North Orange Continuing Education
Curriculum Committee Meeting
Approved Minutes
November 14, 2023
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: Amabel Arredondo, Dr. Karen Bautista, Dr. Carlos Diaz, Raine Hambly, Kristine Nacu, Maricela Moran, Megan Reeves, Dr. Erin Sherard, Alli Stanojkovic, Dr. Kimberley H. Stiemke, Dr. Kenny Yu

III. Guest Present: Candace Lynch, David Soto, and Marcela Valle

IV.   Absentee: Shelia Moore-Farmer

V.   Approval of the Agenda: Agenda Approved

VI.   Approval of the Minutes: It was moved by Erin Sherard and seconded by Carlos Diaz to approve the meeting minutes with corrections for October 10, 2023. The motion passed unanimously.

VII. Public Comments (2-minute max): No public comments made.

VIII. Report of the Curriculum Chair: The Chair gave an update on the progress of the Curriculum Cleanup Project. She reported that meetings have taken place with three departments and is working on a meeting with two more, Basic Skills and ESL. She shared that active work is underway in Curricunet, involving course deactivations, coding

updates, and EMER subject code realignment. The next phase will be to update the programs attached to these courses if necessary.

IX. Action Item

    a. Community Agreements- The Community Agreement will be shared with the committee and collaboration will continue. The committee will vote on the final draft in December.

    b. Revised Courses- See page 4.

    c. Course Deactivations- See page 5.

    d. Modified Programs- See page 6.

X. Discussion Items

    a. NOCE Charter- Tabled

    b. Deactivation Form- The form will no longer be necessary once a program review is established.

    c. Curriculum Cleanup Project- Discussed during the Chair's report.

XI. Announcements

    a. Dr. Stiemke shared that numerous courses reviewed in collaboration with the departments during the coding cleanup will continue to be submitted to the committee's box and a list of courses needing review by the committee will be sent out.

    b. Raine Hambly reported that the CTE department would be submitting approximately four programs: Entrepreneurship, Human Resources, Google IT, and Amazon Web Services. The Entrepreneurship program is scheduled for review at December's Orange County Regional Consortium meeting, with updates incorporating feedback from the advisory committee. The Human Resource Assistant and Good IT programs may also go through revisions following

feedback from advisory groups. Furthermore, there is a possibility of introducing

a new Amazon Web Services program.

    c. Dr. Stiemke briefly mentioned the JCPenney Suit-up Events, a partnership

between JCPenney and schools designed to help students. Kristine followed up by

sharing information about Metrolink's "Student Adventure Pass," which enables

students to ride for free.

XII.   Adjournment- The meeting adjourned at 4:30 p.m.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
ESLA 229	ESL Integrated Skills, Beginning Literacy	252	This course is designed for adult language learners who possess limited to no proficiency in English. The class will focus on basic vocabulary and basic grammar. Students will start to build competency in all four language skills. Course topics relate to using English for everyday needs.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2024 Fall	All ESL Integrated Skills courses are being revised to update course objectives, student learning outcomes, and course content to make needed updates and maintain currency.
ESLA 230	ESL Integrated Skills, Beginning Low	252	This course focuses on developing basic-level listening, speaking, reading and writing skills. Students will acquire basic language forms and functions to help them access community resources, prepare for the workplace and introduce them to lifelong learning opportunities.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2024 Fall	All ESL Integrated Skills courses are being revised to update course objectives, student learning outcomes, and course content to make needed updates and maintain currency.
ESLA 231	ESL Integrated Skills, Beginning High	252	This course focuses on developing beginning-level listening, speaking, reading and writing skills. It also involves competency-based learning to help students access community resources, prepare them for the workplace and introduce them to lifelong learning opportunities.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2024 Fall	All ESL Integrated Skills courses are being revised to update course objectives, student learning outcomes, and course content to make needed updates and maintain currency.
ESLA 232	ESL Integrated Skills, Intermediate Low	252	This is an Intermediate Low four skill language course using topics and information sources related to student level. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Civics topics will be chosen each term based on the needs of the students.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2024 Fall	All ESL Integrated Skills courses are being revised to update course objectives, student learning outcomes, course content and course material to make needed updates and maintain currency.
ESLA 233	ESL Integrated Skills, Intermediate High	252	This is an Intermediate High four-skill language course using topics and information sources related to student need. Students will build English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2024 Fall	All ESL Integrated Skills courses are being revised to update course objectives, student learning outcomes, course content and course material to make needed updates and maintain currency.

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 SAM Code CB 09	Eff Date	Justification
			learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students navigate the many ins and outs of their communities. Civics topics will be chosen each term based on the needs of the students.			
ESLA 234	ESL Integrated Skills, Advanced	252	This is an Advanced four-skill language course using topics and information sources related to students' lives, experiences and goals. Students will expand English fluency in reading, writing, listening and speaking by acquiring new vocabulary and applying learned grammatical structures. In this course, students will apply learned language skills to accessing community resources and being an active community participant. Language acquisition and practice is focused on helping students feel competent and capable in their communities. Civics topics will be chosen each term based on the needs of the students.	4930.87 - English as a Second Language - Integrated E - Non-Occupational	2024 Fall	All ESL Integrated Skills courses are being revised to update course objectives, student learning outcomes, course content and course material to make needed updates and maintain currency.
PTEC 105	Pharmacy Operations Lab	36	This course is an introduction to the operations of a pharmacy and provides students with a working knowledge of its structural, functional, business and inter-relational aspects within the health care system. The course also covers the basics of compounding, medication distribution and inventory control.	1221.00 - Pharmacy Technology C - Occupational	2024 Fall	Update to align with COMP 685 requirements.
PTEC 300	Pharmacy Technician Practical Career Training - Entry	18	This course is designed to provide pharmacy technician students with field experience in an out-patient pharmacy environment. It requires weekly class participation, plus 130 experiential hours in an approved pharmacy. Class topics include professionalism, current issues in pharmacy, and work performance.	1221.00 - Pharmacy Technology B - Advance Occupational	2024 Fall	Update course description, course objectives, SLOs, externship language replaced with experiential in course content section, instructional methodologies, methods of evaluation, resource materials, and outside-of-class assignments to align with ASHP requirements.
PTEC 301	Pharmacy Technician Advanced Level Lecture	48	This course prepares students for practice as Advanced-level pharmacy technicians in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician.	1221.00 - Pharmacy Technology B - Advance Occupational	2024 Fall	Updated prerequisite, catalog description, SLOs, instructional methodologies, methods of evaluation, and textbook resources and assignments to align with ASHP requirements.
PTEC 302	Pharmacy Technician Advanced Level Lab	60	The course prepares students for practice as Advanced-level pharmacy technicians, in a broad range of advanced roles in a variety of contemporary settings (e.g., community, hospital, home care, long-term care). Students acquire additional knowledge, skills, behaviors, and abilities beyond those of the Entry-level pharmacy technician. The Lab is designed to be taken concurrently or after the lecture course.	1221.00 - Pharmacy Technology B - Advance Occupational	2024 Fall	Update prerequisite, corequisite, catalog description, SLOs, instructional methodologies, methods of evaluation, resource materials, and outside-of-class assignments to align with ASHP requirements.
PTEC 305	Pharmacy Technician Practical Career	18	This course is designed to provide pharmacy technician students with field experience in an in-patient pharmacy environment. It requires	1221.00 - Pharmacy Technology	2024 Fall	Update catalog description, SLOs, instructional methodologies, methods of

Revised Courses						
Course ID	Title	Hours	Course Description	TOP Code CB 03 / SAM Code CB 09	Eff Date	Justification
	Training - Advanced		weekly class participation plus 200 experiential hours in an approved pharmacy. Class topics include portfolio development, job search, professionalism, current issues in pharmacy, and work performance.	B - Advance Occupational		evaluation, resource materials, and outside-of-class assignments to align with ASHP requirements.

It was moved by Karen Bautista and seconded by Megan Reeves to approve the revised courses. The motion carried unanimously.

Course Deactivations		
Course ID	Eff Date	Justification
BUSN 470	2024 Summer Term	Course is no longer offered.
CNED 114	2024 Summer Term	Course is no longer offered.
CRAE 106	2024 Summer Term	Course is no longer offered.
CRAE 310	2024 Summer Term	Course is no longer offered.
DSPS 390	2024 Summer Term	Course is no longer offered.
DSPS 392	2024 Summer Term	Course is no longer offered.
DSPS 394	2024 Summer Term	Course is no longer offered.
DSPS 396	2024 Summer Term	Course is no longer offered.
DSPS 400	2024 Summer Term	Course is no longer offered.
DSPS 402	2024 Summer Term	Course is no longer offered.
DSPS 404	2024 Summer Term	Course is no longer offered.
DSPS 440	2024 Summer Term	Course is no longer offered.
DSPS 442	2024 Summer Term	Course is no longer offered.
DSPS 444	2024 Summer Term	Course is no longer offered.
DSPS 446	2024 Summer Term	Course is no longer offered.
DSPS 500	2024 Summer Term	Course is no longer offered.
DSPS 502	2024 Summer Term	Course is no longer offered.
DSPS 504	2024 Summer Term	Course is no longer offered.
DSPS 542	2024 Summer Term	Course is no longer offered.
EMER 240	2024 Summer Term	Course is no longer offered.
ENCO 110	2024 Summer Term	Course is no longer offered.

EMER 240 was initially set to be deactivated after meeting with the department, but it was later determined that deactivation was no longer necessary.

It was moved by Megan Reeves and seconded by Erin Sherard to approve the deactivation of courses. The motion, with the exception of EMER240, was carried unanimously.

Modified Programs/Certificates				
Program			Eff Date	Justification
Pharmacy Technician – Advanced Level	This program prepares students for licensure and employment as an advanced-level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements and meets American Society of Health-System Pharmacists (ASHP) accreditation advanced level standards.		2024 Fall	Alignment to new ASHP Standards.

Core Courses

		Hours
PTEC 301	Pharmacy Technician Advanced Level Lecture	48
PTEC 302	Pharmacy Technician Advanced Level Lab	60
PTEC 305	Pharmacy Technician Practical Career Training - Advanced	18
Total Hours		126

Program			Eff Date	Justification
Pharmacy Technician – Entry Level	This program prepares students for licensure and employment as an entry-level pharmacy technician at a community and institutional pharmacy. The certificate program exceeds the State Board of Pharmacy's registration requirements and meets American Society of Health-System Pharmacists (ASHP) accreditation entry level standards.		2024 Fall	Alignment to new ASHP Standards.

Core Courses

		Hours
MEDO 105	Medical Terminology	48
PTEC 100	Pharmacy Technician, Introduction	60
PTEC 125	Human Relations for Healthcare Workers	36
PTEC 115	Pharmacology I	36
PTEC 120	Pharmacology II	36
PTEC 110	Pharmaceutical Mathematics	36
PTEC 105	Pharmacy Operations Lab	36
PTEC 205	Pharmacy Technician, Lab for the Out-Patient	48
PTEC 200	Pharmacy Technician, Lab for the In-Patient	48
PTEC 300	Pharmacy Technician Practical Career Training - Entry	18
Total Hours		402

A recommendation was made to add more details to the justification.

It was moved by Karen Bautista and seconded by Megan Reeves to approve the modified programs with the proper justification. The motion, with the exception of EMER240, was carried unanimously.