



**North Orange Continuing Education
Curriculum Committee Meeting
Approved Minutes
April 29, 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 3:32 p.m.
- II. Roll Call: Dr. Karen Bautista, Shelia Moore-Farmer, Dr. Erin Sherard, Alli Stanojkovic, Megan Reeves, Dr. Kimberley H. Stiemke, Carlos Diaz, Kristien Nacu and Amabel Arredondo.
- III. Guest Present: Cathee Mang, Marcela Valle, Tina McClurkin.
- IV. Approval of the Agenda: Approved
- V. Approval of the Minutes: It was moved by Alli Stanojkovic and seconded by Carlos Diaz to approve the meeting minutes for the meeting of March 12, 2024. The motion passed unanimously.
- VI. Public Comments (2-minute max): Cathee Mang expressed concerns about the title for ESLA 1077, noting that it is very similar to an existing course, ESLA 1073 - *ESL College Success Skills: Reading and Writing*.
- VII. Report of the Curriculum Chair: Dr. Stiemke suggested presenting a recommendation to the Senate to restructure the curriculum review process by submitting curriculum all at once and align it with a program review cycle, allowing the committee a full year for thorough review, which would alleviate current pressures.
- VIII. Action Item
 - a. New Courses: Please refer to page 2.
 - b. Revised Courses: Please refer to page 5.
 - c. Course Deactivations: Please refer to page 5.
 - d. New Programs: Please refer to page 6.
 - e. Modified Programs: Please refer to page 7.
 - f. NOCE Curriculum Committee Charter: The item needs further review and will be deferred to the new chair and committee in the fall due to time constraints.
 - g. Content Review Form: The item needs further review and will be deferred to the new chair and

committee in the fall due to time constraints.

- h. High School Program – The High School MOU was reviewed by the committee and approved.
- i. High School Diploma - The 160 Manual will be revised, and the committee will be asked to approve the final edits via email vote.
- j. CurricUNET Access Request: Access was requested and granted to the *NOCE Admissions and Records Analyst*.

IX. Discussion Item

- a. Cathee Mang – Requested to include a section for OER (Open Educational Resources)/ ZTC (Zero Textbook Cost) materials in CurricUNET. This would allow Deans to verify whether a course provides these resources and inform students about courses that offer ZTC options.

X. Announcements

- a. **ASCCC 2024 Noncredit Institute:** May 2-3, 2024
Hotel Fera Anaheim, a DoubleTree by Hilton
- b. **ASCCC 2024 Curriculum Institute:**
Pasadena Convention Center, July 10-13, 2024

XI. Adjournment: The meeting was adjourned at 4:32.

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ENTR 117	Business Basics: Law and Accounting	45	Business Basics: Law and Accounting is an introduction to the laws and resources needed for new entrepreneurs.	0506.40 - Small Business and Entrepreneurship C - Clearly Occupational	2024 Fall	Course is required for the Entrepreneurship program. The course is written to meet the standards set by the advisory committee and industry needs.
ESLA 1077	ESL College Reading and Writing, Intermediate	90	This course is designed for low-intermediate and 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	2024 Spring	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.
ENTR 117 - Business Basics: Law and Accounting was withdrawn at the request of the originator. Additionally, ESLA 1077 was also pulled due to title concerns shared during public comments.						

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
COMP 645	Integrated Computer Projects	36	Designed for those who want to apply the knowledge they have gained from previous computer classes. See how those skills can be put to work in real world simulations. Capstone course for students who have already learned the basics of computer	0514.00 - Office Technology/Office Computer Applications C - Clearly Occupational	2024 Fall	Update CB03 Top Code to 514.40.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			usage. Recommended proficiency in: Introduction to Computers, Discover the Internet, MS Office Overview or equivalent.			
ENTR 100	Entrepreneurship, Introduction	54	Entrepreneurship introduces students to the basics of starting up a business, including identifying business opportunities, understanding the components of a business plan, structuring the business, and financial considerations. Upon completion of this course, students will be able to use basic business terminology, explain the components of a business plan, and identify possible business structures.	0506.40 - Small Business and Entrepreneurship C - Clearly Occupational	2024 Fall	Updating the curriculum to make sure our program addresses all skills and tools needed to meet the needs of employers and for our students to be successful in obtaining a job.
ENTR 105	Marketing, Introduction	45	Marketing, Introduction covers foundational topics, such as planning your marketing strategy, creating content, understanding, engaging, and retaining consumers. Upon completion students will understand the basics of marketing from concept to optimization.	0506.40 - Small Business and Entrepreneurship C - Clearly Occupational	2024 Fall	Updating the curriculum to make sure our program addresses all skills and tools needed to meet the needs of employers and for our students to be successful in obtaining a job.
ESLA 805	Drama for Communication	36-90	This ESL course builds students' reading, speaking, and pronunciation skills in the context of theatrical performances. Students will examine human experiences and cultural norms through imagined roles and expand creative thinking. Students will learn history and terminology of the performing arts and build social skills and confidence necessary for public speaking.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2024 Fall	Update to CB21.
ESLA 808	ESL Intermediate to Advanced Work Skills	36	This ESL course covers basic job search and workplace survival language skills while building necessary computer and critical thinking skills for students who are at an intermediate level or higher. Students will practice work-related safety standards and procedures and demonstrate effective use of common workplace technology and systems.	4931.00 - Vocational ESL E - Non-Occupational	2024 Fall	Update the TOP Code, CB09 to D- possibly Occupational, CB11 to K, CB21 to D, and addition of 36 outside-of-class hours.
ESLA 1020	Vocational English-as-a-Second Language: Early Childhood Education	36	This ESL course provides students with necessary language skills to succeed in the Early Childhood Education program, thereby bridging the gap between standard ESL coursework and ECE coursework. The course also focuses on preparing students to interact in the real world in ECE situations (e.g., parent-teacher conferences).	4931.00 - Vocational ESL D - Possibly Occupational	2024 Fall	Updated CB03 TOP Code to 4931.00 and CB09.
ESLA 1025	Vocational English as a Second Language: Pharmacy Technician	36	This ESL course provides students with necessary language skills to succeed in the Pharmacy Technician program, thereby bridging the gap between standard ESL coursework and PT coursework. The course also focuses on preparing students to interact in the real world in PT situations (e.g., PT-costumer interactions).	4931.00 - Vocational ESL D - Possibly Occupational	2024 Fall	Update CB03 Top Code to 4931.00.
ESLA 1030	Vocational English as a Second Language: Administrative Assistant	36	This ESL course provides students with necessary language skills to succeed in the vocational administrative assistant programs, thereby bridging the gap between standard ESL and VESL coursework. The course also focuses on	4931.00 - Vocational ESL D - Possibly Occupational	2024 Fall	Update CB03 Top Code to 4931.00.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			preparing students to interact in real-life office situations.			
IHSS 316	High School US History B	36	US History B explores post-Civil War, westward expansion, the Industrial Revolution through World War I and the impact these events on racial and socio-economic groups and gender roles from multiple perspectives and how they shape current events.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Fall	Updated OER resources, instructional methodologies, methods of evaluation and outside of class assignments to provide more specificity as requested by the Curriculum Committee. Note: No fundamental changes have been made to the course content, instructional strategies, or methods of assessment.
IHSS 345	High School Health A: Human Development	36	In this course, students will learn about different types of sexual orientation, gender identity, gender expression, reproductive and sexual anatomy, and the process of sexual reproduction.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Fall	Update to reflect CDCP coding.
IHSS 346	High School Health B: Sexual Health and Behavior	36	In this course, students will learn about the various methods of contraception, their effectiveness in preventing unwanted pregnancy, and sexually transmitted infections including HIV/AIDS. Students will also learn about pregnancy, prenatal care, abortion, and California laws regarding human trafficking, sexual violence, and sexual harassment.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Fall	Update to reflect CDCP coding.
IHSS 347	High School Health C: Communication	36	In this course, students will learn about healthy relationships and how to identify signs of unhealthy relationships. Students will also learn about the communication skills necessary to be in a committed relationship, the implications of marriage, and the responsibilities of raising children.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Fall	Update to reflect CDCP coding.
IHSS 348	High School Health D: Physical, Mental, and Emotional Health	36	In this course, students will learn about human health in a holistic way by investigating how proper nutrition, physical activity, and emotional intelligence work in synergy. The course will culminate in a capstone project that challenges students to apply their learning to their own lives, empowering them to achieve a lifetime of health and vitality.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Fall	Update to reflect CDCP funding.
IHSS 415	High School Biology A: Molecules to Organisms	36	In this course, students will learn about the basic structure of the cell, cell division, and the basics of human physiology. Students will also learn about DNA, how it helps the human body function, and explore how plants live through the process of photosynthesis.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Fall	Update to reflect CDCP funding.
IHSS 416	High School Biology B: Interaction, Energy, and Dynamics	36	In this course, students will learn the basic principles of ecology. Students will learn how energy is transferred within different types of ecosystems. Additionally, this course covers the water, nitrogen, and carbon cycles and the ways humans impact biodiversity within the environment.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Fall	Update to reflect CDCP funding.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
IHSS 417	High School Biology C: Heredity and Inheritance	36	In this course, students will learn the basic principles of genetics and heredity. Students will explore the process of sexual reproduction and meiosis. Furthermore, students will analyze the causes of genetic variation within populations and Mendel's laws of genetic inheritance.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Fall	Update to reflect CDCP funding.
IHSS 418	High School Biology D: Unity and Diversity	36	In this course, students will learn the basic principles of biological evolution. Students will learn about the scientific evidence that supports the theory of biological evolution. Darwin's theory of natural selection, the classification of life, process of speciation, and how humans have impacted speciation over time.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Fall	Update to reflect CDCP funding.
IHSS 993	High School Elements and Principles of Design.	14-72	This course is an individualized, self-paced study of art and how people from other cultures and times have used a common visual language to express their own unique perspective. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Fall	Update coding to Basic Skills.
WFPR 200	Career Exploration: Childcare Skills	90	This course prepares individuals with the foundational skills needed for child-related careers and reviews the basis of childcare skills through interaction with children. Students study soft skills and apply them to foundational concepts and basic industry-related requirements.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2024 Fall	Update to CB14.
WFPR 201	Career Exploration: Preparing for Childcare Jobs	90	This course is designed for students interested in building their knowledge of the childcare profession and preparing to transition into certificate programs or gain entry-level employment. Career preparation standards are integrated throughout the course, which includes basic academic skills and employment literacy in connection to core academic standards.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2024 Fall	Update to CB14.
It was moved by Karen Bautista and seconded by Megan Reeves to approve the revised courses. The motion passed unanimously.						

Course Deactivations		
Course ID	Eff Date	Justification
ENTR 115	2024 Fall	The course is being replaced by Business Basics: Law and Accounting
ESLA 803	2024 Fall	Course replaced by ESLA 850 and 851.
ESLA 1040	2024 Fall	Course replaced by ESLA 1073.
ESLA 1045	2024 Fall	Course replaced by ESLA 1071.
Course ENTR 115 was pulled. It was moved by Karen Bautista and seconded by Alli Stanojkovic to approve the course deactivations with the exception of ENTR115. The motion passed unanimously		

New Programs																		
Program		Eff Date	Justification															
Career Exploration: Workplace Technology Essentials	<p>The Career Exploration: Workplace Technology Essentials program offers a comprehensive curriculum designed to prepare students for entry-level technology roles. The program focuses on imparting essential technology and soft skills, including computer applications, digital safety, and workplace communication. Students will also gain practical experience in job search strategies and interview techniques. This program serves as a steppingstone to further educational opportunities, such as the CTE Business Information Worker Certificate Program.</p> <p>To earn a certificate, students complete the required and elective courses as listed with a grade of P (pass). For programs/courses that allow credit for prior learning, at least 75% of all course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).</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>WFPR 240</td> <td>Career Exploration: Workplace Technology & Professional Skills</td> <td>90</td> </tr> <tr> <td>WFPR 241</td> <td>Career Exploration: Technology Skills & Work Readiness</td> <td>90</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>180</td> </tr> </tbody> </table>	Core Courses					Hours	WFPR 240	Career Exploration: Workplace Technology & Professional Skills	90	WFPR 241	Career Exploration: Technology Skills & Work Readiness	90	Total Hours		180	2024 Fall	The Career Exploration: Workplace Technology Essentials Industry program is a collaborative initiative between Disability Support Services and Career Technical Education. This pathway course of study is designed to equip students for entry-level positions in the technology sector, focusing on essential knowledge, professionalism, and personal responsibility. Courses are delivered by faculty from Disability Support Services, enriched by the expertise of industry professionals. Upon completion, students will earn a Career Exploration: Workplace Technology Essentials Certificate.
Core Courses																		
		Hours																
WFPR 240	Career Exploration: Workplace Technology & Professional Skills	90																
WFPR 241	Career Exploration: Technology Skills & Work Readiness	90																
Total Hours		180																
It was moved by Carlos Diaz and seconded by Alli Stanojkovic to approve the new program. The motion passed unanimously.																		

Modified Programs/Certificates															
Program		Eff Date	Justification												
Entrepreneurship	<p>The Entrepreneurship certificate of completion program is designed to introduce students to key concepts for starting and managing a business. Upon program completion, students will understand the components of a business plan, understand basic business regulations, and be introduced to marketing concepts and basic bookkeeping skills necessary to seek funding to start or expand a business.</p> <p>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 course work must be completed at North Orange Continuing Education. (Contact the CTE Office to learn more about which courses offer credit for prior learning).</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>ENTR 100</td> <td>Entrepreneurship Basics</td> <td>54</td> </tr> <tr> <td>ENTR 105</td> <td>Digital Marketing, Introduction</td> <td>45</td> </tr> </tbody> </table>	Core Courses					Hours	ENTR 100	Entrepreneurship Basics	54	ENTR 105	Digital Marketing, Introduction	45	2024 Fall	The program was updated with a new course, Business Basics: Law and Accounting, and the course ENTR 115 Business Law Essentials was removed.
Core Courses															
		Hours													
ENTR 100	Entrepreneurship Basics	54													
ENTR 105	Digital Marketing, Introduction	45													

Modified Programs/Certificates				
Program			Eff Date	Justification
	COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	
	ENTR 117	Business Basics: Law and Accounting	45	
	Total Hours		180	
The program was withdrawn due to removing ENTR 117.				