

**North Orange Continuing Education
Curriculum Committee Meeting
Minutes
September 10, 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, Jennifer Oo, at 3:38 p.m.
- II. Roll Call: Jennifer Oo, Megan Reeves, Dr. Carlo Diaz, Dr. Karen Bautista, Dr. Erin Sherard, Maricela Moran, and Alli Stanojkovic.
- III. Guest Present: Dulce Delgadillo, David Soto, Marcella Valle
- IV. Approval of the Agenda: It was moved by Megan Reeves and seconded by Carlos Diaz to approve the agenda. The motion passed unanimously.
- V. Approval of the Minutes: It was moved by Megan Reeves and seconded by Carlos Diaz to approve the minutes for the meeting of April 29, 2024. The motion passed unanimously.
- VI. Public Comments (2-minute max): It was shared by Marcela Valle that CDCP certification counts for the 2024 calendar year include 1,141 certifications issued through the auto-awarding process.

Report of the Curriculum Chair: The Chair announced that Corinna Lopez is joining the Curriculum Committee to fill the vacant faculty position and will also advise as DE Committee Chair. The management position left vacant by Raine Hambly's retirement is currently being addressed and will fill it soon. Jennifer will send out a Doodle poll to schedule the Curriculum Retreat. She also shared that the Chancellor's office has advised that program hours should not exceed the agency's certificate requirements.
- VII. Action Item
 - a. New Courses: Please see page 14
 - b. Revised Courses: Please see page 15
 - c. New Programs: Please see page 17
- VIII. Announcements: It was announced that the DCCC meeting scheduled for September has been canceled.
- IX. Adjournment: The meeting adjourned at 5:03 p.m.

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ESLA 1077	ESL Fullerton College Reading and Writing, Intermediate	90	This course is designed for low-intermediate and high-intermediate non-native speakers of English. This course provides intensive instruction in oral communication, basic grammar, reading, sentence and paragraph writing, and vocabulary development.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2025 Summer	This course is a mirrored course with the ESL department at Fullerton College. Noncredit students will be able to attend the course at Fullerton College in order to gain experience in a credit ESL setting. Fullerton College ESL faculty, the dean over ESL and the VPI were consulted in the development of this noncredit course. The noncredit students in this course will benefit from not having to pay tuition or use up any units towards the Basic Skills limit. This fits with district transfer goals.
PARN 136	Joyful Parenting-Art, Music and Movement Lab (1.5 - 2.5 years)	8-16	Recommended co-requisite to PARN 101. 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 in an online, asynchronous lab	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	The PARN Program sees a need to offer an asynchronous lab to be offered as a recommended co-requisite to this course. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will

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			which provides them with an opportunity to strengthen their understanding of key concepts from the class. This lab also provides students with an opportunity to experience course content on their own time, without simultaneously managing children.			benefit from a place where they can revisit course content on their own time.
PARN 137	Joyful Parenting- Art, Music and Movement Lab (Ages 2.5 - 4.5 years)	8-16	Recommended co-requisite for PARN 200. Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation in an online format. This lab also provides students with an opportunity to learn the importance of developmental stages that prepare children for preschool and/or kindergarten.	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	The PARN Program sees a need to offer an asynchronous lab to be offered as a co-requisite to this course. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.
PARN 247	Raising Thoughtful Children Lab (Ages 1.5-2.5)	9-18	Recommended co-requisite to PARN 237. This lab will reinforce students understanding of social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	The PARN Program sees a need for an asynchronous lab to be offered as a recommended co-requisite to PARN 237. When students are engaging in class discussion, lecture, demonstrations, and activities, they are

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			developmentally appropriate activities for very young children.			simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.
PARN 248	Raising Thoughtful Children Lab (Ages 2.5-5)	9-18	Recommend co-requisite to PARN 238. Students participate in this lab to support social-emotional development as they guide their child to build awareness of self, family, community, and the world. The class uses developmentally appropriate activities that emphasize building a growth mindset and thoughtfulness toward themselves and towards others.	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	The PARN Program sees a need for an asynchronous lab to be offered as a recommended co-requisite to this course. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.
PARN 270	Developmental Movement Lab (Ages 1-2)	6-9	Recommended co-requisite to PARN 260. Parents and children are introduced to developmental movement and music for one- and two-year-olds. Emphasis is on identifying milestone-appropriate large motor skills, coordinated body movements and	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	The PARN Program sees a need for an asynchronous lab to be offered as a recommended co-requisite to PARN 260. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children.

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			introductory behaviors associated with demonstrations of self-esteem for this age range.			Students will benefit from a place where they can revisit course content on their own time.
PARN 271	Developmental Movement Lab (Ages 2 - 3)	6-9	Recommended co-requisite to PARN 261. Parents and children are introduced to developmental movement and music for two- and three-year-olds. Emphasis is on tracking developing milestone-appropriate large motor skills, coordinated body movements and milestone psychological behaviors associated with demonstrations of self-esteem for this age range.	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	The PARN Program sees a need for an asynchronous lab to be offered as a recommended co-requisite to PARN 261. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place where they can revisit course content on their own time.
PARN 272	Developmental Movement Lab (Ages 3 - 4.5)	6-9	Recommended co-requisite to PARN 262. Parents are introduced to developmental movement, and music for three- to four-and-a-half-year-olds. Emphasis is on continued tracking of milestone-appropriate large motor skills, coordinated body movements and psychological behaviors associated	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	The PARN Program sees a need for an asynchronous lab to be offered as a recommended co-requisite to PARN 262. When students are engaging in class discussion, lecture, demonstrations, and activities, they are simultaneously caring for their child/children. Students will benefit from a place

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			with demonstrations of self-esteem for this age range.			where they can revisit course content on their own time.
PARN 311	Connected Parenting: Early Childhood and Infancy Seminar	1-1.5	This course is a teaser seminar to promote NOCE's PARN 301. It assists parents and caregivers in learning about the effects of childhood adversity, toxic stress, and the impact on health and well-being.	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 300. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
PARN 312	Foster, Kinship, and Adoptive Families Seminar	1-1.5	This course is a teaser seminar intended to promote NOCE's PARN 302. This workshop is intended for foster, adoptive and kinship parents to assist in learning the importance of connection (attachment and bonding) as the building blocks to social-emotional and cognitive development.	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 302. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
PARN 313	Strengthening Families Seminar	1-1.5	This course is a teaser seminar intended to promote NOCE's PARN 303. This workshop overviews the characteristics needed for healthy environments and	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 303. Examples of offerings include the annual BTIC Conference and

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			relationships in the home while recognizing the uniqueness of each family dynamic. The focus is on ways parents and caregivers can care for themselves while providing the stability needed to meet the physical and emotional needs of children.			offsite course exposure opportunities such as k-12 parent events.
PARN 314	Mental Wellness in the Home Seminar	1-1.5	This course is a teaser seminar intended to promote NOCE's PARN 304. This workshop provides an overview on mental health to promote awareness and understanding. The focus is on exploring factors that influence mental health in our homes, protective measures, and skills needed to aid in healthy coping and regulation strategies for parents, caregivers, and youth in the community.	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 304. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
PARN 315	Understanding LGBTQ+ Seminar	1-1.5	This course is a teaser seminar intended to promote NOCE's PARN 305. It will provide an overview of the LGBTQ+ population, terminology, and stressors/traumas that potentially impact youth.	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 305. Examples of offerings include the annual BTIC Conference and offsite course exposure

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						opportunities such as k-12 parent events.
PARN 351	Love and Logic® Seminar 2	1-1.5	This course is a teaser seminar designed to promote Love and Logic: Supporting Youth with Special Needs™. This course is an overview of four subsets of skills that encourage home environments that stimulate positive relationship development, empathetic listening, realistic goal setting, and encourage independence.	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 268. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
PARN 353	Love and Logic® Seminar 3	1-1.5	This course is a teaser seminar to promote NOCE's PARN 269. This course provides an overview of understanding how trauma affects brain development and the importance of bonding and relationships in addressing the root causes of a behavior.	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	This course is being developed to use as synchronous promotion of NOCE's PARN 268. Examples of offerings include the annual BTIC Conference and offsite course exposure opportunities such as k-12 parent events.
WFPR 212	Career Exploration: Career Paths in the Restaurant Industry, Introduction	90	In this course, students will learn the importance of food safety, identify foodborne illnesses, practice personal hygiene, implement temperature control, manage allergens,	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	In this course, students will learn the importance of food safety, identify foodborne illnesses, practice personal hygiene, implement temperature control, manage allergens,

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			and improve knife skills. Hands-on training prepares them for entry-level restaurant positions. Evaluation includes assessments and projects. Students will also prepare for food handler certification.			and improve knife skills.
WFPR 213	Career Exploration: Career Paths in the Restaurant Industry	90	This comprehensive course focuses on food safety practices and diverse restaurant careers. Students will grasp food safety principles, prepare for the Food Handler's Certification, and explore various roles in the industry. Practical application exercises, assignments, and portfolio development ensure students' proficiency and readiness for their chosen career paths.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	Students will grasp food safety principles, prepare for the Food Handler's Certification, and explore various roles in the industry.
WFPR 216	Career Exploration: Introduction to Guest Services	90	This is an introductory course designed to familiarize students with basic assessments, skill knowledge, and techniques typical of entry-level Guest Services professions. Integrated field experience includes	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	This course is designed to equip enrolled students with introductory guest service skills and basic employment skills that are essential for long-term success in the expansive hotel and resort industries.

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			an exploratory survey of common hands-on and mechanized job tools and duties required for START Guestroom Attendant Certification.			
WFPR 217	Career Exploration: Guest Services Skills	90	This course is designed to further develop knowledge of guest services required skills and vocational options. Integrated field experience includes hands-on training in the basic vocational skills and responsibilities required for working as a server, food runner, lobby or bell attendant, and entry-level housekeeper in a hotel or resort setting.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	Offered for students interested in developing the skills needed to work in Guest Services industries.
WFPR 220	Career Exploration: Paths in the Food Service, Industry Introduction	90	Discover essential elements in the food service industry - food safety, handling, and customer service. Gain insights into its impact. Engage in hands-on activities and lively discussions to build culinary skills and confidence. Perfect for aspiring culinary professionals and students seeking a solid foundation for their food service journey.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	This course expands our offerings in line with CDCP objectives, offering a pathway to vocational training and employment in animal care. It equips students with foundational skills and industry knowledge, bridging academic learning with real-world applications. This enhances our curriculum, responding to industry demand

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						and serving as a stepping stone for students.
WFPR 221	Career Exploration: Paths in the Food Service Industry	90	Explore Food Safety and Diverse Careers! This comprehensive course focuses on food safety principles, prepares you for the Food Handler's Certification, and uncovers various food service career paths. Develop practical skills through hands-on exercises, assignments and portfolio creation. Get ready for entry-level positions in the dynamic food service industry!	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	This course expands our offerings in line with CDCP objectives, offering a pathway to vocational training and employment in the food service industry. It equips students with foundational skills and industry knowledge, bridging academic learning with real-world applications. This enhances our curriculum, responding to industry demand and serving as a stepping stone for students.
WFPR 224	Career Exploration: Retail Services, Introduction	90	This course provides students with an understanding of essential skills required for entry-level retail service professions. It explores the basics of sales transactions, customer service techniques, and the math skills necessary for retail operations. Students will learn about various roles within the retail sector, from Cashiers to Stockers and Order Fillers,	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	This course expands our offerings in line with CDCP objectives, offering a pathway to vocational training and employment in retail services. It equips students with foundational skills and industry knowledge, bridging academic learning with real-world applications. This enhances our curriculum, responding to industry demand

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			preparing them for immediate employment or further training in retail services. The curriculum is designed to contextualize the skills needed in retail environments, offering a foundation for those seeking to advance their careers in this dynamic industry.			and serving as a stepping stone for students.
WFPR 225	Career Exploration: Consumer Services Skills	90	This course deepens students' understanding of retail customer service, emphasizing customer interaction techniques and problem-solving in retail environments. It covers effective communication strategies, conflict resolution, and technology's role in enhancing customer service. The curriculum prepares students for a broad range of customer service roles, focusing on skill application in simulated scenarios to adapt to diverse retail settings. Students explore career advancement within the sector, building on foundational skills for further education	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	This course expands our offerings in line with CDCP objectives, offering a pathway to vocational training and employment in the customer service industry. It equips students with foundational skills and industry knowledge, bridging academic learning with real-world applications. This enhances our curriculum, responding to industry demand and serving as a stepping stone for students.

New Courses						
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			or professional growth in retail services.			
WFPR 244	Career Exploration: Orientation to College	90	This course prepares students towards college success and is designed to orient them to the college environment and their student expectations. Students will explore college processes, campus support services, develop learning and academic strategies, and apply them to their successful transition to higher learning.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Fall	This course expands our offerings in line with CDCP objectives, offering a pathway to career technical education and credit courses. It equips students with foundational skills needed to successfully participate and complete career technical education and credit courses. This enhances our curriculum, responding to institutional demands and serving as a steppingstone for students.
WFPR 245	Career Exploration: Survey to Career Fields	90	This course is designed for students to reflect, identify, and establish personal, career, and educational goals. Emphasized on self-awareness of personality, interests, values, skills, and strengths through the evaluation of various career assessments. Participation in career exploration and research by surveying career clusters, learning pathways, and career	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	This course expands our offerings in line with CDCP objectives, offering a pathway to career technical education and credit courses. It equips students with knowledge of different career fields and their pathways. This enhances our curriculum, responding to institutional demands and serving as a steppingstone for

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			fields of interest.			students.
<p>ESLA 1077 – A motion to approve ESLA 1077 was made by Carlos Diaz and seconded by Megan Reeves. The motion was opposed by Maricela Moran, and Megan Reeves. Erin Sherard and Alli Stanojkovic abstained from the vote. Motion did not pass.</p> <p>PARN– A motion was made by Megan Reeves and seconded by Alli Stanojkovic to approve the block of PARN courses. After discussion, the motion was amended by Megan Reeves and seconded by Carlos Diaz to approve the parenting courses and those listing corequisites would replace the "corequisite" language with "advisory." The motion was approved unanimously.</p> <p>WFPR – A motion to approve the block of WFPR courses was made by Erin Sherard and seconded by Megan Reeves. The motion was approved unanimously.</p>						

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
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	2024 Fall	Update course objectives, Student learning outcomes, instructional methodologies, method of evaluation, and update text.
PARN 301	Connected Parenting: Early Childhood and Infancy	36	This course assists parents and caregivers in learning the importance of connection (attachment and bonding) as the building blocks to infant/early childhood social emotional and cognitive development. The focus is on exploring ways parents and caregivers can provide responsive and attuned care while increasing lifelong resilience for their children.	1305.60 - Parenting and Family Education D - Possibly Occupational	2025 Spring	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content.
<p>EMER– A motion was made by Megan Reeves and seconded by Carlos Diaz to approve EMER 310. The motion was approved unanimously.</p> <p>PARN– A motion was made by Erin Sherard and seconded by Alli Stanojkovic to approve PARN 310. The motion was approved unanimously.</p>						

New Programs					
Program		Eff Date	Justification		
Career Exploration: Career Paths in the Restaurant Industry	The Career Exploration: Career Paths in the Restaurant Industry program focuses on food safety practices and diverse restaurant careers. Students will grasp food safety principles, prepare for the Food Handler's Certification, and explore various roles in the industry. Practical application exercises, assignments, and portfolio development ensure students' proficiency and readiness for their chosen career paths.		2025 Spring	The goal of the proposed Career Exploration: Career Paths in the Restaurant Industry program is to provide students with a comprehensive understanding of food safety principles, preparation for the Food Handler's Certification exam, and exploration of diverse career paths within the restaurant industry. The program aims to equip students with the knowledge, skills, and awareness necessary for success in various roles while fostering a strong commitment to food safety and professional excellence.	
	Core Courses:				
					Hours
	WFPR 212	Career Exploration: Career Paths in the Restaurant Industry, Introduction			90
	WFPR 213	Career Exploration: Career Paths in the Restaurant Industry			90
	Total Hours				180
Career	The Guest Services Certificate is offered for	2025	This program is designed not		

