

Program Viability Committee Summary

March 26, 2026, 10:00 a.m. to 11:30 a.m. – Zoom

Voting Committee Members:					
Lisa Hooper	<i>Committee Chair</i>	X	VACANT	<i>Transfer Discipline Rep./At-Large Member</i>	A
Kelly Cude	<i>Enrollment Services/Counseling</i>	X	VACANT	<i>ASG Student Rep.</i>	A
Jason Burgdorfer	<i>MSE, COCFA President</i>	X			
Jaya George	<i>Health Professions</i>	A	Administrator Voting Members		
Jennifer Paris	<i>CTE Rep/ECE Rep/SBS</i>	X	David Vakil	<i>Interim Asst. Superintendent/CIO</i>	X
Jesse Vera	<i>Enrollment Services /Counseling</i>	X	Erin Tague	<i>Assist. Superintendent/VP of Facilities</i>	X
Karl Striepe	<i>SBS/Transfer Discipline Faculty</i>	X	Jason Hinkle	<i>Associate, VP, Business Services</i>	X
Ruth Rassool	<i>Humanities (Adjunct) Representative</i>	X	VACANT	<i>Assist. Superintendent/VP Tech, Inst. Dev. & Tech Computer Support</i>	A
Tricia George	<i>Curriculum Committee Chair/Humanities</i>	X	A= Absent	X = Present	

Guest:							
Chad Peters	X	Dianne Avery	X	Mark Rotondo	X	Paloma Vargas	X
Chris Boltz	X	Garrett Rieck	X	Monica Shukla Belmontes	X	Patrick Backes	X
Daylene Meuschke	X	Marilyn Jimenez	X	Natalie Corbet	X	Paul Wickline	X

I. Routine Matters

1. Call to order: 10:00 am
2. Approval of the 2/26/2026 meeting minutes
 - i. **Motion** to approve the meeting minutes by Ruth Rassool, seconded by Jesse Vera. Unanimous. Approved
3. Approval of the Agenda
 - i. Agenda was amended, the allow for the presentation of the “NC program for individuals with Disabilities” first and then the “Civic Engagement program.”

II. Reports

1. Program Discontinuance: Civic Engagement, Curriculum Committee
 - i. **Overview:** The Curriculum Committee is leading this proposal forward and the idea is to discuss the discontinuance of classes.
 - ii. **Fall 2019:** There was a discussion regarding program need by Patty Robinson and to create two courses, CCE 200 and CCE 201 as a pathway to CSUN. There were final reads for the courses, and these courses were part of the certificate. There were an additional 6 courses total.
 - iii. **Vision:** The idea was to create a minor at COC however COC does not offer minors and communicated that the courses belonged in program. There were only two courses being offered that were specifically Civic Engagement courses. The rest of the courses included already existed.
 - iv. **Curriculum Committee proposal:** This was tabled a few times and there was a discussion about if work experience could handle this.
 - v. **CCE 200:** This course was modeled after CSUN and was an easy articulation approval. Within the minor only the CCE 200 course appears in the minor. The CSUN minor is only two courses.

- vi. **Civic Engagement & 5 Year Revisions:** General curriculum does not reach out to PV. Originally landed in the 2025 revision list. The operation procedure requires revisions every 5 years. Dr. Robinson started the revision prior to her retirements, but these were not completed. The CCE 200 only has a few min quals in History, Law, Philosophy, Political Science and Sociology.
- vii. **Request to revise both courses:** Dr. Alvarado wanted to wait until a fulltime faculty coordinator with a vision for the program was identified to revise the courses as part of that vision.
- viii. **Offered Course Timeline:**
 - 1. **CCE 200:** Scheduled 5 times in spring 2024 twice, SU 24, FA 24 and SP 26 and was cancelled all 5 times due to low enrollment. It has never been offered successfully, and no students have been awarded the certificate.
 - 2. **CCE 201:** Offered 9 times and cancelled 7 times due to low enrollment.
 - 3. 3 students are registered as having this major.
- ix. **Proposal to Discontinue the Program:** This program is no longer serving students and if there are students in this pathway there is a need to assess how they can obtain their goal. There are 3 students who stated this was their education goal. There may be a need to reach out to the students and consider reaching out to the current and recent completers of the 201. The suggestion is to have the department inform the students and have some sort of communication. There are currently no full-time faculty chairs. Dr. Riveira does have an adjunct who is interested in teaching this course if it is offered again.
- x. **Expire courses:** The suggestion is to do more research into the 6-year timeline. There may be an accreditation requirement. The six-year timeline is for active courses up to date. There are only 3 that have started, and the 16 students enrolled could be there for a variety of reasons.
- xi. **Next Steps:** The first step is to assess if there is a need, contact the students and ask them if they want to continue. Contact recent completers from spring 24. This is about 30 or so students. If the data doesn't support offering more courses, then this program is archived. Discontinuing programs is not typically done. The committee is ok with discontinuing the program with the plan to offer CCE 200 again in fall 2026. If there is student interest, then the idea is to not discontinue the program. If there is no interest, then it is ok to discontinue the program.
- xii. **Motion** to implement these next steps by Dr. Vakil, seconded by Jason Hinkle. Unanimous. Approved

III. Discussion

- 1. Non-Credit (N.C.) Courses for individuals with Disabilities-COC Inclusive Learning Institute, Garrett Rieck
 - i. **Updates:** The program piloted some course with students there is now a contract with Agape Village. There are three classes being run for them that includes, *Watercolor*, *Fitness & Wellness* and *Yoga* on the site. This location is at the mall next to Solita's and they are building a fictional café to allow students to learn job skills. They want to continue the program into the summer and fall.
 - ii. **Pilot program:** The courses that were written were for able body students and not for students with disabilities. This allowed to run courses and not wait on the curriculum approval. The program is using older adult classes as there are

older adult students with limited mobility. However, the program does not want to use long term. These courses are taught by special education instructors.

- iii. **Faculty Qualifications:** The special education instructors who are currently teaching courses all meet the MQ's for DSPS. The course description states that this course is designed for city of Santa Clarita employees, however courses are open to all.
 - iv. **Historical Enrollment Numbers:** The average enrollment for these classes this semester is 17.5 across six sections. The add deadline has not passed for some sections because they are positive attendance, which is 50%. The enrollment was obtained without any marketing. The program may gain 7.5 students across the sections.
 - v. **Noncredit Instructional Categories Eligible for Appointment:** A graph was shared that includes 10 categories. The Substantial disabilities is not an enhanced funded category of non-credit and does not collect as much apportionment as other areas. This area collects less apportionment on the FTES portion and the enhanced receives more. There is not more apportionment collected for completers but for students enrolled and engaged in the course.
 - vi. **Pro Forma Budgeting Form:** This is traditional or enhanced non-credit funding. The estimated number is 36 hours, and this will likely be the range. For the calculation the estimate will be 20 students as there is an assumption that the program is going to only get 80% of the 25 enrolled. The program is estimating 12 sections per academic year. There are 3 courses running, 3 online live, and 6 within about 2-3 months. There are two AAC counselor interested in teaching the courses. The Pro Forma sheet for credit does not include course location and facilities expenses.
 - vii. **Supplies:** There is an estimate for supplies of \$1,000 and \$1,000 for marketing. All supplies are already in place via lottery funds. The program may not need the allocated \$2,000. Expenses were shared for years 1, 2, and 3. The large expense is to pay faculty. The annual net profit is \$43,000. There is a second spreadsheet for adult hourly employees.
 - viii. **Adult Hourly:** This position pays \$23.00 for \$15.00/hour, and it comes to \$24,000 a year. An additional adult hourly could serve as a lab tech and the budget will need to be increased. If this approved the program will return as a report with the added cost included.
 - ix. **New Curriculum:** The intent is to develop new curriculum for those students with disabilities, and the goal is to get them approved by the non-credit curriculum.
 - x. **Course Offerings:** The goal is to offer in October of this year.
 - xi. **Facilities Expenses:** In the first iteration there was an indirect cost, and this was \$52 instruction and \$48 for outside the classroom. If the program is using a classroom that may need to be cleaned more often. There are 2 courses offered off site and one on campus.
 - xii. **Motion** to approve the "Non-Credit (N.C.) Courses for individuals with Disabilities-COC Inclusive Learning Institute" program by Tricia George seconded by Jesse Vera. Unanimous. Approved.
2. Possible refinements to the Program Viability and AP process, Lisa Hooper

- i. **Program Prompts:** There are a few different types of programs and need to revise the prompts. For some programs there are different timelines with external accreditation that are outside the districts control.
- ii. **Pro Forma:** This form will help with assessing program needs. There is a need for a full description of human resources, physical (infrastructure) and financial resources. How and when will this program be funded. There can also be some external courses of funding.
- iii. **Substantial Modification Prompts:** This prompt is for a program that already exist and that is already being offered. This is just for 2 new courses. A curriculum committee change may require new human, physical and financial resources. For changes that include 3 or more courses or new courses those conversations need to happen in PV committee. This may require programmatic outcomes.
- iv. **Revitalization:** This prompt is for a program struggling due to a lack of adequate resources. This may be new and/or replacement faculty and support staff, equipment, software licenses, large space, marketing support or all the above.
- v. **Program Discontinuance Prompts:** This program exists but is no longer adequately serving students. How is this discontinuance going to be communicated? How will information systems be outdated. When will we let students know or how?
- vi. **Timelines:** There is a need to describe timelines and/or benchmarks that align with each type of proposal and determine if all parties are meeting their obligations. Look at a mockup of the thematic areas of these types of proposals. The work done on the pro forma is important. If PV was to accept proposals, while on pause due to changes with the budget and for example if there was 6 new program proposals how do those get ranked?

IV. **Adjournment:** 11:37 am