

Program Viability Committee Summary

March 20, 2025, 10:00 a.m. to 11:30 a.m. – Zoom

Voting Committee Members:					
Garrett Rieck	Committee Chair	X	Kathrina Almero-Fabros	Transfer Discipline Rep./At-Large Member	X
Aivee Ortega (Erika Torgeson is out on Sabbatical)	Enrollment Services/Counseling	X	VACANT	Adjunct/AFT-Student Services	A
Jason Burgdorfer	MSE, COCFA President	X	VACANT	ASG Student Rep.	A
Jaya George	Health Professions	A	Administrator Voting Members		
Jennnifer Paris	CTE Rep/ECE Rep/SBS	X	Jennifer Brezina (voted on behalf of Thea Alvarado)	Interim Asst. Superintendent/VP of Instruction	A
Jesse Vera	Enrollment Services /Counseling	X	Erin Tague	Assist. Superintendent/VP of Facilities	X
Karl Striepe	SBS/Transfer Discipline Faculty	X	Jason Hinkle	Associate, VP, Business Services	A
Ruth Rassool	Humanities (Adjunct)/AFT Designee	X	Dr. Daylene Mueschke proxy for Dr. Jim Temple	Assist. Superintendent/VP Tech, Inst. Dev. & Tech Computer Support	X
Tricia George	Curriculum Committee Chair/Humanities	X	A= Absent	X = Present	

Guest:							
Diane Avery	X	Chad Peters	X	Kathleen Welch	X	Nadia Cotti	X
Dr. Daylene Meuschke	X	Harriet Happle	X	Leora Gabay	X	Paul Wickline	X
Dr. Jasmine Ruys	X	Kathleen Welch	X	Marilyn Jimenez	X		X

I. Routine Matters

1. Call to order: 10:04 am
2. Approval of the 3/6/2025 meeting minutes
 - a. Motion to approve the 3/6/2025 meeting minutes by Jesse Vera seconded by Jennifer Brezina. *Dr. Daylene Mueschke proxy for Dr. Jim Temple.* Approved.
 - b. Erin Tague is the proxy for Jim Temple.
 - c. Aivee Ortega and Ruth Rassool abstained.
3. Approval of the Agenda
 - a. **Motion** to approve the agenda with an amendment to remove the counseling department program
 - b. By Daylene Meuschke seconded Jennifer Brezina.
 - c. U.A.

II. Discussion

1. Program Initiation/Modification: Kinesiology (Coaching certificate and additional activity classes) – Leora Gabay, Ted Iacenda, and Chad Peters
 - a. **Initial Proposal:** The initial proposal had classes already in existence. Leora had to send the proposal back to collect LMI data for the coaching certificate. There was also a need to do a budget pro forma form. All documents are in the Program Viability CANVAS shell. Last semester the proposal was for the Coaching Certificate, and the modification was to add additional activity classes. This gives students more preparation and gives them the skills they need in coaching. This helps to improve their coaching skills and prepare for

intercollegiate coaching. This program is an opportunity for students to develop their skill, leadership and take personal responsibility for their goals.

b. The required courses were shared for the certificate:

1. KPET 201 Theory class
2. KPET 202 Into do sports and exercise psychology
3. KEPET 203 Techniques and theory of coaching techniques
4. KPET 120- Emergency Procedures
5. KPET 210 or 217 – prevent and care of athletic injuries or sports management (existing)
6. KEPT 103-109 – sport theory course
7. KEPAS/KPEIs – sport activity or intercollegiate

c. LMI Data: In 2023 there were over 7,000 jobs in the South-Central Coast Region. Expect to increase by 8% through 2028. Projections show nearly 1,500 annual openings in the region. The primary skill in coaching needed is CPR

d. Added Activity courses:

1. Pickleball
2. Ultimate frisbee (unarchive)
3. Flag Football
4. Futsal
5. Aqua Aerobics (unarchived)

e. Activity Classes

1. Pickleball is becoming a popular sport in America. Many people like this sport as it helps people to get fit without the need for more exercise. Most players are between 18-24 years old. Many students fall withing this age range. The program expects a high enrollment rate. Flag football will be the next bigger sport. Many colleges offer a course in aqua aerobics.

f. Quality of Program: Looking to add a well-rounded program. Considering LMI data there is growth in the field. This would be a great addition to the college.

g. Needed Equipment:

1. Aqua aerobics: water weights, buoyancy belts, water disks
2. Futsal: goals
3. Pickleball: 30 paddles, 30 + balls, 8 nets with stands, 6 temporary court lines.
4. Ultimate frisbee: 115 frisbees discs, 16 small cones, 2 sets (16 each color) of scrimmage vests/pennies
5. Flag Football: flags, balls, cones

h. Alignment of Curriculum: The program wants to be competitive and entice students to take more activities courses and promote lifelong activity learning.

i. Alignments of Mission and Master Plan: This aligns with the college accessible, holist education for students to earn associate degrees, certificates and obtain employment.

j. Program Alignment with Access and Equity goals: Flag football is the growing sport among women in colleges. Adding this course will add equity to the college. This can show the college is taking steps to attract diverse populations.

k. Budget: The committee would feel more comfortable having an itemized budget with prices. As lottery funds are limited to instructional supplies. Many supplies on the list are for equipment which would require another funding source. An itemized list will give a definitive idea to secure funding. Chad

Peters spoke with Jason Hinkle, and all items all considered a “777” and considered instructional supplies. All items the program uses will be thrown away and the program will need to purchase new ones.

- l. **Program Viability Budget Request:** The committee looks for total amount and not itemized. However, a question may come up regarding weights and if this is instructional or supplies? The goal posts may be considered equipment Fiscal may come back and state this is not an instructional supply. Due to the tight budget the college wants to ensure items qualify for lottery funding.
- m. **Equipment list to Fiscal:** The suggestion is to vet a few items through Fiscal. The program has purchased buoyancy belts for swimming and those were instructional supplies, this is the same with weights and goals for soccer. The program does not need to purchase new goals for soccer. All other areas listed under equipment are considered supplies. A budget sheet may be helpful to define equipment and supply needs. The definitions will require additional discussion.
 1. Jason Burgdorfer will send a list from the state chancellor’s office to Garrett Rieck to help define instructional and equipment in the budget form. <https://www.cccco.edu/-/media/CCCCO-Website/docs/faq/Proposition-20-Lottery-Frequently-Asked-Questions-Updated-082724.pdf?la=en&hash=1F2D3237C7A64F3EEA19976FE3F975B4C44B17FD>
 2. <https://www.cccco.edu/-/media/CCCCO-Website/docs/guidance-instruction/2024-25-Physical-Plant-and-Instructional-Support-Guidelines.pdf?la=en&hash=F08554C7982502D3F892AEF4ED27B9E6403C7863> Pg 36 of the guidelines provides definitions of equipment
 3. **Equipment:** Tangible property with a purchase price of at least \$200 and a useful life of more than one year, other than land or buildings and improvements thereon. (See Appendix, Guidelines for Distinguishing Between Supplies and Equipment.)
 4. **Supply:** A material item of an expendable nature that is consumed, wears out, or deteriorates in use; or one that loses its identity through fabrication or incorporation into a different or more complex unit or substance.
 5. **Request for a budget-friendly form:** A more detailed form can outline how much a program will cost and can outline where numbers have come from. A glossary of terms could be included.
 6. **Standing Program Equipment Budget:** If any items are deemed as equipment could the Athletics Dept fund the items. They could use lottery instructional supplies wherever possible and other items could be absorbed.
- n. **Offering of Courses:** The program is looking for spring 2026 to begin offering the courses. Pickleball will be one of the courses that will be offered in spring 2026. From a Curriculum Perspective this needs to be approved today. The new courses are in eLumen. If this passes today can two out of the 4 courses from the family of courses be offered?
- o. **eLumen:** There is no adding of family of courses in eLumen. Could two of the families be selected? Even if courses are unarchived, they will go to the Curriculum Committee as new proposals.

- p. **Facilities Modifications:** There is no need for any modifications with facilities to offer the courses.
 - q. **Human Resources:** Existing faculty can be used to teach the courses.
 - r. **Support for the Program:** The committee is in full support for the program. There are however concerns with the May governors revise budget and it is not clear what the budget will look like. The current budget proforma sheet will need an additional section added. Harriet will forward Garrett a budget template that can be revised.
 - s. **Motion** to approve the program initiation and modification of the Kinesiology program, specifically the Coaching Certificate and additional activities classes by Tricia George, seconded by Kat Almero-Fabros. Erin Tague proxy for Jason Hinkle, (yes, vote). Unanimous. Approved.
- 2. Department Split: Counseling – Garrett Hooper and Aivee Ortega
 - a. This item was tabled and will be returned on the next agenda.

III. **Adjournment:** 10:50 am