



**North Orange Continuing Education
Curriculum Committee Meeting
Official Minutes
March 12, 2024
3:30 p.m. – 5:00 p.m.**

LOCATION:

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

AGENDA:

- I. Call to Order: The meeting was called to order by the Curriculum Chair, Dr. Kimberley H. Stiemke, at 3:36 p.m.
- II. Roll Call: Dr. Karen Bautista, Raine Hambly, Shelia Moore-Farmer, Dr. Erin Sherard, Alli Stanojkovic, Megan Reeves, Dr. Kimberley H. Stiemke, and Amabel Arredondo.
- III. Guest Present: Janet Williams and Marcela Valle.
- IV. Absentee: Dr. Kenny Yu, Dr. Carlos Diaz, Maricela Moran, Kristine Nacu.
- V. Approval of the Agenda: Approved
- VI. Approval of the Minutes: It was moved by Megan Reeves and seconded by Alli Stanojkovic to approve the meeting minutes for the meeting of February 13, 2024, with minor corrections. The motion passed unanimously.
- VII. Public Comments (2-minute max): No public comments.
- VIII. Report of the Curriculum Chair: The Chair shared that she has made efforts since September to recruit a faculty member to the DCCC committee since two NOCE faculty members should be represented. However, this has not been accomplished and as a result, neither she nor Dr. Karen Bautista will be able to attend the upcoming DCCC meeting. This leaves no representative available to present the curriculum and so the review of the current curriculum items at DCCC will be postponed for another month.

She also shared that she was tasked with exploring whether Curricunet can send notifications to co-contributors. However, it is currently not a feature that Curricunet can provide.

Additionally, she has been exploring a locking mechanism to prevent changes to courses after the committee's review. The ongoing challenge is that edits continue to be made after the committee

has reviewed what they believe is the final version of a course/program.

The Chair distributed a methodology sheet for reference as it will be discussed later in the meeting.

IX. Action Item

- a. New Courses- Please see page 4.
- b. Revised Courses – Please see page 6.
- c. New Programs – Please see page 8.

X. Discussion Item

- a. Grading and Canvas Pilot- Dr. Bautista announced that the North Orange County Community College District has hired a consulting company to develop a system in Canvas in which it will allow faculty at NOCE, Cypress, and Fullerton to use the Canvas grade book to assign grades, which will then be integrated into Banner.

However, she noticed a range of grades being assigned at NOCE and is unsure if there is consistency across departments. The Board policy on grades was reviewed, and Dr. Bautista requested that each department discuss their grade policy at their April departmental meetings and report the grades faculty are using. This information will be brought back to the committee for review.

XI. Announcements

- a. **Noncredit to Credit Pathways Workgroup-** This group will explore Mirror Courses, Dual Enrollment, and other potential options for students. It is open to anyone interested in attending.
- b. **2024 Pathways to Equity Conference:** April 8-9, 2024
Anaheim, California- Free even sponsored by the Chancellors Office.
- c. **ASCCC 2024 Noncredit Institute: May 2-3, 2024**
Sheraton Park Hotel at the Anaheim Resort – This event may be impacted by potential hotel strikes.
- d. **ASCCC Spring Plenary:** April 20-22, 2024
DoubleTree by Hilton Hotel Anaheim- This event may be impacted by potential hotel strikes and alternative considerations are being made.

- XII. Adjournment- The meeting was adjourned at 4:36 and it was decided not to hold a meeting in May due to the January meeting and several events scheduled during the month.

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
WFPR 204	Career Exploration: Animal Care Skills	90	This course prepares individuals with the foundational skills needed for animal care-related careers and reviews the basics of animal care skills through interaction with animals. Students study soft skills and apply them to foundational concepts and basic industry-related requirements.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2024 Fall	This course expands our offerings in line with CDCP objectives, offering a pathway to vocational training and employment in animal care. It equips students with foundational skills and industry knowledge, bridging academic learning with real-world applications. This enhances our curriculum, responding to industry demand and serving as a stepping stone for students.
WFPR 205	Career Exploration: Preparing for Animal Care Jobs	90	This course is designed for students interested in building their knowledge of the animal care profession and preparing to transition into certificate programs or gain entry-level employment. Career preparation standards are integrated throughout the course, which includes basic academic skills and employment literacy in connection to core academic standards.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2024 Fall	A course to help students learn and develop skills in the animal care profession. It bridges academic concepts with real-world applications, offering a practical pathway to advanced CTE programs and direct employment opportunities in the animal care industry.
WFPR 232	Career Exploration: Digital Marketing	90	This course is designed to provide students with disabilities to explore digital marketing concepts and acquire practical skills for personal and professional growth. Students will gain knowledge and confidence in utilizing digital marketing strategies to enhance their social media presence and content creation.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2024 Fall	The goals and objectives of Digital Marketing are to provide students with an understanding of key digital marketing concepts and tools. Students will use practical applications to craft digital marketing strategies, utilize online channels such as social media and email marketing, and learn to monitor their projects with analytics tools.
WFPR 233	Career Exploration: Digital Marketing Portfolio	90	This course is designed to provide students with disabilities to explore digital marketing concepts. Students will gain knowledge and confidence in utilizing digital marketing strategies to enhance their online presence, communicate effectively, and engage with various audiences.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	This course is designed to provide students with disabilities to explore digital marketing concepts. Students will gain knowledge and confidence in utilizing digital marketing strategies to enhance their online presence, communicate effectively, and engage with various audiences.
WFPR 236	Career Exploration: Healthcare Pathways	90	This course introduces students to a broad spectrum of healthcare careers, from entry-level positions to professional roles. It covers industry settings, essential skills for employment and further training, and the foundations for specialized healthcare certifications, including first aid and caregiving.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2024 Fall	Designed to equip students with foundational knowledge and skills for entry-level healthcare positions. It introduces healthcare settings, roles, responsibilities, and essential soft skills, preparing students for further education and employment in the healthcare industry. This course lays the groundwork for success in healthcare careers, emphasizing professionalism, personal development, and employability skills critical for the workforce.
WFPR 237	Career Exploration: Preparing for Healthcare Jobs	90	This course equips students with essential skills for job seeking in healthcare, focusing on professionalism, personal development, and employability	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	This course aligns with CDCP objectives, providing a pathway to employment and further education in healthcare. It equips students with job-seeking skills, professionalism, and

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			skills contextualized to healthcare settings.			employability strategies, bridging the gap between academic preparation and practical application in healthcare settings. This addition enhances our curriculum, meeting the healthcare industry's demand and facilitating students' transition into the workforce.
WFPR 240	Career Exploration: Workplace Technology & Professional Skills	90	This comprehensive course equips students with the essential technology and soft skills required for entry-level roles across diverse industries. The curriculum covers workplace communication, digital safety, and foundational technology concepts, preparing students for real-world professional settings.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2024 Fall	This course aims to enhance workplace readiness by integrating essential technology skills and professional soft skills, preparing students for diverse tech-enabled roles. It covers advanced digital tools, project management, and collaborative platforms, emphasizing critical thinking and ethical decision-making. This approach ensures all students, regardless of their background, are equipped to navigate and contribute to a technology-driven workforce effectively.
WFPR 241	Career Exploration: Technology Skills & Work Readiness	90	This course equips students with fundamental technology and work readiness skills necessary for entry-level positions across various industries. Covering basic computer applications, digital safety, effective communication, and job search strategies, it lays the groundwork for professional success and further education in technology-related fields.	4930.12 - Job Seeking/Changing Skills D - Possibly Occupational	2025 Spring	This course meets the demand for tech-savvy professionals, providing essential skills in computer applications, digital literacy, and soft skills for the modern workplace. It integrates technical training with effective communication and problem-solving, preparing students for entry-level jobs and further CTE programs, fostering career advancement and lifelong learning.
<p>It was moved by Megan Reeves and seconded by Raine Hambly to grant conditional approval. The motion carried unanimously.</p> <p>Course authors are to incorporate feedback from the meeting on instructional methodologies, to include measurable objectives and outcomes, clarifying diverse group activities and ensuring that student-centered language aligns with departmental norms.</p> <p>All Career Exploration courses will be coded exclusively CTE and not DSSS for CB14.</p>						

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ESLA 110	ESL Multilevel	36-144	This course is designed for students who want to improve their English skills with lessons and activities appropriate to their language ability. The focus is on English communication in context-specific environments.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2024 Fall	Update CB21.
ESLA 180	ESL Reading Skills, Beginning	36-72	This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are in beginning low and beginning high level.	4930.85 - English as a Second Language - Reading E - Non-Occupational	2024 Summer	Update CB08.
ESLA 181	ESL Reading Skills, Intermediate to Advanced	36-72	This ESL course emphasizes reading comprehension skills while building vocabulary and critical thinking skills for students who are at an intermediate level or higher.	4930.85 - English as a Second Language - Reading	2024 Summer	Update CB08 to Basic Skills Course.

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				E - Non-Occupational		
ESLA 185	ESL Writing Skills, Beginning	36-72	This ESL course will acquaint students with writing skills required to develop basic-level writing techniques by focusing on sentence structure, parts of a sentence, topic sentences, body sentences and concluding sentences.	4930.84 - English as a Second Language - Writing E - Non-Occupational	2024 Summer	Update CB08 to Basic Skills Course.
ESLA 186	ESL Writing Skills, Intermediate to Advanced	36-72	This ESL course will acquaint intermediate to advanced students with writing techniques by focusing on pre-writing, outlining, drafting, revising and editing.	4930.84 - English as a Second Language - Writing E - Non-Occupational	2024 Summer	Update CB08 to Basic Skills Course.
ESLA 261	ESL for Community Involvement, Intermediate to Advanced	180-252	This course covers intermediate-advanced level English to adult learners. The focus is on instruction that addresses the students' personal, family and community-based goals appropriate to their developing language abilities. It develops intermediate-advanced level listening, speaking, reading, and writing skills to prepare students to function fully in the community.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2024 Summer	Update CB21.
ESLA 803	Citizenship Preparation	36-60	The course is designed to prepare prospective candidates for the US citizenship process. Students will learn how to complete all required immigration forms and practice the USCIS Citizenship Test by becoming familiar with US history. Students will acquire an understanding of the rights and responsibilities of being a US citizen.	4930.90 - Citizenship E - Non-Occupational	2024 Summer	Update CB08 to Basic Skills Course.
ESLA 804	ESL & the Arts	36	This ESL course builds students' reading comprehension, writing, and speaking skills in the context of thematic and aesthetic exploration of arts. Students will identify common artistic themes while comparing and contrasting a variety of aesthetic forms, styles, and periods. This interactive course includes visiting museums, watching performances, and listening to guest speakers.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2024 Summer	Update CB21.
IHSS 305	High School Economics A	36	Economics A explores the fundamental economic concepts and reasoning, the American Market Economy, the government's influence on the market economy, taxes, deficits, and the Federal Reserve Bank and the impact of these concepts on various groups, including racial, socioeconomic, and gender.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Summer	Update methods of instruction and evaluation.
IHSS 306	High School Economics B	36	Economics B explores labor markets, aggregate economic behavior, globalization, and the impact of the global economy and these concepts on various groups, including racial, socioeconomic, and gender.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Summer	Update methods of instruction and evaluation.
IHSS 310	High School US Government A	36	U.S. Government Course A explores the fundamentals of American democracy, the branches of government, evaluates the comparative governments and the challenges of democracy, and the impact of non-state actors on the global community from multiple perspectives, including race, gender, and socio-economic status.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Summer	Update methods of evaluation.
IHSS 311	High School US Government B	36	U.S. Government Course B explores the rights and responsibilities of citizens in a democracy, the	4930.62 - Secondary	2024 Summer	Update methods of

Revised Courses						
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			fundamental principles of civil society, the electoral process, and the role of media in public life from multiple perspectives, including race, gender, and socio-economic status.	Education (Grades 9-12) and G.E.D. E - Non-Occupational		instruction and evaluation.
IHSS 315	High School US History A	36	US History A explores the founding of the original thirteen colonies, the creation of a new country, causes of the Civil War, and the Reconstruction era and the impact of each of these events on racial and socio-economic groups and gender roles from multiple perspectives.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2024 Summer	Update methods of instruction and evaluation.

It was moved by Karen Bautista and seconded by Raine Hambly to approve the revised courses. The motion was carried by majority vote.

New Programs																		
Program		Eff Date	Justification															
Career Exploration: Animal Care Industry	<p>The Career Exploration: Animal Care Industry program readies students for entry-level roles in the animal care sector. This collaborative initiative aims to introduce students to the breadth of the animal care industry, providing foundational knowledge, professional skill development, and a hands-on approach to learning. By exploring diverse career paths within animal care, participants will evaluate their own skills, engage in practical experiences, and prepare for various vocational opportunities. As a gateway to further education and workforce integration, the program offers substantial benefits toward economic self-sufficiency, facilitating transition to advanced coursework and enhancing employability in pet retail and other animal care settings. The curriculum covers employee desirability factors, work environment dynamics, problem-solving strategies, and professional responsibilities, culminating in a comprehensive portfolio that showcases students' competencies and experiences. Students will emerge well-prepared for immediate employment opportunities in the animal care field and for further advancement through industry-specific training and educational pathways, including certificate and degree programs.</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses:</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>WFPR 204</td> <td>Career Exploration: Animal Care Skills</td> <td>90</td> </tr> <tr> <td>WFPR 205</td> <td>Career Exploration: Preparing for Animal Care Jobs</td> <td>90</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>180</td> </tr> </tbody> </table>	Core Courses:					Hours	WFPR 204	Career Exploration: Animal Care Skills	90	WFPR 205	Career Exploration: Preparing for Animal Care Jobs	90	Total Hours		180	2024 Fall	The Career Exploration: Animal Care Industry program is a collaborative initiative between Disability Support Services and Career Technical Education. This pathway course of study is designed to equip students for entry-level positions in the animal care industry, focusing on essential knowledge, professionalism, and personal responsibility. Courses are delivered by faculty from Disability Support Services, enriched by the expertise of industry professionals. Upon completion, students will earn a Career Exploration: Animal Care certificate. The program has several interconnected goals aimed at providing a comprehensive educational experience. It seeks to enhance students' academic skills to set them up for scholarly success and foster the application of critical thinking skills for analyzing, interpreting, and evaluating various animal care vocations. The program also aims to help students articulate an awareness of their personal attributes in the context of the animal care industry. Furthermore, it encourages an environment of continuous collaborative learning. The program prepares students for a smooth transition to certified programs in the animal care field, increases their knowledge of industry standards, and assists them in identifying their occupational goals within the animal care industry.
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	<p>acquire practical skills for personal and professional growth. Students will gain knowledge and confidence in utilizing digital marketing strategies to enhance their social media presence and content creation. Students will use Word Processing and Photo / Video Editing software to achieve their goals.</p> <p>The curriculum is structured to impart a well-rounded skill set. Students will learn what skills an employee would be desirable in a Digital Marketing career. The course will enhance their office skills and understanding of social media and digital ethics and strengthen their creativity and problem-solving skills by creating long-term projects. Upon successful completion, students will prepare for entry-level employment in the Digital Marketing job and for more advanced industry-specific training and certificated programs.</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses:</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>WFPR 233</td> <td>Career Exploration: Digital Marketing Portfolio</td> <td>90</td> </tr> <tr> <td>WFPR 232</td> <td>Career Exploration: Digital Marketing</td> <td>90</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>180</td> </tr> </tbody> </table>	Core Courses:					Hours	WFPR 233	Career Exploration: Digital Marketing Portfolio	90	WFPR 232	Career Exploration: Digital Marketing	90	Total Hours		180		<p>understanding of key digital marketing concepts and tools. Students will use practical applications to craft digital marketing strategies, utilize online channels such as social media and email marketing, and learn to monitor their projects with analytics tools.</p>
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Career Exploration: Healthcare Workers	<p>The Career Exploration: Healthcare Worker certificate program equips students with the essentials for embarking on healthcare careers, emphasizing professionalism, technical knowledge, and personal responsibility. Offering a comprehensive pathway for entry-level healthcare employment, the program includes two pivotal courses that collectively lay a solid groundwork for career readiness and advancement in healthcare. The curriculum begins with career guidance, introducing students to a wide array of healthcare roles and the requisite skills for each. The journey continues with a focus on job-seeking techniques, workplace professionalism, and personal development, all tailored to the unique demands of the healthcare sector. This structured approach ensures not only readiness for immediate healthcare positions but also prepares students for progression to specialized certificate programs. Students will emerge with a holistic skill set that bridges technical expertise and essential soft skills, aligned with the practical realities of healthcare work. Additionally, the program paves the way for advanced educational pursuits, leading towards certifications in Medical Assistance, Pharmacy Technology, and Personal Care Aide, among others, fortifying students' career trajectories within the healthcare industry.</p> <table border="1"> <thead> <tr> <th colspan="3">Core Courses</th> </tr> <tr> <th></th> <th></th> <th>Hours</th> </tr> </thead> <tbody> <tr> <td>WFPR 236</td> <td>Career Exploration: Healthcare Pathways</td> <td>90</td> </tr> <tr> <td>WFPR 237</td> <td>Career Exploration: Preparing for Healthcare Jobs</td> <td>90</td> </tr> <tr> <td colspan="2">Total Hours</td> <td>180</td> </tr> </tbody> </table>	Core Courses					Hours	WFPR 236	Career Exploration: Healthcare Pathways	90	WFPR 237	Career Exploration: Preparing for Healthcare Jobs	90	Total Hours		180	2025 Spring	<p>The Career Exploration: Healthcare Professions Industry program is a collaborative initiative between Disability Support Services and Career Technical Education. This pathway course of study is designed to equip students for entry-level positions in the healthcare industry, focusing on essential knowledge, professionalism, and personal responsibility. Courses are delivered by faculty from Disability Support Services, enriched by the expertise of industry professionals. Upon completion, students will earn a Career Exploration: Healthcare Professions Certificate.</p> <p>It aims to broaden students' understanding of the diverse career opportunities in the field as well as the various training programs available and the essential skills required to excel in them. Students will have the opportunity to assess their own skill sets and, through the program, enhance their employability and ability to demonstrate the skills necessary for healthcare vocations. The program focuses on helping students understand the essential duties and skills specific to healthcare professions. Career preparation standards, including basic academic skills, interpersonal skills, problem-solving, workplace safety, and employment literacy, are integrated throughout the program in alignment with core academic standards.</p>
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