

**North Orange Continuing Education
Curriculum Committee Meeting
Minutes
September 23, 2025
12:00 p.m. – 1:00 p.m.**

LOCATION:

Anaheim Campus, Room 1025, 10th Floor
1830 W. Romneya Drive
Anaheim, CA 92801

NOCE Cypress Center, Room 118, NOCE Bldg. 18.
9200 Valley View Street
Cypress, CA 90630

56 Rolling Hills Dr. Pomona, CA 91766

2707 E Carson St, Lakewood, CA 90712

26069 Blascos, Mission Viejo CA 92691

- I. The meeting was called to order by the Curriculum Chair Jennifer Oo, at 12:02 p.m.
- II. Roll Call: Carolina Hernandez, Dr. Karen Bautista, Dr., Megan Ly, Shelia Moore-Farmer, Jennifer Oo, Dr. Erin Sherard and Dr. Martha Turner. Guests: Marcela Valle and Kim Tang. Remote Via Zoom: Visible on camera and nobody under the age of 18 is present. Carlos Diaz, Corrina Lopez and Alli Stanojkovic.
- III. Approval of the Agenda: It was moved by Martha Turner to approve the agenda and seconded by Karen Bautista. The motion passed unanimously.
- IV. Approval of September 9, 2025, Minutes: It was moved by Erin Sherard and seconded by Karen Bautista to approve the minutes for the meeting of September 9, 2025. The motion passed unanimously.
- V. Announcements or Public Comments (2-minute max): No public comments.
- VI. Report of the Curriculum Chair: No report. Jennifer Oo introduced Carolina Hernandez as the Interim Curriculum Specialist for NOCE. She also reported a delay in the implementation of the new CourseDog software, noting that the transition is pending further direction from the new Vice Chancellor of Educational Services and Institutional Effectiveness, Dr. Jennifer Vega La Serna, who recently assumed the role.
- VII. New Business

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.

- a. CourseDog, Action Item (15 minutes) – Jennifer Oo: At the last DCCC meeting, the new Vice Chancellor of Educational Services and Institutional Effectiveness, Dr. Jennifer Vega La Serna, requested that both the Curriculum Committee and the Academic Senate vote on the implementation of the new CourseDog software. NOCE has expressed interest in reviewing the Program Review and inquiring about the catalog as part of this process. The Curriculum Committee voted unanimously in favor of moving forward with the implementation.
- b. New Course, Action - Jennifer Oo (see attached)
- c. Revised Course, Action – Jennifer Oo (see attached)

VIII. Adjournment: The committee adjourned at 1:13 p.m.

New Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
ESLA 1206	ESL for Work: Workplace Reading Skills	36-54	Intermediate to advanced ESL students taking this course will improve reading skills for the workplace by practicing with job-related texts, vocabulary, and documents. Students will learn to understand, summarize, and respond to workplace materials such as emails, manuals, forms, and reports.	4931.00 Vocational ESL D-Possibly Occupational	2026 Summer	Carlson, Danielle	This course is essential for English language learners to succeed in the workplace. It develops critical reading through real-world job materials, including emails, manuals, and reports. Students will understand, analyze, and respond to texts, improving communication, job readiness, and confidence. This supports Vision 2030 by increasing critical reading skills, workforce readiness, and employability.
ESLA 1207	ESL for Work: Workplace Writing Skills	36-54	Intermediate to advanced ESL students taking this course will gain necessary skills to produce texts for the workplace. Students will learn how to determine appropriate vocabulary and sentence structure to write different types of workplace documents, edit their work using online resources, and communicate with different people in the workplace.	4931.00 Vocational ESL D-Possibly Occupational	2026 Summer	Carlson, Danielle	English language learners face specific barriers when composing workplace texts due to cultural and linguistic differences. Immigrant and refugee students need support in learning how to determine proper register when composing internal and external workplace writing, in reviewing and editing texts, and in determining proper writing formats. This course supports Vision 2030 by teaching underrepresented populations how to successfully produce and edit workplace texts in the United States.

New Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
PARN 280	Healing Homes: Trauma-Informed Parenting in Foster and Adoptive Care	12	This course ensures resource and prospective resource parents are equipped with the knowledge and tools necessary to provide trauma-informed, compassionate care to children in California's foster care system.	1304.00 Life Management Consumer and homemaking aspects as they apply to the occupation of homemaking (useful) and life management and careers in resource management, financial management and consumer affairs. D-Possibly Occupational	2026 Spring	Sherard, Erin	This course was developed to serve the over 300 foster care agencies in California. Resource parents are required to participate in a minimum of 8 hours of parenting courses per year. An additional 4 hours are required if a child is identified as high needs or has experienced acute trauma. This class encompasses both.

It was moved by Erin Sherard and seconded by Alli Stanojkovic to approve ESLA 1206 and 1207. The motion passed unanimously.

It was moved by Karen Bautista and seconded by Martha Turner to approve PARN 280. After discussion, a vote was taken for approval with the condition of revising the course TOP CODE. The motion passed unanimously.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
BUSA 100	Accounting Fundamentals for Bookkeepers	36-72	The first course in the series covers foundational topics such as basic principles, concepts, and assumptions of accounting, journal entries and adjusting journal entries, the general journal and general ledger, as well as the adjusted trial balance, closing procedures, and financial statements. Upon completion, students will have a solid understanding of accounting fundamentals in preparation for the bookkeeping certification exam.	0502.00 - Accounting C - Clearly Occupational	2026 Spring	Korniakov, Alexander	Updating outdated content.
BUSA 101	Accounting Principles for Bookkeepers	36-72	The second course in the series builds upon the foundational accounting knowledge, offering a deeper focus on accounting for sales, receivables, cash receipts, purchases, payables, cash payments, property, plant, equipment, internal controls, and cash. Upon completion, students will have a more detailed understanding of these topics, further preparing them for the bookkeeping certification exam.	0502.00 – Accounting C - Clearly Occupational	2026 Spring	Korniakov, Alexander	Updating outdated content.
BUSA 102	Payroll Fundamentals for Bookkeepers	36-72	The course covers key payroll accounting topics such as calculating employee salaries and wages, payroll deductions and withholdings, and analyzing and recording payroll transactions. Upon completion, students will have a solid understanding of payroll fundamentals in preparation for the bookkeeping certification exam.	0502.00 – Accounting C - Clearly Occupational	2026 Spring	Korniakov, Alexander	Updating outdated content.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
PARN 101	Joyful Parenting: Art, Music, and Movement for Ages 1.5 - 2.5 years	36-72	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 with their child in age appropriate activities, which provides them with ideas to use at home while understanding the importance of developmental stages of child rearing.	1305.60 – Parenting and Family Education E-Non-Occupational	2026 Spring	Sherard, Erin	Increasing course hours and making course hybrid to include asynchronous hours for students to collaborate and participate in lecture/course content without simultaneously managing children.
PARN 200	Joyful Parenting: Art, Music, and Movement for Ages 2.5 - 5 years.	36-72	Parents are introduced to the latest information about child development and parenting skills, through lecture, discussion, observation and hands-on learning with other students. Age appropriate activities are offered to the children so that parents can learn the importance of developmental stages that prepare children for preschool and/or kindergarten.	1305.60 – Parenting and Family Education D-Possibly Occupational	2026 Spring	Sherard, Erin	Increasing course hours and making course hybrid to include asynchronous hours for students to collaborate and participate in lecture/course content without simultaneously managing children.
PARN 237	Raising Thoughtful Children for Ages 1.5 - 2.5 years.	36-72	Students participate with their child 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 for very young children.	1305.60 – Parenting and Family Education D-Possibly Occupational	2026 Spring	Sherard, Erin	Increasing course hours and making course hybrid to include asynchronous hours for students to collaborate and participate in lecture/course content without simultaneously managing children.
PARN 238	Raising Thoughtful Children for Ages 2.5 - 5 years.	36-72	Students participate with their child 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	2026 Spring	Sherard, Erin	Increasing course hours and making course hybrid to include asynchronous hours for students to collaborate and participate in lecture/course content without simultaneously managing children.
PARN 260	Developmental Movement for Ages 1 - 2 years.	36-72	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 introductory behaviors associated with demonstrations of self-esteem for this age range.	1305.60 – Parenting and Family Education D-Possibly Occupational	2026 Spring	Sherard, Erin	Increasing course hours and making course hybrid to include asynchronous hours for students to collaborate and participate in lecture/course content without simultaneously managing children.

Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
PARN 262	Developmental Movement for Ages 3 - 5 years.	36-72	Parents and children 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 with demonstrations of self-esteem for this age range.	1305.60 – Parenting and Family Education D-Possibly Occupational	2026 Spring	Sherard, Erin	Increasing course hours and making course hybrid to include asynchronous hours for students to collaborate and participate in lecture/course content without simultaneously managing children.
PARN 275	Parenting the Love and Logic Way® Lab	12	This is a practical application course to be taken concurrently with PARN 265. This course meets weekly and allows students to collaborate with their faculty and peers to implement parenting strategies learned in lecture for practical use in their daily lives.	1304.00 – Life Management Consumer and homemaking aspects as they apply to the occupation of homemaking (useful) and life management and careers in resource management, financial management and consumer affairs. D-Possibly Occupational	2025 Fall	Sherard, Erin	Update course description.

It was moved by Karen Bautista and seconded by Megan Ly to discuss the revised courses: BUS 100, BUS 101, and BUS 102. In the originator's absence, Kim Tang was designated as his proxy. During the discussion, the committee addressed the use of LTI (Learning Tools Interoperability) plug-in support software for Canvas. It was noted that if the LTI tool is to be included as supplemental material, all associated fees must be clearly listed in both the catalog and class schedule. The committee emphasized the need for further discussion—potentially involving executive leadership—regarding funding options to ensure equitable access for all students. Suggestions included scholarships, book awards, or grants to prevent the course from becoming a financial barrier.

Following the discussion, a vote was taken on the revised BUS courses: **Approval:** Karen Bautista, **Opposed:** Carlos Diaz and Martha Turner and **Abstentions:** Alli Stanojkovic, Megan Ly, and Erin Sherard. As a result, the motion did not pass and will **not** move forward.

It was moved by Erin Sherard and seconded by Megan Ly for the approval of the revised PARN courses. Following discussion, a vote was held regarding the revised PARN courses, including the modification of the SAM code for PARN 101. It was also recommended that course titles be included in the revisions. Additionally, the TOP code and effective term for PARN 275 were proposed to be changed to Spring 2026. The motion passed unanimously.