



**North Orange Continuing Education
Curriculum Committee Meeting
Approved Minutes
October 8, 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 3:30 p.m.
- II. Roll Call: Alli Stanojkovic, Corina Lopez, Dr. Carlo Diaz, Dr. Erin Sherard, Dr. Karen Bautista, Jennifer Oo, Maricela Moran, Martha Turner, and Megan Reeves.
- III. Guest Present: Cathee Mang, David Soto, Marcella Valle, Michelle Patrick-Norng
- IV. Approval of the Agenda: It was moved by Megan Reeves and seconded by Martha Turner to approve the agenda. The motion passed unanimously.
- V. Approval of the Minutes: It was moved by Erin Sherard and seconded by Megan Reeves to approve the minutes for the meeting of September 10, 2024. The motion passed unanimously.
- VI. Public Comments (2-minute max): Cathee Mang expressed concerns regarding the ESLA 1077 course. She recommended changing the course title to include “precollege” to reduce confusion with another course currently offered by the ESL office, ensuring that students can easily differentiate between the two.
- VII. Report of the Curriculum Chair: The Chair announced the introduction of a new voting template at the Senate meeting. This template will ensure that names of voting members and those voting against are recorded for transparency and compliance with the Brown Act.

Additionally, she announced that there will be an announcement from President Valentina regarding the creation of more programs aimed at increasing enrollment and reaching a broader student population. Valentina, along with the Chancellor's office, has approved funding for Special Project Administrators (SPA), consisting of adjunct and full-time faculty who will be compensated for developing curriculum

It is the intention of North Orange Continuing Education to comply with the Americans with Disabilities Acts (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance, North Orange Continuing Education will attempt to accommodate you in every reasonable manner. Please contact Jennifer Oo, Curriculum Committee Chair, at joo@noce.edu at least 48 hours prior to the meeting to inform us of your particular needs so that accommodations may be made.

while still maintaining their teaching hours. To support faculty during this process, the Chair will collaborate with the SLO Coordinator, Distance Education Chair, Professional Development Chairs, and Senate President to organize a training day for faculty. More information will be provided soon.

The Chair discussed the input of course modalities in CurricUNET. She noted that the WKPR 105 Build Your Career course was submitted by faculty as an all-online course but was mistakenly coded as both in-person and online. She is currently working to provide faculty with the option to select course modality during the course-building process in CurricUNET, as this feature is not currently available to them.

VIII. Speaker: Michelle Patrick - DE Courses: Textbooks and/or other course materials for students residing out of the local service area: Michelle raised a concern regarding a recent incident in which a student enrolled in an online-only course was required to pick up materials in person, which was not feasible due to the student residing outside of the local area. She emphasized the importance of planning for similar situations such as these and recommended developing clear policies to ensure that remote students receive timely information on how to access necessary textbooks and materials for DE courses.

IX. Action Items

- a. New Courses- Please see page 3
- b. Revised Courses - Please see page 3
- c. Course Deactivations- Please see page 3
- d. New Programs- Please see page 5
- e. Modified Programs- Please see page 6
- f. Program Deactivations- Please see page 6

X. Announcements- Alli Stanojkovic announced that there will be an SLO workshop on October 21 from 3–5 p.m. on the 10th floor, room 1023. Adjuncts are encouraged to attend and will be compensated for their time.

XI. Adjournment- The meeting adjourned at 4:56 p.m.

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ESLA 1077	ESL Reading and Writing in College, 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.
<p>It was recommended to change the title to "ESL Precollege Reading and Writing, Intermediate" and to distinguish mirrored courses from regular ESL courses by changing the subject code to ESLM. A motion to approve the course with the recommended changes was made by Alli Stanojkovic and seconded by Erin Sherard. 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
ENTR 115	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	2025 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 351	ESL for Art Appreciation	90	This English as a Second Language (ESL) course builds students' reading, writing, and speaking skills in the context of the visual arts. Students will identify common artistic themes while examining a variety of Western and non-western aesthetic forms, styles, and periods. Students are expected to participate in museum field trips and to view performances.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2025 Fall	This course supports transition to college and arts related careers.
<p>ENTR 115 - A motion to approve the course was made by Megan Reeves and seconded by Alli Stanojkovic. The motion was approved unanimously. ESLA 351 – A motion to approve the course was made by Carlos Diaz and seconded by Alli Stanojkovic. The motion was approved unanimously.</p>						

Course Deactivations		
Course ID	Eff Date	Justification
IHSS 299	2025 Summer	Course no longer offered.
<p>A motion to approve the course deactivation was made by Carlos Diaz and seconded by Megan Reeves. The motion was approved unanimously.</p>		

New Programs				
Program		Eff Date	Justification	
Career Exploration: Food Service Industry	Explore Food Safety & Diverse Careers! This comprehensive course focuses on food safety principles, prepares you for the Food Handler's Certification, & uncovers various food service career paths. Develop practical skills through hands-on exercises, assignments & portfolio creation. Get ready for entry-level positions in the dynamic food service industry!	2025 Spring	The goal of the proposed program is to provide comprehensive and practical training in the field of Food Service and Culinary Arts, equipping students with the essential knowledge, skills, and certifications necessary to excel in various roles within the food service industry. The program is designed to meet the needs of students seeking to enter the food service sector with a strong foundation in food safety, handling, customer service, and practical culinary skills. By offering a range of hands-on experiences, theoretical knowledge, and industry insights, the program aims to prepare students for successful careers in the dynamic and diverse world of food service.	
	Core Courses:			
				Hours
	WFPR 220 Career Exploration: Paths in the Food Service, Industry Introduction			90
	WFPR 221 Career Exploration: Paths in the Food Service Industry			90
Total Hours	180			
Career Exploration: Orientation to College and Survey of Career Fields	The Career Exploration: Orientation to College and Survey of Career Certificate courses work comprehensively together to prepare students towards college success and to assist one in establishing their personal, career, and educational goals. Students will gain awareness and proficiency on the expectations needed for a successful transition to higher learning; survey career clusters and learning pathways to support one to identify their chosen career field of interest.	2025 Spring	The Career Exploration: Orientation to College and Survey of Career Fields certificate of completion program is designed to introduce students towards college success and provide guidance to their academic and career goal selection. Students will work to increase their knowledge of college preparedness, explore various career fields, evaluate their skillset, and gain self-awareness for better informed educational and vocational choices.	
	Core Courses:			
				Hours
	WFPR 224 Career Exploration: Retail Services, Introduction			90
	WFPR 245 Career Exploration: Survey to Career Fields			90
Total Hours	180			
Career Exploration: Retail and Customer Services Skills	The Retail and Customer Services Certificate is offered for students interested in developing the skills needed to work in customer service industries. Classes are taught by NOCE's DSPS faculty and mentored by field professionals. Students take a series of courses to receive both a Retail and Customer Service Certificate.	2025 Spring	This program is designed not only to meet the requests of the student population but also to address the local deficit in job training in this career area. O*Net has designated Retail and Customer Service Vocations both having a "Bright Outlook" in this geographic area. The vast retail needs of the Anaheim, and Southern California area, offer robust opportunities for students looking for successful and fulfilling entry-level employment. Currently, there are no training options in this field in this area. Providing this valuable opportunity at NOCE will fill an educational void in the community.	
	This program will support enrolled students in learning basic services skills and basic employment skills to support long-term success in the expansive retail environments throughout Orange County. Students graduating with a Retail and Customer Service Certificate will be prepared for many entry-level paid employment opportunities within the retail industry. Upon completion of the Retail and Customer Skills Certificate, students will have the knowledge, skills, and experience to provide basic customer services skills in commercial settings. Students will be certified to work as entry-level employees including Cashiers, Counter and			

New Programs																		
Program		Eff Date	Justification															
	<p>Rental Clerks, Demonstrators and Product Promoters, Door-to-Door Sales Workers, News and Street Vendors and Related Workers, Stockers and Order Fillers, Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Representative (CSR), Customer Service Specialist, Customer Support Representative (Customer Support Rep), Guest Service Agent, or Member Services Representative (Member Services Rep.)</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 224</td> <td>Career Exploration: Retail Services, Introduction</td> <td>90</td> </tr> <tr> <td>WFPR 225</td> <td>Career Exploration: Consumer Services Skills</td> <td>90</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>180</td> </tr> </tbody> </table>	Core Courses:					Hours	WFPR 224	Career Exploration: Retail Services, Introduction	90	WFPR 225	Career Exploration: Consumer Services Skills	90	Total Hours		180		
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It was recommended to replace ampersand symbols with 'and' in the Food Service Industry program description. It was also suggested to remove the sentence 'Classes are taught by NOCE's DSPS faculty and mentored by field professionals' from the Retail and Customer Services Skills program and to replace 'both' with 'a' in the final sentence of the first paragraph. A motion to approve the new programs with the recommendations was made by Erin Sherard, seconded by Carlos Diaz, and 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, Introduction</td> <td>54</td> </tr> <tr> <td>ENTR 105</td> <td>Marketing, Introduction</td> <td>45</td> </tr> <tr> <td>COMP 650</td> <td>Quickbooks Fundamentals for Financial Office Applications</td> <td>36</td> </tr> <tr> <td>ENTR 115</td> <td>Business Basics: Law and Accounting</td> <td>45</td> </tr> </tbody> </table>	Core Courses					Hours	ENTR 100	Entrepreneurship, Introduction	54	ENTR 105	Marketing, Introduction	45	COMP 650	Quickbooks Fundamentals for Financial Office Applications	36	ENTR 115	Business Basics: Law and Accounting	45	2025 Fall	The program was updated to reflect the revised title of ENTR 115- Business Basics: Law and Accounting.
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ENTR 100	Entrepreneurship, Introduction	54																			
ENTR 105	Marketing, Introduction	45																			
COMP 650	Quickbooks Fundamentals for Financial Office Applications	36																			
ENTR 115	Business Basics: Law and Accounting	45																			

Modified Programs/Certificates				
Program			Eff Date	Justification
	Total Hours	180		
Google IT Support Professional Pre-Apprenticeship	The Google IT Support Professional Pre-Apprenticeship certificate is designed for and aligned with Google's IT Support certificate. Students who complete this certificate will be exposed to and become proficient in the IT Technical Support field. This certificate combines the necessary IT skills to make sound IT decisions, to troubleshoot and resolve IT-related issues. Students will gain valuable professional skills in customer service, trouble shooting, network protocols, cloud computing, windows operating system, Linux command line, systems administration, encryption algorithms and techniques. The certificate prepares students for entry into a formal apprenticeship program and/or other entry-level jobs as an IT/Computer Support Specialist.		2025 Fall	Remove the required labs from the core course section.
	Core Courses			
		Hours		
CIST 100	Information Technology (IT) Technical Support Fundamentals	54		
CIST 105	The Bits and Bytes of Computer Networking	54		
CIST 110	Operating Systems and Becoming a Power User	54		
CIST 115	System Administration and IT Infrastructure Services	72		
CIST 120	IT Security: Defense Against the Digital Dark Ages	72		
	Total Hours	306		
<p>A motion to approve the modifications for the Entrepreneurship program was made by Megan Reeves and seconded by Carlos Diaz. The motion was approved unanimously.</p> <p>A motion to approve the modifications for the Entrepreneurship program was made by Erin Sherard and seconded by Alli Stanojkovic. The motion was approved unanimously.</p>				

Program Deactivation		
Program	Eff Date	Justification
Literacy Program	2025 Summer	Program is no longer offered.
Business Information Worker I	2025 Summer	Program replaced with Office Assistant, Introduction.
Business Information Worker II	2025 Summer	Program replaced with Office Assistant, Introduction.
Administrative Professional	2025 Summer	Program replaced with Office Assistant, Advanced.
<p>A motion to approve the program deactivations was made by Megan Reeves and seconded by Corina Lopez. The motion was approved unanimously.</p>		