



**North Orange Continuing Education  
Curriculum Committee Meeting  
Minutes  
December 9, 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

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 3:02 p.m.
- II. Roll Call: Dr. Karen Bautista, Dr. Megan Ly, Jennifer Oo, Jennifer Carey, Corinna Lopez, Erin Sherard, Alli Stanojkovic, Megan Reeves, Shelia Moore-Farmer and Carolina Hernandez.
- III. Guests: Valentina Purtell, Marcela Valle, Candace Lynch and Kim Tang.
- IV. Cypress Center Via Zoom: Carlos Diaz.
- V. Approval of the Agenda: Motion by Karen Bautista, seconded by Alli Stanojkovic, to approve the agenda. Motion passed unanimously.
- VI. Approval of November 4, 2025, Minutes: Motion by Alli Stanojkovic, seconded by Karen Bautista, to approve the minutes of November 4, 2025. Motion passed unanimously.
- VII. Announcements or Public Comments (2-minute max): Guest speaker Valentina Purtell, President of North Orange Continuing Education (NOCE), introduced an impactful grant program that supports high-demand employment training for students enrolled in short-term programs, known as ETAP—Employment Training and Pathways. She encouraged the CTE department to further explore the program and its completion timelines.
- VIII. Report of the Curriculum Chair: Jennifer reported that the CourseDog implementation date is still pending, and the remaining time to use CurricUNET may be shorter than expected. All active CORs will need to be downloaded to a Curriculum Committee SharePoint. VP of Instruction Karen Bautista added that she will notify the department's Associate Deans regarding Program Reviews and COR downloads. Jennifer announced two updates to Title V. The first requires increased accessibility in CORs through Universal Design for Learning (UDL). The second requires that CORs demonstrate no cost to students, ensuring no financial burden is associated with courses.

## IX. New Business

- a. New Course, Action - Jennifer Oo (see attached)
- b. Revised Course, Action – Jennifer Oo (see below)
- c. New Programs, Action – Jennifer Oo (see below)

### A. New Courses

**ESLA 1104** - Motioned by Erin Sherard, seconded by Alli Stanojkovic, to approve the new ESLA 1104 course. Advisory voted in support, and the Curriculum Committee voted in agreement. The motion passed unanimously.

**OTEC 219** - Motioned by Alli Stanojkovic, seconded by Corinna Lopez, to approve the new OTEC 219 course. Advisory voted in support, and the Curriculum Committee voted in agreement. The motion passed unanimously.

New Courses	
Course ID	Title
ESLA 1104	ESL for Popular Culture Studies
OTEC 219	Data Entry for Business

### B. Revised Courses

**ABED 106** - A motion by Megan Reeves, seconded by Karen Bautista, to approve the revised Basic Skills course was presented. Questions were raised regarding the hours listed (36–150) and the TOP Code for Secondary Education. The originator, Jennifer Carey, will follow up and provide confirmation to the Curriculum Chair. Following advisory and committee votes, the motion passed unanimously to approve the revised course ABED 106.

**ELET 195** - Motioned by Erin Sherard, seconded by Megan Reeves, to approve the revised ELET 195 course. Advisory voted in support, and the Curriculum Committee voted in agreement. The motion passed unanimously.

**EMER 115** - A motion by Karen Bautista, seconded by Corinna Lopez, to approve the revised course EMER 115 was presented. It was noted that the out-of-class hours must align with the DE addendum. After discussion, both the advisory group and the committee were in agreement, and the motion passed unanimously.

**ESLA 1035** - A motion by Alli Stanojkovic, seconded by Corinna Lopez, to approve the revised ESLA 1035 course was presented. The advisory group voted in support, and the Curriculum Committee agreed with the condition that the DE Addendum be added. The motion passed unanimously.

**WFPR 225** - Motioned by Megan Reeves, seconded by Corinna Lopez, to approve the revised WFPR 225 course. Advisory voted in support, and the Curriculum Committee voted in agreement. The motion passed unanimously.

Revised Courses	
Course ID	Title
ABED 106	Literacy and Basic Skills Beginning
ELET 195	Electrical Materials and Cost Estimating
EMER 115	Creative Writing for Seniors
ESLA 1035	ESL and Public Speaking, Advanced
WFPR 225	Career Exploration: Retail Customer Experience Skills

### C. New Programs

A motion by Megan Reeves, seconded by Corinna Lopez, to approve the four new CTE programs was presented. The Curriculum Committee and Advisory voted, and the motion passed unanimously to approve the following programs:

- Applied Artificial Intelligence
- Cloud Computing

Discussion followed regarding the Residential Electrical Technology program. It was noted that the core courses ELET 161 and ELET 162 must be approved by the Curriculum Committee, and it was recommended that the term “laboratory” be removed from the title of ELET 165.

For the Program Management program, the core courses BUSN 120, 124, 126, and 122 must also be reviewed by the Curriculum Committee before the program can move forward.

After advisory and committee review, both programs were tabled pending the courses not seen by the Curriculum Committee be seen by the Curriculum Committee.

Tabled:

- Residential Electrical Technology
- Program Management

**ESL for Computers and Technology** - A motion by Megan Reeves, seconded by Corinna Lopez, to approve the new ESL for Computers and Technology program was presented. It was recommended that the effective date be updated to Fall 2026 and that the bold formatting be removed from the description. Following advisory and committee votes, the motion passed unanimously.

New Programs
Program
Applied Artificial Intelligence
Cloud Computing
ESL for Computers and Technology
Program Management
Residential Electrical Technology

- I. Unfinished Business: Possibility of a January meeting (TBA).
- II. Adjournment: The committee adjourned at 4:28 p.m.