

# Program Viability Committee Summary

May 2, 2024, 10:00 a.m. to 11:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Tricia George (Humanities/Interim Curriculum Committee Chair), Jason Burgdorfer (MSHP-MSE), Jennifer Paris (ECE), Jesse Vera (MESA Counselor) *proxy for Julie Hovden*, Karl Striepe (Political Science), Erika Torgerson (Counselor), Jason Hinkle (Classified Administrator, Associate Vice President, Business Services), Ellie DWingo (ASG, Student VP President Inter Club Council), Jason Burgorder (COCFA), Jason Munoz (Associate, Vice President, Facilities and Operations)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Paul Wickline (Associate VP, Instruction), Cindy Leung (Art), Daylene Meuschke (Associate, VP Inst. Research, Plan, Effectiveness & Student Exp.), Jason Oliver (Architecture), Jennifer Smolos-Steele (Dean of VAPA), Michael McCaffrey (Art), Nadia Cotti (Dean of Applied Technologies & School of Business)

## I. Routine Matters

1. Call to Order: 10:03 am
2. Approval of the 4/18/2024 meeting minutes
  - a) A spelling correction will be made to Section II. Discussion, sub-section X. “Baccalaureate Programs.”
  - b) **Motion** to approve the agenda with the noted changes by Jesse Vera, seconded by Tricia George. Paul Wickline & Jason Hinkle will abstain. Approved.
3. Approval of the Agenda
  - a) A clarification was made that the Ceramic program is returning for discussion as the first time the program came through PV the committee was operating under old procedures. The administrative procedures and a budget report was included.
  - b) **Motion** to approve the agenda by Jesse Vera, seconded by Tricia George. Ellie Wingo will abstain. Unanimous. Approved.

## II. Discussion

1. Program Initiation: Ceramics (return visit) – Michael McCaffrey and Cindy Leung
  - a) **The renovation costs:** The cost came to the original estimates from November 2023. The major update to the program has been the budgeting cost. There is a need for high power gas lines.
  - b) **One-Time start up:** There is also a “One-Time Start Up Cost: that includes \$154,500 for Facilities upgrades and \$87,000 for equipment. This includes a 10% overrun if there is a budget cut. The 10% contingency is there to access if needed.
  - c) **Budget Ongoing/Startup cost:** What are potential sources for one-time cost, is this general fund or block grant? Are there other programs courses that are not part of this discussion that would benefit from facilities upgrades? This is an investment into the future for the college that may bring additional tangible and intangible benefits.
  - d) **Equipment and Maintenance cost:** There is a cost of Pottery Kilns the suggestion is for the program to work with Michelle Marcellin and Barbara Andrade and the DI water systems. It is not clear where the ongoing maintenance cost will live.
  - e) **General Maintenance:** There is an estimated \$1,000 needed for the heating elements in the 6/ea. Pottery Kilns. Pottery Kilns cost \$18 – 30 and only need to be replace after 300 firings, which is every 5 years. There are no requirements from the state of CA for install the Pottery Kilns as only proper electrical connection is required.

- f) **TLU's per Course/Revenue Change:** There is more revenue to be gained than what was shared based on TLU assumption. This is a 60% increase in revenue per course. The FTS form does not calculate non-credit and just credit courses. All courses are 6 TLU's with 1.5 lecture and 4.5 lab for a total of 6 TLU's. A change will be made to line #13 on the budget form to 6 TLU's.
- g) **Total sections to be offered for Year 2, 3 & 4:** *For year 2, 3 and 4, this is double than what it is in year 1. How many sections, based on assumption, per year, are the students taking?* This is a 2-year program with a cohort, the assumption is to start with 1 cohort, 2<sup>nd</sup> year it doubles as there are 2 cohorts. *How many sections does this equal too in year 1 vs. year 2?* These are 2 courses per year per cohort, and next year it is 4 courses per year as there will now be cohort 1 and 2 going at the same time. We are assuming 2 sections the first and 4 sections a year after that.  
Revenue was \$84K and now it is \$120K with that change to the TLU's 4 sections a year is the conservative effort. In the Art program, in the Life Drawing course, there are 6 sections offered per semester. This is the minimum expected.
- h) **Human Resource Needed:** The report shows that in all year's revenues this exceeds expenses. There is concern with FTF salary being assigned as faculty already have course load assigned. There is an additional burden that will be met with additional adjunct faculty. Even if the programs switch the load, it will be made up with adjunct faculty. The program initiation document had no request for any additional staffing needs. There is no additional cost to the college. The full-time faculty on line 38 for 0.40 will change to 0 and this will change to 12 TLU's taught by adjuncts on line 39. For year 2 will add a "0" and add 24 to "TLU's taught by adjunct". Ongoing cost is not a problem for the college.
- i) **Annual Net Gain:** There is startup cost which create a loss for the first year but then there is a substantial gain for year 2, 3, and 4. The net gain over time is positive, after a year or to the program would be generating 80K +. If the committee votes and it is negative net gain the first year and positive the next year, then COC will take care of program after. If the committee votes the district will provide the resources to the program and there is a budget that after a year any deficit will be made up. Funding is coming out of general funds for allocation.
- j) **Community Input:** The program proposal includes input from the Non-Credit department as with non-credit there is much revenue from the public to make pots. And many classes in non-credit have been very successful. There is enhanced funding and non-enhanced funding. Both collect the same amount of apportionment as credit courses.
- k) **Non-Credit Courses:** How does non-credit fold into this? The form is still new to the committee and live changes can be made during the meeting. Non-credit classes are on the vocational side and adult courses will have additional apportionment. The form does not calculate the non-credit piece.
- l) **Student Center Funding Formula:** This budget for the program is assuming this program is stand alone. The district will be in protection of stability next year we will be in a hold harmless funding floor. By adding the FTS, will net 0 revenue as the district is still behind where were it was with the Emergency Conditions Allowance FTS. The district is still being held at a higher level that what the district is producing. In a normal year if the district wasn't on an Emergency Conditions Allowance and just allowance for FTS the district should be a few years out of these protections. Then this funding for this program would be new funding from the SCFS. Next year will be just the cost even though no new revenue exists. Due to those protections will not see the increase in revenue for 2-3 years. During the next few years while we are under protections, if we don't try to make up those additional FTS

we will fall. Need to spend money and increase FTES. This is a large startup costs at the beginning for the program, the ongoing cost is comparable to another program such as Ethnic Studies. The material expenses are low and can be covered with lottery money. The big difference is the smaller cohort and the fact that need to spend \$200K + to start the program. Ongoing it is the same strategy. There is no new instructor block grant beside general fund, with the \$6 million solution and will have \$1 million deficit. There is nothing else for the initial start up. FTES generation looks promising.

- m) **Paul Wickline shared some comments from Dr. Omar Torres:** regarding the new program and wanted to express appreciation for offering the Ceramics program proposal. This is a terrific opportunity to support the talents of new faculty member, Cyndi Leung.
  - n) **Concerns with the Budget for next year:** The biggest questions are the source of the tart up cost the cost of facilities. These are significant and upgrades and this is estimated at \$150K. Construction cost will increase; we have no control over what is happening with cost. There are the instruction facilities block grant, the program does not quality for SWF but that is also stretch. There are many uncertainties with budget and short fall with 24-25, no emergency allowance, limited emergency E funds and new construction at CCC. There is a potential state-wide bond and when we see the May revise, and this could impact institutions of higher ed. Until we know it may be best to vote in the fall for the approval of this program. The recommendation is to have the proposal returns in the fall. If anyone has any questions, please connect with Dr. Omar Torres.
  - o) **Student Center Renovation:** The plan for the renovation project may be conservative and more so a refurbishing project. This does free up funds initially however, there are other projects that are taking this up. Many plant projects, construction costs gone up, and many are a couple millions of dollars more.
  - p) **The general funds:** The district is losing 13 FTF, hiring 6 and there are 4 additional SERP declarations. This is a net decrease of 11 faculty. This is a saving of \$1 million plus a year. It was stated that the savings are only for 1 year.
  - q) **The Ceramics proposal will return next year:** The one-time cost does put the district in the bind. The district is \$1 million short with \$5-6 million for one-time solutions. The suggestion is to wait and see the May revise to see if there are funds for the one-time cost. The process at PV when approving a program is to have 100% support with human, physical and facilities resources. There is nothing in PV procedures for an appeal for a “no” vote. Waiting to vote does not impact the timeline Garrett and Michael McCaffrey can meet with Dr. Omar Torres to secure funding for start up cost. Out of the 160 CCC’s only 5-6 offer the program, and many are in improvised areas such as the Imperial Valley. This program has been in the works for 12 years.
  - r) **Motion** to table this program until fall 24 by Jason Hinkle, seconded by Ellie Wingo.
    - i. **Voting Results are as follows:** Erin Tague, yes; Jason Hinkle, yes; Paul Wickline, yes; Jess Vera, yes; Karl Stripe, yes; Erika Torgeson, yes; Ellie DWingo D, yes; Jason Burgdorfer, no; Jennifer Paris, abstain; Tricia George, abstained. Final voting results include 7 votes in favor, 1 no vote and 2 abstentions.
    - ii. **An Informal poll was launched** to get a feel from the committee regarding whether they are in favor of the Ceramics program proposal. The committee was conceptionally in support.
  - s) **Next Steps for the Dept.:** This is program was listed as a discussion and if the committee is ok with moving forward, they can vote to approve the program at a future meeting.
2. Report #2: Sustainable Architecture BA Degree - Jason Oliver, Harriet Happel, and Nadia Cotti

- a) **Update report:** In 2023 there were objections from CSU Fresno and Sacramento. Fresno rescinded their rejection. In February of 2024, there was packets received from the State Chancellor's Office which talks about the timeline. This information identifies that there are 3 schools which have objections to the degree.
  - b) **CSU Fresno:** With CSU Fresno there was some overlap with the Management degree. However, CSU Fresno rescinded their duplication.
  - c) **CSU Sacramento Possible duplication of their program:** CSU Sacramento is supposed to provide information on what they see as a duplicated with the program.
  - d) **The State Chancellors Office RP group:** will do an analysis of what they think is the duplication. CSU Sacramento state submitted a matrix, there is no substantive duplication. A list of courses was provided from COC, and Dr. Van Hook wrote an article to the paper:
  - e) **Renaming of the Program:** The program was renamed to the *Bachelor of Applied Science & Building Performance* and all design course work was removed. The upper division courses were modified as well.
  - f) **Changes to the Program:** Many changes were submitted on March 22<sup>nd</sup> to the State Chancellors office and are being reviewed by the CSU Sacramento & the Cal State Academic Senate. There are 4 years of coursework. Took all major design courses in upper division and renames them to construction courses which are very technical in nature. The program added the CE skills of students preparing irrigation. Many upper divisions in ARCH in Advance Sustainable Building Certification Course & Building Energy Modeling course. The program kept the ART 350 as this introduces students to build systems. There are 3 GE courses that did not change. There was a Professional Practices course and changed to Navigating the Permit Process. 40% is what was included for years 3 or 4 is the same and the rest of the program, about 50% was changed to avoid duplication. This is the counter proposal or response to the rejection. The program would receive an update in May 2024 to see if they rescinded the objection or if they want to meet. This is a political issue as Cal states are very much objecting to CCC and BA and have put many rode blocks. This course is not anywhere nearing the area of Sacramento and there many CCC are also considering BA programs. There is an equity concerns and many students cannot go to Cal Poly and many just languish and this would propel students to a higher earning potential.
  - g) **Impacts to Students with changes the names of the Degree:** In changing the name of the degree to construction classes, how would this impact students getting jobs? What occurs in the classroom does not change and the jobs the student will be employed in such as technical and helps them earn the certification energy code compliance calculation and this done by energy.
  - h) **Next Steps:** Omar will contact the CCCCCO for a response on 5/20 for a definitive answer. Ff this gets resolved the program will be deployed in spring of 25.
  - i) **Marketing:** Jason Oliver met with PIO and the college will unleash the marketing campaign to move away from ARCH degree. This now creates a new concern with getting students to understand what this program entails and how it has emphasis in emergency compliance. Students can still become a license ARCH. This is a better preparation. When student earn the AA they can pursue a technical degree or a design heavy degree.
  - j) **Report Status:** The program will return for a final report.
- 3) **Adjournment:** 11:30 am.