

**North Orange Continuing Education
Curriculum Committee Meeting
Official Minutes
November 12, 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 3:33 p.m.
- II. **Roll Call:** Amabel Arredondo, Dr. Karen Bautista, Dr. Carlos Diaz, Corinna Lopez, Maricela Moran, Shelia Moore-Farmer, Jennifer Oo, Megan Reeves, Dr. Erin Sherard, Dr. Martha Turner.
- III. **Guest Present:** Tina McClurkin, Michelle Patrick-Norng, Garrett Reza, David Soto, Marcella Valle
- IV. **Approval of the Agenda:** It was moved by Erin Sherard and seconded by Megan Reeves to approve the agenda. The motion passed unanimously.
- V. **Approval of the Minutes:** It was moved by Erin Sherard and seconded by Carlos Diaz to approve the minutes for the meeting of October 8, 2024. The motion passed unanimously.
- VI. **Public Comments (2-minute max):** Dr. Karen Bautista informed the committee that they are working with the district to allow NOCE faculty to enter grades in Canvas, which would then be directly integrated into Banner. This implementation has already been successful at Fullerton and Cypress College. She presented an Excel spreadsheet outlining the various grades and symbols used across departments for NOCE courses in Spring 2024 and informed the committee that the various grading schemes would need to be consolidated and standardized to ensure consistency across departments before proceeding with the district.

It was agreed upon that Jennifer Oo will forward the proposal to the Senate for further discussion and may also arrange for a subcommittee to attend the December 12 Curriculum Meeting to discuss the different grading schemes.

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.

Marcella Valle introduced Garrett Reza and informed the committee that he is currently supporting some of her previous duties while she serves as the Interim Director of Admissions and Records.

VII. **Report of the Curriculum Chair:** The Chair shared that a resolution to adjust CORS was proposed, but ASCCC decided to wait for the implementation of the Title 5 language before moving forward, which resulted in the resolution not passing.

VIII. **Discussion:** Michelle Patrick discussed the challenges faculty have faced with Ease Learning / Skillways courses, particularly the difficulty in editing content. Since the course content and modules are pre-built with embedded material, any necessary edits must go through a helpdesk ticket. Instructors have two options: unpublish the entire module or obtain approval from all faculty in the department to make edits. Additionally, faculty have experienced delays due to waiting for helpdesk support. Michelle also noted that the annual contract for Ease Learning is set to expire in March. Several options were discussed for moving forward, including offering Ease Learning courses as an optional resource for faculty rather than making it mandatory, to respect academic freedom and address barriers as long as faculty adhere to the COR, they are free to use other materials. The information gathered will be presented to the Senate, which will make the final recommendation to management. Dr. Bautista added that there is also a need to review departments with highly tailored curricula, where faculty are instructed to cover all content. Additionally, she recommended that input should be sought from adjunct faculty and those who teach these courses for additional input.

IX. Action Items:

- a. CurricUNET Course Language and Modality: It was moved by Alli Stanojkovic and seconded by Megan Reeves to table the action item to allow for a revision of the language and to specify that at least one option, either Lecture or Lab, must be selected. The motion passed unanimously.
- b. Revised Course: Please see page 3.
- c. Program Deactivations: Please see page 3.

X. **Discussion Item:**

- a. Content Review Worksheet: The Chair requested that committee members share the form with their departments for additional edits or revisions. It will be returned as an action item at the next meeting.

XI. **Announcements:** No announcements were made.

XII. **Adjournment:** It was moved by Alli Stanojkovic and seconded by Carlos Diaz to adjourn. The meeting was adjourned at 4:57 p.m.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ESLA 1067	ESL for Academic Success: Listening and Speaking II	120	ESL students will practice the listening and speaking skills needed in a post-secondary academic setting, including listening to academic lectures, taking notes, participating in class discussions, giving presentations, and taking exams. Students will practice the technological skills needed for academic success and experience campus life through field trips to local colleges. For intermediate high and advanced level ESL students.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2025 Summer	Updated advisory courses and update to CB21.

It was moved by Erin Sherard and seconded by Megan Reeves to approve the revised course. The motion passed unanimously.

Program Deactivation		
Program	Eff Date	Justification
ESL Academic Success Program	Summer 2025	The program is no longer offered as courses were replaced, and a new program was created.
Improving Individual Skills	Summer 2025	These programs are no longer offered.
Daily Living Skills	Summer 2025	These programs are no longer offered.
Consumer Skills	Summer 2025	These programs are no longer offered.
Applied Academic Program	Summer 2025	These programs are no longer offered.

It was moved by Megan Reeves and seconded by Corina to approve the program deactivations with the updated justification for the DSSS programs. The motion passed unanimously.