



**North Orange Continuing Education  
Curriculum Committee Meeting  
Minutes  
November 4, 2025  
1:00 p.m. – 2:30 p.m.**

**LOCATION:**

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

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

- I. The meeting was called to order by the Curriculum Chair Jennifer Oo, at 1:10 p.m.
- II. Roll Call: Dr. Karen Bautista, Dr. Megan Ly, Jennifer Oo, Corinna Lopez, Martha Turner, Erin Sherard, Alli Stanojkovic and Carolina Hernandez.
- III. Guests: Marcela Valle, Sara Franko and Kim Tang.
- IV. Cypress Center Via Zoom: Carlos Diaz, and Shelia Moore-Farmer.
- V. Approval of the Agenda: Motion by Karen Bautista, seconded by Alli Stanojkovic, to approve the agenda. Motion passed unanimously.
- VI. Approval of October 14, 2025, Minutes: Motion by Karen Bautista, seconded by Corinna Lopez, to approve the minutes of October 14, 2025. Motion passed unanimously.
- VII. Announcements or Public Comments (2-minute max): No public comments.
- VIII. Report of the Curriculum Chair: Jennifer Oo provided OER Workshop information. A Pro-D invitation email will be forwarded.
- IX. New Business
  - a. New Course, Action - Jennifer Oo (see attached)
  - b. Revised Course, Action – Jennifer Oo (see attached)
- X. Unfinished Business: No unfinished business.
- XI. Adjournment: The committee adjourned at 1:45 p.m.

### A. New Courses

#### OTEC & BUSN

Motion by Martha Turner, seconded by Alli Stanojkovic to approve the new OTEC 310 courses with the condition to update the hours. After discussion, the motion passed unanimously to approve OTEC 310, BUSN 103 and BUSN 104.

#### ESLA

Motion by Erin Sherard, seconded by Corrina Lopez, to approve the new ESLA courses. The motion was approved with the condition to modify the course hour, the hours cannot be zero. The motion passed unanimously.

New Courses	
Course ID	Title
BUSN 103	Outlook & Intelligent Communication Tools
BUSN 104	Smart Keyboarding
ESLA 252	ESL and American Literature
ESLA 270	ESL and Newsletter Writing
ESLA 272	ESL for Memoir Writing
ESLA 273	ESL for Self Advocacy, Advanced
ESLA 1100	ESL and American Culture and Customs
ESLA 1101	ESL and American Humor and Slang
ESLA 1102	ESL for Media Studies
OTEC 310	Office Professionalism and Workplace Skills

### B. Revised Courses

Motion by Alli Stanojkovic, seconded by Erin Sherard to approve the revised courses. Jennifer Oo requested clarification of the required hours for MEDO 107, listed as 4 hours. In addition, it was recommended that the effective date for all revised courses be Summer 2026. After discussion, the motion passed unanimously.

Revised Courses	
Course ID	Title
BMGR 415	Written Communication-Business
COMP 685	Computer Keyboarding, Beginning
ELET 178	OSHA 10 – Standards for Construction
MEDO 107	Basic Life Support (BLS)
OTEC 091	Computer Basics
OTEC 092	Software Essentials

### C. Modified Programs/Certificates

Motion by Karen Bautista, seconded by Alli Stanojkovic to approve the modified programs. It was discussed that the department will work with A&R to make the updates into Banner. The motion passed unanimously.

Modified Programs/Certificates
Program
High School Diploma Program
GED/HiSET Test Preparation