

Program Viability Committee Summary

April 24, 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 | X | 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 | X |
| 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 | X |
| Ruth Rassool | Humanities (Adjunct)/AFT Designee | X | 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: | | | | | | | |
|--------------|---|----------------|---|-----------------|---|---------------|---|
| Anna Hillary | X | Harriet Happle | X | Lak Dhillon | X | Paul Wickline | X |
| Chad Peters | X | Jaya George | X | Marilyn Jimenez | X | Romina Macias | X |
| Diane Avery | X | Kathleen Welch | X | Nadia Cotti | X | | |

Note: There may be some discussion to change meetings to 1 hour and schedule one additional meeting in fall 2025.

I. Routine Matters

1. Call to order: 10:06 am
2. Approval of the 3/20/2025 meeting minutes:
 - a. Motion to approve the 3/20/2025 meeting minutes by Ruth Rassool, seconded by Jesse Vera. Unanimous. Approved.
3. Approval of the Agenda
 - a. The order for the reports was modified to have presenters present in reverse order of the agenda with report #1, Pharmacy Tech, report # Diagnostic Medical Sonography and report #3 Occupational Therapy Assistant.
 - b. **Motion** to approve the agenda by Jesse Vera, seconded by Kathrina Almero Fabros

II. Reports

1. Final Report: Pharmacy Tech - Jaya George
 - a. **Overview:** The new Faculty director is Jaya George. The program came through in 2020 and there is now curriculum approved, and a schedule built. The program will be housed at CCC. There is a Certificate of Completion and an AS degree. This program prepares students for entry level pharmacy

technician skills to work in areas such as hospitals, clinics, retail, home health and insurance companies.

- b. **Curriculum:** The curriculum is focused on students getting knowledge in pharmacology, pharmacy, calculations, sterile and non-sterile compounding retail and institutional pharmacy operations. The program will use simulation labs so students can get hands on experience in a pharmacy setting. Students are qualified to apply for California pharmacy, technician license from the Board of Pharmacy, and they can also sit for the national Certification exam to earn a credential referred to as CPHT, which is certified pharmacy technician.
- c. **Accreditation:** When the program starts the program will be applying for the national accreditation which is the American Society of Health System, Pharmacist and Accreditation Council for Pharmacy education.
- d. **Externships:** Students need to complete a background check, drug screening test, physical exams and submit immunization records. If there is an MOU there may additional requirements. Students can begin in the second semester.
- e. **Status of Program Update:** The curriculum has been approved at a local and state level. The program has been approved to launch in fall 2025.
- f. **Human Resources Required:**
 - I. A *Part-Time Lab Tech* was hired to support the lab operations and instructional preparation. This lab tech is shared with MDS and LMT.
 - II. The program needs to hire an *Adjunct Clinical Site Coordinator* and needs to establish clinical site. This person will help run labs and oversee equipment.
 - III. The program needs *designated administrative support* to help with student applications and tracking. There is also a need for continued support for professional development.
 - IV. There are adjuncts that need to be hired. Jaya received 20% and will not be teaching more than this as her priority is to establish clinical sites and work on self-study. She will only teach the courses that are required. The job postings are posted with HR and there are some candidates that have expertise in certain areas however, they may not always translate well to instruction. The challenges may be with hiring a clinical coordinator.
- g. **Advisory Meeting/Committee:** There are members from Henry Mayo, Veterans Affairs Hospital, CVS, Walgreens and independent pharmacies.
- h. **Physical locations:** The program will be located at CCC and there will be an instructional space in Room 305 and a smaller room and 305A which will be a hospital lab. The district will build a retail mock lab pharmacy that will be set up. The program needs to have labs set up to have the program running by august of 2025.
- i. **Software:** There will be software technology to train students in pharmacy settings.
- j. **Information Session:** These are scheduled through spring.
- k. **Marketing/Student Outreach:** The program has a website, uses printed material and promotions to market the program. The program needs to be marketed to target enrollment. The program has gone to public visibility to marketing to the community and recruitment strategies.

- l. **Standards of Accreditation:** The accreditation bodies are ASHP and ACPE. Need program needs to wait to submit documents first before doing the self-study.
 - m. **CTE Advisory Committee meeting update:** A meeting was held last week. Henry Mayo, CVS and Walgreen explained express support to the program. they also express the important of externships and soft skills. They are in support of incorporating labs and expanding externships and preparedness with students.
 - n. **Program Application Period:** Will open from May 1st to May 30th
 - o. **Clinical Externships:** Jaya is working on finding locations and sites and there are MOUs, and they are working on CVS and Walgreen. MOUs were sent to the stores, and they are waiting to hear back. Externships start in the second semester however Jaya began working in the second semester to make sure they are established. The program is about 1 year or so and their goal is to have more sites than needed. The district is having issues with clinical contracts due to much red lining as other campuses do not have as many issues. The district cannot offer these programs without the clinicals.
 - p. **Clinical Contracts:** The contracts department always does contracts with the interest of the district in mind. However, there may be areas that are not of interest to the district and administration may override this. The best solution is to meet with Jason Hinkle, April and Michelle in Contracts.
 - q. **Motion** to approve the Pharm Tech program as permanent status by Jesse Vera, seconded by Kathrina Almero Fabros. Unanimous. Approved.
2. Report #2: Diagnostic Medical Sonography - Lak Dhillon
- a. **Degrees:** Will offer the AS in Diagnostic Medical Sonography.
 - b. **Curriculum Update:** The program made some changes to the curriculum and program description and brought for to the curriculum committee 6 courses at a time. The South Center Local Regional consortium and are waiting on the state chancellor's office.
 - c. **Program Overview:** This program prepares students for entry level positions in abdominal, superficial, obstetric gynecology. The program does have the area of vascular included per accreditation standards. However, the way in which the program approved is in covering the general abdomen and obgyn. Vascular is included for the student's success in clinicals as all clinical sites have vascular.
 - d. **Accreditation Bodies:** Graduate students will be eligible for the ART and ARDMS. The program is pending KHAP Accreditation which put markets the program throughout the state. This allows students to get registered ahead of time. PSLO looks at enter level psychomotor skills and ethnical patient care.
 - e. **Clinical Site:** these will be needed as students cannot be successful without the clinical sites.
 - f. **Marketing:** Programs are advertised on the website, and this allows students to sign up clinicals.
 - g. **PSLO:** these are psychomotor skills and are needed.
 - h. **Updates:** This spring the program got through Curriculum and took 6 classes at a time to curriculum and these were approved. The South-Central Regional Consortium has approved and is waiting for the state chancellor's approval.

- i. **Physical Location:** The program will be housed in Quad 3 at CCC in room 306. The lab is under construction and will be adding to electrical and other work orders and will be ready by the end of May. There is lab equipment that has been added. They were able to get local GE Machines refurbished contracts with a 5-year warranty. There are 2 endo cavitary transducers for use on phantoms. There is 1 pelvic phantom with early pregnancy and 1 breast phantom. The program has acquired 1 body works Eve simulator that allows students to practice identifying pathologies. This is all done with electrical signals and communication with the computer. There will also be additional storage and tables.
- j. **Website:** Robyn Spurs has been working on updating the website for the program.
- k. **Program Sessions:** They had their first information session on April 22nd and had about 40 prospective students. There is another information session scheduled soon.
- l. **Human Resources:**
 - 1. **2 Adjunct Position pools:** There are positions that are being advertised and want to keep separate as an adjunct instructor and a clinical coordinator. More senior adjuncts can choose the classes they want to teach. The concern is that having with one pool for clinical coordination and they are not happy with the course. The program requested two adjunct pools instead for two adjunct positions for adjunct instruction and clinical coordinator. Adjuncts get placed on the pool by the hire date and for example only a clinical adjunct is hired with one hire date sooner than the other instructor. This may not be fair to other adjuncts already hired as the new adjunct may have a hire pool number. The suggestion is to work with HR to work on the hire date so that the process is fair to adjuncts. AFT contract has a carved out for classes where 2 sections or less are being offered.
 - 2. **Full-Time positions needed:** There is a need for a FTF in CCC. Lak will go back to ASC Committee to request a Full time ACCE/Clinical Coordinator. There is no date required to have the FTF in place by.
- m. **Program Launch:** The program is waiting on Chancellor's office approval for fall launch. Special thanks to Dr. Alvarado for approving courses. There is no date to launch the program.
- n. **CE Credits:** this will be offered for the techs to be able to take students for training.
- o. **Frist Cohort:** Looking to enroll a total of 18 students and as the program progresses, they will look to increase.
- p. **Accreditation application/self-study:** Must be submitted upon launch of the inaugural cohort. Once the cohort starts, they can start the self-study of the program. This will be submitted by the end of year 1. The district needs to committee to the full-time positions as this is needed for accreditation.
- q. **Equipment:** The space has been established.
- r. **Curriculum:** Some adjustments were made to courses based on the suggestions from the curriculum committee. Once students continue with the program they need to continue as it can be difficult to stop and restart a program. In Semester 3 in fall of 2026 is when students will go into clinicals.

- Lak is working with clinical sites, and many didn't want to partner until the program is established and approved.
- s. **Advisory Board meeting:** There is one meeting established and there is a meeting scheduled for May 19, 2025. There is a need to recruit a Medical Doctor or Radiologist for the Advisory Board.
 - t. **Non-Credit Courses:** There are 33 students currently enrolled. Students will receive extra rubric points when signing up for non-credit courses.
3. Report #2: Occupational Therapy Assistant - Anna Hilary
- a. **State Chancellors' Approval of the Program:** There is no update, and the State Chancellor's office is still looking at the program.
 - b. **Program Overview:** This program is for an AS degree in Occupation Therapy Assistant. This is a 16-month program with a cohort model and starting each fall. The max is 18 students per cohort. The focus is on developing the skills for various settings such as hospitals, skill nursing facilities, outpatients and preparing students for a licensure as a Certified Occupation Therapy Assistant (COTA). Student must pass the licensure before becoming a OTA assistant and need to register in the state they will practice.
 - c. **ACOTE Candidacy Information:** The candidacy application was submitted on Dec. 16th The project decision by august 2025 and is pending approval which is expected to begin fall 2025 or spring 2026
 - d. **Program Requirements:** There are 28 units of pre-requisites such as English 101 and HSLH 249 and BIO Sci 201. Students can also take Intro Psych and Intro Sociology. They need to enroll in Abnormal Psychology to make sure they have a strong mental health background.
 - e. **Associate in OTA:** The total is 43.5 units, 1,458 total hours, 450 lecture hours, 1,008 lab hours required. The total field work hours of 738. Leve 1 fieldwork is 90 hours and level II field work are 648 hours. There are two different settings for level 2 filed work doing 32 to 40 hours a week.
 - f. **Goals:** They are to develop competent and ethical and social response Certified OTA assistant. Participate in independent daily activities, excelling in working in diverse settings and work effectively in occupation therapist. The learning outcomes to lean appropriate responses. Student can then be eligible to sit for the national board.
 - g. **Status Update Success:** Hired a full-time academic fieldwork coordinator, Romina Macias. This is required by ACOTE. The program has recruited 7 adjunct who bring in range of clinical and instruction expertise. Spent all semester with the curriculum team and all 22 courses were completed on November 21, 2024. One course is a non-credit course and has received state approval.
 - h. **Accreditation progress:** For the OTA assistant, the candidacy application submitted on Dec. 16th and many revisions were submitted by Feb. 13, 2025. On April 18th the program received a deferral for the program for 4 areas and the program has until June 20th to meet the deadline. They are optimistic in achieving the candidacy status. Need to make the 4 changes and this will be a later start, and this will be in the middle of august. This is why there is a late start of fall of 2025 or spring 2026. All 140 filed replacement have been securing sites. All clinical site contracts are finalized, and Romina is working on a few more areas that ACOTE is asking for.

- i. **Website:** This was finalized and launched on October 16th. The program has hosted 2 information session a month.
- j. **Facilities:** The program is West PE 112. The lab is coming along. There is a kitchen, appliances and beds that are installed. The complete living room, furniture and dining room and supplies are being organized in the lab.
- k. **Community and student engagement:** The program participated in Welcome Day, Cougar Fest, HOSA event and Discovery Day.
- l. **Challenges:** The challenge is getting state approval from the chancellor's office. Chad and Anna have reached out to the ACOTE President and are asking for an expedited review due to issues back on January 23rd as they are asking for 10 additional areas that they needed information on. However, there are now 4 new areas they need. They have not heard back and are hopeful they hear back before august.
- m. **Growth:** Need to hire the Academic Field Work Coordinator on August 8th and hire of 7 adjunct faculty members. Approval of 22 OTA courses, Secure 120 fieldwork placements for level 1 and level 11 and launched the OTA program website on De. 16th and set up of OTA lab.
- n. **Degree for clinical coordinator:** Writing from ACOTE stated there was no issue, however now there is and the person with ACOTE is no longer with ACOTE.
- o. **Conclusion:** The program remains on track and pending state and ACOTE approvals are being addressed.
- p. **PV Committee:** Reinstated their support for the program along with all administrators present.

- 4. **Final meeting:** Will be scheduled for May 8th
- III. **Adjournment:** 11:20 am