NOCE
NORTH ORANGE
CONTINUING EDUCATION

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CURRICULUM COMMITTEE MEETING
AGENDA

November 10, 2026 | 3:30 – 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**

COMMITTEE MEMBERS

Voting Members		
Jennifer Oo	2026-2028	Chair; CTE Faculty
Liliana Balasi	2025-2027	Adjunct Representative
Danielle Bloom	2025-2027	Emeritus FT Representative
Jennifer Carey	2025-2027	DE Chair; Basic Skills FT
Carlos Diaz	2025-2027	ESL FT Representative
Luz Fernandez-Marquez	2026-2028	CSS FT Representative
Sara Franko	2025-2027	Basic Skills FT Representative
Bryan Reyna	2025-2027	Adjunct Representative
Megan Reeves	2026-2028	DSS FT Representative
Erin Sherard	2025-2027	CSS FT Representative; Pro D Chair
Alli Stanojkovic	2025-2027	DSS FT Representative; SLO Coordinator
Kenny Yu	2025-2027	Emeritus FT Representative

Advisory Members	
Karen Bautista	Vice President of Instruction
Martha Turner	Associate Dean, LEAP

Non-Voting Members	
Shelia Moore-Farmer	Catalog & Schedule Coordinator, Administrative Services
Carolina Hernandez	Interim Curriculum Specialist, Office of Instruction
Amabel Arredondo	Curriculum Specialist, Office of Instruction
Deepti Sachdeva	Student Leader

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AGENDA

I. **Call to Order**
II. **Approval of Agenda** *(Action)*
III. **Approval of Minutes** *(Action)*
October 13, 2026, Meeting Minutes
IV. **Announcements & Public Comments** *(Information)*
Public comments are limited to two (2) minutes per speaker, with a maximum of ten (10) minutes total.
V. **Curriculum Chair Report** *(Information)*
VI. **New Business**
a. Revised Courses *(Action)* - Jennifer Oo
b. Course Deactivations *(Action)* - Jennifer Oo
c. Modified Programs/Certificates *(Action)* - Jennifer Oo
d. Program Deactivation *(Action)* - Jennifer Oo
VII. **Unfinished Business**
VIII. **Adjournment**

NEXT MEETING

December 8, 2026, | 3:30 – 5:00 p.m.

North Orange Continuing Education complies with the Americans with Disabilities Act (ADA). Individuals requiring accommodations to participate in this meeting should contact Jennifer Oo, Curriculum Committee Chair, at joo@noce.edu at least 48 hours prior to the meeting. Every reasonable effort will be made to provide appropriate accommodations.

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Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
IHSS 102	High School English 3	14.4-144	English 3 offers flexible, open-lab instruction in reading, writing, and critical thinking. Through reading comprehension, grammar activities, and writing assignments, students strengthen literacy and communication skills. The course supports diverse scheduling needs while maintaining consistent academic standards, learning outcomes, and course content aligned with California High School Diploma requirements.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	Add Distance Education Addendum to this course. The instructional methodology also needs to be revised.
IHSS 109	High School World History	14.4-144	World History examines major turning points from the late eighteenth century to the present, including both World Wars, democratic ideas, and the historical roots of global issues and international relations. Aligned with California High School Diploma requirements, this course offers flexible open-lab access while maintaining consistent academic standards, learning outcomes, and course content.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	Add a Distance Education Addendum to this course.
IHSS 305	High School Economics A	36	Economics A introduces fundamental economic concepts, including how individuals, businesses, and governments make decisions about resources, goods, and services. Aligned with California High School Diploma requirements, this course offers flexible access in an open-lab setting while	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description and update the Student Learning Outcomes (SLOs), and to update the

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Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
			maintaining consistent academic standards, learning outcomes, and course content.				Resource Materials.
IHSS 306	High School Economics B	36	Economics B offers flexible, open-lab instruction in economic principles, personal finance, government, markets, and global trade. Students develop economic understanding and decision-making skills. The course supports diverse scheduling needs while maintaining consistent academic standards, learning outcomes, and content aligned with California High School Diploma requirements through flexible, accessible instruction.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs) and update the Resource Materials.
IHSS 310	High School US Government A	36	US Government A fulfills California High School Diploma government requirements. Students explore the Constitution, foundational documents, government branches, Supreme Court decisions, individual rights, and civic responsibilities. The course examines democratic and authoritarian systems, human rights, and social change, developing civic literacy and critical thinking through historical and contemporary issues.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs), and update Resource Materials.
IHSS 311	High School US Government B	36	US Government B meets California High School Diploma requirements and is offered in an open-lab setting	4930.62 - Secondary Education (Grades 9-12) and	2027 Spring	Franko, Sara	This course update is to update the Course

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Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
			with flexible access. Students explore citizenship, constitutional rights, elections, political parties, media influence, and government structures while developing civic responsibility and critical thinking skills to understand and participate in the democratic process.	G.E.D. E - Non-Occupational			Description, update the Student Learning Outcomes (SLOs), and update Resource Materials.
IHSS 315	High School US History A	36	US History A meets California High School Diploma requirements. Students examine the nation's founding, democratic ideals, Constitution, Bill of Rights, American Revolution, westward expansion, Civil War, Reconstruction, and industrialization. Through historical events and primary sources, students develop critical thinking and historical analysis skills while exploring America's democratic traditions and growth.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs), and update Resource Materials.
IHSS 316	High School US History B	36	US History B meets California High School Diploma requirements. Students examine industrialization, urbanization, immigration, reform movements, and political and economic changes during the late nineteenth and early twentieth centuries. The course explores U.S. expansion and global influence while developing historical analysis and critical thinking skills through primary sources.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs), and update Resource Materials.

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Revised Courses							
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Originator	Justification
IHSS 318	High School US History D	36	US History D meets California High School Diploma requirements. Students examine civil rights, voting rights, and the pursuit of equality and justice. Through historical events, legislation, Supreme Court decisions, and social movements, students explore the expansion of rights and develop critical thinking skills about American democracy and civic action.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2027 Spring	Franko, Sara	This course update is to update the Course Description, update the Student Learning Outcomes (SLOs), and update Resource Materials.

Course Deactivations				
Course ID	Title	Eff Date	Originator	Justification
ESLA 115	ESL - Beg Literacy	2027 Summer	Diaz, Carlos	Course is no longer being offered.
ESLA 805	Drama for Communication	2027 Summer	Diaz, Carlos	Course is no longer being offered.
ESLA 808	ESL Intermediate to Advanced Work Skills	2027 Summer	Diaz, Carlos	Course is no longer being offered.
ESLA 990	Oral Interpretation (Reading Out Loud)	2027 Summer	Diaz, Carlos	Course is no longer being offered.
ESLA 995	Vocational English as a Second Language: Electricity and Construction	2027 Summer	Diaz, Carlos	Course is no longer being offered.
ESLA 1020	Vocational English as a Second Language: Early Childhood Education	2027 Summer	Diaz, Carlos	Course is no longer being offered.
ESLA 1025	Vocational English as a Second Language: Pharmacy Technician	2027 Summer	Diaz, Carlos	Course is no longer being offered.
ESLA 1030	Vocational English as a Second Language: Administrative Assistant	2027 Summer	Diaz, Carlos	Course is no longer being offered.
ESLA 1054	ESL Workplace Advancement Skills, Advanced	2027 Summer	Diaz, Carlos	Course is no longer being offered.
ESLA 1056	ESL Workforce Readiness Skills, Advanced	2027 Summer	Diaz, Carlos	Course is no longer being offered.

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<table>
<tr><th colspan="5">Modified Programs/Certificates</th></tr>
<tr><th>Program</th><th>Program Description</th><th>Eff Date</th><th>Originator</th><th>Justification</th></tr>
<tr><td>ESL for Entrepreneurs</td><td>ESL for Entrepreneurs is designed for intermediate high to advanced ESL students who want to become entrepreneurs in the U.S. Students who complete this program will learn vital English skills for starting their own business. Students will take the course ESL for I-BEST: English for Starting a Business, which will teach students language and cultural skills for U.S. business, such as English for business plan and pitch writing, public speaking, and understanding U.S. business culture. The course will prepare students with foundational language skills for success in creating their own business. The program also includes a choice between attending the ESL Student Support Center to receive extra support for office language skills, such as language for writing business plans, reading and writing email communication to investors and customers, and language for delivering business pitches or attending the Career Skills and Resource Lab, which will give students extra support in career skills, such as using design programs for creating advertisements, using Microsoft Office Suite applications, and awareness of local small business resources.
<table>
<tr><td colspan="3">Required Course</td></tr>
<tr><td></td><td></td><td>Hours</td></tr>
<tr><td>ESLA 1306</td><td>ESL for I-BEST: English for Starting a Business</td><td>108 - 162</td></tr>
<tr><td colspan="3">Elective (must choose 1 of 2 courses)</td></tr>
<tr><td></td><td></td><td>Hours</td></tr>
</table>
</td><td>2027 Spring</td><td>Carlson, Danielle</td><td>Updating hours, adding the Career Skills and Resource Lab as an elective (this program is a part of our I-BEST Program, which is a collaboration between ESL and CTE, so it is more equitable to give students the choice between the ESL or CTE lab as the students belong to both departments through this collaborative program), and edits to the description to reflect these changes.</td></tr>
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<tr><td>ESLA 001</td><td>ESL Student Support Center</td><td>12 - 120</td></tr>
<tr><td>WFPR 100</td><td>Career Skills and Resource Lab</td><td>18 - 180</td></tr>
<tr><td colspan="2">Total Hours</td><td>120 - 342</td></tr>
</table></td><td></td><td></td><td></td></tr>
<tr><td>ESL for Office Assistants</td><td>ESL for Office Assistants is designed for intermediate high to advanced ESL students who want to become office assistants in the U.S. This program prepares students with the language and cultural skills necessary to succeed in this entry level position across multiple industries (salons, hotels, law offices, and other businesses). The course ESL for Work: English for Office Assistants teaches students office assistant skills, such as writing emails and business letters, U.S. office culture and etiquette, how to speak clearly on the phone and understand people over the phone, and U.S. customer service skills. The program also includes a choice between attending the ESL Student Support Center to receive extra support for office language skills, such as interpreting and writing emails and business letters, communicating with customers or coworkers, and U.S. workplace etiquette or attending the Career Skills and Resource Lab, which will give students extra support in career skills, such as searching for employment, general computer skills, and the use of Microsoft Office Suite applications.
<table>
<tr><td colspan="3">Required Courses</td></tr>
<tr><td></td><td></td><td>Hours</td></tr>
<tr><td>ESLA 1302</td><td>ESL for I-BEST: English for Office Assistants</td><td>108 - 162</td></tr>
<tr><td colspan="3">Elective (must choose 1 of 2)</td></tr>
</table></td><td>2027 Spring</td><td>Carlson, Danielle</td><td>Updating hours, adding the Career Skills and Resource Lab as an elective (this program is a part of our I-BEST Program, which is a collaboration between ESL and CTE, so it is more equitable to give students the choice between the ESL or CTE lab as the students belong to both departments through this collaborative program), and edits to the description to reflect these changes.</td></tr>
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<tr><td>ESL for Personal Care Aides</td><td>English Skills for Personal Care Aides is designed for intermediate high to advanced ESL students who want to work in the health care industry. This program prepares students with the language and cultural skills necessary to succeed in this entry level position within a care giving agency or working independently. ESL students will gain necessary skills to function successfully in the role of personal care aide, such as; communicating effectively, verbally and electronically through email, with clients and families, medical professionals, social services agencies and employers. Students will also learn how to conduct job searches, complete applications, write professional resumes, and communicate with potential employers. The program also includes a choice between attending the ESL Student Support Center to receive extra support for personal care aide language skills, such as interpreting and writing emails, communicating with clients and families, and the culture of bedside manners in the U.S. or attending the Career Skills and Resource Lab, which will give students extra support in career skills, such as searching for employment, general computer skills, and the use of Microsoft Office Suite applications.
Required Courses</td><td>2027 Spring</td><td>Carlson, Danielle</td><td>Updating hours, adding the Career Skills and Resource Lab as an elective (this program is a part of our I-BEST Program, which is a collaboration between ESL and CTE, so it is more equitable to give students the choice between the ESL or CTE lab as the students belong to both departments through this collaborative program), and edits to the description to reflect these changes.</td></tr>
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Program Deactivation			
Program	Eff Date	Originator	Justification
ESL Work Readiness	2027 Summer	Diaz, Carlos	Program is no longer being offered.
ESL for Workforce Preparation, Advanced	2027 Summer	Diaz, Carlos	Program is no longer being offered.
ESL for Workforce Preparation, Intermediate	2027 Summer	Diaz, Carlos	Program is no longer being offered.
Workplace VESL Administrative Assistant	2027 Summer	Diaz, Carlos	Program is no longer being offered.
Workplace VESL Early Childhood Education	2027 Summer	Diaz, Carlos	Program is no longer being offered.
Workplace VESL Electricity and Construction	2027 Summer	Diaz, Carlos	Program is no longer being offered.
Workplace VESL Pharmacy Technician	2027 Summer	Diaz, Carlos	Program is no longer being offered.