



North Orange Continuing Education
Curriculum Committee Meeting

May 10, 2022

3:00-4:30 p.m.

Unapproved Agenda

- I. **Call to Order:** The meeting was called to order by the Curriculum Chair, Dr. Kimberley Stiemke at 3:05 p.m.
 - II. **Voting Members Present:** Dr. Karen Bautista, Janet Cagley, Raine Hambly, Khanh Ninh, Dr. Alice Niyondagara, Alli Stanojkovic, Dr. Kimberley Stiemke, Kenny Yu.
 - III. **Non-voting Members Present:** Amabel Arredondo, and Shelia Moore-Farmer.
 - IV. **Absentees:** Dr. Daniel Stackhouse, Susan Quihuis.
 - V. **Guest Present:** Marcela Valle, and “Instructor”.
 - VI. **Reading and Approval of Minutes:** It was moved by Janet Cagley and seconded by Raine Hambly to approve the meeting minutes of April 12, 2022. Motion carried by unanimous vote.
 - VII. **Public Comments (2-minute max):** None
 - VIII. **Report of Curriculum Chair:** Dr. Stiemke thanked Dr. Bautista for her guidance, leadership, encouragement, and support. She acknowledged Amabel Arredondo, Shelia Moore-Farmer, and the Curriculum Committee members for their hard work and commitment. Dr. Stiemke shared that Dr. Daniel Stackhouse and Khanh Ninh’s term will end in Spring 2022, and Maricela Moran, Counseling and Student Services Counselor, will begin her term with the committee this upcoming fall term. She noted that the 8th edition of the PCAH (Program and Course Approval Handbook) will come out later in the spring and that a few committee members will attend the Curriculum Institute this summer. Lastly, Dr. Stiemke concluded her report by informing the committee that the NOCE Curriculum Committee website is up and running.
 - IX. **Report of DE (Distance Education) Coordinator:** None
 - X. **Old Business:**
 - a. Course/Program Updates: Courses from April 6 and April 12 meetings will be reviewed at today’s Board meeting.
 - b. A standard language agreement for CTE (Career Technical Education) Programs was discussed and approved to be included in the catalog as an overview page. The verbiage will be added under the program description as CTE programs come through the approval process.
Raine Hambly motioned to approve the standard language for CTE programs; Khanh Ninh seconded. Motioned approved by unanimous vote. Courses from April 6 and April 12 meetings will be reviewed at today’s Board meeting.
- c. AP/BP 4020: Dr. Stiemke shared a couple of concerns on AP/BP 4020 documents. One of her concerns is how *regularly* is defined on both documents; she feels more context is needed. Another concern is the vagueness of who originates curriculum. Raine Hambly also wanted to share that CTE programs need to be reviewed bi-annually and this information should be documented under the Program Review section.

Location: CCC Confer Zoom, [Meeting Link](#)

Dial via cell or landline: (669) 900-9128

Meeting ID: 964 3450 2085

d. Auto Awarding: Dr. Stiemke announced that discussions on certificate auto awarding will continue, which include student opt-in options and unforeseen impacts on college financial aid. Auto awarding is also being discussed at the President's Cabinet, for it is an added means to generate more funding from the state. However, courses and programs must be aligned for Degree Works before implementation.

e. 160 Manual: The manual has yet to be updated and questions asked by the Committee have not been answered, leading Dr. Stiemke to believe that many policies and procedures are not in place. The Committee discussed establishing a deadline for this document to be completed. Dr. Bautista and Dr. Stiemke will work on recommendations for the department and send the recommendations out to the Committee for a vote. The Committee agreed that all updates and recommendations should be complete for review at the October 2022 Curriculum Committee meeting.

f. High School Diploma Narrative: Dr. Stiemke reported the HSDP (High School Diploma Program) Narrative was updated and presented to DCCC (District Curriculum Coordinating Committee) and approved. The Committee was asked for their input on the Student Services section, and they agreed to remove verbiage in connection to enrollment since it does not relate to student success. There was additional discussion related to student services and instructional support. Janet Cagley will follow up with the Committee's recommendations and edits with the department. She will send the final revision to the Committee for a vote before it goes to the state for approval.

g. Catalog Verbiage: Shelia will be adding Certificate of Completion or Certificate of Competency to programs, so students can better understand what they are signing up for.

XI. **New Business**

a. Revised Courses: See pages 4-5

b. Course Deactivations: See page 5

c. AP/BP 4100: Raine Hambly shared concerns on AP 4100, section 4.0. The section only mentions the credit sector and omits non-credit in the verbiage. Dr. Stiemke will follow up on sharing these concerns at the DCCC meeting.

d. Tentative Calendar for 2022-2023: Dates were shared for the 2022 Fall term. Dr. Stiemke stated that deadlines will be enforced, and no extensions will be made. The calendar will be completed once DCCC dates are approved.

e. Accomplishments: Dr. Stiemke shared a list of accomplishments for the 2021-2022 fiscal year. Those accomplishments included streamlining agendas, deactivation of 376 courses, course clean-up, access rights to CurricUNET, ability to create packages in CurricUNET, program and course updates, creation of micro courses, DEIA (Diversity, Equity, Inclusion and Accessibility) training, POCR (Peer Online Course Review) piloting with the DE advisory group, Ease Learning collaborations, WASC reporting, and web page creation. Moreover, Dr. Bautista highlighted efforts on the coding workshop and building capacity around those efforts.

Additionally, the Committee discussed their goals for the 2022/2023 fiscal year.

Raine Hambly requested more workshops with Dr. Frank Harris. She envisions having these sessions with more faculty members where they can share their curriculum and syllabi and receive feedback and guidance from others in the group.

Janet Cagley would like to have the syllabus condensed, a textbook and instructional material review policy, build out online courses and have them reviewed for alignment with the CVC / OEI (California Virtual Campus - Online Education Initiative) Rubric before they can be taught online.

brainstorm ideas on courses and CDCP programs that could serve students in one or more programs.

Alli Stanojkovic shared that she would also like the syllabus condensed and have the verbiage be more inclusive regarding students' gender identities and abilities. In addition, she would like to see more CDCP programs across different disciplines and advocated for more iBest and short-term certificate pathways for DSS (Disability Support Services) students.

Raine Hambly would like to continue exploring and receiving feedback from the Committee on iBest multi-type certificates for general and special population learners to be successful.

Janet Cagley advocated having a process for piloting programs and expanding certificate options geared toward serving people with bachelor's and/or graduate degrees.

Dr. Stiemke shared a list of her goals, which included:

- Textbook policy/guidelines
- Listing of teaching materials and resources included on COR (Course Outline of Record) (Course Outline of Record)
- Guidelines and curriculum resources
- Update Course Content Form
- Complete Curriculum Committee Handbook
- Develop out of class assignment policy
- Create a formal process for piloting programs
- Update CORs (Course Outline of Record) for funding purposes
- Establish accountability for attendance
- Establish a program and assessment review process
- Update CurricUNET guide
- Create a Curriculum Committee Handbook
- Update the charter
- Process for vetting professional software and technology rubric
- Accountability policy for attendance

f. Announcements:

- Outcomes Training with EASE Learning on May 11, 2:30-4:00 p.m.
- DEIA Training with Dr. Frank Harris on May 24, 3:00 p.m.

g. Adjournment:

- The Committee adjourned at 4:10 p.m.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
IHSS 102	High School English 3	14.4-144	This course is an integrative course consisting of an array of subjects to address English language arts. Topics may include contextualized vocabulary, intermediate grammar, reading and composition, and literature. Instructional modules are assigned based on academic preparation, functional reading levels and vocational or educational goals. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	1501.00 - English E - Non-Occupational	2022 Summer Term	Updated to reflect the addition of SLOs, an update the methods of instruction and DE addendum, as well as course hours.
IHSS 106	High School U.S. History	14.4-144	This United States history course covers the lives of America's people and aspects of their cultures, from early exploration through the beginning of the twenty-first century. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Updated to reflect the addition of SLOs, the methods of instruction and DE addendum.
IHSS 107	High School U.S. Government	14.4-72	This course is an individualized, self-paced study of U.S. government. It will cover the Constitution, the roles of the federal, state and local government, and modern economic and political systems. This course is used for NOCE High School Diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Updated to reflect the addition of SLOs, an update to the methods of instruction and DE addendum, as well as course hours.
IHSS 109	High School World History	14.4-144	This course presents the history of the world's people and major cultures from early times to the present. This course is offered for the NOCE high school diploma and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Updated to reflect the addition of SLOs, an update to the methods of instruction and DE addendum, as well as course hours.
IHSS 111	High School Economics	14.4-72	This course explores the changing economic climate in the United States and globally. Economic systems, development and problems that affect daily life are covered. This course is offered for NOCE high school diploma credit and partial credits are available to satisfy graduation requirements. The content of this course is delivered in a modular format and in a lab environment. In	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Updated to reflect the addition of SLOs, an update to the methods of instruction, DE addendum, and coding update.

Revised Courses						
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			compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.			
IHSS 123	High School Biology	14.4-144	This biology course is an individualized, self-paced study of living things including classification, survival, reproduction, growth, and development. Other topics explore ecological cycles, behaviors and evolution. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title 5, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Updated to reflect the addition of SLOs, an update to the methods of instruction and DE addendum, as well as course hours.
IHSS 124	High School Health	14.4-144	This class is designed to give students an understanding of various facets of physical, mental, and social well being. The student will gain knowledge to promote wellness, identify causes of health problems and ways to prevent them. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Updated to reflect the addition of SLOs, an update to the methods of instruction and DE addendum.
IHSS 174	High School Literature	14.4-144	This literature course offers a variety of literary works in a flexible format suitable for individualized self-paced coursework. Literary options include poetry, short stories, essays and complete novels. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Updated to reflect the addition of SLOs, an update to the methods of instruction, DE addendum and coding update, as well as course hours.
IHSS 992	High School Art History - Artists and their Work	14.4-72	This course will explore art movements from the Italian Renaissance to American painters and sculptors of the twentieth century. Students will discover why some artists and their artwork retain prominence. They will be given the opportunity to expand their knowledge on a variety of art forms. The content of this course is delivered in a modular format and in a lab environment. In compliance with Title V, high school credits previously earned in the same subject will be evaluated and counted towards the completion of this course.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2022 Summer Term	Updated to reflect the addition of SLOs and coding update, as well as course hours.
<ul style="list-style-type: none"> • Dr. Stiemke was excited to announce that the Division Representative from Fullerton College provided feedback on the IHSS courses. • Added previously approved SLO's to courses since they were not transferred over originally. • All courses were updated with Basic Skills coding and hours were updated to 14.4. • Correspondence was removed and replaced with Distance Education. • Updated CB 08 Course Basic Skill Status code for IHSS 102 to Basic Skills. 						

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
<ul style="list-style-type: none"> Any English and/or Math courses should clearly show levels below college for CB 21. 						

Course Deactivations			
Course ID	Title	Eff Date	Justification
ABE 120	Improving Ind Skills Lab	2022 Summer	Replaced by ABED 100.

Motion to approve revised courses and deactivation of ABE 120 by Khanh Ninh, seconded by Kenny Yu. Motion carried by unanimous vote. Seconded.