

# Program Viability Committee Summary

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

Voting Committee Members:					
Lisa Hooper	<i>Committee Chair</i>	X	Kathrina Almero-Fabros	<i>Transfer Discipline Rep./At-Large Member</i>	A
Kelly Cude		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	Dr. Thea Alvarado	<i>Interim Asst. Superintendent/CIO</i>	X
Jesse Vera	<i>Enrollment Services /Counseling</i>	A	Erin Tague	<i>Assist. Superintendent/VP of Facilities</i>	A
Karl Striepe	<i>SBS/Transfer Discipline Faculty</i>	X	Jason Hinkle	<i>Associate, VP, Business Services</i>	X
Ruth Rassool	<i>Humanities (Adjunct)/AFT Designee</i>	A	VACANT	<i>Assist. Superintendent/VP Tech, Inst. Dev. &amp; Tech Computer Support</i>	A
Tricia George	<i>Curriculum Committee Chair/Humanities</i>	X	<b>A= Absent</b>	<b>X = Present</b>	

Guest:							
Christopher Boltz	X	Daylene Meuschke	X	Harriet Happel	X	Monica Shukla Belmontes	X
Claudenice McCalister	X	Deanna Riveira	X	Jennifer Paris	X	Paul Wickline	X
David Stears	X	Dianne Avery	X	Marilyn Jimenez	X	Regina Blasberg	X

## I. Routine Matters

1. Call to order: 10:01 am
2. Approval of the 11/13/2025 meeting minutes:
  - a. A correction will be made to reword the Chicano Feminist course to the “Chicana/Latina Feminism in Contemporary Society.”
  - b. **Motion** to approve the meeting minutes by Tricia George, seconded by Karl Striepe. Unanimous. Approved.
3. Approval of the Agenda:
  - a. Lisa shared that she would work on updating the administrative procedures so that we have some more clearly defined milestones.

## II. Reports

1. Report #1: Construction Management and Build Inspection, Regina Blasberg & Claudenice McCalister
  - a. **Overview:** The Building Inspection Certificate has always existed before but as a single certificate. Consistent enrollment has always been a challenge. This may be due to the program not being comprehensive. This program may work for those students who only want to take a *Mechanical Code* class but not for completing a certificate.
  - b. **National Code Council (NCC):** Regina worked with the *National Code Council (NCC)* the organization recognized that there is no single path, academically for the position of City Building Official. This position oversees all permitting, code checking, plan checking and understanding construction and codes. The Building Official is the most senior position with a city or county. Inspectors work underneath or as part of this department. These individuals come in with different

background and degree paths. Regina was in discussion with them and a college on the east coast to do a 2 + 2.

- c. **Program Pathway:** There is a need to develop a full degree pathway by adding additional code classes that are currently missing to have students move to an Inspector position. This prepares them for a contractor's license.
- d. **Budget Requirement:** As a new program funding and large workload is required. The district must support the program. Given the current climate the idea is proceeding slowly.
- e. **Current Construction Management Program:** The curriculum has been updated for the *Construction 101* course. There is an increase in units from 2 to 3 and they are offering courses for the first time this semester. The program submitted updates for *Construction 108* from 2 to 3 unit's class. Patrick and Tricia discussed that the approval for the courses will be on an early spring curriculum committee process. This aligns with the *Architectures Bachelors Program*. The 2-unit courses create some challenges with veteran's student when trying to obtain 15 units. The program realized that a 3-unit course works best. *Construction 108* will be in place for Fall 26. The program will work on new courses for the Inspection classes and electives. Course substitutions have been made for students who want to use the courses as electives for construction management.
- f. **Challenges:** The program is small, and it is just Regina Blasberg and Claudenice McCalister and it has been challenging to find time to work on areas to move forward to the system. Regina was on sabbatical in spring 2025 and Claudenice stepped up in the spring. The program will look at next year to work on curriculum and will wait for the transition into the new system.
- g. **Transition from in person to online program:** The other transition for the program is to move from in person to an online program.
- h. **Building inspection Certificate & Degree Path:** Each of these areas will be their own. The difference is the GE. The LMI being reviewed is for the Inspector data. It will be the same coursework offered to both those students who want a degree and those who don't. The difference will be in the general ed.
- i. **Advisory Committee Feedback:** Most codes update every 3 years and those have been done for the course. Updates to the program has never occurred and now the idea is to give it the breath of content. There is a total of 12 CA codes effective in Construction. Currently the program is only offering 4 which includes plumbing, mechanical, electrical and building codes. There are no residential codes. There are 8 codes that are not offered, such as energy efficiency and CAL green.
- j. **Curriculum Updates:** An additional unit was added to the 108 course to deal with sustainability and incorporated into 101. Course 108 is more for codes and discusses codes in place and needed.
- k. **Feedback from Regina Blasberg:** Regina is very grateful for all support from Claudenice and all faculty in the area. There is an agreement to maintain a certain standard and have online shells to share with adjuncts. The success of students is important as they go to the workplace.
- l. **Budget Proforma:** At the inception of programs, it is best to be conservative with the budget proforma report. The program is looking to add 3 lecture classes and not looking for another full-time faculty. There is no significant cost increase. Claudenice may teach one course first to develop the material and then adjuncts

- can teach. These are low-cost classes. There is a 4-5 FTEs and will increase revenue with low expenses.
- m. **Marketing Need:** The program requested additional support with marketing.
  - n. **Hy FLEX Course Modality:** The program determined that fewer students were enrolling in Hyflex. This format is no longer as effective for this program. The program needs to offer the course modality that will capture the larger enrollment.
  - o. **Next Steps:** If the program reaches another milestone with work product or if a certain amount of time has elapsed an updated will be required for the committee.
2. **Report #1:** Drafting for the Entertainment Industry, Chris Boltz & David Stears
- a. **Overall Update:** The program has received approval, scheduled the software but has not offered any courses. There is currently no data available to demonstrate how the program is doing.
  - b. **Curriculum Update:** All curriculum has been written, approved and cataloged. There are 4 non-credit courses. This allows students to take a footstep into the industry.
  - c. **Student and Industry:** One of the entry points for students is being an assistant to help clean up and make edits and being a studio assistant. AutoCAD and Vector works are the two programs used in industry. The focus is on techniques and computer codes that tell the computer what to generate.
  - d. **Advisory Board Feedback:** The advisory board saw two issues.
    - i. One issue is the courses offered do not fully cover the software and instead just cover some pieces of it in short demos. There is a need for a course that teaches students the software.
    - ii. The second issue is with hiring people who know AutoCAD but don't know Vector Works or vice versa. The advisory committee developed a taskforce that wrote the content which Chris Bolts then finalized and forwarded to the Curriculum Committee.
  - e. **NEW! 3 Certificates in Non-Credit:**
    - i. **Certificate in AutoCAD:** Requires NC. THTR 020 and 021. The idea is for students to take the first level or both. The idea of the first level or both is to open a document and perform basic edits. The opening and editing of a document is quick, however the editing function is substantial as there are many tools needed to learn to edit a document.
    - ii. **Certificate in Vector Works:** Requires NC. THTR 025 and 026.
    - iii. **Fundamental Certificate:** Requires NC. THTR 020 and 025. The 020 and 025 courses are written in parallel and are almost identical. The second level courses are more advanced topics.
  - f. **Mirroring of Courses:** The intent is to mirror courses. The Advisory Committee felt non-credit was the way to go as there is an area of repeatability. Vector Works and AutoCAD release a new version every year. The repeatability factor is to get students returning to the industry to update their skills every 3-4 years.
  - g. **Mentry Hall Lab & Software Licenses:** There is a lab that Regina and Jason share on the 2<sup>nd</sup> floor of mentry. The level one courses are for learning how to open, edit and print documents. The Mentry lab has AutoCAD software. Vector works has a free lab license. Some software installations have begun with IT. Vector Works has 9-10 sub programs, but the program is looking for fundamentals and architecture. The spotlight is the theater related subprograms.

- h. **Number of Course seats:** In the past courses have been approved for traditional 35 and the district bought 12 licenses. The minimum lab license is more licenses than the room has. The hope is to hire industry professionals and focus on the professional work and working in a studio. There are several advisory boards who teach similar classes at institutions nearby. The last advisory meeting will send out the call soon for students to apply. There are two students who are very interested.
  - i. The advisory board likes meeting on a Monday night and will be a good night for industry folks.
  - j. **Theater Dept. Policy:** They only schedule non-credit courses on Monday night. These classes are short and are 4-6 weeks. The program is hoping to offer late spring.
  - k. **Next Steps:** The reason this came to PV was due to the software requirement. The hope is to address resources and the vision and what is needed to bring fruition.
- 2. **Pro Forma- Budgeting Tool:** The committee will discuss how to infuse the pro forma budgeting tool into milestones. Lisa will meet with Jason Hinkle. If the AP is updated, it needs to be live and function. Harriet can help with revising the AP policies due to the many CE programs that come through PV. Need to reassure CE faculty that the committee and district are committed to both GE and CE and ensure better fiscal management. The hope is that the president and CEO decide when items go online.
  - 3. **Committee Replacement:** Kelly Cude has stepped into Erika Torgeson's previous position and that of the Program Review chair. This is due to Erika now being the interim Director of Counseling.

III. **Adjournment:** 11:05 am.