

**North Orange Continuing Education
Curriculum Committee Meeting
October 10, 2023
Approved Minutes
3:30 p.m. – 5:00 p.m.**

LOCATION:

Anaheim Campus, Room 100B
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 3:30 p.m.
- II. Roll Call: Dr. Karen Bautista, Dr. Kenny Yu, Megan Reeves, Dr. Carlos Diaz, Dr. Erin Sherard, Raine Hambly, Maricela Moran, Dr. Kimberley H. Stiemke, and Amabel Arredondo.
- III. Kristine Nacu, Shelia Moore-Farmer, and Alli Stanojkovic.
- IV. Introduction: Members of the committee introduced themselves.
- V. Approval of the Agenda: Agenda approved.
- VI. Approval of the Minutes: It was moved by Karen Bautista and seconded by Megan Reeves to approve the April 3, 2023, meeting minutes. The motion passed as corrected.
- VII. Public Comments (2-minute max): No public comments made.
- VIII. Report of the Curriculum Chair:
 - a. Curriculum Institute: During the meeting, Dr. Stiemke discussed highlights concerning the Curriculum Institute and shared that she presented on the topic of Non-Credit. Dr. Bautista also shared her experience at the institute, in which she presented alongside Dr. Stiemke. She also noted a substantial interest from other colleges in offering non-credit courses.
- IX. Action Item
 - a. DCCC Representative: At this time, committee members cannot represent due to conflicts in their teaching schedules.
 - b. New Course: ABED 171 was tabled.
 - c. Revised Courses: All courses were approved with the exception of PARN 301. See page 4.

X. Discussion Items

- a. Meeting Times and Location: The committee agreed to continue holding meetings during the fall semester at the Anaheim Campus. The meetings will run from 3:30 p.m. to 5:00 p.m.
- b. Calendar Review: The calendar was approved with noted correction.
- c. NOCE Charter: The committee will continue to review the charter, which will be emailed. Committee members will email Dr. Stiemke their recommendations and edits.
- d. Deactivation Form: The Chair favors updating the form and asked the committee to revise it as they see fit and share it with the committee for review.
- e. Work Experience Education Regulations Revisions: The forms will be emailed for further review by the committee members. Any recommendations or concerns will be emailed to Dr. Stiemke.
 - AP 4103 Work Experience
 - AP 4225 Course Repetition
 - BP 4225 Course Repetition
- f. Curriculum Cleanup Project: Dr. Stiemke is working closely with the departments to address the various coding discrepancies between Curricunet and Banner. Recommendations will be provided to the departments, and they will have an opportunity to inquire and vote on the suggested courses and recommendations. The cleanup process is expected to be straightforward and not too labor-intensive for the departments.
- g. Course Management Software: The District Curriculum Coordinating Committee (DCCC) is considering the adoption of Course Dog and/or Curricunet Meta. These two software integrate with Banner, a feature lacking in Curricunet, which then often leads to coding errors due to the manual data transfer process.
- h. Curriculum Committee Retreat: Further details and plans for the retreat will be emailed.

XI. Announcements: No announcements made.

XII. Adjournment: The meeting adjourned at 4:34 p.m.

New Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ABED 171	Whole Numbers B: Multiply and Divide	10	This course supports the development of basic math skills associated with multiplication and division in preparation for High School and College Preparation Math skills.	4930.60 - Elementary Education (Grades 1-8) E - Non-Occupational	2023 Fall	This course supports students in developing basic math skills as part of a certificate to success in High School and College Preparation-level Math courses.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
IHSS 116	High School Math A	36	This course develops basic arithmetic skills and problem solving techniques. This course is offered for High School Diploma Residency Credit. The content of this course is delivered in a modular, fully online format.	4930.62 - Secondary Education (Grades 9-12) and G.E.D. E - Non-Occupational	2023 Fall	Update subject code from IHSD to IHSS.
OTEC 210	Windows and Word for Business	36	This course introduces students to fundamental workforce skills necessary to succeed in an office environment: Windows operating system and Microsoft Word. This is the first of three courses and prepares students for the Microsoft Office Specialist (MOS) certification.	0514.40 - Office Management C - Occupational	2023 Fall	Update the course outline to meet EASE requirements and align the course content with the SLOs. Update title to better represent course content.
PARN 102	Connected Parenting	36	This class focuses on strengthening the caregiver-child connections, essential methods in helping children regulate their emotions, improving feelings of safety and security and decrease challenging behaviors. These are simple, research-based techniques for every parent who wants to build a life-long positive relationship with their child.	1305.60 - Parenting and Family Education D - Possible Occupational	2023 Fall	PARN faculty who instruct this course have noted that there is too much instructional content to cover in the current approved course hours.
PARN 300	Understanding Adverse Childhood Experiences (ACEs)	36	This course assists parents and caregivers in learning about the effects of childhood adversity, toxic stress, and the impact on health and well-being. Tools are provided to help parents and caregivers address their personal histories in order to provide attuned, nurturing care. Tools are also provided to promote healing and resilience in children.	1305.60 - Parenting and Family Education D - Possible Occupational	2023 Fall	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content.
PARN 301	Early Childhood and Infancy	36	This course assists parents and caregivers in learning the importance of connection (attachment and bonding) as the building blocks to infant/early childhood social emotional and cognitive development. The focus is on exploring ways parents and caregivers can provide responsive and attuned care while increasing lifelong resilience for their children.	1305.60 - Parenting and Family Education D - Possible Occupational	2023 Fall	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content.
PARN 302	Foster, Kinship, and Adoptive Families	36	This course is created for foster, adoptive and kinship parents to assist in learning the importance of connection (attachment and	1305.70 - Foster and Kinship Care	2023 Fall	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover

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			bonding) as the building blocks to social-emotional and cognitive development. The focus is on exploring ways parents can provide responsive and attuned care while increasing lifelong resilience for children.	D - Possible Occupational		in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content. Based on community feedback, we are also updating the title of this course.
PARN 303	Strengthening Families	36	This course assists parents and caregivers in learning the characteristics needed for healthy environments and relationships in the home while recognizing the uniqueness of each family dynamic. The focus is on ways parents and caregivers can care for themselves while providing the stability needed to meet the physical and emotional needs of children.	1305.60 - Parenting and Family Education D - Possible Occupational	2023 Fall	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content. Based on community and instructor feedback, the title of this course is also being updated.
PARN 304	Mental Wellness in the Home	36	This course provides parents and caregivers an overview on mental health in order to provide awareness and understanding. The focus is on exploring factors that influence mental health in our homes, protective measures, and skills needed to aid in healthy coping and regulation strategies for parents, caregivers, and youth in the community.	1305.60 - Parenting and Family Education D - Possible Occupational	2023 Fall	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content. Based on community and instructor feedback, the title of this course is also being updated.
PARN 305	Effects of Trauma on LGBTQ+ Youth	36	This course will provide an understanding of the LGBTQ+ population, terminology, and stressors/traumas that potentially impact youth. Student will gain insight that will advance awareness of the challenges faced by LGBTQ+ youth and simple tools to break down barriers. Each week will involve engaging discussions and activities that incorporate empathy and affirmation to build safer spaces.	1305.60 - Parenting and Family Education D - Possible Occupational	2023 Fall	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content. Based on community and instructor feedback, the title of this course is also being updated.
PARN 306	Safeguarding Vulnerable Populations	36	This course provides an overview on human trafficking and includes the perspectives of many working in the anti-trafficking movement in order to provide awareness in our homes, schools, and communities. The focus is on exploring definitions, risk factors, and skills needed to aid in prevention and protection for our youth.	1305.60 - Parenting and Family Education D - Possible Occupational	2023 Fall	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content. Based on community and instructor feedback, the title of this course is also being updated.
PARN 307	Internet Safety and Awareness	36	The purpose of this course is to help parents and caregivers gain awareness and understanding around the online world and how it works. The benefits and risks associated with the Internet will be explored along with the tools needed to help children stay safe while they engage in technology use.	1305.60 - Parenting and Family Education D - Possible Occupational	2023 Fall	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
PARN 308	Understanding Addictive Behaviors	36	The purpose of this class is to provide understanding and awareness around addiction and how it impacts individuals and families. Definitions of addiction will be explored, as well as the connection between trauma and addiction, and the importance of connection and relationship as a preventative and protective measure.	1305.60 - Parenting and Family Education D - Possible Occupational	2023 Fall	PARN faculty who instruct BTIC courses have noted that there is too much instructional content to cover in the current approved course hours. We are increasing course hours to reflect appropriate time needed to teach course content. Based on community feedback we are also updating the course title.
<ul style="list-style-type: none"> • PARN 301 was tabled to update title concerns. • It was moved by Megan Reeves and seconded by Kenny Yu to approve all revised courses, with the exception of PARN 301. The motion passed unanimously. 						