North Orange Continuing Education
Curriculum Committee Meeting
Approved Minutes
January 23, 2024
3:30 p.m. – 5:00 p.m.

LOCATION:
Anaheim Campus, Room 1025, 10th Floor
1830 W. Romneya Drive
Anaheim, CA 92801

AGENDA:

I.   Call to Order: The meeting was called to order by the Curriculum Chair, Dr. Kimberley H. Stiemke, at 3:35 p.m.

II. Roll Call: Dr. Karen Bautista, Dr. Kenny Yu, Dr. Carlos Diaz, Raine Hambly, Maricela Moran, Shelia Moore-Farmer, Kristine Nacu, Alli Stanojkovic, Dr. Kimberley H. Stiemke, and Amabel Arredondo.

III. Guests Present: Marcela Valle, Cathy Johnson, and Jennifer Oo.

IV. Absentee: Dr. Erin Sherard and Megan Reeves

V.   Approval of the Agenda: Approved

VI. Approval of the Minutes: It was moved by Kenny Yu and seconded by Carlos Diaz to approve the meeting minutes for the meeting of December 12, 2023. The motion passed unanimously.

VII. Public Comments (2-minute max): None

VIII. Report of the Curriculum Chair: The Chair gave an update on the status of the curriculum and shared the challenges and the energy invested in reviewing curriculum. She shared that these challenges stem not only from capacity issues but also from a lack of essential training, which she noted is rooted in higher education. She highlighted specific issues in

Student Learning Outcomes (SLOs), Instructional Objectives (IOs), course content, and course descriptions. She thanked the committee members for their comments and shared that she was pleased to see their feedback.

The Chair also reported that, for the time being, mirrored courses will not be considered. The decision was made due to the need to have the necessary conversation with the District Curriculum Coordinating Committee (DCCC) about the potential impacts on each institution. An informal meeting was initially scheduled to discuss this matter at DCCC, but it was decided that the meeting needed to be postponed and rescheduled for a later time due to a lack of participants.

During the meeting, the chair brought up the topic of non-credit courses being offered by Cypress and Fullerton Colleges. She expressed concern about seeing the increase in noncredit course offering at the colleges because NOCE (North Orange Continuing Education) is not offering those options. It was also noted that there is a lack of awareness among the members regarding non-credit courses being offered at the sister colleges. One suggestion made is to identify these courses as they are submitted for review at DCCC and then share the information with the Senate for further discussion.

The Chair expressed the need for a DCCC representative and emphasized the challenges and the importance of having another representative actively engaged in the process. Additionally, she shared that a replacement for her current position as Curriculum Chair is still open, and she was hoping for someone to begin in January as there is much training involved. Lastly, she reported that the Curriculum Clean-up Project is in progress, and there are ongoing discussions with the final department.

IX. Action Item

    a. New Courses: Please see page 4.

    b. Revised Courses: Please see page 4.

    c. Course Deactivations: Please see page 5.

    d. New Programs: Please see page 10.

    e. Program Deactivation: Please see page 10.

X. Discussion Item

    a. High School Diploma Program Narrative: There were discussions regarding the impact of the recently approved high school courses which are not part of the High School Program certificate. Concerns were also discussed about the students currently enrolled in these courses since they are not listed in the program narrative, and therefore, are on track to not receive credit for the courses taken. It was agreed that an MOU should be presented to the committee for review at the next meeting if an updated narrative for the High School Program was also submitted for review. The proposed MOU would allow students taking non-program high school courses to be used for high school credits while the narrative is updated.

    b. Records Office Updates: During the meeting, Marcela Valle and Cathy Johnson shared a document that included questions and recommendations for the committee. This document's purpose was to help clarify questions when processing student grades and record processing. The committee discussed the difference between online and in-person courses and the need for start and end dates for DE (Distance Education) courses. Furthermore, a conversation regarding in-person and online high school labs was discussed. The conversation concluded

with Marcela discussing the need to have clear policies in place regarding grading and course repetition.

c. Curriculum Review Process- The Chair discussed the importance of having a clear and defined curriculum review process and submission guidelines. She shared that while most institutions accept curriculum once a year, NOCE curriculum is submitted during both the fall and spring semesters. This type of submission is challenging due to the significant amount of work involved, which makes it difficult to provide substantive feedback and does not allow sufficient time to strengthen the curriculum.

d. Technical Review Committee- Dr. Stiemke informed the committee that she is interested in creating a Technical Review Committee. She shared that most institutions have a Technical Review Committee responsible for reviewing curriculum-related matters and plays a crucial role in providing input before it is sent to the Curriculum Committee. She envisions a group consisting of not just faculty members, but staff who can contribute valuable input, such as the Catalog and Schedule Coordinator and a records specialist. Dr. Bautista agreed and acknowledged the importance of a technical review committee and believes it would provide the Curriculum Committee the opportunity to dedicate more time to focus on other important aspects such as Student Learning Outcomes (SLOs) and course content.

e. Curriculum Chair: There is still a need to fill this role. Please see Curriculum Chair Report, page 2.

f. DCCC Representative: There is still a need to fill this role. Please see Curriculum Chair Report, page 2.

XI.   Announcements

a. ASCCC (Academic Senate for California Community Colleges) Noncredit Institute: May 2-3, 2024: Dr. Stiemke will be part of the Noncredit Committee for ASCCC and shared that they may be partnering with Community College Technical Assistance Provider (CC TAP). This year, the institute plans to be more interactive and hands-on.

b. Pathways to Equity Conference - April 8-9, 2024: A free event sponsored by the California Community Colleges Chancellor's Office. The event's registration is now open and will focus on the three goals of the Vision 2030 initiative.

XII. Adjournment: The meeting adjourned at 4:59 p.m.

[Summary - 2024 Pathways to Equity Conference (cventevents.com)](#)

Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			New Courses			
OTEC 093	Computer Essentials	9	Designed for those who know nothing or very little about computers. Builds computer technology understanding, makes one a better consumer of computers and products, and explores operation systems, software and hardware. Provides foundation for other NOCE computer courses.	0514.00 - Office Technology/Office Computer Applications D - Possible Occupational	2024 Fall	Combine multiple courses to remove duplication of material and update curriculum to provide a steppingstone into program courses.
OTEC 216	Windows and Word for Business	36	This course introduces students to fundamental workforce skills necessary to succeed in an office environment: Windows operating system and Microsoft Word. This is the first of three courses and prepares students for the Microsoft Office Specialist (MOS) certification.	0514.40 - Office Management C - Occupational	2024 Fall	This course is the updated version of OTEC 210. The course was revised to provide a more streamlined pathway and cohesive curriculum.
OTEC 217	Excel for Business	36	This is the second course in a series of three 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 II introduces students to fundamental workforce skills in Microsoft Excel. The course series will also help prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.40 - Office Management C - Occupational	2024 Fall	To better align the name of the course with the curriculum and the new Office Assistant program.
OTEC 218	Databases and Presentations for Business	36	This is the third course in a series of three 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 III introduces students to fundamental workforce skills in using a database and presentations. The course series also helps prepare students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2024 Fall	New course to align with skills needed to use databases and presentations in a business environment. Will be part of the Business Information Worker II and Administrative Professional certificates.

New Courses

Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
OTEC 301	Digital Literacy Preparation	27	One of four courses that prepares learners for the IC3 Digital Literacy Certification exam. This course not only validates a learners' ability to do more than simply consume technology, it enables them to comprehend the possibilities and form the foundational set of skills necessary to support our modern digital economy. This course covers Level 1 certification: foundational understanding of computer hardware, software, operating systems, peripherals, and troubleshooting.	0708.00 - Computer Infrastructure and Support C - Occupational	2024 Fall	This content was pulled from the current curriculum in order for students to have the option to pursue certification. It is not necessary to have the IC3 certification for the office certificates/job placement.
It was recommended to include OTEC 215- Computer Concepts and Applications IBEST as one of the prerequisites for OTEC 218- Databases and Presentations for Business. It was moved by Carlos and seconded by Alli Stanojkovic to approve the new courses. The motion carried unanimously.						

Revised Courses

Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
OTEC 215	Computer Concepts and Applications IBEST	96	This course introduces fundamental workforce skills in Windows, Microsoft Word and Excel. It also prepares students for the Microsoft Office Specialist (MOS) and IC3 Digital Literacy certifications.	0514.00 - Office Technology/Office Computer Applications C - Occupational	2024 Fall	Update curriculum to align with changes made in core classes.
PARN 101	Joyful Parenting- Art, Music and Movement (Ages 1.5 - 2.5 years)	18-36	Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation and cooperative learning with other parents. Parents participate with their child in age appropriate activities, which provides them with ideas to use at home while understanding the importance of developmental stages of child rearing.	1305.60 - Parenting and Family Education D - Possible Occupational	2024 Fall	Update title and CB09 to non-occupational.
PARN 277	Love and Logic® Early Childhood: Parenting Made Fun! Lab	10	This is a one-hour lab course to be taken concurrently with PARN 267. It meets once a week for 10 weeks. This course is designed to allow students to collaborate with their faculty and peers to implement parenting strategies learned in lecture for practical use in their daily lives.	1305.60 - Parenting and Family Education D - Possible Occupational	2022 Summer Term	Update title to include trademark.
It was moved by Allis Stanojkovic and seconded by Carlos Diaz to approve the revised courses. The motion carried unanimously.						

Course Deactivations

Course ID	Eff Date	Justification
AEBG 100	2024 Summer Term	Course no longer offered.
AEBG 101	2024 Summer Term	Course no longer offered.
AEBG 102	2024 Summer Term	Course no longer offered.
AEBG 103	2024 Summer Term	Course no longer offered.
AEBG 104	2024 Summer Term	Course no longer offered.
AEBG 105	2024 Summer Term	Course no longer offered.
AEBG 106	2024 Summer Term	Course no longer offered.
AEBG 107	2024 Summer Term	Course no longer offered.
AEBG 108	2024 Summer Term	Course no longer offered.
AEBG 109	2024 Summer Term	Course no longer offered.
AEBG 114	2024 Summer Term	Course no longer offered.

Course Deactivations		
Course ID	Eff Date	Justification
BUSN 235A	2024 Summer Term	Course no longer offered.
BUSN 350	2024 Summer Term	Course no longer offered.
BUSN 360	2024 Summer Term	Course no longer offered.
BUSN 370	2024 Summer Term	Course no longer offered.
BUSN 645	2024 Summer Term	Course no longer offered.
CNED 204	2023 Summer Term	Course no longer offered.
EDEN 550	2024 Summer Term	Course no longer offered.
EDEN 600	2024 Summer Term	Course no longer offered.
EMER 104	2024 Summer Term	Course no longer offered.
It was moved by Carlos Diaz and seconded Karen Bautista to approve the deactivation of courses. The motion carried unanimously.		

New Programs				
Program		Eff Date	Justification	

Program		Eff Date	Justification
Office Assistant, Introduction	The Office Assistant, Introduction 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 salespersons, customer service representatives, receptionists, 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. To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).	2024 Fall	The Office Assistant, Introduction 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 salespersons, customer service representatives, receptionists, 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 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. Students interested in the IC3 Digital Literacy certification need one additional elective course to prepare for the certification.

Core Courses

		Hours
COMP 685	Computer Keyboarding, Beginning	36
BMGR 415	Written Communication-Business	18
OTEC 100	Office Essentials	24
OTEC 105	Microsoft Outlook Fundamentals	12
OTEC 110	Business Math for Office Technology	24
	And	

(Must Choose 1 of 2 Options)

		Hours
Option 1		72
OTEC 216	Windows and Word for Business	36
OTEC 217	Excel for Business	36
	or	
Option 2		96
OTEC 215	Computer Concepts and Applications IBEST	96
(Optional Elective)		
		Hours
OTEC 301	Digital Literacy Preparation	27
Total Hours		186 - 237

Program		Eff Date	Justification
ESL Skill Review, Beginning High	This ESL Skill Review, Beginning High program focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading, and writing activities. Civics topics will be chosen each term based on the needs of the students.	2024 Fall	This program is designed as an overview or review of our longer Integrated Skills courses, depending on the needs of the student. The core course allows students to practice level-appropriate English grammar and vocabulary in the context of the four language skills (reading, writing, speaking and listening). This program is designed to serve students who come

Core Courses

		Hours
ESLA 241	ESL Skill Review, Beginning High	90

New Programs				
Program			Eff Date	Justification
	Elective Courses (Must Choose 1)			to study English after the regular term has already started or during the shortened summer term, and provide them with an opportunity to cover the key course material while they wait for the next full semester to begin.
		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		
	Total Hours	126		
ESL Skill Review, Beginning Literacy	This ESL Skill Review, Beginning Literacy program focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading, and writing activities. Civics topics will be chosen each term based on the needs of the students.		2024 Fall	This program is designed as an overview or review of our longer Integrated Skills courses, depending on the needs of the student. The core course allows students to practice level-appropriate English grammar and vocabulary in the context of the four language skills (reading, writing, speaking and listening). This program is designed to serve students who come to study English after the regular term has already started or during the shortened summer term, and provide them with an opportunity to cover the key course material while they wait for the next full semester to begin.
	Core Courses			
		Hours		
	ESLA 239 ESL Skill Review, Beginning Literacy	90		
	Elective Courses (Must Choose 1)			
		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		
	Total Hours	126		
ESL Skill Review, Beginning Low	This ESL Skill Review, Beginning Low program focuses on reinforcing vocabulary and English grammar forms and structures through listening, speaking, reading, and writing activities. Civics topics will be chosen each term based on the needs of the students.		2024 Fall	This program is designed as an overview or review of our longer Integrated Skills courses, depending on the needs of the student. The core course allows students to practice level-appropriate English grammar and vocabulary in the context of the four language skills (reading, writing, speaking and listening). This program is designed to serve students who come to study English after the regular term has already started or during the shortened summer term, and provide them with an opportunity to cover the key course material while they wait for the next full semester to begin.
	Core Courses			
		Hours		
	ESLA 240 ESL Skill Review, Beginning Low	90		
	Elective Courses(Must Choose 1)			
		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		
	Total Hours	126		
Customer Relations	The Customer Relations 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, database, and presentation, fundamentals of electronic record keeping, and introduction to customer relation management. With a solid software foundation, 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		2024 Fall	A new certificate that will provide a pathway from Office Assistant, Introduction to the second level of administrative support. With these skills, students will be better prepared to meet the workforce demands of today's business environment.

Microsoft Office Specialist (MOS) certifications in PowerPoint.

Prerequisites: Completion of Office Assistant, Introduction certificate

To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).

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 218	Databases and Presentations for Business	36
OTEC 225	MS Office Integrated Projects	36
OTEC 230	Electronic Records Management	54
	and	

Must Choose 1 of 2 Options

		Hours
Option 1		72
OTEC 216	Windows and Word for Business	36
OTEC 217	Excel for Business	36
	or	
Option 2		96
OTEC 215	Computer Concepts and Applications IBEST	96

Elective Courses (Must Choose 1)

		Hours
COMP 510	Computer Keyboarding, Mastery I	30
WFPR 100	Career Skills and Resource Lab	36
WFPR 101	Virtual Career Skills and Resource Lab	36
Total Hours		414 - 444

New Programs			
Program		Eff Date	Justification
Human Resource Assistant	This certificate is designed for students seeking entry-level employment in a Human Resources department. The coursework will prepare students for entry-level positions with job titles such as HR Assistant, HR Clerk, HR Technician, etc. To earn a certificate, students must complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least 36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education.	2024 Summer Term	The goals of the Human Resource Assistant program revolve around developing the knowledge, skills, and abilities needed for effective human resource management. This program and goals provides students with rigorous preparation for a career in the Human Resources field, with skills at the technical and administrative levels for entry-level positions.

Core Courses

		Hours
HRMA 100	Human Resources, Introduction	24
HRMA 105	Employee Relations	24
HRMA 110	Compensation	24
HRMA 115	Assessing and Improving Performance	24
HRMA 120	Talent Acquisition and Development	36

Elective Courses (Must Choose 2)

		Hours
WFPR 100	Career Skills and Resource Lab	36
WFPR 101	Virtual Career Skills and Resource Lab	36
WFPR 105	Build Your Career	12
Total Hours		216

Program		Eff Date	Justification
Office Assistant, Advanced	The Office Assistant, Advanced certificate is designed to build upon the skills learned in the Office Assistant, Introduction certificate programs and 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; 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. To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). The exception is for WFPR 100 and/or WFPR 101 courses. If those courses are required or listed as an elective, students will not receive a grade and instead must complete at least	2024 Fall	The Office Assistant, Advanced certificate is designed to build upon the skills learned in the Office Assistant, Introduction 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 spreadsheets, word processing, databases, presentations, and Outlook; 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

New Programs

Program			Eff Date	Justification
	36 hours in either WFPR 100 or WFPR 101. For programs/courses that allow credit for prior learning, at least 75% of all coursework must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).			Microsoft Office Specialist (MOS) certifications in Word, Excel, PowerPoint, and Outlook and the IC3 Digital Literacy certification with the completion of one elective course. 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.

Core Courses

		Hours
BMGR 415	Written Communication-Business	18
COMP 685	Beginning Keyboarding.	36
COMP 510	Computer Keyboarding, Mastery I	30
COMP 511	Keyboarding Mastery II	30
OTEC 100	Office Essentials	24
OTEC 110	Business Math for Office Technology	24
OTEC 105	Microsoft Outlook Fundamentals	12
OTEC 218	Databases and Presentations for Business	36
OTEC 225	MS Office Integrated Projects	36

(Must Choose 1 of 2 Options)

		Hours
Option 1		72
OTEC 216	Windows and Word for Business	36
OTEC 217	Excel for Business	36
	or	
Option 2		96
OTEC 215	Computer Concepts and Applications IBEST	96

(Optional Elective)

		Hours
OTEC 301	Digital Literacy Preparation	27
Total Hours		318 - 369

It was moved by Carlos Diaz and seconded by Karen Bautista to approve the new programs. The motion carried unanimously.

Program Deactivations

Program	Eff Date	Justification
Intermediate Low	2024 Summer Term	Program is no longer offered.
ESL Intermediate / Advanced program	2024 Summer Term	Program is no longer offered.

It was moved by Carlos Diaz and seconded by Kenny Yu to approve the program deactivations. The motion carried unanimously.