

# Program Viability Committee Summary

October 24, 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), Ruth Rassool (English, Adjunct Rep), Kathrina Almero-Fabros (Faculty Clinical Coordinator, PTA Program), Andy McCutcheon (proxy for Dr. Omar Torres), Erin Tague (Assistant Superintendent/VP, Facilities Planning, Oper & Const.), Jason Hinkle (Associate Vice President, Business Services) proxy for Jim Temple.

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Diane Avery (Dean, Academic Innovation and Continuing Education), Heather Maclean (ESL), Katie Coleman (Sociology)

## I. Routine Matters

1. Call to order: 10:05 am
2. Approval of the 10/10/2024 meeting minutes
  - i. A typo will be made as there is "y" missing at the end of Advisory Board.
  - ii. Motion to approve the meeting minutes by Ruth Rassol, seconded by Kathrina Almero-Fabros. Andy McCutcheon proxy for Dr. Omar Torres (yes, vote). Jason Hinkle, proxy for Dr. Jim Temple (yes, vote). Unanimous. Approved.
3. Approval of the Agenda
  - i. Motion to approve by the agenda by Jennifer Paris, seconded by Tricia George. Andy McCutcheon proxy for Dr. Omar Torres (yes, vote). Jason Hinkle, proxy for Dr. Jim Temple (yes, vote). Unanimous. Approved.

## II. Reports

1. Report #1: Ethnic Studies - Katie Coleman
  - i. Enrollment Status: The enrollment is up, and the program cannot keep up with enrollment.
  - ii. Human Resources Needs:
    1. Two new Full-Time Faculty: The program hired two faculty members over the summer
    2. Need for more Adjuncts: There is a need for more adjuncts. There were 6 faculty interviews, and two were hired, the remaining 4 faculty not hired were offered adjunct positions. There was a re-organization in HR that delayed the onboarding process for the new adjuncts. The adjuncts were supposed to start in June and could not get hired in October. There were 3 faculty interviewed for each of the positions. 3 from each position went into final interviews.
    3. Emergency Adjunct Hired: There was also an emergency hire to teach late start nighttime classes. The person was hired as they were online certified elsewhere. The program needs to hire people with IOI training.
    4. Need to hire 1 more FTF member next year: There are 3 sections in winter, and this may be 6 sections. The full-time faculty members are hesitant to overload in winter intercession as they are still onboarding. Many of the overload courses are going to adjunct faculty. The program will be submitting next year for another full-time faculty member. The longer-term plan is to have 4 FTF experts in each of the 4 autonomous

areas. The program is working with curriculum and the state timeline and then can move forward on the hiring.

- iii. **Area F Approval:** Ethnic Studies 101 and 102 Introduction to Ethnic Studies and Chicano/a Studies are now both area F approved. The Academic Senate also recently approved the creation of the new Ethnic Studies Department and Katie is now serving as the Department Chair. There is a growing interest in students who want to major in Ethnic Studies. The program went from 2-3 online classes to 16 classes in spring. They are not adding anymore this semester and there are now more classes being added to winter and summer sessions.
- iv. **Curriculum Update:** The program recently re-Submitted Area F approval the Ethnic Studies 103 class. This is the African American Studies that is currently approved for area D. The program is the final stages in submitting for the Native American course.
- v. **Area F Definition:** Area D is the Social Behavioral Science of the CCC pattern and students need to take 2 classes in this area. Area F is the new requirement by the state, and this will be the Ethnic Studies requirement. The program got the approval for Ethnic Studies 101 and 102 for CSU GE. There is a different educational pattern called IGETC, that's going to be for the UC system. This is the Ethnic Studies 101 course.
- vi. **Courses in Rising Scholars Program:** Dr. Eddie Becton the new full-time faculty member in Ethnic Studies would like to teach for the Rising Scholars program. The suggestion for anyone interested in teaching in these areas is to reach out to Garrett Rieck and Tara Williams to teach at Pitchess Detention Center. Dr. Becton has experience teaching college courses to incarcerated courses in another state. The program has also started networking for Dual Enrollment courses.
- vii. **Department Chair in Ethnic Studies:** Katie Coleman will remain the Department chair as the other two new full-time faculty are still onboarding.
- viii. **Ethnic Studies 103: African American Course:** This course was not approved but will be revised. There is a new course in fall, and this will be Latino/a/x Chicana Feminist course. The course will be approved by the Curriculum Committee in November. There is a CID descriptor for this course. There are already faculty who can teach it. Much of the authorship was from Carlos Guerrero who worked with the 101 and 102 courses at this college and at the state as a reviewer for Ethnic Studies courses. The newest board member is very much involved and a guiding voice at the state level in Ethnic Studies.
- ix. **Degree Proposal:** Courses 101 and 102 were placed in Area F. The 105 course in the Native American Indigenous Studies will not be offered until fall 2026. The Chicano/a Feminist Course will remain in area F. Katie will work with Susan Ling for program mapping. This allows for the department to continue to envision their program. The idea is to have the 4 main autonomous courses in place before creating the degree.
- x. **Faculty Chair Re-assign time:** This is calculated once every 2 years. There was a special agreement this semester based on contract language that was approved for 3 more TLU's.
- xi. **Area with MQ's and Degrees:** The Curriculum Committee will wait until Common Course Numbering (CCN) is finalized before a prefix area is assigned.

All courses will have their own prefixes, ETHNST. In 2020 the state stated they would accept Ethnic Studies with this prefix.

- xii. **Special thanks to Katie Coleman for all her hard work.**
- xiii. This is not the final report, after the final is presented, the committee will vote on the program. The program will return in fall 2025 for report #2.
- 2. **Report #2: Noncredit English as a Second Language (ESL) - Heather Maclean**
  - i. **Program Overview:** Most of the courses have been written and approved both locally and at the state.
  - ii. **Certificate Programs:** There is the VSL certificate and 3 more certificates which focus on:
    - 1. Certificate in Conversational English – Beginning Level
    - 2. Certificate in Conversational English – Intermediate Level
    - 3. Certificate in American Language & Culture I
    - 4. Certificate in American Language & Culture II
  - iii. The program started with the VSL certificate for a reason as this was the popular one at the state level. The program is trying to supplement higher level courses. The basic courses are 1, 2, 3 & 4 and then there are 60 and 70 courses which used to live in non-credit. There has also always been a gap between the courses 4 and 60 and 70 courses. The 50 courses are there to expand student skills in vocabulary and cultural knowledge.
  - iv. **Mailer Marketing:** There 50's courses were approved late and didn't have time to market and had to cancel some classes. The hope is for the program to be better prepared in the spring. There is a mailer that goes to over 90,000 homes and once the mailer goes out all the enrollment goes up.
  - v. **Marketing for non-English Speakers:** A lot of the information for non-English speakers is collected and shared by church leaders. The suggestion is to create a Spanish flyer and distribute in the churches. There are many other marketing streams, billboards, banners on McBean Pkwy, Dodger, Lakers, Ram's yearbooks. There are sections of the mailers that are in Spanish. The staff speak up to 5 different languages. There is a need for a sustained marketing strategy.
  - vi. **Social Media Marketing:** There is marketing on Facebook and Instagram. The goal is to create a more sustainable social media presence. What was apparent is that the students didn't know what the courses were in the fall. The program will do a mass marketing for the 50's course and each professor will do this and see if enrollment increases in spring. Diane Avery confirmed that Rosario Gonzalez can help Dr. Maclean with marketing. The adjuncts are giving the context and posted real clips from their classes on social media. The program was approved for adult hourly.
  - vii. **Locations for ESL courses:** Some locations where courses are being offered include both the COC campuses, Community Center, Newhall, Canyon Country locations, 2 Elementary School sites and Single Mother Outreach. There are ESL and computer courses being offered. The courses are supplement, so they are offered at different hours and there is more flexibility. In spring there are 70 sections. With the rapid expansion of non-credit offerings, it is a best guess to target populations and location. This is a test run for about 1-2 years. There is a large variety in the student population and there is a commonality.
  - viii. **Staffing:** Many faculty were getting extra hours. The program had to hire more faculty as they had some faculty who have not shown up. Dr. Maclean had to do

interviews in the summer. The Faculty Evaluation Form for adjunct is non-discipline specific. Gatekeeping at the interview level has been challenging. The program submitted for a non-credit ESL full-time position last year as part of this program proposal. As Heather was hired for non-credit ESL. Dr. MacLean acts as Department Chair for credit and non-credit ESL. The ESL program is in non-credit is one of the largest programs which has grown tremendously.

ix. **Reports:** This is the 2<sup>nd</sup> report, and the committee will vote on the final report.

3. **Kinesiology Department Proposal:**

i. Garret will be working with the Kinesiology Department to finalize their proposal. This program will come through for an initiation and substantial modification. The program is also initiating a Coaching Certificate and modifying their existing programs for their certificate, activity and theory classes all in one proposal. The committee may be ready to vote on their activity courses. They will be presenting on Nov 7<sup>th</sup>. They also are required to present a labor market report. The idea is to get their new activity and theory classes approved but not the coaching certificate as that is considered a CE program.

ii. The spring 2025 PV Committee meeting schedule will be finalized soon.

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