



**North Orange Continuing Education  
Curriculum Committee Meeting  
Official Minutes  
April 8, 2025  
3:30 p.m. – 5:00 p.m.**

**LOCATION:**

Anaheim Campus, Room 1025, 10<sup>th</sup> Floor  
1830 W. Romneya Drive  
Anaheim, CA 92801

- I. Approval of the Agenda: The meeting was called to order by the Curriculum Chair Jennifer Oo at 3:37 p.m.
- II. Roll Call: Amabel Arredondo, Corinna Lopez, Megan Ly, Shelia Moore-Farmer, Jennifer Oo, Megan Reeves, Alli Stanojkovic
- III. Guest Present: Tina McClurkin, Michelle Patrick Norry, Garrett Reza
- IV. Approval of March 11, 2025, Minutes: It was moved by Megan Reeves and seconded by Karen Bautista to approve the agenda. The motion passed unanimously.
- V. Announcements or Public Comments (2-minute max): Members shared feedback regarding the CourseDog presentation, including likes and dislikes. The May Curriculum meeting was discussed due to a scheduling conflict with commencement rehearsal on Tuesday, May 13, at 2:00 p.m.
- VI. Report of the Curriculum Chair:
- VII. New Business:
  - a. Draft AI Sample Syllabus Statements and Catalog Language, Discussion (10 min) –  
Michelle Patrick shared with the committee the recommended catalog language and sample syllabus statements regarding the use of generative AI tools. These recommendations will be presented at the upcoming Senate meeting and would like the committee to provide her with any feedback prior to the senate meeting. There was emphasis on the importance of input from faculty whose students are likely to transition to the credit side, such as high school and CTE.
  - b. New Courses, Action - Jennifer Oo (see attached)
  - c. Revised Course, Action – Jennifer Oo (see attached)

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](mailto:joo@noce.edu) at least 48 hours prior to the meeting to inform us of your particular needs so that accommodations may be made.

d. DE Modalities, Discussion- Jennifer Oo noted that once we move to the new local curriculum management systems, course originators will be able to select their own DE modality. Until then, Amabel Arredondo will continue to manually confirm selections listed on the DE addendum in CurricUNET.

VIII. Adjournment: The meeting was adjourned at 4:38 p.m. after the committee agreed to reschedule the next meeting to **May 22, 2025**, due to a scheduling conflict with the commencement rehearsal on **May 13, 2025**.

**Next Meeting: May 22, 2025**

New Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
MEDO 107	Basic Life Support (BLS)	4	This 10-hour class is designed for professionals with a duty to respond, or anyone with the desire for advanced CPR knowledge. Upon successful completion students receive a 2-year certification as a BLS Provider with American Heart Association (AHA). Minimal fee for certification card.	1201.00 - Health Occupations, General C - Clearly Occupational	2025 Fall	Shields, Julie	BLS is a requirement for some of the programs we offer. It is also a requirement for our Pharmacy Technician accreditation.
It was moved by Corinna Lopez and seconded by Megan Reeves to approve <b>MEDO107</b> . The motion passed unanimously.							

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
DSSS 162	Boundaries & Relationships: Fundamentals	90	This course provides students with the knowledge and skills needed to navigate safe, respectful, and healthy interpersonal relationships. Topics include understanding different types of relationships, personal boundaries, consent, communication skills, and recognizing and responding to inappropriate behavior. Students will develop strategies for making informed choices and advocating for their personal well-being.	4930.31 - Living Skills, Handicapped E - Non-Occupational	2026 Fall	Stanojkovic, Alli	The course update ensures current, inclusive, and trauma-informed best practices in teaching boundaries and relationships to adults with developmental and intellectual disabilities. The previous model, particularly the CIRCLES framework, was rigid and outdated, potentially reinforcing oversimplified or exclusionary concepts. The new version broadens relationship dynamics, integrates self-advocacy and consent education, and reflects modern digital and social contexts.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
PTEC 302	Pharmacy Technician Advanced Level Lab	60	The course prepares students for practice as Advanced-level pharmacy technicians, in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. The Lab is designed to be taken concurrently or after the lecture course.	1221.00 - Pharmacy Technology B - Advanced Occupational	2024 Fall	Shields, Julie	Add course content to align with Accreditation Standards for the Advanced Program
It was moved by Alli Stanojkovic and seconded by Megan Reeves to approve the revised courses with the condition of having the effective date changed to Fall 2025. The motion passed unanimously.							