



NOCE Curriculum Committee

October 12, 2021

3:00-4:30 p.m.

Approved Minutes

Call to Order: The meeting was called to order at 3:02 p.m.

Members Present:

Voting Members: Kimberley Stiemke, Dan Stackhouse, Kenneth Yu, Karen Bautista, Khanh Ninh, Raine Hambly, Alli Stanojkovic, Alice Niyondagara, and Janet Cagley.

Non-Voting Members: Amabel Arredondo, Shelia Moore-Farmer, and Susan Quihuis.

Guests Present: Carlos Diaz, Nancy Flores, Cathee Mang, Tina McClurkin, Jennifer Perez, David Soto, Valentina Purtell, Marcela Valle,

Introductions: Introductions were made by Committee Members

Reading and Approval of Minutes: It was moved by Janet Cagley and seconded by Kenneth Yu to approve the Minutes of September 14, 2021. Motion carried with Karen Bautista abstaining from the vote.

Report of Curriculum Chair:

- a. The Chair informed the Committee of an upcoming ASCCC training. Training will be open to faculty and management and held on November 16 from 4- 5 p.m. Workforce prep and Credit for Prior Learning will be discussed. She thanked Jennifer Oo, Academic President, for arranging the November ASCCC training.
- b. The Program Review section on the AP 4020 Program and Curriculum Development document was reviewed. The Chair questioned whether language should be clarified since the Office of Institutional Research also uses the exact wording and/or whether the Curriculum Committee should work closer together. Tina McClurkin recommended more involvement between the Chair and the research team. She will reach out to Dulce Delgadillo, Director of the Office of Institutional Research, for further discussion.
- c. Course Coding- The Chair informed the Committee that some of the courses being submitted have coding discrepancies. This can then affect programs and

funding, and therefore, training will be needed so courses are appropriately coded.

- d. The Chair shared a conversation discussed at the Budget Committee regarding out-of-class assignments and activities and whether the institution is responsible for funding.

- II. **Janet Cagley**, DE Coordinator, informed the committee that Title 5 language is still being revised, which will impact Regular and Substantive Interaction and potential trainings. She also mentioned conversations about board policy and administrative policy aligning with Title 5 regarding faculty preparation for providing DE instruction. Janet also shared concerns on questions she has received regarding accessibility and copyrighted material. For best practice, she informed the committee to address copyright issues and not upload pictures from an online text and copy them on a Canvas course since it is not accessible. **Susan Quihuis**, Student Leader, asked if a formal process is in place to check course copyright and accessibility textbooks. Janet Cagley informed her that it is the originator's responsibility to review for accessibility and copyright issues.
- III. **Speaker President Valentina Purtell**- Expressed her appreciation to the committee members for their innovation and creativity concerning curriculum development. She also thanked the Committee for their hard work last year in converting courses to DE despite the workload and volume. Finally, she thanked the Chair, Dr. Kimberley Stiemke, for documenting and developing long-term structure and future development processes. President Purtell commented on NOCE's Diversity, Equity, Inclusion, and Anti-racism work and the critical areas of creating an equity-minded institution. These areas are hiring practices, resource allocations, strategic planning, and curriculum development. She also shared the 2021 Employee and Student Institutional Climate survey results and part of Dr. Harris' presentation on What Makes a Course Equity-Minded?. President Purtell asked the Committee to consider developing an inclusive curriculum and incorporating DEIA into courses and programs. She spoke about The Office of Diversity and Compliance, which offers a yearly Transformative Curriculum Seminar. Since this seminar is offered when NOCE is in session, The Office of Diversity and Compliance is willing to break down the seminar into specific sections and offer it during Flex Day and/or at a more convenient time to NOCE faculty. She also commented on the importance of having the Curriculum Committee work closely with the Office of Institutional Research on developing the Comprehensive Program

Review Model. President Purtell also encouraged the Committee to consider the flexibility of options in terms of instruction delivery when developing new courses or revising existing courses and to submit DE addendum when courses are being revised or developed.

IV. **Speaker David Soto**- Introduced himself to the committee as the Coordinator for the Educational Services and Technology Department for NOCCCD who works as the Degree Works transcriber and serves as a technical reviewer for Cypress and Fullerton College. He commented on catalog accuracy, clarity, and consistency in regard to program titles and descriptions. He expressed concerns on award types not identified in program titles, and inconsistencies with titles and program narratives. He shared verbiage from Title V Cal. Code Regs. § 55155 regarding Noncredit Certificates.

V. It was moved by **Raine Hambly** and seconded by **Alli Stanojkovic** to include **David Soto** as a non-voting member for the NOCE Curriculum Committee and to grant him access to Curricunet for reviewing purposes only. Motion carried with Alice Niyondagara, Alli Stanojkovic, Dan Stackhouse, Janet Cagley, Karen Bautista, Kenny Yu, Khanh Ninh, Raine Hambly, and Kimberley Stiemke voting yes.

VI. **Old Business**

- a. Comp. 685 Equivalency- Equivalent section added to Course Outline.
- b. Revised Courses- all September courses and programs will be reviewed on Friday, October 15 at the DCCC meeting.

VII. **Course Deletion Form**- Changed verbiage to Course Deactivation Form and added a column to show if courses are tied to specific programs.

VIII. **Website Preview**- Nancy shared the upcoming NOCE Curriculum website. The website is not active yet, but Kimberley Stiemke hopes it will launch by the next meeting. Raine suggested adding coding references and the MIA link for easy access. Raine requested screenshots to provide additional feedback.

Adjournment:

- The meeting was adjourned at 4:39 p.m.

Deactivation of Courses					
Course ID	Title	Hours	Justification	Effective Date	Outcome
AEBG 121	Medical Assistant Externship, Administrative, grant-funded	24		Spring 2022	
AEBG 122	Medical Assistant Externship, Clinical, grant-funded	24		Spring 2022	
BMGR 625	Introduction to the Medical Device Industry	8		Spring 2022	
BMGR 630	Quality System: ISO 13485: 2003 Basic	12		Spring 2022	
BMGR 635	Overview of FDAs Medical Device Regulation	12		Spring 2022	
BMGR 640	Fundamentals of GMP and QSR	12		Spring 2022	
BMGR 645	Introduction to Medical Device Quality Assurance	36		Fall 2022	Activate fall not spring
BMGR 648	Regulatory Affairs for Medical Devices	36		Fall 2022	Activate fall not spring
BMGR 651	Document and Database Management for Medical Devices	36		Fall 2022	Activate fall not spring
BMGR 654	Quality Assurance for Medical Devices	36		Fall 2022	Activate fall not spring
BMGR 657	Technical Writing for Bio-Medical Industries	36		Fall 2022	Activate fall not spring
BMGR 660	Quality Auditing for Medical Devices	36		Fall 2022	Activate fall not spring
BMGR 665	European Certification Requirements for Medical Devices	-		Spring 2022	
BMGR 675	Technical Writing 101 for the Medical Device Industry	8		Spring 2022	
BMGR 685	Overview of Medical Product Development	4-6		Spring 2022	
BMGR 690	Navigating a Career in the Biomedical Industry	6		Spring 2022	
BPCP 100	Bookkeeping Principles & Prac.	-		Spring 2022	

Deactivation of Courses					
Course ID	Title	Hours	Justification	Effective Date	Outcome
BPCP 110	Income Tax Procedures	-		Spring 2022	
BPCP 120	Intro-Comp & Software Concepts	-		Spring 2022	
BPCP 130	Intro to Keyboarding/MS Word	-		Spring 2022	
BPCP 150	Intro to Business Computers	-		Spring 2022	
BPCP 160	Data Communications Management	-		Spring 2022	
BPCP 170	Cisco Networking 1	-		Spring 2022	
BPCP 180	Cisco Networking 2	-		Spring 2022	
BUSN 320	Office Skills I	24		Spring 2022	
BUSN 321	Office Skills II	24		Spring 2022	
BUSN 340	Computer Applications for the Administrative Assistant I	48		Spring 2022	
BUSN 341	Computer Applications for the Administrative Assistant II	48		Spring 2022	
BUSN 345	Certified Bookkeeper	80		Spring 2022	
COMP 500	Writing Center: Computer Lab	-		Spring 2022	
COMP 502	Print Shop for Your Business	-		Spring 2022	
COMP 620	Securing Your PC for Internet	-		Spring 2022	
COMP 630	Unix II – Linx Desktp Inst	-		Spring 2022	
COMP 640	Window Desktop Security & Int	-		Spring 2022	
COMP 655	MS Word Fundamentals for Financial Office Applications	18		Spring 2022	

Deactivation of Courses					
Course ID	Title	Hours	Justification	Effective Date	Outcome
COMP 660	MS Excel Fundamentals for Financial Office Applications	18		Spring 2022	
COMP 665	MS PowerPoint Fundamentals for Financial Office Applications	18		Spring 2022	
COMP 670	Create PDFs with Adobe Acrobat	36		Spring 2022	
COMP 680	Digital Sculpting with Maya	45		Spring 2022	
COMP 690	Email Essentials	18		Spring 2022	
COMP 695	Basic Digital Video Editing with Adobe Premiere Elements	24		Spring 2022	
COMP 715	Introduction to Computer Components	30		Spring 2022	
COMP 720	Fundamental Principles of Printers, Scanners and Networks	32		Spring 2022	
COMP 725	Intro to Windows Security, Safety and Environmental Issues	32		Spring 2022	
COMP 730	Microsoft Windows for Help Desk Careers	32		Spring 2022	
COMP 735	Communication and Professionalism for Help Desk Professionals	8		Spring 2022	
COMP 800	MS Overview for Help Desk	32		Spring 2022	
CONS 201	Electrician Certification – State Test Preparation	30		Spring 2022	
CONS 225	Construction Math	36		Spring 2022	
CONS 230	Introduction to Blueprint Reading	36		Spring 2022	
CRPL 365	Work Experience, grant-funded	inactive		Spring 2022	

Deactivation of Courses					
Course ID	Title	Hours	Justification	Effective Date	Outcome
CRPL 370	Job Readiness, grant-funded	Inactive		Spring 2022	
ECE 100	Child Health and Safety	36		Spring 2022	
ECE 108	ECE Program Principles and Practice	60		Spring 2022	
ECE 110	Program Principles II	-		Spring 2022	
ECE 112	Language Arts and Literacy	36		Spring 2022	
ECE 116	Program Music and Movement	36		Spring 2022	
ECE 124	Infant Care I	-		Spring 2022	
ECE 126	Infant Care II	-		Spring 2022	
ECE 128	Program Puppetry for Children	-		Spring 2022	
ECE 130	ECE Program: Science and Math	36		Spring 2022	
ECE 132	ECE Program: Creative Experiences	36		Spring 2022	
ECE 134	Dev Readiness Preschool	-		Spring 2022	
ECE 136	Family Community Relationships	36		Spring 2022	
ECE 138	Anti-Bias Curriculum	-		Spring 2022	
ECE 138A	Anti-Bias Curriculum for the	-		Spring 2022	
ECE 140	Early Childhood Development	36		Spring 2022	
ECE 141	Early Childhood Educational Planning	-		Spring 2022	
ECE 142	Supervision & Administration	36		Spring 2022	

Deactivation of Courses						
Course ID	Title	Hours	Justification	Effective Date		
ECE 165	Children with Special Needs	36		Spring 2022		
ECE 170	Introduction to Curriculum for ECE	36		Spring 2022		
ECE 175	Infant-Toddler Care	60		Spring 2022		
ELET 100	Basic Electronics for Video, Audio, and Computer	48		Spring 2022		
ELET 112	Electronic Service Technology	48		Spring 2022		
ELET 116	Personal Computer Repair (Beg)	3		Spring 2022		
ELET 140	Introduction to Electrical Trainee	60		Spring 2022		
ELET 145	Electrical Fundamentals	48		Spring 2022		
ELET 150	Wiring Fundamentals: Residential	36		Spring 2022		
ELET 160	Wiring Fundamentals: Commercial	36		Spring 2022		
ELET 170	Wiring Fundamentals: Industrial	36		Spring 2022		
MEDO 132	Radiological Tech Reg	-		Spring 2022		
MEDO 100	Activity Leader Workshop	-		Spring 2022		
MEDO 102	Renewal BLS/CPR	-		Spring 2022		
MEDO 104	Medical Terminology	48		Spring 2022		
MEDO 104	Renewal BLS/CPR Adult-Ped	36		Spring 2022		
MEDO 106	BCLS: Healthcare Prov (CPR/AED)	-		Spring 2022		
MEDO 108	CLS/CPR/Adult	-		Spring 2022		

Deactivation of Courses						
Course ID	Title	Hours	Justification	Effective Date		
MEDO 109	BLS: Initial Healthcare Provid	-		Spring 2022		
MEDO 110	BLS/CPR/ Child	-		Spring 2022		
MEDO 111	BLS: Healthcare Provd-Recert	-		Spring 2022		
MEDO 112	BLS/CPR/Ped	-		Spring 2022		
MEDO 113	CPR: Initial Course	-		Spring 2022		
MEDO 114	BLS/CPR/AD-PED	-		Spring 2022		
MEDO 115	Medical Assisting: Front Office	36		Spring 2022		
MEDO 116	Standard First Aid Pers	-		Spring 2022		
MEDO 117	CPR Recertification	-		Spring 2022		
MEDO 119	Preventive Health/Safety Trng	-		Spring 2022		
MEDO 120	Cardiopulmonary Resus	-		Spring 2022		
MEDO 121	CPR & First Aid Training	-		Spring 2022		
MEDO 122	Pharmacology I	-		Spring 2022		
MEDO 123	OSHA	-		Spring 2022		
MEDO 124	Intro to Critical Care	-		Spring 2022		
MEDO 125	Pharmacy Tech Ed Planning	-		Spring 2022		
MEDO 126	Care of Trauma Patients	-		Spring 2022		
MEDO 128	Medical Assisting Core	-		Spring 2022		

Deactivation of Courses						
Course ID	Title	Hours	Justification	Effective Date		
MEDO 130	Dir Practic-Clinic Prog	-		Spring 2022		
MEDO 134	Radiological Tech Cert	-		Spring 2022		
MEDO 136	Skull Radiography	-		Spring 2022		
MEDO 138	Skull Radiography Ltd Perm	-		Spring 2022		
MEDO 140	Cross Sec Diagnostic Img	-		Spring 2022		
MEDO 142	Intro to Radiologic Mgmt	-		Spring 2022		
MEDO 144	Int of Diagnostic Tests	-		Spring 2022		
MEDO 149	Spanish for Nurses	-		Spring 2022		
MEDO 150	Nursing Skills Update	-		Spring 2022		
MEDO 152	Nursing Tech Rehab	-		Spring 2022		
MEDO 154	Intro to Critical Care Nursing	-		Spring 2022		
MEDO 156	Emergency Nursing	-		Spring 2022		
MEDO 158	ECG/EKG Clinic Asst	-		Spring 2022		
MEDO 160	Adv 12 Lead EKG Cardio	-		Spring 2022		
MEDO 162	Clinical Lab Asst	-		Spring 2022		
MEDO 164	Intravenous Therapy	-		Spring 2022		
MEDO 166	Physical Therapy Aide	36		Spring 2022		
MEDO 168	Vision Therapy	-		Spring 2022		

Deactivation of Courses						
Course ID	Title	Hours	Justification	Effective Date		
MEDO 170	Chemotherapy What you should know	-		Spring 2022		
MEDO 172	Human Sexuality	-		Spring 2022		
MEDO 174	Women's Health Care	-		Spring 2022		
MEDO 176	Positive Mental Health Inform	-		Spring 2022		
MEDO 178	Analysis of Nutritional Info	-		Spring 2022		
MEDO 180	Health Serv Occupations	-		Spring 2022		
MEDO 182	Med Assist Front/Back Office	-		Spring 2022		
MEDO 184	Medical Transcribing	-		Spring 2022		
MEDO 186	Consumer Health	-		Spring 2022		
MEDO 187	Hazardous Materials: Trans Reg	-		Spring 2022		
MEDO 188	Pharmacology Drug Int	-		Spring 2022		
MEDO 189	Hazardous Materials Disclosure	-		Spring 2022		
MEDO 190	What to do in an Emergency	-		Spring 2022		
MEDO 191	Stormwater Pollution Prev	-		Spring 2022		
MEDO 192	Respirator Use/Fit-Testing	-		Spring 2022		
MEDO 193	Biohazards in the Workplace	-		Spring 2022		
MEDO 194	Elect. Safety & Machine Guard	-		Spring 2022		
MEDO 195	Hazard Comm/Environment	-		Spring 2022		

Deactivation of Courses						
Course ID	Title	Hours	Justification	Effective Date		
MEDO 196	Hazardous Waste Ops – 8 hr	-		Spring 2022		
MEDO 197	Hazardous Waste Ops – 40 hr	-		Spring 2022		
MEDO 198	Hazardous Waste Mgmt Aware	-		Spring 2022		
MEDO 199	Hazwoper Refresher Courses	-		Spring 2022		
MEDO 200	Creative Effect Communications	-		Spring 2022		
MEDO 201	In Home Supp Svs – Spanish	-		Spring 2022		
MEDO 202	Activity Leader Health Care	36		Spring 2022		
MEDO 203	CAL OSHA MGMT & Audits	-		Spring 2022		
MEDO 204	Prep for Dental Asst	-		Spring 2022		
MEDO 205	Coronol Polish	36		Spring 2022		
MEDO 206	Reg Dental Asst Prep	-		Spring 2022		
MEDO 207	AED: Lay Rescuer/Responder	-		Spring 2022		
MEDO 208	AED: Healthcare Providers	-		Spring 2022		
MEDO 209	In-Home Supportive Services Pr	-		Spring 2022		
MEDO 210	Become a Nonsmoker w/Hypnosis	-		Spring 2022		
MEDO 211	Become Slender w/Hypnosis	-		Spring 2022		
MEDO 212	Dementia Care: Nat Cert Prg	-		Spring 2022		
MEDO 215	Breast Cancer Prevention	-		Spring 2022		

Deactivation of Courses						
Course ID	Title	Hours	Justification	Effective Date		
MEDO 216	P1: 4-hour Law/Regulations	-		Spring 2022		
MEDO 217	P2: Landscape Maint. Rt-of-Way	-		Spring 2022		
MEDO 218	P3: Cont. Pesticide Update	-		Spring 2022		
MEDO 219	P4: Con. Pesticide Update	-		Spring 2022		
MEDO 220	Out-Patient Lab: Pharm Tech	36		Spring 2022		
MEDO 220	Out-Patient Lab: Pharmacy Technician	48		Spring 2022		
MEDO 220	Out-Patient Lab: Pharmacy Technician.	48		Spring 2022		
MEDO 221	In-Patient Lab: Pharmacy Tech	36		Spring 2022		
MEDO 221	In-Patient Lab: Pharm Technician	48		Spring 2022		
MEDO 221	In-Patient Lab: Pharm Technician	48		Spring 2022		
MEDO 230	Pharmacy Operations	36		Spring 2022		
MEDO 230	Pharmacy Operations	36		Spring 2022		
MEDO 235	Medical Assisting: Back Office Procedures I	80		Spring 2022		
MEDO 240	Medical Assisting: Back Office Procedures II	80		Spring 2022		
MEDO 255	Introduction to Phlebotomy Procedures	30		Spring 2022		
MEDO 260	Introduction to Medical Assisting	48		Spring 2022		
MEDO 275	Medical Assistant Work Experience Part I	24		Spring 2022		
MEDO 280	Medical Assistant Work Experience Part 2	24		Spring 2022		

Deactivation of Courses					
Course ID	Title	Hours	Justification	Effective Date	
MEDO 285	Introduction to Electronic Health Records (EHR)	36		Spring 2022	
MEDO 290	Math for Medical Assistants	18		Spring 2022	
MEDO 300	Medical Coding Basics I	72		Spring 2022	
MEDO 302	Medical Coding Basics II	48		Spring 2022	
MEDO 305	Heartsaver Pediatric First Aid	8		Fall 2022	Deactivate in fall not spring
MEDO 307	Personal Care Aide	77		Spring 2022	
MEDO 310	Medical Assistant Skills Open Lab	36		Spring 2022	
MEDO 315	Introduction to Computers for Health Care Workers	48		Spring 2022	
MEDO 316	In-Patient Externship for the Pharmacy Technician	24		Spring 2022	
MEDO 316	In-Patient Externship for the Pharmacy Technician	24		Spring 2022	
MEDO 317	Out-Patient Externship for the Pharmacy Technician	24		Spring 2022	
MEDO 317	Out-Patient Externship for the Pharmacy Technician	24		Spring 2022	

It was motioned by Khanh Ninh and seconded by Raine Hambly to approve the deactivation of all 189 CTE courses with a deactivation change of Spring 2022 to Fall 2022 for BMGR 645, BMGR 648, BMGR 651, BMGR 654, BMGR 657, BMGR 660, and MEDO 305 courses. Motioned carried with Alice Niyondagara, Alli Stanojkovic Dan Stackhouse, Karen Bautista, Khanh Ninh, Raine Hambly, and Kimberley Stiemke voting yes.

Deactivation of Courses						
Course ID	Title	Hours	Justification	Effective Date		
DSPS 100	Adult Basic Life Education *Active*	Hours are blank content blank	N/A	Spring 2022		
DSPS 101	Speech Reading - LipReading *Active*	Hours are blank content blank	N/A	Spring 2022		
DSPS 102	Psychology - VisuallyImpaired *Active*	Hours are blank content blank	N/A	Spring 2022		
DSPS 103	Class for Adult Dev Disabled *Active*	Hours are blank content blank	N/A	Spring 2022		
DSPS 104	Braille Reading *Active*	Hours are blank content blank	N/A	Spring 2022		
DSPS 105	Conv Eng - Visually Impaired *Active*	Hours are blank content blank	N/A	Spring 2022		
DSPS 106	Braille Transcribing *Active*	Hours are blank content blank	N/A	Spring 2022		
DSPS 106A	Braille Trans *Active*	Hours are blank content blank	N/A	Spring 2022		
DSPS 107	Signing/DSPS *Active*	Hours are blank content blank	N/A	Spring 2022		
DSPS 108	Choral Music-Visually Impaired *Active*	Hours are blank content blank	N/A	Spring 2022		

Deactivation of Courses					
Course ID	Title	Hours	Justification	Effective Date	
DSPS 109	Exploratory Arts for the Blind *Active*	Hours are blank content blank	N/A	Spring 2022	
DSPS 111	Exploratory Arts *Active*	36 Hours content blank	N/A	Spring 2022	
DSPS 112	Current Topics/Visually Impair *Active*	Hours are blank content blank	N/A	Spring 2022	
DSPS 113	Sensory Awareness *Active*	Hours are blank content blank	N/A	Spring 2022	
DSPS 114	Relationships and Sexuality Training *Active*	180	N/A	Spring 2022	
DSPS 115	Music for Communication for Students with Disabilites *Active*	104	N/A	Spring 2022	
DSPS 116	Nutrition & Exercise *Active*	36 Hours content blank	N/A	Spring 2022	
DSPS 117	Arts & Crafts/DSPS *Active*	Hours are blank content blank	N/A	Spring 2022	
DSPS 118	Kinesthetic PE/Visually Imp *Active*	Hours are blank content blank	N/A	Spring 2022	
DSPS 119	Kinesthetic PE/Visually Imp *Active*	36 Hours content blank	N/A	Spring 2022	
DSPS 120	Career Preparation & Life Mgmt *Active*	Hours are blank content blank	N/A	Spring 2022	

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
DSPS 120A	Career Prep *Active*	36 Hours content blank	N/A	Spring 2022
DSPS 121	Computer-Assisted Instr Lab *Active*	140	N/A	Spring 2022
DSPS 121A	Computer Lab *Active*	Hours are blank content blank	DSS 352 Hours - 36	Spring 2022
DSPS 122	Adaptive PE Weight Training *Active*	Hours are blank content blank	N/A	Spring 2022
DSPS 122A	Adaptive PE *Active*	Hours are blank content blank	N/A	Spring 2022
DSPS 123	GED Preparation *Active*	Hours are blank content blank	N/A	Spring 2022
DSPS 123A	GED Prep *Active*	Hours are blank content blank	N/A	Spring 2022
DSPS 124	Independent Living Skills for Students with Disabilities *Active*	300	Trimester Set Replaced with: DSSS 136 & 137 Semester Set Hours - 90 Each	Spring 2022
DSPS 125	Daily Living Skills for Students with Disabilities *Active*	200	WISE Summer DSS 310 Hours 75-90	Spring 2022
DSPS 125A	Daily Living Skills *Active*	Hours are blank content blank	N/A	Spring 2022

DSPS 126	Basic Reading for Students with Disabilities *Active*	180	Replaced with DSSS 116 & 117 Semester Set Hours - 90 Each	Spring 2022
DSPS 128	Improving Academic and Social Skills for Students with Disabilities *Active*	200	N/A	Spring 2022
DSPS 129	Community Resources for Students with Disabilities *Active*	36	Trimester Set Replaced with: DSSS 110 & 111 Semester Set Hours - 90	Spring 2022
DSPS 130	Bill Paying and Banking *Active*	60	Trimester Set Replaced with: DSSS 130 & 131	Spring 2022

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
			Semester Set Hours - 90	
DSPS 131	Basic Cooking for Students with Disabilities *Active*	60	Trimester Set Replaced with: DSSS 134 & 135 Semester Set Hours - 90	Spring 2022
DSPS 132	Communication Skills *Active*	Hours are blank content missing	N/A	Spring 2022
DSPS 133	Self-Advocacy *Active*	180	N/A	Spring 2022
DSPS 134	Banking for Apartment Living *Active*	Hours are blank content blank	N/A	Spring 2022
DSPS 135	Beginning Money for Students with Disabilities *Active*	Hours are blank content blank	N/A	Spring 2022

DSPS 136	Living More Independently *Active*	60	Trimester Set Replaced with DSS 136 & 137 Semester Set Hours 90 Each	Spring 2022
DSPS 137	Job Skills *Active*	180	Trimester Set Replaced with DSS 140 & 141 Semester Set Hours 90 Each	Spring 2022
DSPS 138	Communication on the Job *Active*	180	Trimester Set Replaced with: DSS 142 & 143 Semester Set Hours - 90	Spring 2022
DSPS 140	Social Skills *Active*	180	N/A	Spring 2022

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
DSPS 150	Critical Thinking *Active*	30	Summer DSS 360 - 36 Hours	Spring 2022
DSPS 155	Mobility Skills *Active*	72	Summer or Intersession Mobility Skills 1-99 Hours	Spring 2022
DSPS 156	Social Skills *Active*	Hours and content missing	N/A	Spring 2022
DSPS 160	Adaptive PE Activity *Active*	Hours are blank content blank	N/A	Spring 2022
DSPS 165	Wheelchair Basketball *Active*	Hours are blank content blank	N/A	Spring 2022
DSPS 170	Wheelchair Athletics *Active*	Hours are blank content missing	N/A	Spring 2022
DSPS 175	Personal Safety *Active*	30	DSSS 375 36 Hours	Spring 2022
DSPS 180	Beginning Banking *Active*	30	Summer DSSS 363 - 36 Hours	Spring 2022
DSPS 185	Social Opportunities *Active*	30	Summer DSSS 376 - 36 Hours	Spring 2022
DSPS 190	Beginning Computers / Open Lab for Adults with Disabilities *Active*	36	DSS 352 Hours - 36	Spring 2022
DSPS 195	Have Internet; Will Travel *Active*	36	Summer DSSS 350 - 36 Hours	Spring 2022
DSPS 200	Rules of the Road *Active*	30	Summer DSSS 360 - 36 Hours	Spring 2022
DSPS 205	Money Skills *Active*	30	Summer DSS 363 - 36 Hours	Spring 2022
DSPS 210	Photoshop for Students with Disabilities *Active*	30	NA	Spring 2022

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
DSPS 215	Get in Shape: Healthy Eating and Exercise *Active*	30	N/A	Spring 2022
DSPS 220	Summer Cooking *Active*	30	Summer DSSS 380 - 36 Hours	Spring 2022
DSPS 225	Actor's Workshop *Active*	30	Summer DSS 381 - 36 Hours	Spring 2022
DSPS 230	Memory Building Skills for Students with Disabilities *Active*	24	NA	Spring 2022
DSPS 235	Improving Daily Living Skills for Students with Disabilities *Active*	104	NA	Spring 2022
DSPS 240	Life Management and Career Preparation for Students with Disabilities *Active*	156	N/A	Spring 2022
DSPS 245	Exercise for Healthy Living *Active*	200	N/A	Spring 2022
DSPS 250	Healthy Living Skills *Active*	200	N/A	Spring 2022
DSPS 255	Movement Through Music for Students with Disabilities *Active*	30	N/A	Spring 2022
DSPS 260	Introduction to Banking for Students with Disabilities. *Active*	30	N/A	Spring 2022
DSPS 260	Introduction to Checking Accounts *Active*	60	N/A	Spring 2022
DSPS 265	Exploring Your Occupational Path *Active*	30	Trimester Set Replaced with DSS 140 & 141 Semester Set Hours 90 Each	Spring 2022
DSPS 270	Work Attitudes and Employer Expectation *Active*	30	Trimester Set Replaced with: DSSS 142 & 143 Semester Set Hours - 90	Spring 2022
DSPS 275	Paying Bills *Active*	60	Trimester Set Replaced with:	Spring 2022

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
			DSSS 130 & 131 Semester Set Hours - 90	
DSPS 280	Landing a Job *Active*	30	Trimester Set Replaced with DSS 146 & 147 Semester Set Hours 90 Each	Spring 2022
DSPS 285	Budgeting for Apartment Living *Active*	60	Trimester Set Replaced with: DSSS 130 & 131 Semester Set Hours - 90	Spring 2022
DSPS 290	Computer Assisted Instruction Lab-Beginning Level *Active*	180	N/A	Spring 2022
DSPS 295	Computer Assisted Instruction Lab-Intermediate Level *Active*	180	N/A	Spring 2022
DSPS 305	Fitness and Nutrition *Active*	200	N/A	Spring 2022
DSPS 310	Mobility Training for Students with Disabilities *Active*	range of 1 hour to 99	Summer or Intersession Mobility Skills 1-99 Hours	Spring 2022
DSPS 315	Healthy Relationships *Active*	180	N/A	Spring 2022
DSPS 320	Human Sexuality *Active*	180	Trimester Set Replaced with DSS 164 & 165 Semester Set Hours - 90 Each	Spring 2022
DSPS 325	Workplace Skills Training *Active*	36	Trimester Set Replaced with: DSSS 146 & 147 Semester Set Hours - 90	Spring 2022
DSPS 327	Workplace Safety Skills *Active*	60	Trimester Set Replaced with: DSSS 146 & 147	Spring 2022

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
			Semester Set Hours - 90	
DSPS 329	Workplace Skills Training: The Exceptional Employee for Students with Disabilities *Active*	60	Trimester Set Replaced with: DSSS 146 & 147 Semester Set Hours - 90	Spring 2022
DSPS 330	Options for Independent Living for Students with Disabilities *Active*	60	Trimester Set Replaced with DSS 136 & 137 Semester Set Hours 90 Each	Spring 2022
DSPS 332	Living More Independently: Apartment Living *Active*	60	Trimester Set Replaced with DSS 136 & 137 Semester Set Hours 90 Each	Spring 2022
DSPS 334	Living More Independently: Health, Safety and Living With Your Roommate *Active*	60	Trimester Set Replaced with DSS 136 & 137 Semester Set Hours 90 Each	Spring 2022
DSPS 335	Balance and Mobility Skills for Students with Visual Impairments *Active*	24	N/A	Spring 2022
DSPS 340	Music for Communication: Social Skills for Students with Disabilities *Active*	48	N/A	Spring 2022
DSPS 345	Community Volunteering for Vocational Skills Enhancement *Active*	60	DSSS 144 Replacing DSPS 345	Spring 2022
DSPS 350	Job Skills Field Work *Active*	36	DSSS 144 Replacing DSPS 345 and 340, 350	Spring 2022
DSPS 350	Job Skills Field Work for Students with Disabilities *Active*	36	DSSS 144 Replacing DSPS 345 and 340, 350	Spring 2022
DSPS 355	Accessing the Community Through Mobility Skills for	36	Summer or Intersession	Spring 2022

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
	Students with Disabilities *Active*		Mobility Skills 1-99 hours	
DSPS 370	ILS: US Civics *Active*	300	Wise DSSS 308 & 309 - 450 Hours Each	Spring 2022
DSPS 372	ILS: US Geography *Active*	300	Wise DSSS 308 & 309 - 450 Hours Each	Spring 2022
DSPS 374	ILS: US National Symbols and History *Active*	300	N/A	Spring 2022
DSPS 450	Basic Cooking: Beginning Skills for Students with Disabilities *Active*	60	Trimester Set Replaced with: DSSS 134 & 135 Semester Set Hours - 90	Spring 2022
DSPS 452	Basic Cooking: Intermediate Skills for Students with Disabilities *Active*	60	Trimester Set Replaced with: DSSS 134 & 135 Semester Set Hours - 90	Spring 2022
DSPS 454	Basic Cooking: More Advanced Skills for Students with Disabilities *Active*	60	Trimester Set Replaced with: DSSS 134 & 135 Semester Set Hours - 90	Spring 2022
DSPS 460	Social Skills: Foundational Basics *Active*	60	Trimester Set Replaced with: DSSS 152 & 153 Semester Set Hours - 90	Spring 2022
DSPS 462	Social Skills: Conflict Management and Resolution Basics *Active*	60	Trimester Set Replaced with: DSSS 152 & 153 Semester Set Hours - 90	Spring 2022
DSPS 464	Social Skills: Additional Interpersonal Concepts *Active*	60	Trimester Set Replaced with: DSSS 152 & 153 Semester Set Hours - 90	Spring 2022

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
DSPS 470	Relationships: Foundational Basics *Active*	60	Trimester Set Replaced with: DSSS 160 & 161 Semester Set Hours - 90	Spring 2022
DSPS 472	Relationships: Building and Maintaining Healthy Relationships *Active*	60	Trimester Set Replaced with: DSSS 160 & 161 Semester Set Hours - 90	Spring 2022
DSPS 474	Relationships: Relationships Review, Intimacy, and Sexuality Concepts *Active*	60	Trimester Set Replaced with: DSSS 160 & 161 Semester Set Hours - 90	Spring 2022
DSPS 480	Human Sexuality: Human Development, Puberty, and Conception *Active*	60	Trimester Set Replaced with DSS 164 & 165 Semester Set Hours - 90 Each	Spring 2022
DSPS 482	Human Sexuality: Sexual Expression, Reproduction, and Birth Control *Active*	60	Trimester Set Replaced with DSS 164 & 165 Semester Set Hours - 90 Each	Spring 2022
DSPS 484	Human Sexuality: Children, Personal Safety, & Healthy Relationships *Active*	60	Trimester Set Replaced with DSS 164 & 165 Semester Set Hours - 90 Each	Spring 2022
DSPS 490	Affectively Dealing With Work-Related Problems *Active*	60	Trimester Set Replaced with: DSSS 142 & 143 Semester Set Hours - 90	Spring 2022
DSPS 492	First Impressions On The Job *Active*	60	Trimester Set Replaced with: DSSS 140 & 141 Semester Set Hours - 90 Each	Spring 2022

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
DSPS 494	Interviewing & Professional Communication *Active*	60	Trimester Set Replaced with: DSSS 142 & 143 Semester Set Hours - 90	Spring 2022
DSPS 514	Job Skills Fieldwork: Working in Food Service for Students with Disabilities *Active*	60	N/A	Spring 2022
DSPS 516	Job Skills Field Work: Working in Childcare & Vocational Assistance *Active*	60	N/A	Spring 2022
DSPS 520	Relationships and Boundaries for Students with Disabilities *Active*	36	N/A	Spring 2022
DSPS 522	Interpersonal Relationships for Students with Disabilities *Active*	36	N/A	Spring 2022
DSPS 524	Personal Development and Safety In Relationships for Students with Disabilities *Active*	36	N/A	Spring 2022
DSPS 530	College to Career Open Lab for Adults with Disabilities. *Active*	36	DSS 370 Semester Hours range 1-99	Spring 2022
DSPS 531	Educational Support and Employment Prep Lab *Active*	range 30-150	DSS 370 Semester Hours range 1-99	Spring 2022
DSPS 533	Community Resources: Employment Options *Active*	60	Trimester Set Replaced with: DSSS 110 & 111 Semester Set Hours - 90	Spring 2022
DSPS 535	Photoshop: Digital Camera Operations and Basic Photo Editing *Active*	60	Trimester Set Replaced with: DSSS 124 & 125 Semester Set Hours - 90	Spring 2022
DSPS 536	Photoshop: Digital Arts and Graphics *Active*	60	Trimester Set Replaced with:	Spring 2022

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
			DSSS 124 & 125 Semester Set Hours - 90	
DSPS 537	Photoshop: Additional Program Features and Internet Options *Active*	60	Trimester Set Replaced with: DSSS 124 & 125 Semester Set Hours - 90	Spring 2022
DSPS 539	Photoshop Elements: Layering and Specil Effects *Active*	36	Trimester Set Replaced with: DSSS 124 & 125 Semester Set Hours - 90	Spring 2022
DSPS 540	Exploring Career Options for Students with Disabilities *Active*	60	Trimester Set Replaced with DSS 146 & 147 Semester Set Hours 90 Each	Spring 2022
DSPS 544	Getting a Job for Students with Disabilities *Active*	60	N/A	Spring 2022
DSPS 550	Independent Living Skills: Exploring Employment *Active*	300	Wise DSSS 305 & 307 - 450 Hours Each	Spring 2022
DSPS 552	Independent Living Skills: Pre-Vocational Skills Practice *Active*	300	Wise DSSS 305 & 307 - 450 Hours Each	Spring 2022
DSPS 554	Independent Living Skills: Social Skills on the Job *Active*	300	Part of a trimester set, worked into Semester Content	Spring 2022
DSPS 560	Independent Living Skills: Budgeting Skills *Active*	300	Part of a trimester set, worked into Semester Content	Spring 2022
DSPS 562	Independent Living Skills: Money Skills *Active*	300	Wise DSSS 300 & 301 - 450 Hours Each	Spring 2022
DSPS 564	Independent Living Skills: Consumer Skills *Active*	300	Wise DSSS 300 & 301 - 450 Hours Each	Spring 2022

Deactivation of Courses				
Course ID	Title	Hours	Justification	Effective Date
DSPS 570	Independent Living Skills: Health Skills *Active*	300	Wise DSSS 306 & 302 - 450 Hours Each	Spring 2022
DSPS 572	Independent Living Skills: Safety Skills *Active*	300	Part of a trimester set, worked into Semester Content	Spring 2022
DSPS 574	Independent Living Skills: Nutrition *Active*	300	Wise DSSS 306 & 302 - 450 Hours Each	Spring 2022
DSPS 580	Independent Living Skills: Practical Living Skills *Active*	300	Wise DSSS 303 & 304 - 450 Hours Each	Spring 2022
DSPS 582	Independent Living Skills: Accessing Community Resources *Active*	300	Wise DSSS 303 & 304 - 450 Hours Each	Spring 2022
DSPS 584	Independent Living Skills: Kitchen Skills *Active*	300	Part of a trimester set, worked into Semester Content	Spring 2022
DSPS 590	Open Lab for Students served by DSS *Launched*	range 2-60 Launched only	DSS 370 Semester Hours range 1-99	Spring 2022
DSPS 600	Community Inclusion and Transition Resources *Active*	36	N/A	Spring 2022
DSPS 605	Social Media and Online Safety *Active*	30	Summer DSS 253 - 36 Hours	Spring 2022
DSPS 610	Public Speaking *Active*	30	Summer DSSS 375 - 36 Hours	Spring 2022
DSPS 620	Personal Health and Wellness *Launched*	60	NA	Spring 2022
DSPS 622	Healthy Living *Active*	60	NA	Spring 2022
DSPS 624	Caring for Your Health *Active*	60	NA	Spring 2022

It was moved by Khanh Ninh and seconded by Karen Bautista to deactivate all 143 DSS courses. Motioned carried with Alice Niyondagara, Alli Stanojkovic, Dan Stackhouse, Karen Bautista, Khanh Ninh, Raine Hambly, and Kimberley Stiemke voting yes.

Deactivation of Courses					
Course ID	Title	Hours	Justification	Effective Date	
ESLA 100	ESL Beginning Literacy	120		Spring 2022	
ESLA 130	ESL & Computers	36-72		Spring 2022	
ESLA 159	ESL Fundamentals, Beginning Literacy	168		Spring 2022	
ESLA 160	ESL Fundamentals, Beginning Low	168		Spring 2022	
ESLA 161	ESL Fundamentals, Beginning High	168		Spring 2022	
ESLA 162	ESL Fundamentals, Intermediate Low	168		Spring 2022	
ESLA 163	ESL Fundamentals, Intermediate High	168		Spring 2022	
ESLA 164	ESL Fundamentals, Advanced	168		Spring 2022	
ESLA 200	ESL Beginning Low	120		Spring 2022	
ESLA 300	ESL Beginning High	120		Spring 2022	
ESLA 400	ESL Intermediate Low	120		Spring 2022	
ESLA 500	ESL Intermediate High	120		Spring 2022	
ESLA 802	ESL Pronunciation/Conversation Skills	36		Spring 2022	
ESLA 808	ESL Intermediate/Advanced Work Skills	36		Spring 2022	Pulled. Not up for deactivation.
ESLA 809	American Idioms	36		Spring 2022	
ESLA 810	Writing/Reading	36-60		Spring 2022	
ESLA 813	Intermediate Grammar Review	36		Fall 2022	Deactivate in fall, not spring
ESLA 814	Intermediate Vocabulary Review	36		Fall 2022	Deactivate in fall, not spring

It was moved by Alice Niyondagara and seconded by Khanh Ninh to pull ESLA 808 and deactivate all 17 ESL courses with ESLA 813 and ESLA 814 to be deactivated Fall 2022. Motioned carried with Alice Niyondagara, Alli Stanojkovic Dan Stackhouse, Karen Bautista, Khanh Ninh, Raine Hambly, and Kimberley Stiemke voting yes.

Program Deactivation		
Program	Courses	Effective
Administrative Assistant Certificate Program	BUSN 340 Computer Applications for the Administrative Assistant I	Spring 2022
	BUSN 320 Computer Applications for the Administrative Assistant II	Spring 2022
	BUSN 341 for the Office Skills I	Spring 2022
	BUSN 321 for the Office Skills II	Spring 2022

It was moved by Khanh Ninh and seconded by Dan Stackhouse to deactivate the Administrative Assistance Certificate Program. Motioned carried with Alice Niyondagara, Alli Stanojkovic Dan Stackhouse, Karen Bautista, Khanh Ninh, Raine Hambly and Kimberley Stiemke voting yes.

Revised Course					
Course ID	Course ID	Hours	Justification	Effective Date	
COMP 685	Computer Keyboarding, Beginning	36	Addition of KYP5 exam for equivalency.	Spring 2022	Challenge Exam to be added under Equivalency. Any other requirements will be noted in Catalog.

It was moved by Raine Hambly and seconded by Khanh Ninh to approve the addition of the Challenge Exam under the Equivalency section for COMP 685. Motioned carried with Alice Niyondagara, Alli Stanojkovic Dan Stackhouse, Karen Bautista, Khanh Ninh, Raine Hambly, and Kimberley Stiemke voting yes.

New Courses				
Course ID	Course ID	Hours	Justification	Effective Date
ESLA 351	Art Appreciation	71-90	The course supports transition to college.	Spring 2022
ESLA 352	Readers Theatre	90	This course supports transition to college and helps prepare students for careers in the arts.	Spring 2022
ESLA 353	ESL Acting	90	This course will help upper level ESL students transition into careers or college. Acting is a skill that is in demand in the fields of business and entertainment. The course also equips students with public speaking skills necessary in college. Additionally, specific technical and artistic skills are taught for students who want to pursue certificate or degree programs at college in theatre, cinema, broadcasting, or English.	Spring 2022
ESLA 354	ESL Film and TV Acting	90	This course supports transition to college and careers in the arts.	Spring 2022

A discussion took place regarding the need for more emphasis on language acquisition skills for English as a Second Language courses. It was expressed that Instructional Objectives should address language objectives and language learning outcomes instead of art objectives. The SLO Coordinator offered to assist with SLO's and Learning Objectives for the ESLA courses.

It was moved by Janet Cagley and seconded by Karen Bautista to have ESLA 351, ESLA 352, ESLA 353, and ESLA 354 to be reviewed at a later time once Instructional Objectives, Student Learning Outcomes, and Descriptions are revised to focus more on language acquisition. Motion carried with Alice Niyondagara, Janet Cagley, Karen Bautista, Khanh Ninh, Raine Hambly, and Kimberley Stiemke voting yes. Ali Stanojkovic and Dan Stackhouse abstained.

New Programs

Program and Program Description	Effective Term	Justification
<p>ESL Citizenship Preparation, Beginning</p> <p>This English as a Second Language (ESL) Citizenship Preparation, Beginning Certificate prepares Beginning Low and Beginning High students for the U.S. Citizenship process. This program requires two courses. The first course is ESL Citizenship Preparation, Beginning. Students have a choice of a speaking course, reading course, writing course, or Learning Center for their second course requirement. Students will learn rights and responsibilities of U.S. citizens in addition to U.S. history and the process, forms, vocabulary, and exams required for naturalization in the U.S.</p>	<p>Spring 2022</p>	<p>The ESL Citizenship Preparation, Beginning Certificate courses are designed to build English literacy skills necessary to successfully complete the U.S. naturalization process and learn one’s civic rights and responsibilities. NOCE ESL students desire to be complete members of our community with the same access to all opportunities available to native speakers of English and U.S. citizens. The ESL Citizenship Preparation, Beginning Certificate courses aim to instruct students in the process, forms, vocabulary, and literacy skills to both pass the citizenship interview and be lawful and active members of their</p>

		<p>communities. Students could use these improved skills to prepare for the Intermediate to Advanced Citizenship Preparation courses, meet their personal/ family-based goals, achieve status to gain employment, or increase employability skills and choose a career path via Workforce Preparation or Career Technical Education.</p>
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Core Courses

Course ID	Title	TOPS Code	Hours
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ESLA 850	Citizenship Preparation, Beginning	4930.87	72
Total Core Hours			72
Elective Courses: Students must choose 1 of 4 courses.			
Course ID	Title	TOPS Code	Hours
ESLA 180	ESL Reading Skills, Beginning	4930.85	36
ESLA 182	ESL Speaking Skills, Beginning	4930.86	36
ESLA 185	ESL Writing Skills, Beginning	4930.84	36
ESLA 001	ESL Learning Center	4930.87	36
Total Elective Hours			36
Total Program Hours :108			

New Programs

Program and Program Description	Effective Term	Justification
<p>ESL Citizenship Preparation, Intermediate to Advanced</p> <p>This English as a Second Language (ESL) Citizenship Preparation, Intermediate to Advanced Certificate prepares Intermediate to Advanced students for the U.S. Citizenship process. This program requires two courses. The first course is ESL Citizenship Preparation, Intermediate to Advanced. Students have a choice of a speaking course, reading course, writing course, or Learning Center for their second course requirement. Students will learn rights and responsibilities of U.S. citizens in addition to U.S. history and the process, forms, vocabulary, and exams required for naturalization in the U.S. with an emphasis on critical thinking and advanced language tasks.</p>	<p>Spring 2022</p>	<p>The ESL Citizenship Preparation, Intermediate to Advanced Certificate courses are designed to perfect English literacy skills necessary to successfully complete the U.S. naturalization process and give students the opportunity to engage critically with content related to rights, responsibilities, and U.S. history. The ESL Citizenship Preparation Intermediate to Advanced Certificate courses aim to instruct students in the process, forms, vocabulary, and language skills to both pass the citizenship interview and put into practice their civic duties. NOCE ESL students desire to be complete members of our community with the same access to all opportunities available to native speakers of English and U.S. citizens. This course can help students achieve personal/ family-based goals, achieve status to gain employment, or increase employability skills with the rigor they can anticipate in advanced paths of study.</p>

		At NOCE.	
Core Courses			
Course ID	Title	TOPS Code	Hours
ESLA 851	Citizenship Preparation, Intermediate to Advanced	4930.87	72
Total Core Hours			72
Elective Courses: Students must choose 1 of 4 courses.			
Course ID	Title	TOPS Code	Hours
ESLA 181	ESL Reading Skills, Inter/Advanced	4930.85	36
ESLA 183	ESL Speaking Skills, Inter/Advanced	4930.86	36
ESLA 186	ESL Writing Skills, Inter/Advanced	4930.84	36
ESLA 001	ESL Learning Center	4930.87	36
Total Elective Hours			36
Total Program Hours : 108			

David Soto shared his concerns regarding the program titles for ESL Citizenship Preparation, Beginning and ESL Citizenship Preparation, Intermediate to Advanced, which do not include the word certificate. He stressed the importance of using the appropriate descriptive language to help students better understand our course and program offerings. A meeting will be scheduled with Shelia Moore-Farmer, Kimberley Stiemke, Karen Bautista, and Amabel Arredondo to review COCI's error when there is an attempt by Shelia to submit programs that have certificate listed in the title.

It was moved by Raine and seconded by Alice to approve the ESL Citizenship Preparation, Beginning and ESL Citizenship Preparation, Intermediate to Advanced programs. Motion carried with Alice Niyondagara, Alli Stanojkovich, Dan Stackhouse, Janet Cagley, Karen Bautista, Khanh Ninh, Raine Hambly, and Kimberley Stiemke voting yes.

New Programs

English as a Second Language

Program and Program Description	Effective Term	Justification
<p>Program Name:</p> <p>This is an integrated language program. Students are required to complete three courses from the following list: Art Appreciation, ESL Acting, Readers Theatre, ESL TV and Film Acting. The Art Appreciation course is designed to give students the terminology and analytical skills needed to improve reading, speaking, and writing skills in the area of visual arts. ESL Acting focuses on applying reading, listening, and speaking skills within the context of performance and public speaking. Its goals are the acquisition of critical thinking and presentation skills as well as accent reduction required to participate in credit courses and arts related careers. The Readers Theatre course is designed to give students the tools to analyze and present texts in the arena of public speaking with a concentration on reading, speaking, and writing. ESL Film and TV Acting builds reading, speaking, listening, and technology skills necessary for college broadcasting and on camera acting courses as well as related employment.</p>	<p>Spring 2022</p>	<p>The main goal of the ESL Arts Certificate Program is to provide support for ESL students transitioning into college or arts related careers in the U.S. The Program's aim is to develop college level speaking, reading, writing, and listening skills. Topics are specific to arts related fields of study and employment. Grammar, vocabulary, and pronunciation are covered within the context of these topics. Our ESL students desire to be complete members of our community with the same access to all opportunities available to native speakers of English. The ESL Arts courses are designed to help students bridge any language and cultural gaps that exist as a result of not having been educated in the U.S. system. Students will have opportunities to hone their skills through language and art activities.</p>

Core Courses				
Course ID	Title	TOPS Code	Hours	Sequence
ESLA 351	Art Appreciation	4930.87	90	Yr , Term
ESLA 352	ESL Acting	4930.87	90	Yr , Term
ESLA 353	Readers Theatre	4930.87	90	Yr , Term
ESLA 354	ESL Film and TV Acting	4930.87	90	Yr , Term
Total Core Hours			360	
Elective Courses: None				
Course ID	Title	TOPS Code	Hours	
Total Elective Hours			0	
Total Program Hours : 360				

Program will be reviewed after the course revisions and approval.