



Curriculum Committee Meeting Minutes

Meeting Date	Meeting Time	Meeting Location	Chair/Vice Chair	Note Takers
October 15, 2025	3:08 PM – 3:53 PM	Student Union 214	Michael Lannom Mark Hamamura	Anna Butler John-Paul Nguyen

Voting Membership

REPRESENTING		MEMBER
ARTICULATION OFFICER – COUNSELING DIVISION	☒	Manoj Wickremesinghe (online)
BUSINESS & COMPUTING DIVISION	☐	(vacant)
CONSUMER & HEALTH SCIENCES DIVISION	☒	Tabitha Liang
COUNSELING DIVISION	☒	Caryn Plum
KINESIOLOGY & ATHLETICS DIVISION	☒	Chris Ketcham
LIBRARY DIVISION	☒	Lori Cassidy
LITERATURE & LANGUAGES DIVISION	☒	Flavia Ruzi
MATHEMATICS & SCIENCES DIVISION	☒	Mark Hamamura
PROGRAM MAPPING	☒	Laura Reese
SOCIAL & BEHAVIORAL SCIENCES DIVISION	☒	Jessica Gonzalez
TECHNOLOGY DIVISION	☒	Michael Lannom
VISUAL & PERFORMING ARTS DIVISION	☒	Jamie Hitchings
IE COORDINATOR	☒	Sherana Polk
PART-TIME FACULTY	☐	(vacant)
ASOCC STUDENT REPRESENTATIVE	☒	Connor Williamson

Non-Voting Membership

REPRESENTING		MEMBER
OCC PRESIDENT	☐	Angelica Suarez
OCC VICE PRESIDENT OF INSTRUCTION	☒	Tara Giblin
BUSINESS & COMPUTING DIVISION DEAN	☐	Lisa Knuppel
CONSUMER & HEALTH SCIENCES DIVISION DEAN	☒	Kelly Holt
COUNSELING DIVISION DEAN	☐	Renee De Long
KINESIOLOGY & ATHLETICS DIVISION DEAN	☐	(vacant)
LIBRARY DIVISION DEAN	☐	John Taylor
LITERATURE & LANGUAGES DIVISION DEAN	☐	Michael Mandelkern
MATHEMATICS & SCIENCES DIVISION DEAN	☐	Heather Dy
SOCIAL & BEHAVIORAL SCIENCES DIVISION	☐	John Taylor
TECHNOLOGY DIVISION	☐	Don Carlson
VISUAL & PERFORMING ARTS DIVISION	☐	Larissa Nazarenko
DIRECTOR OF CAREER AND TECHNICAL EDUCATION	☐	(vacant)
GRADUATION SPECIALIST	☒	Leigh Unger
OCC PROGRAM IMPROVEMENT AND ASSESSMENT COORDINATOR	☐	(vacant)
CURRICULUM SUPPORT SPECIALIST	☒	Melissa Rowden

Guests (Optional & Voluntary Sign-In): Melissa Jauregui, Rozanne Capoccia-White, Ivy Truong

Agenda Items

Item 1: Approval of Agenda & Minutes / Updates

ITEMS	PRESENTER(S)	
Agenda and Minutes	Michael Lannom	a. Approval of 10/15/25 Agenda Motion 1: Tabitha Liang moved to approve the October 15, 2025 agenda; Jamie Hitchings seconded; approved. b. Approval of 10/01/25 Minutes. Motion 2: Tabitha Liang moved to approve the October 1, 2025 minutes; Jamie Hitchings seconded; approved.
Curriculum Chair Update	Michael Lannom	a. Michael Lannom updated the Committee that the Faculty house is now being used for Academic Senate meetings. He proposed the Committee consider relocating to this room for future meetings. Committee members discussed the ability for Zoom conferencing there. JohnPaul Nguyen will submit room reservation requests through 25Live. b. Curriculum Review process. Michael addressed the current Technical review process that was discussed with him and Mark Hamamura, as Chair and Vice-Chair with the Curriculum staff. The group addressed ideas for a more efficient process. Proposed changes to quicken the review process were: c. Move the dean approval dates back from 5pm the Friday before Tech review to 5pm the Thursday before tech review. This would allow the curriculum staff more time to pull reports and clearly identify what changes to review. d. Committee members would be sent the Technical Review list on Friday, to allow more time for individual Committee member review. e. Committee members would focus on their main area of review, and make comments where necessary. f. The Committee would review items in the order submitted, based on those that have passed Dean's level of approval. g. Committee members would focus on comments of Curriculum items first, and review whole submission as a whole, if time allows.
Curriculum Staff Update	Anna Butler	a. The CIM workflow is being updated for smoother transition of curriculum approvals. The District Office has been working with the staff on this. b. Phase IIA submission progress, almost done. These are on pace to meet the deadlines needed. Some departments still need to make their final revisions.

		c. Unit alignment submissions are still needed. Departments have been contacted.
Call for Public Comment		None.

Item 2: Articulation/General Education: Manoj Wickremesinghe

COURSE / PROGRAM	ACTION
	a. General Information b. CalGETC Deadline. Manoj reminded the committee of the CalGETC eligibility submission deadlines. October 17, 2025 is the Technical review deadline to make the October 29, 2025 Voting meeting. c. Manoj clarified to the Committee that articulation requests are not approved by the Committee, but given to the Committee as an information item. d. Manoj asked faculty to email him directly in lieu of the articulation form submissions at this time, while he will continue to work with the staff to streamline obtaining articulation submissions through CIM.
	VOTING

Item 3: Consent Items: All Divisions

COURSE / PROGRAM	ACTION	EFFECTIVE TERM
ACCT A114: Volunteer Income Tax Assistance	Course Inactivation	FALL 2026
CHT A030N: Computer Skills for the 21st Century	Total Contact Hours: 36 to 27-36; Lab content removed; Requisite Advisory: CHT A001N; Adding Non-contact hours: 54-27; Adding Methods of Evaluation: Projects; Problem Solving; Oral Skills; Adding Resource; DE Changes	FALL 2026
CHT A040N: Google Applications	Total Contact Hours: 36 to 18-27; Lecture Content Updates; Lab Hours Removed; Lab Content Removed; Requisite Advisory: CHT A001N; Adding Method of Evaluation: Problem Solving Skills; Adding Resource; DE Changes	FALL 2026
CMST A220: Essentials of Argumentation	Course Description; Adding Course Objective; Course Assignment Update; Methods of Evaluation, Resources updated; DE Changes; Proposed Cal-GETC 1B	FALL 2026
DANC A180: Dance Wellness and Injury Prevention	Adding DE Motion: Mark Hamamura moved to revise the effective term for all this course from Fall 2026 to Spring 2026; Tabitha Liang seconded; approved	Spring 2026
INHL A115: Clinical Skills for the Integrative Health Coach	Course Inactivation	FALL 2026
INHL A250: Integrative Health Coach Supervised Practice	Course Inactivation	FALL 2026

THEA A100: Introduction to Theatre	Updating CSLOs; Textbook updated; Methods of Eval, Resources, DE updated	FALL 2026
1_CN_WDAN: World Dance Instructor, Certificate of Achievement	Removing courses from Program Requirements	FALL 2026

Motion: Tabitha Liang moved to approve the consent items; Jamie Hitchings seconded; approved.

Item 4: Discussion / Action Items

COURSE / PROGRAM	ACTION	EFFECTIVE TERM
Consumer & Health Sciences	Motion: Tabitha Liang moved to revise the effective term for all PHMT courses from Fall 2026 to Spring 2026; Jamie Hitchings seconded; approved	
PHMT A030N: Pharmacy Technician Foundations	Adding DE, Methods of Instruction: Live Online & Online Motion: Tabitha Liang moved to approve; Jamie Hitchings seconded; approved	Spring 2026
PHMT A040N: Pharmacology and Medication Management	Adding DE, Methods of Instruction: Live Online & Online; Methods of Evaluation: Midterm Exam, Final Exam, Oral Presentations Motion: Tabitha Liang moved to approve; Jamie Hitchings seconded; approved	Spring 2026
PHMT A050N: Pharmacy Law and Ethics	Adding DE; Methods of Instruction: Live Online & Online; Methods of Evaluation: Midterm Exam, Final Exam, Skills Demonstration Motion: Tabitha Liang moved to approve; Jamie Hitchings seconded; approved	Spring 2026
PHMT A060N: Pharmacy Calculations	Adding DE; Methods of Instruction: Live Online & Online; Adding Methods of Evaluation: Midterm Exam, Final Exam Motion: Tabitha Liang moved to approve; Jamie Hitchings seconded; approved	Spring 2026
PHMT A070N: Pharmacy Operations and Distribution Systems	Adding DE; Adding Methods of Instruction: Live Online & Online; Adding Methods of Evaluation: Final Exam Motion: Tabitha Liang moved to approve; Jamie Hitchings seconded; approved	Spring 2026
PHMT A080N: Sterile and Non-Sterile Compounding	Adding DE; Adding Methods of Instruction: Live Online & Online; Adding Methods of Evaluation: Final Exam Motion: Tabitha Liang moved to approve; Jamie Hitchings seconded; approved	Spring 2026
PHMT A090N: Pharmacy Technician Certificate Exam (PTCE) Preparation	Adding DE; Adding Methods of Instruction: Live Online & Online Motion: Tabitha Liang moved to approve; Jamie Hitchings seconded; approved	Spring 2026
Literature and Languages		
ENGL A168H : Popular Fiction Honors	New Course Proposal Motion: Flavia Ruzi moved to approve; Jamie Hitchings seconded; approved	FALL 2026
Technology		

CHT A090N: Artificial Intelligence: Basic Concepts & Applications	New Course Proposal Motion: Michael Lannom moved to approve; Laura Reese seconded; approved	FALL 2026
CHT A095N: Artificial Intelligence for Professionals	New Course Proposal Motion: Michael Lannom moved to approve; Tabitha Liang seconded; approved	FALL 2026
Visual and Performing Arts		
THEA A001N: Theater Performance and Production for Lifelong Learners	New Course Proposal Motion: Jamie Hitchings moved to approve; Tabitha Liang seconded; approved	FALL 2026

Item 5: GE Requirements for Allied Health Students: Ivy Truong (Attachment A)

Ivy addressed challenges for Allied Health students due to new GE requirements that add two general education classes, affecting students on waitlists who lose catalog rights during the wait period. She proposed new catalog language to freeze students' catalog rights at their program-ready date, which would help maintain their existing catalog requirements. The Committee discussed systematic challenges to track these program-ready students. Currently, the counselors and Enrollment staff only have continuous enrollment to determine this. Rozanne Capoccia-White suggested a two-stage implementation process to work around the technological limitations of the college.

Michael will address this to the Academic Senate for feedback, before the Committee makes a decision.

Item 6: Adjournment

Motion: Tabitha Liang moved to adjourn; Jamie Hitchings seconded; adjourned at 3:53pm.

Attachment A

The recent GE changes negatively impacted students who were deemed program ready in 3 allied health programs prior to 2025 but have been on the waitlist long enough to lose catalog rights. Under the current rules, they will need to take 1-2 GE courses in addition to the work already completed to be able to complete their degree.

To assist these students (and to prevent similar future situations) counseling has worked with A&R to bring forward a revision to catalog language related to allied health and catalog rights so that program ready students will be protected from catalog changes to GE that occur after they are made program ready but are on the waitlist for the program. The addition is in red below.

Current Catalog Language:

"Catalog Rights: Orange Coast College issues a new catalog each year and may issue addendums to reflect necessary changes. The information published in the catalog is in effect for the academic year identified in the catalog edition, beginning with the summer semester and concluding with the spring session. Catalog rights are based on enrollment in classes in primary terms (fall and spring) only. Courses required for a specific degree or certificate, or general education, may change from one catalog to the next and, therefore may change during a student's period of enrollment. Catalog rights, established when a regularly admitted student first takes classes at the college in a primary term, protect the student from being held to additional requirements that may be added to a later catalog. For the purposes of meeting degree or certificate requirements, as long as they have maintained continuous enrollment, students may elect to meet the requirements of either:

1. The catalog that was in effect for the primary term during which they began taking courses at Orange Coast College, or
2. Any catalog that is or has been in effect during the time that they have maintained continuous enrollment before graduation, or
3. The catalog that is in effect at the time they file a petition for a degree or certificate.

Catalog rights are not in effect when a program requires that a student complete specific courses within an established time frame or when career and technical education requirements change due to industry standards. Catalog rights do not apply to the certification of general education (GE) for transfer; courses used for GE certification must be on an approved GE Plan at the time they are taken.

Continuous Enrollment: Continuous enrollment is defined as being enrolled in at least one course during a calendar year and receiving an A, B, C, D, F, P, NP, I, IP or W at Orange Coast College. If there is a break in enrollment, the student will be held to the new requirements listed in the catalog at the time of re-enrollment. Absence from a summer session is not considered a break in enrollment. In extenuating circumstances, a student may submit a request for an exception to the Director of Enrollment Services for consideration to retain previous catalog rights.

For Allied Health Programs that maintain a waitlist of one year or more, if there is a break in enrollment that is the result of a program waitlist, the student will be classified as maintaining continuous enrollment for purposes of satisfying GE requirements as of the time that they receive their Program Readiness Date and until such time that they are admitted to the program. If a student drops from an Allied Health Program waitlist or declines admission, their continuous enrollment will no longer be in effect for purposes of maintaining catalog rights.