NORTH ORANGE CONTINUING EDUCATION
NOCE CURRICULUM COMMITTEE MEETING

MINUTES

September 8, 2026, | 3:30 p.m. – 5:00 p.m.

MEETING LOCATIONS

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

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

This meeting is held in person with teleconferencing available at Cypress. The purpose of the Zoom meeting link is to support the teleconferencing. Members attending via the zoom link not at our teleconferencing location(s) will not be admitted. Zoom Link

ATTENDEES

Voting Members		
Jennifer Oo	Chair; CTE Faculty	Present
Liliana Balasi	Adjunct Representative	Present
Danielle Bloom	Emeritus FT Representative	Absent
Jennifer Carey	DE Chair; Basic Skills FT	Present
Carlos Diaz	ESL FT Representative	Present via Zoom at Cypress
Luz Fernandez-Marquez	CSS FT Representative	Present
Sara Franko	Basic Skills FT Representative	Present
Bryan Reyna	Adjunct Representative	Present
Megan Reeves	DSS FT Representative	Present
Erin Sherard	CSS FT Representative; Pro D Chair	Absent
Alli Stanojkovic	DSS FT Representative; SLO Coordinator	Present
Kenny Yu	Emeritus FT Representative	Present
Advisory Members		
Karen Bautista	Vice President of Instruction	Absent
Martha Turner	Associate Dean, LEAP	Present

Non-Voting Guest	
Carolina Hernandez	Interim Curriculum Specialist, Office of Instruction
Marcela Valle	Admissions and Records
Kim Tang	Associate Dean, CTE
Deepti Sachdeva	Student Leader
David Soto	Educational Services, District
Shelia Moore-Farmer	Catalog & Schedule Coordinator

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I. Call to Order

Chair Jennifer Oo called the meeting to order at 3:33 p.m.

II. Approval of Agenda

Motion: Approval of the agenda.

Moved by: Jennifer Carey, Seconded by: Megan Reeves

- Vote: Approved unanimously.

III. Approval of Minutes

Motion: Approval of the Minutes of April 14, 2026, meeting were presented for approval.

Moved by: Megan Reeves, seconded by: Liliana Balasi

- Vote: Approved unanimously.

IV. Announcements & Public Comments

Discussion Summary

- No announcement or comments.

V. Curriculum Chair Report

Discussion Summary

- Jennifer Oo reported that the new PCAH and updates to Title 5 were presented at the Curriculum Institute.
- Jennifer Oo discussed plans to offer additional Curriculum Committee training sessions to provide guidance on Coursedog, Title 5 updates, the PCAH, and general curriculum processes. These trainings were originally intended to be held during Flex Day.

VI. New Business:

a. Coursedog Update - Jennifer Oo

Discussion Summary

- Jennifer Oo reported that the Coursedog team is developing workflows and templates in the staging environment to support the migration of course data from Banner and CurricUNET into the system.
- Jennifer Oo reported that testing is planned for October, with implementation targeted for the spring semester. Training may be scheduled during January Flex Day if the system is ready for deployment. She noted that the project timeline remains subject to adjustment as needed.

b. Approval Process Discussion and Approval

Discussion and Action Summary

- Jennifer Oo reported that it was announced in August that curriculum proposals would no longer be supported through the CurricUNET workflow process. She further reported that no alternative district-wide system is currently available pending the implementation of Coursedog.

- Jennifer Oo presented two options for consideration: (1) continue processing curriculum through CurricUNET, or (2) process curriculum using paper documents maintained in SharePoint.
- Committee members discussed the proposed options and their potential impact on curriculum workflow during the transition to Coursedog.
    - **Motion:** Megan Reeves moved to continue processing curriculum through CurricUNET. The motion was seconded by Sara Franko.
    - **Vote:** Roll-call vote conducted. The majority voted in favor of continuing to use CurricUNET. Luz Fernandez abstained.
    - **Action:** Motion carried. The committee approved the continued use of CurricUNET for curriculum processing pending implementation of Coursedog.

c. Class Size Document Workgroup and Appointment of Two NOCE Faculty Representatives

Discussion Summary

- The committee agreed to participate in a Class Size Document Work Group. Kenny Yu, Sarah Franko, Jennifer Carey, and Alli Stanojkovic volunteered to serve as NOCE representatives. The group will coordinate schedules to support participation in twice-monthly Zoom meetings.

d. Proposal for Faculty Co-Chair Representation on DCCC

Discussion and Action Summary

- The committee discussed supporting a proposal to establish faculty co-chair representation on the District Curriculum Coordinating Committee (DCCC). It was noted that the faculty co-chair may be selected from any NOCCCD institution. The committee expressed support for the proposal, which is anticipated to be presented to the Academic Senate in October.
    - **Motion:** Sara Franko moved to support the establishment of a faculty co-chair position on the District Curriculum Coordinating Committee (DCCC). The motion was seconded by Liliana Balasi.
    - **Vote:** Approved unanimously.
    - **Action:** Motion carried. The committee approved support for a faculty co-chair position on the District Curriculum Coordinating Committee (DCCC).

VII. Unfinished Business

Discussion Summary

No unfinished business.

VIII. VIII. Adjournment

The meeting was adjourned at 4:44 p.m.