

Program Viability Committee Summary

September 12, 2024, 10:00 a.m. to 11:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Tricia George (Humanities/Interim Curriculum Committee Chair), Jennifer Paris (ECE), Jesse Vera (MESA Counselor), Karl Striepe (Political Science), Erika Torgerson (Counselor), Jason Hinkle (Classified Administrator, Associate Vice President, Business Services), Jason Burgdorfer (COCFA), Erin Tague (Assistant Superintendent/VP, Facilities Planning), Jim Temple (VP, Institutional Development & Tech, Computer Support Services), Dr. Omar Torres (CIO), SB Tucker (EMT), Ruth Rassool (English, Adjunct Rep).

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Paul Wickline (Associate VP, Instruction), Daylene Meuschke (Associate, VP Inst. Research, Plan, Effectiveness & Student Exp.), Jennifer Brezina (*Associate Vice President of Instructional Services & Dean, Instructional Services and Public Safety*), Harriet Happel (Dean, Career Ed, Integrative Learning, & Employment Center)

I. Routine Matters

1. Call to order: 10:06 am
2. Approval of the 5/16/2024 meeting minutes:
 - i. Motion to approve the summary by Jesse Vera, seconded by Dr. Omar Torres. Ruth Rassool abstained. Approved.
3. Approval of the Agenda:
 - i. Motion to approve the agenda by Jim Temple, seconded by Erika Torgeson. Unanimous. Approved

II. Program Viability (PV) Committee Training (continued)

1. Introductions:
 - i. Garrett went over the new membership and introduced new members including Ruth Rassool (new adjunct representative) and Jaya George (new At-Large faculty member). The idea is to increase flexibility with representation as PV does not have representation from every school.
2. Responsibilities/Goals of the Committee:
 - i. This is a sub-committee of the academic senate and PV oversees program initiation, modification, and discontinuance proposals. After programs are approved they are forwarded to the Senate. New department proposals go to the Senate for two final reads. The resources that PV reviews is human, physical, and/or financial resources. There are 5 criteria for program proposals that need to be included which includes appropriateness to the mission, need, curriculum standards, adequate resources and compliance.
3. PV Proposal Documents
 - i. A program proposal can include a single course such as 9-unit EMT course or collection of courses.
 1. **Program Modifications** can be substantial when there are large alterations.
 2. **Program Revitalization** is for an existing program that needs additional resources. This can be through Curriculum Modification.
 3. **Program Discontinuance** can be the termination for a program when they move from associate's degree to Bachelors or bachelor's to Masters. This can also occur when a program such as the SHARP

program was rebranded as non-credit older adult. Another example is when Journalism folded into MEA Department.

4. Relationship between PV and Curriculum Committee
 - i. The PV committee will discuss program modification and revitalization. However, with department splits or new program proposal those will go to Senate. For example, for Rec Management and Health Science programs provided background at Senate. The Ethnic Studies new program proposal is coming back on next week's Senate agenda.
 - ii. **Proposal Forms:** The forms are in the PV CANVAS shell. A credit program that is a CE program requires a Labor Market Information (LMI) from Center of Excellence (COE) as Harriet requires specific information for those programs. The program proposals need to have a name and description. There also needs to be a justification and curriculum design. The committee needs to determine the program has an implementation plan and alignment with the COC mission, values and goals.
 - iii. **Program Reports:** For reports 1 & 2, those are not voted on. However, the final report is voted on. The reports are no longer presented by years but by milestones. Garrett will email the authors of proposals once a year to confirm when they would like to present the final report.
 - iv. **Upcoming Proposals and Reports for fall 24:** There are also at least six more reports. There may be a proposal for an Athletics Certificate.

III. Report

1. Report #1: Paramedic Program Initiation – SB Tucker
 - i. **Program Purpose:** This program mirrors EMT. The purpose of Paramedic program is to have students be able to sit for the national exam. The first phase is the classroom with 40 hours a week. The second phase is to work in a hospital doing different clinical phases. This includes observation and others are hands on experience. The hands-on experience will be doctors and nurses. The pre-sector is done in the ambulance for 3-4 months for 300 hours. Student will work for 24 on site and 24 off and bring the paperwork to the classroom. There are no doctors on ambulances as this is very expensive and instead Paramedic are trained. Many paramedics then exceed a nurse. The teaching mimics that of students going through medical school.
 - ii. **Success for the program:** Curriculum is drafted in eLumen. Many members of curriculum committee have been helpful.
 - iii. **Advisory Committee:** The advisory committee has endorsed the program. There are Fire Depts that are inquiring on this program as they want to send their firefighters to get trained. There is a supportive environment with the community.
 - iv. **External Accreditation:** This process needs to run in parallel with accreditation. The program takes 2 years to get full accreditation. This is retroactive and students can sit for the board exam. The accreditation at this point would be provisional.
 - v. **Hiring on EMT:** The program attempted to hire Paramedics, and they are those who have subject matter expertise.
 - vi. **FTF Staffing:** There are 2 full-time faculty. COC is the largest program in CA. In terms of graduates COC is the top 10. There has been limited administrative support as this is a small school and small department. There is one admin

within this school. The program needs the staffing, as this takes 3 years, and then will go to the ASC.

- vii. **Growth:** the program is still in the preliminary approval process. There is a meeting with the dean in a few weeks. In the next year or two the program will advocate for an additional position. The growth will be enormous on the EMT side and there will be a need for 2 new FTF to teach and run the program. This would include one faculty member to run the EMT program as a director role and one admin.
- viii. **Nursing LAB grant for simulation lab:** The grant includes information for paramedic and much is duplicated with EMT. Need to limit the expenditure with the campus.
- ix. **Start Date of Courses:** The external accreditation process takes 3 years. The hope is to have the program start no sooner than fall of 2025. It now seems the earliest the program could be launched would be for the fall 27.
- x. **How many Classes:** There is one large course with 38 credits and the course will need supplies, equipment, contracts with hospitals and ambulances and cannot piggyback with Nurses. There will be a need for a dedicated classroom. This is a one-year program and cohort is 24 students and need a classroom to hold 24 students every other semester.
- xi. **District Budget:** With the new superintendent President there is a desire to re-examine the opportunity to serve students in a fiscally response and responsible way. The college is moving forward with the ATC, the student center and dorms. Proposition 2 is an open opportunity for all K12 and colleges for modernization for state buildings. Regarding the new science center at CCC the college needs to look at bond funds with Measure E and the Health & Natural Science Center with DSA as will there be adjustments. There may be a delay with moving with MLT and moving to Towsley Hall.
- xii. **Faculty Training:** SB needs to go to school outside of the campus and to become a paramedic which takes 2 years to get approved.
- xiii. **Mirror Venture Curriculum:** The program is being mirrored with the Venture College that runs their program for 3 semesters with 18 units per semester. Paramedic programs are not accredited by LA country but are national. Glendale, Pasadena and Valley college are interested. LA county has their own protocols.
- xiv. **Supplies List:** There is fare form implementation. The equipment has not been purchased for the simulation lab shared with Nursing. The equipment list was shared with Nursing. Need to see what will be shared with the SEM lab. There will be some additional usage of current supplies which have some expenses. Paramedic didactic phase is not as skill heavy and student learn most skills in the hospitals. Need to capture all the cost. There are many demands on categorical funding. Need to have this defined.
- xv. **Accreditation:** With accreditation this is a complete process with PTA, OTA. Need a comprehensive picture of human and financial cost and resources.
- xvi. **Administrative Support Needed:** The Fire Academy requires administrative support due to record keep that needs to be reported to the state. The recommendation is to put together a FARE form to capture all particulars. Need to see the clinicals from local hospitals and other sites. How many clinical sites

are required? The program also needs to show it is not competing with the program Nursing.

- xvii. **Nursing BA Signed by CA Gov:** The Governor signed the Nursing BA to make sure programs are not competing. This will inform the timeline of fall 26 and show agencies that the college is doing the due diligence.
- xviii. **Next Steps:** The district hired 2 faculty for the PTA and OTA programs who are working on writing the program. It is a staffing issue to have an existing faculty member do the training. It seems this may be too much for one person. The next step is to go to the ASC to request 1 FTF for the Paramedic program and 1 for EMT program to replace SB Tucker. One additional FTF member that will be covered by adjunct but need a FTF to cover shortages. The current Admin for the school is not full-time but part-time and this is another part of her role.

IV. **Adjourned:** 11:30am