefore, cross-referencing will be needed to ensure correct data collection and reporting. The Chair said she would like a spreadsheet reporting important course information such as titles, codes, and classification, which each department will review annually for alignment purposes. Raine Hambly recommended having a schedule for program review.

- b. Charter Review- tabled
- c. Course Deactivation Form Review- tabled
- d. Course Content Form Review- tabled

XI. Announcements

- a. The Chair announced that there will be a follow-up with Dr. Frank Harris III on November 17, 2:00 - 3:30 p.m.

XII. Adjournment- It was moved by Raine Hambly and seconded by Alli Stanojkovic to adjourn the meeting at 4:29 pm.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
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	2023 Spring	Apportionment. Addition of SLO, update and add instructional objectives, textbook, course content, and methods of instruction.
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 E - Non-Occupational	2023 Spring	Subject code conversion from CRAE 104 to EMER 240. Added revised DE addendum. Updated CB09 SAM Code to correspond with the CB03 Vocational TOP code, updated instructional objectives, methods of instruction, methods of evaluation, and teaching material.
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	2023 Spring	Conversion from EMER 163 to EMER 320 Add/update SLO, Methods of Instruction, Methods of Evaluation, Textbooks/Resources. Course content updated.
It was moved by Alli Stanojkovic and seconded by Megan Reeves to approve the EMER courses with minor corrections. Motion carried by unanimous vote.						