

Program Viability Committee Summary

October 10, 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 Burgdorfer (COCFA), Jim Temple (VP, Institutional Development & Tech, Computer Support Services), Ruth Rassool (English, Adjunct Rep), Kathrina Almero-Fabros (Faculty Clinical Coordinator, PTA Program), Dr. Omar Torres (Educational Administrator, Assistant Superintendent/VP Instruction), Jennifer Brezina (proxy for Dr. Omar Torres), Erin Tague designee for Jason Munoz.

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Jennifer Brezina (Associate Vice President of Instructional Services & Dean, Instructional Services and Public Safety), Brittany Applen (Recreation Management), Chad Peters (Dean, Kinesiology, H&W, Fitness, and Athletics, Kinesiology & Athletics, Kinesiology-Physical Education), Daylene Meuschke (Assoc VP Institutional Research, Plan, Effectiveness & Stu Exp Red), Diane Avery (Dean, Academic Innovation and Continuing Education), Garrett Hooper (Counseling), Harriet Happel (Dean, Career Ed, Integrative Learning, & Employment Center), Dr. Jasmine Ruys (Educational Administrator, Asst. Sup./VP, Student Services).

I. Routine Matters

1. Call to order: 10:06am
2. Approval of the 9/26/2024 meeting minutes:
 - i. Ruth Rasool was noted as a member and guest. This will be corrected in the summary. In the Facilities update there is typo, the word “klim” will be corrected to read as “kiln.”
 - ii. Motion to approve the meeting minutes by Jesse Vera, seconded by Erika. U.A.
3. Approval of the Agenda
 - i. The agenda was sent out first with the Kinesiology program proposal, however the presenters are still working on this program. This program will return on the Nov. 7th meeting agenda. Special thanks to Brittany Applen and Garrett Hooper for all their hard work on the program.
 - ii. Motion to approve the agenda by Erika Torgeson, seconded by Ruth Rassool Unanimous. Approved.

II. Reports

1. Report #1: Recreation Management - Brittany Applen and Garrett Hooper
 - i. Courses: Garrett and Brittany ran the Wilderness & Survival class in Sequoia National Forest. The program is impressed with the students. There are 5 new classes in recreation management in outdoor education. These classes are offered over 3 semesters. The first hiking class will be offered in the spring 25. For the survival course there are 18 people on the waitlist. For the Backpacking class there were 14 students enrolled and a few students will drop out once they realize what the course entails. There will be a full section for rock climbing.
 - ii. Faculty & Staff in the Program: Faculty includes Garrett Hooper, Brittany Applen, Juan Renteria and Lee Corkett. There are also 3 federal work students.
 - iii. Program Challenges: Funding has been an ongoing challenge. The program is working on grants and ideas to find alternative revenue sources. When students

sign up for the classes, they don't need to buy equipment or food as these are free of charge. Unlike the CSUN program where students must rent the equipment. The program can wash and clean gear on campus via the Facilities department. The funding would be for ongoing costs.

- iv. **Marketing:** PIO has supported the program with video, You Tube, marquee ads. There are also flyers, email and social media opportunities.
- v. **Lab Assistant:** There is a lab assistant as the program needs help with equipment management. Eventually the program would like to work on a rental model without being in the classroom as this could be a revenue stream. The program needs someone who is qualified to be in the program with certification in CPR and back country. The funding request was denied this year. Many of the people who help in the program are volunteers, but this is not a sustainable long-term option. Can the athletics training coordinator or equipment manager help? Yes, they wash the sleeping bags and can help in other areas. There can be creative ways to use existing staff, and, in the future, there can be a permanent staff member who can work with the department. There are also many student workers in the Athletics department that can help.
- vi. **Recreation Management Electronic System:** The new system will have scanning tags that will help to keep track of smaller items. The program currently uses a spreadsheet, and this must be manually tagged. To save money and time, a \$5K design system with student support would allow students to see the inventory and there will be links to purchase the items. The items will also have video tutorials to show students how to use tents and stoves. There is an asset tag system already on campus and the suggestion is to reach out to April Graham. However, the system the Purchasing Department uses is not ideal. The system used in Photo is more recommended. It is easier to have a license to one of those programs. Lottery funds can also be used as students would be utilizing the software. It has been complicated to identify lab hours as there are no hours for sleeping. Students must manage thermos regulation.
- vii. **Units for the camping trip and the camp location:** All courses are designed with accreditation standards and there is a 1:9 ratio for the Backcountry course and a 1:8 for the Top Rock-Climbing course. The program is kept within the ratio of those classes. The camp was built at 30 with the state park system and accommodates 30 people with 2-3 students. The course was attempted with 22 students, and this was challenging. The amount of support needed to live in the wilderness is hard. Students need to learn how to set up a tent, boil water and cut garlic. It would be harder to run a course with 30 students. A 1:9 ratio is important and want to move the cap to 18. Camping still has the post trip videos and a full weekend experience.
- viii. **Request for Changes:** The program at CSUN has agreed to accept students for outdoor recreation classes. The request is to move the cap from 30 to 18 and change the unit total from 9 – 2 units. There was a request to see a breakdown and an outline of what other colleges are doing. Any changes to the curriculum will need to be approved by the Curriculum Committee. The information can be sent to Garrett, Tricia and Dr. Torres. There is no increase in the content of the class but more so a reconcile of the class hours. If students are charged more the committee wants to make that the district is in alignment with what other colleges are offering. There is a statewide goal to reduce the number of units for

degrees and looking at DEIA the state wants to make sure the courses are representative of what the students must do for hours. Garret will reach out to Patrick.

- ix. **Growth & Synergy with other Programs:** An internship opportunity was created in partnership with City of Santa Clarita. Valley trails can provide this opportunity for students. There is a Recreation Therapy program, and it is looking for internships. This is a required for a degree at CSUN. The Introduction to Recreation Therapy for Special Population course will work with people with various physical needs. Carrol Ranch will work with the program as well. This will be the first time it will be offered. The program has communicated with the OTA and PTA programs to connect departments. There is much synergy that could happen with a program. There possibly could be a Physical Education program. This will be for students who want to work with these populations.
- x. **Learning Community-Disconnect and Reconnect program:** This will be an ongoing partnership opportunity, and the program will be partnering with ICC, Ujima Scholars, Latin X and the STEM program. The program will work with the Empowerment Program, the Health & Wellness community and the Student Lead Club for additional content. There is also a Channel Islands field trip. There is a partnership with the Body, Mind & Wellness to talk across the country. There is support from Dr. Jasmine Ruys with some of our one-time funds. There has also been the "Leisure Lawn" on campus. The program is looking for opportunities to target African American and Latin X students to open these programs to those populations of students.
- xi. **Pyles Boys Camp:** There are now internships and Wilderness Leadership Training. The campus just submitted a grant to bring forward a girl's camp. The program has asked the Rec Program for help and guidance, and this will be a great partnership. The location is at the Castaic Junction.
- xii. **Local Communities:** The program has identified ways to work with departments that work with programs that align with course work. The first learning community is for Environmental Ethics & Backpacking. This can be applied in a back country setting and students can benefit from the program. PHILOS 250 and REC 122 will be partnering as well as REC 122 and COMS 120. The program is looking for guidance from the state. When offering courses for learning communities for every one class that is closed then there are 2 classes that are offered. PHILOS 250 and REC 122 can be open courses. Need to think about equitable access. Dr. Omar Torres checked with the state, there is only one class to be opened when one is closed. In general council that there may be another communication that is in the favor of the program, but this information will come forward.
- xiii. **Workforce & Economic Advancement:** The program will be offering training to local businesses and developing content with the office of Econ Dev. for hiking and backpacking and survival and rock climbing. There could also be leadership and team building.
- xiv. **Partnership FAM Camp:** This gives access to the program to the CA state parks equipment. The program is working on developing a partnership with their Top Climbing & Outdoor course and the Architecture & Landscaping program to identify an area located above ECE area as a designated space to generate a 3D model. There will also be a ropes challenge course.

https://www.parks.ca.gov/?page_id=24915 This could be something that others would like to do with their programs.

- xv. **Hiking Trailing on Campus:** Brittany and Garrett met with CCC and developed a hiking trail around the campus.
 - xvi. **Advisory Committee:** The Advisory Committee has been in existence since 2019 and continues to grow. There is an internship opportunity and CSUN representatives are attending. The City of Santa Clarita is continuing talks with the program regarding articulation and concerns they have. There are ideas in place within reach and outreach to use the CASTAIC Aquatic Center for paddle boarding. There are 3 avenues, an after-school program and a youth sport. Senses on Main Street in Newhall and Valley trails need volunteers and are willing to provide guidance on how to use the facilities. Students will earn an AA and start working to transfer to CSUN. Brittany and Garrett have done well in engaging with local community partnerships and engagement. Building up enthusiasm. The suggestion is to present the program to the Board. Special thanks to Harriet for the Perkins funding. The program is also doing a pre and post assessment videos and student testimonials to see how impactful the program can be. This is report 1 and not voted on.
2. **Final Report: Crime and Intelligence Analysis Certificate (noncredit) – Larry Alvarez and Garrett Rieck**
- i. **Overview:** Garrett presented this report due to Larry Alvarez having to teach. This is a long certificate, and the program has been able to get many courses scheduled within a year.
 - ii. **Program Progress:** The program is off to a great start and there has been much positive student feedback. The enrollment is strong. The advisory board requested to have this program started as it can be expensive when offered through extension classes. The last class NC. CIAC-110 will be run soon. Many students are going into other programs and others that have been of interest. Need to make sure there is time to do outreach. This program is specific.
 - iii. **Human Resources:** Garrett worked with Larry to hire non-credit instructors, and many instructors were former students.
 - iv. **Additional Resources:** There are no requests.
 - v. **Times offering:** Tuesday and Thursday evenings.
 - vi. **Advisor Board:** Feedback has been strong. There needs to be a labor market showing there are living high wage jobs but there is no requirement, this is more so about increasing employability.
 - vii. **Course Modality:** The courses are all in person. There are program concerns as there may not be enough students. The program may need to pull students from outside of Santa Clarita. Special thanks to Larry Alvarez and Dianne Avery for all their assistance with this program. The program is free and is the only program in the nation.
 - viii. **Program Growth:** These are skills that law enforcement personnel need, and this will grow due to an increase in demand. This program is part of the CE fields and will continue to see more growth. Within the next 3 years there will be a much larger response.
 - ix. **Program Marketing:** Part of the marketing has been in publications in blue lines. There are some limitations as there is computer software needed.

- x. **Credit & Non-Credit Courses:** If this is an acquisition, then this can go to non-credit. In the future this program could be mirrored in credit. Can prototype the program in non-credit as this program becomes a required skill. Now that the program is permanent it is no longer required to give a report. If a program needs additional resources, they can go through the revitalization process.
- xi. **Motion to approve the Crime and Intelligence Analysis Certificate (noncredit) program to make permanent** by Dr. Omar Torres, seconded by Jim Temple. *Jim Temple proxy for Jason Hinkle* (yes, vote). Unanimous. Approved.
- 3. **Chair Report:** Assigning a designee or proxy – Garrett Rieck
 - i. Garrett provided an overview of the function of assigning a designee or proxy. There was a reminder that if anyone is going to miss a meeting to please inform Garrett.
 - ii. **Difference Between a Proxy & Designee:** There is a difference between a proxy and designee meeting.
 - 1. **A designee** is a member who is sent to attend on behalf of committee members, but they are not committee members.
 - 2. **A proxy** vote fills in for voting members who cannot attend.
 - iii. Designee's count towards quorum. Proxies are helpful but don't count towards quorum. Committee members can ask for a designee and administrators can use designees more often. Faculty can use proxies. In Academic Senate there is a requirement to publish an address location for voting members attending virtually but not in PV as this is a sub-committee.
 - iv. Garrett will re-order the agendas a bit. There is one report in two weeks.
 - v. The Extended Reality final logistics report will be moved to spring 2025. Jennifer Brezina and Dr. Omar will be attending the CIO conference.

III. **Adjournment:** 11:30 am