

# Program Viability Committee Summary

February 12, 2026 10:00 a.m. to 11:30 a.m. – Zoom

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

Guest:							
Ali Naddafpour	X	Deanna Riveira	X	Heather Maclean	X	Monica Shukla Belmontes	X
Chad Peters	X	Dianne Avery	X	Jennifer Brezina	X		
Clinton Slaughter	X	Daylene Meuschke	X	Marilyn Jimenez	X		

## I. Routine Matters

1. Call to order: 10:01 am
2. Approval of the 12/11/2025 meeting minutes:
  - a. A correction will be made to summary to clarify that Erika Torgeson is the *Acting Dean of Counseling* and not the Acting Director of Counseling.
  - b. **Motion** by Tricia George, seconded by Monica Shukla Belmontes. Ruth Rassool abstained. Approved.
3. Approval of the Agenda:
  - a. **Motion** to approve the agenda by Jesse Vera, seconded by Ruth Rassol. Unanimous. Approved.

## II. Reports

1. Final Report: N.C. ESL – Heather Maclean
  - a. **New Certificate of Conversational English-Beginning and Intermediate**: The enrollment for this program has been going well and has been very popular from the beginning.
  - b. **Non-Credit 50 Culture & Language Certificate Courses**: These courses had a harder time which speaks to the learning curve. Some tweaks have been made, and the program changed the title of the 50s courses. The title now for these courses is “Conversation through American Culture.” The hope is to enroll higher level students who have tried to crash the lower-level courses.
  - c. **Course Offering Timelines**: Core Courses, 1, 2, 3 & 4 will be offered in spring and fall. The other Conversation and Culture classes will be offered primarily in winter and summer to expand the learning and culture. Courses 1, 2, 3 & 4 will not be offered in

the summer anymore as it was complicated scheduling and would leave the program off balance. The hope is to push more classes through the Curriculum.

- d. **Workplace ESL Certificate:** There have been some struggles with getting this course offered in the fall. The last time this course was successful was when it was offered in the summer. Courses need to be offered within a semester.
- e. **Resources:** There is no need for resources as the non-credit program has been very supportive.
- f. **Request for Chair Compensation Credit for Heather:** Heather needs chair compensation/hours for the non-credit side as she only has compensation/hours for the credit side.
- g. **Course Name changes for students:** The name changes were due to many students not registering. The decision stemmed from dept meetings. The easiest solution is to change the name of all highest level and add "conversation."
- h. **Training in the Community:** Newhall area has been challenging to get students to stay there. The program will go to areas if they are invited. They are open to pushing courses to the community and not the Valencia campus. Suggestion to create an enrollment graphic for students through PIO.
- i. **Online Live/Live Enrollment:** Many ESL students are turned off with zoom format due to the language barrier. This depends on the instructor and if there is marketing going out to the community.
- j. **Library:** The COC ESL program used to offer courses in the Newhall Library however, the adult school took over the courses. The Adult school serves the students in the way the library prefers the program to be offered. It was also offered at the Castaic Library for a while.
- k. **Request for additional resources:** Heather requested more marketing via social media for students as a means of communication. Students like printed brochures. One of the Phase 3 courses is in ESL and if they can be approved these courses have never been offered at COC. Heather has been writing this course.
- l. **Mirror Courses:** The program wants to take three courses and mirror in non-credit. Heather will work with Patrick Backes, suggesting this program is still undergoing changes.
- m. **Next Steps:** This was the final report for the proposal, however, there will be a discussion with the committee as to what this means given the upcoming changes/addition discussed.

### III. Discussion

- 1. Possible refinements to the Program Viability and AP process
  - a. **How can this committee function?** There are 3 proposals Initiation, Substantial modification/revitalization and discontinuance.
  - b. **Initial Creation of the PV committee:** A few years ago, the accreditation team flagged the district as there was no process for how to discontinue a program. This was to prevent de facto discontinuation. However, there are times when faculty may choose to discontinue a program for other reasons. There are some requests made to discontinue certificates, and a discussion is needed regarding how the cancelling of a program would affect other programs with courses intended to be archived. There are concerns with the ability for students to complete a program when a program is discontinued.

- c. **Substantial Modification:** This may not mean that a program needs more resources, it may be that a program needs more or different classes, or the curriculum to be packaged differently.
- d. **How does the committee determine whether a program should be modified (curriculum changes) or revitalized (commitment of new and/or greater resources) or both?** If a program needs help and is not performing well, the program may or may not know what to ask for: a substantial modification for curriculum, and infusion of resources, or both.
- e. **How long is a program in the PV process:** There is a need to identify what milestones need to be met for a program to progress through Program Viability and be finished. In the past it would take 3 years for faculty to write curriculum; that model is not fiscally sustainable. The district needs to support programs hitting milestones in reasonable timeframes.
- f. **Discontinuance:** Need to make sure students can complete a program before it is discontinued? Does the district put a pause from enrolling in some programs? If so, how is this communicated.
  - g. **Enrollment Management Principles:** Programs and courses which are under the PV umbrella are offered for special consideration in the current guidelines. Dr. Vakhil states that the principles only provide such deference for programs undergoing "initiation" through Program Viability.  
[SectionDevelopmentandSectionManagementPrinciplesFinal1.2.25.pdf](#)
- h. **How does the committee guide the district with resources for a program?** How are those recommendations ranked for certain programs. Is this a similar process to the academic staffing committee. If there are several programs requiring resources, is there a way guidance can be offered by this committee to district for prioritization?
- i. **Should a program sunset?** If a program has been approved for initiation and no progress is made after a period of time, should this program sunset requiring a new proposal?
- j. **Revitalization:** This is more so for the district to commit more resources, outfitted spaces, people etc. This was added later as the initial PV process only identified substantial modification proposals that were intended to consider major curriculum changes.
- k. **Who can initiate program discontinuation?** What should inform the decision to discontinue a program? Is this a faculty decision? Can administration recommend a program for discontinuance? What data should be used to inform a discontinuation proposal?
- l. **Reconsider the Enrollment Management principles:** This is a great question for the enrollment management committee. There is a discussion to possibly update the enrollment management plan.
- m. **Other possible questions:** PIO could be part of the committee, and they could sit on the committee or faculty can meet with them afterwards.
- n. The suggestion is to reach out to programs that have gone through the process to get some feedback and thoughts.
- o. **Next Steps:** If anyone has any questions, please reach out to Lisa. The plan for the semester is to answer the questions discussed today. Initiation proposals should probably only happen in the fall to provide the necessary planning and allocation of resources for the next budget year.

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