

# Program Viability Committee Summary

February 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	<b>Administrator Voting Members</b>		
Jennifer Paris	<i>CTE Rep/ECE Rep/SBS</i>	X	David Vakil	<i>Interim Asst. Superintendent/CIO</i>	A
Jesse Vera	<i>Enrollment Services /Counseling</i>	X	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) Representative</i>	X	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:							
Ali Naddafpour	X	Dianne Avery	X	Harriet Happel	X	Marilyn Jimenez	X
Chad Peters	X	Francis Wilbert	X	Jennifer Brezina	X	Nadia Cotti	X
Clinton Slaughter	X	Garrett Rieck	X	Mark Rotondo	X	Natalie Corbet	X

## I. Routine Matters

1. Call to order: 10:00am
2. Approval of the 2/12/2026 meeting minutes:
  - i. Motion to approve the meeting minutes by Ruth Rassool seconded by Ali Naddafpour. Unanimous. Approved.
3. Approval of the Agenda:
  - i. Motion to approve the agenda by Kelly Cude, seconded by Ali Naddafopur. Unanimous. Approved.

## II. Reports

1. Report #1: Fire Academy Program, Mark Rotondo & Nadia Cotti:
  - i. **Proposed Program Launch Timeline:** If the accreditation process goes well the goal is for the program to launch in the spring of 2027 and start in fall 2027. Much work has been done with purchasing of equipment and with state accreditation requirements. The accreditation and approval of the curriculum is the focus.
  - ii. **Curriculum Update:** The curriculum was approved and submitted by Keith Kawamoto with Fire Tech but was missing a bit of information for the state. This was updated and worked with Tricia and Patrick who helped morphed the curriculum to align with the states Fire Training Curriculum into the school system.
  - iii. **Challenges:** There may be a need to create a new job title as a solution. There are some challenges with hiring staff. These are system wide standards and there is not much discretion. Another challenge has been with maintaining student enrollment as students drop and it is hard to find instructors to commit.
  - iv. **Human Resource Needs:** There are two categories for adjunct staffing. Special thanks to Harriet for hiring people temporarily. There is a need for subject matter experts to come

in and instruct students. There is no model for hiring subject matter experts. The program tried to hire people with guest speaker contracts. There are 50 people who are ready to go and begin offering training. This current model being used is used by the Venture College district.

- v. **Next Steps:** This program is halfway through the process of obtaining or being ready for initiation. The request is to have the program provide an annual update. There are facilities that need to do a walkthrough with DSA at the Del Valle Facility. The program is about 6 months away from the final initiation.
- vi. **Changes to original conception for the Fire Academy.** There is now Fire Fighter 1 and 2 area. The changes have resulted in a need for different equipment and staffing. The program needs to work with the LA Country Fire Department to develop an agreement. There are fire academies at AV, Glendale and Allen Hancock that would be a good source to analyze for staffing needs. The idea of keeping both programs together is due to the same time stamp for fire fighter 1 and 2 and to explain to students what they can expect in terms of this career. There was a PT academy planned, and this was based on the availability of the training center. COC is not affected to run a Full-time academy as COC will be the only program in the area. The PT academy poses challenges to gather enough instructors as they need to keep every weekend for a year.
- vii. **Curriculum:** There are not many changes need other than to add a few units and revisions to some of the courses. This is agenda'd for the 3/19 Curriculum committee meeting. If this changes then the suggestion is to capture this in PV committee.
- viii. **Start date:** The goal is spring 2027 and the start date is not reliant on full and part time faculty. There is Verdugo and AV Fire Academy in the AV, and these are both PT academies. There are very low enrollment rates as many students are working FT and going to the academy at night.
- ix. **Marketing** The idea is to start advertising soon via social media or the school's website although the word is out. The suggestion is to have Mark join the weekly Counseling program so that students are ready to enroll.
- x. **Counseling:** Clinton Slaughter offered support to the Fire Academy. HART ROP and the outreach team will also be interested in learning more about the program and can help with student enrollment. Nadia and Mark will meet with Erin Tague regarding Facilities. DSA stated that there is one area at Del Valle that DSA can approve. There is a tower that can be used by looking at the cement. The first step is to have Erin look at the cement issue otherwise there is a prompt that would need to be purchased and have in place at the facility. The accreditation rep is aware of this and is working with the program.
- xi. **Accreditation:** The state fire Marshall is an adjudicated agency. This is not an accreditation process. The state fire Marshall may state a prompt is not safe for students. LA country Fire also must go through the same process. LA county can hire people without state certification as they want to train people their way.

### III. Discussion

- 1. Non-Credit (N.C.) Courses for individuals with Disabilities-COC Inclusive Learning Institute, Garrett Rieck:
  - i. **Program Overview:** The title of the program is still a working title. The purpose and goal of the program, not a program but a category of non-credit, to expand equitable access to education. There is a credit program but there is an area missing in non-credit. There are 10 categories of non-credit.

- ii. **Why is this needed?** Currently there is a wide variety of non-credit courses in every category except for students with disabilities. There is currently partnership with YAC and Agape Village.
  - iii. **New Curriculum Design:** The focus is on personal fulfillment and art. There is much success with the Accessible Watercolor classes. The focus is on the arts and adaptive fitness such as instructional and relaxation courses. Pasadena City college is the model being looked at.
  - iv. **Funding Sources:** There is funding with the CAEP, and lottery funds left over. There is a mini grant that was received in 2024 to develop curriculum for students with disabilities. There is much fundraising that happens. Until the program is piloted for a year with 4 to 5 classes it is hard to determine the exact budget.
  - v. **Physical Resources:** Much of the equipment is already in existence. The PTA program has offered the use of space as well as the Canyon Country community Center and Agape Village. This program will not look like other programs at other colleges as they have existing gyms. This program does not need a full gym as resistance bands can be utilized. There are existing facilities and West PE 105 is a great class for this program.
  - vi. **Human Resources:** PPL Dean, faculty and staff are eager to support the program. There may be a need for instructional aid. All CCC's seem to be making their own decision and use Vocational Noncredit as an option to meet MQ's. For the Art classes there is a faculty member who has DSPS and the Art qualification. It will be challenging to find instructors who have these qualifications.
  - vii. **Other Considerations:** Many local decisions will need to be made and cannot be determined based on other colleges as they have existing facilities. The DSPS office must give a waiver to students on the repeatability for students.
  - viii. **Alignment of Program:** This is to provide inclusive environment for those with disabilities. This aligns with the strategic plan and inclusiveness for credit career and professional development.
  - ix. **Implementation Timeline:** The timeline will include the development and approval, and the program launch (Pilot) to evaluate and grow to a full expansion. The program is prepared to launch on a small scale. Via the PV Report process.
  - x. **Vision for the program:** There is a need to hire an additional support person for this program in ACC. DSPS confirmed there is funding. CAPE funding allocations are old, and the hope is to get this updated. Hopefully by 26-28 this can be figured out.
  - xi. **ACC funds to support salaries.** Many categorical programs have prohibitions for instructional functions. The hope is to review and ensure there are no limitations.
  - xii. **Additional prompts to the Pro Forma:** This will help to ascertain programs going forward. The committee is looking for a two-read model for program initiation.
  - xiii. **Next Steps:** The next step will be to vote on whether to move forward or not with the program pilot. The next meeting has been cancelled due to Lisa serving on the CEO hiring committee. The next meeting will be held on March 26<sup>th</sup>.
2. Possible refinements to the Program Viability and AP process, Lisa Hooper
- i. This item will return on the next meeting.

**IV. Adjournment:** 11:30 am.