



**North Orange Continuing Education  
Curriculum Committee Meeting  
Minutes  
March 10, 2026  
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 3:33 p.m.  
Roll Call: Present: Dr. Karen Bautista, Dr. Megan Ly, Jennifer Oo, Jennifer Carey, Martha Turner, Danielle Bloom, Kenny Yu, Sara Franko, Erin Sherard, Shelia M. Farmer, and Carolina Hernandez.  
Absent (Voting Members): Carlos Diaz, Alli Stanojkovic, and Liliana Balasi.  
Guests: Marcela Valle, David Soto, Candace Lynch, Lourdes Valiente, and Deepti Sachdeva.  
Curriculum Chair Jennifer Oo welcomed guests from Student Leadership.
  - II. Approval of the Agenda: A friendly amendment was made to move Item VII to Item II. The motion was made by Erin Sherard and seconded by Megan Ly for the approval of the agenda with amendment. The motion passed unanimously.
- Item VII - Unfinished Business: Grading Schemes, Action, Second Read - Presenter: Dr. Karen Bautista
- The discussion focused on the use of incomplete grades, particularly for students enrolled in the High School program. Dr. Karen Bautista emphasized the importance of ensuring that students are not negatively impacted by grading practices. Jennifer Oo shared her experience from the CTE department, noting that incomplete grades are not used. Instead, students receive a No Pass (NP) when applicable. She also explained that if Canvas functions similarly to an I-Grade, all students would still receive a grade, ensuring that no student is overlooked in the system. It was noted that reviewing the grading practices at Fullerton College and Cypress College would be helpful. Sara Franko from Basic Skills explained that Satisfactory Progress (SP) grades are assigned to students during the Summer and Fall terms. On the third attempt, a student is issued a final grade. She also clarified that all students must receive a final grade within one year. Each department will need to monitor its respective grading scheme. Referring to the PowerPoint presentation previously shared, it was noted that Parenting courses currently reflect submissive grades only, while LEAP uses Satisfactory Pass rather than Satisfactory

Progress (SP). Questions were raised regarding catalog rights, the timeframe for completing a course in order to receive a grade, how ORIP grades would reflect student persistence rates, and the availability of the Withdrawal (W) option in Canvas. Given that several questions remain unanswered, it was suggested that this item remain on the agenda. It was also recommended that Beverly Heasley, Director of Admissions and Records, be invited to the next Curriculum Committee meeting for further clarification and discussion.

A motion to approve the Two Grading Schemes was made by Jennifer Carey and seconded by Martha Turner. The motion passed unanimously, with Erin Sherard noting a supportive vote with the exception of the wording provided for the Parenting program.

- III. Approval of February 10, 2026, Minutes: A motion to approve the minutes from February 10, 2026, was made by Erin Sherard and seconded by Kenny Yu. The motion passed unanimously.
- IV. Announcements or Public Comments (2-minute max): Student Leadership representative Lourdes Valiente shared that she is currently enrolled in the Bookkeeping Program and taking accounting courses at NOCE. She raised a concern regarding the workload of the accounting assignments, noting that it feels overwhelming and more aligned with expectations for a full-time student. She also inquired about the student persistence rate, given the intensity of the coursework.
- V. Report of the Curriculum Chair: Curriculum Chair Jennifer Oo reported that all Program Review data has been collected, and she anticipates returning the narratives to faculty by the end of the week. She also provided an update on Coursedog, noting that development is moving quickly and involves extensive technical data, with weekly meetings continuing. There is currently no set end date for the use of CurricUNET, though there is hope that a transition to Coursedog may occur by Fall 2026. This week's CurricUNET training is still to be announced (TBA). Regarding the TOP-to-CIP transition, it remains unclear how the changes will fully impact noncredit, but the transition process will continue to move forward over the next two months.
- VI. New Business
  - a. New Course, Action - Jennifer Oo (see attached)
  - b. Revised Course, Action – Jennifer Oo (see attached)
  - c. New Programs, Action – Jennifer Oo (see attached)
  - d. Modified Programs/Certificates, Action – Jennifer Oo (see attached)
- VII. Unfinished Business: See item II.
  - a. Grading Schemes, Action, Second Read – Karen Bautista and Marth Gutierrez
- VIII. Adjournment: 4:41 p.m.

### A. New Courses

Motion by Martha Turner, seconded by Danielle Bloom, to approve the new courses. Discussion focused on the title of WFPR 202, specifically the use of the term “field experience.” It was suggested that “applied practice” might be a more appropriate alternative. Concerns were raised that, at the DCCC level, the course could be interpreted as a lab rather than a lecture. Additional concerns included potential risk management issues and scheduling logistics, particularly if the course should be offered in a hybrid format. David Soto from the District recommended tabling the course for further review.

Motion to Table: A motion to table WFPR 202 was made by Martha Turner and seconded by Danielle Bloom.

Vote: In Favor: Kenny Yu, Danielle Bloom, Jennifer Oo. Opposed: Erin Sherard, Jennifer Carey. Abstained: Sara Franko

The motion to table WFPR 202 passed. All other new courses were unanimously approved.

New Courses	
Course ID	Title
PARN 256	Foundations of Connection (Prenatal through Infancy)
PARN 258	Developmental Movement (Birth - 12 Months)
<b>WFPR 202</b>	<b>Introduction to Childcare Work: Field Experience</b>
WFPR 375	Financial Literacy: Personal Finance Foundations
WFPR 377	Financial Literacy: Practical Money Skills

### A. Revised Courses

Motion by Danielle Bloom and second by Martha Turner, to approve the new courses. Questions were raised regarding FSRV 126, specifically whether FSRV 125 is intended to be a prerequisite. If FSRV 125 is not a prerequisite, it was recommended that the course title for FSRV 126 be adjusted to better reflect its content. Jennifer Oo indicated she would follow up with the originator for clarification and would also verify the TOP Code that is typically used for Mortuary Science courses at Cypress College. Following Advisory and Committee votes, the motion passed unanimously to approve the revised courses.

Revised Courses	
Course ID	Title
FSRV 100	Introduction to Funeral Service Practice
FSRV 120	Funeral Service Operations
FSRV 125	Funeral Service Practices and Procedures I
FSRV 126	Funeral Service Practices and Procedures II

### B. New Programs

A motion to approve the new programs was made by Sara Franko and seconded by Erin Sherard. There was no discussion. Both the Curriculum Committee and Advisory voted in support, and the motion passed unanimously.

New Programs
Program
Human Resource Assistant
ESL for Cultural Exploration
ESL for Personal Exploration
ESL for Written Exploration, Advanced

### C. Modifies Programs

A motion by Kenny Yu, seconded by Danielle Bloom, to approve the modified program was presented. The committee recommending the hours be changed to 45 hours and not 60 hours for the core courses. The Curriculum Committee and Advisory voted in support, and the motion passed unanimously to approve the modified program.

Modified Programs/Certificates
Program
Funeral Service Assistant