



**North Orange Continuing Education
Curriculum Committee Meeting
Minutes
February 10, 2026
3:30 p.m. – 5:00 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

- I. The meeting was called to order by the Curriculum Chair Jennifer Oo, at 3:33 p.m.
- II. Roll Call: Dr. Karen Bautista, Dr. Megan Ly, Jennifer Oo, Jennifer Carey, Alli Stanojkovic, Martha Turner, Megan Reeves, Danielle Bloom, Kenny Yu, Sara Franko, Bryan Reyna and Carolina Hernandez.
- III. Guests: Martha Gutierrez, Jennifer Vega La Serna, Marcela Valle, David Soto, Beverly Heasley and Kim Tang. At Cypress Center Via Zoom: Carlos Diaz.
- IV. Curriculum Chair Jennifer Oo welcomed the new members and guests. There was a friendly amendment to add the Approval of the Agenda, motioned by Megan Reeves and seconded by Kenny Yu. Motion passed unanimously.
- V. Approval of the Agenda: Motion by Jennifer Carey, seconded by Megan Reeves, to approve the agenda. Motion passed unanimously.
- VI. Approval of December 9, 2025, Minutes: Motion by Megan Reeves and seconded by Kenny Yu, to approve the minutes of December 9, 2025. Motion passed unanimously.
- VII. Announcements or Public Comments (2-minute max): No announcements or public comments.
- VIII. Report of the Curriculum Chair: Jennifer reported that the CourseDog transition is progressing, and Program Review has also moved forward, with the deadline extended by one week. She also shared that the TOP-to-CIP transition is moving quickly and that an upcoming meeting will address its impact on Noncredit.
- IX. New Business
 - a. New Course, Action - Jennifer Oo (see attached)
 - b. Revised Course, Action – Jennifer Oo (see attached)
 - c. Modified Programs/Certificates, Action – Jennifer Oo (see attached)
 - d. Grading Scheme, First Read – Karen Bautista (25 min)

X. Unfinished Business: No unfinished business.

XI. Adjournment: 4:51 p.m.

A. New Courses

Motion by Megan Reeves, seconded by Kenny Yu, to approve the new CTE courses. There was discussion regarding the prerequisites and/or co-requisites for the ELET courses. Kim Tang clarified that ELET 164 and ELET 165 are co-requisites, and ELET 162 is a prerequisite. Jennifer Oo agreed to make the necessary corrections. Marcela Valle commented on the complications related to registration and even capacities. It was requested to verify whether the Addendum was added to SOLR 320. Jennifer Oo will doublecheck. Following advisory and committee votes, the motion passed unanimously to approve the New CTE courses.

Motion by Megan Reeves, seconded by Sara Franko, to approve the new DSSS courses. It was recommended to remove the word “*workshop*” from the title, description, and justification for DSSS 355 to avoid the course being interpreted as a drop-in lab. The originator will also need to remove the Learning Center sentence. There was additional concern about the course meeting capacity. After discussion the advisory and committee voted, and the motion passed unanimously to approve the new DSSS courses.

New Courses	
Course ID	Title
BUSN 120	Project Management - Introduction and Overview
BUSN 122	Project Quality and Risk Management
BUSN 124	Project Requirements, Scope and Planning Management
BUSN 126	Project Time and Cost Management
COMP 150	Mac Daily Applications
COMP 160	MacOS, Introduction
DSSS 355	Academic Support & Strategies Workshop
DSSS 357	Self Determination: Personal Agency & Life Skills
ELET 161	Residential Electrical Fundamentals I
ELET 162	Residential Electrical Practices I
ELET 164	Residential Electrical Fundamentals II
ELET 165	Residential Electrical Practices II
OTEC 236	PowerPoint and Advanced Office Applications
SOLR 320	SMaRTech Solar Cleaning and Assessment

B. Revised Courses

A motion by Megan Reeves, seconded by Jennifer Carey, to approve the revised DSSS courses, was presented. Questions were raised regarding DSSS 118, specifically whether the adjustment of hours applied only to the summer term, and how students would distinguish this course from other similar offerings. It was noted that the course objective should include a clearer distinction or the description should be updated (e.g., adding post-secondary) to make the intent clearer for DSSS students. There was also a recommendation to remove the word “workshop” from the title of DSSS 370. The advisory group voted in support, and the Curriculum Committee agreed to approve the revised DSSS courses with the condition that the descriptions and titles be updated accordingly. The motion passed unanimously.

Motion by Megan Reeves, seconded by Jennifer Carey, to approve the revised CTE courses. Following advisory and committee votes, the motion passed unanimously to approve the revised CTE courses.

Revised Courses	
Course ID	Title
DSSS 118	Developing Skills for College Success
DSSS 370	Educational Support and Employment Preparation Workshop
DSSS 377	Social Opportunities
DSSS 380	Summer Cooking
FSRV 110	Communication Skills for the Funeral Assistant
MEDO 313	Personal Care Aide 3
OTEC 100	Office Professionalism and Workplace Skills

C. Modifies Programs

A motion by Megan Reeves, seconded by Sara Franko, to approve the modified program was presented. The committee discussed defining the amount of prior learning coursework that would be permitted and how that percentage would be converted into hours taken at NOCE. Jennifer Oo agreed with the concerns and decided to remove the sentence referencing this from the program description. The Curriculum Committee and Advisory voted in support, and the motion passed unanimously to approve the modified program.

Modified Programs/Certificates
Program
Human Resource Assistant

D. Grading Scheme, First Read

Dr. Karen Bautista, Vice President of Instruction, and Martha Gutierrez, Vice President of Student Services, provided a PowerPoint presentation titled *NOCE Grades* and distributed information from the WestLaw California Code of Regulations and NOCCCD Administrative Procedures, Chapter 4, which reference Title 5 regarding Standards of Scholarship.

The goals of the presentation were to:

1. Distinguish between grades and non-evaluative symbols.
2. Share the grading schemes currently used at NOCE.
3. Present a possible future scenario for grading schemes at NOCE.

Discussion:

A concern was raised that not all departments are consistently using the approved grading or non-evaluative systems. A *Two-Grading-Schemes Proposal* was presented to help streamline and promote consistency across departments. It was noted that Basic Skills may require an additional grading option for students who do not complete their courses within a semester. Basic Skills students would still need to be graded, even if assigned an IP (In Progress), within one year. It was clear that additional discussion within the departments will be needed before the second read of the proposal. The committee agreed, and the proposal will return on the March agenda for a second read.

- I. Unfinished Business: No unfinished Business.
- II. Adjournment: The committee adjourned at 4:51 p.m.