

Program Viability Committee Summary

November 7, 2024, 10:00 a.m. to 11:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Tricia George (Humanities/Interim Curriculum Committee Chair), Jesse Vera (MESA Counselor), Karl Striepe (Political Science), Erika Torgerson (Counselor) Jason Burgdorfer (COCFA), Ruth Rassool (English, Adjunct Rep), Kathrina Almero-Fabros (Faculty Clinical Coordinator, PTA Program), Dr. Omar Torres (CIO), Jason Hinkle (Associate Vice President, Business Services), Dr. Jim Temple (Asst Superintendent/VP, Technology, Institutional Development & Tech, Computer Support Services), Dr. Daylene Meuschke (VP Assoc VP IRPIE & Tech, Institutional Development) proxy for Erin Tague (Assistant Superintendent/VP, Fac Planning, Oper & Const, Facilities, Facilities/Planning & Services)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Diane Avery (Dean, Academic Innovation and Continuing Education), Harriet Happel (Dean, Career Ed, Integrative Learning, & Employment Center, Instruction, Instruction Office), Jennifer Brezina (Executive Dean, Instructional Services & Public Safety, Instruction, Instruction Office), Leora Gabay (Full-Time Faculty, Instructor, Kinesiology/Physical Education, Kinesiology, H&W, Fit & Athletics, Kinesiology-Physical Education), Ted Iacenda (Physical Education Instructor/Head Coach, Football, Kinesiology, H&W, Fit & Athletics, Kinesiology-Physical Education)

The last meeting is scheduled before the end of the semester to have the last program approved by the Senate

I. Routine Matters

1. Call to order: 10:03 am
2. Approval of the 10/24/2024 meeting minutes
 - a) Motion to approve the meeting minutes by Erika Torgerson, seconded by Kathrina Almero-Fabros. Dr. Omar Torres abstained. Dr. Jim Temple abstained. Unanimous. Approved.
3. Approval of the Agenda
 - a) The program proposal is being called a Program initiation/modification. There are multiple proposals such as a Coaching certificate and activity classes. The initiation will be for the new activities' classes. Some courses for the activity classes and coaching certificate are going into the existing certificate.
 - b) Motion to approve the agenda by Dr. Omar Torres, seconded by Erika Torgerson. Unanimous. Approved.

II. Discussion

1. Program Initiation/Modification: Kinesiology (Coaching certificate and additional activity classes) – Leora Gabay, Ted Iacenda, and Chad Peters
 - a) **Overview:** The coaching certificate is part of the Career Education programs as it has a top code and there is a required LMI from Centers of Excellence. The proposal will need to come back in spring 2025 with the LMI report.
 - b) **Certificate of Achievement in Coaching:** There will be some program modification. There are additional activities courses and an expansion of current courses.
 - c) **Rational for the Program Proposal:** A career in coaching has a bright future and per LMI the coaching career is growing. The program aims to give current students the skills and education that they need to be a coach. There are

coaching opportunities from young ages to college. The Certificate focus strength, health & safety, mental health and performance.

- d) The courses required for the certificate include:
 - i. **KEPT 201**
 - ii. **KPET 202**
 - iii. **KEPT 203**
 - iv. **KEPT 120**
 - v. **KEPT 210 or 217**- students can choose between one of these. Both currently exist in the department.
 - vi. **KPET 103-109**, this is a highly recommended course. This course helps students work with COC coaches and see what it takes to coach.
 - vii. **KEPAs/KPEIs**- most are existing, and some courses the program is looking to add.
- e) **Non-Credit Course:** There is a coaching class in non-credit and the idea is to archive and mirror the classes listed. There is also a possibility of partnering with other school districts.
- f) **New courses:** KPET 202, is to be taught by psychology professors. The data demonstrated that 14 CCC 's have similar courses housed in KPET and very few are housed in the psychology department. All courses live and use top codes in Kinesiology. The department does not need a psychology instructor to teach the course. There is a current faculty who wrote the course for Ventura College and has helped with the growth of the program.
- g) **LMI Data:** There is no data but is labeled as having a "bright outlook." The projected growth in CA is about 32%.
- h) **Added Activity Courses:** Flag football is a growing sport in high schools and futsal and aqua aerobics are written but need to be unarchived.
- i) **Activity Classes:** Pickleball has grown by about 23.5% in the last 4 years and 51.8% from 2022-2023. The program anticipates many community members taking advantage of these courses. Flag football in high school is very popular and is growing in popularity at community colleges. Regarding Aqua Aerobics there are now 14 colleges offering courses.
- j) **Families of Courses:** There is an expansion of "family of courses." The program lost the ability for repeatability as many students used to repeat a course up to 9 times as they enjoyed it. This hurt the department and the community. Students who were taking these courses relied on them for physical activity. What the program has done to bypass this is they offer a "family of courses". For example, there is a stretching class where there is A, B, C. The courses the program is looking to expand include running, bowling, weight training, baseball, football and softball.
- k) **Quality of Program:** Many CCC's in the region are offering courses like COC but none that are exact. The hope to have students in the program in a year.
- l) **Needed Equipment:** Much of the equipment the program already has. The program would need some minor equipment and supplies such as in aqua aerobics, for example, the program needs water weights, buoyancy belts, and water disks. For picket ball, they would need 30 paddles, nets. Etc.
- m) **Alignment of Mission & Master Plan:** The program, with the additional courses added, will assist the college in achieving its mission. The program aligns with access and equity goals. They are looking at alignment with flag

football and there is popularity with college age women. The program can attract older populations.

- n) **Industry Certifications:** Students can take strength classes, but it is not necessary. If someone wants to coach football and take the sport theory course this will make them more marketable. There are no licensures. To be a personal trainer you need a HS diploma and CPR certificate and a Certificate of Personal Trainer. The students don't need the units but the skills. If a student wants to be hired by a reputable organization, they need to demonstrate that they took certain courses. It is recommended to have a certificate. The emergency procedures classes lead to a certificate in CPR.
- o) **Curriculum proposals:** There are 5 KPET courses, 5 new courses and aqua aerobics and this would require several semesters to get the courses approved. A course would be offered in spring of 26. However, the recommendation is not to offer new courses mid-year as this requires changing the catalog and instead offer them in fall 24 or fall 25. The hope is for the program to get approved for the expansion of classes.
- p) **Program Initiation Form:** For 2024 the program proposal lists all full-time faculty for the proposed program courses. The proposal includes all faculty who worked on the program or are supportive of the program. Albert Loiza is not considered as a member of the department but was supportive of the department.
- q) **Special thanks to Leora and Ted Jacenda for all their work.** There are some major requirements for the certificate. It is important for the college to be open to the curriculum. Dr. Torres thinks this proposal is very compelling and feels this is equity based. This program is attempting to fill the gap to ensure we are supporting students and can enjoy and partake in the family of courses.
- r) **Pro Forma Budget:** There are low resources needed. There was a request to bring forward the pro-forma to account for every cost as the funds are getting restricted and there are large projects. There is funding identified and need to understand and need to see FTES projects. Due to the use of equipment being requested there will be heavy wear and tear. The paddles for pickle ball are 5-10 years and need to determine the 5–10-year span. The pro forma form will return, and Garrett will work with both the Kinesiology and Business Services department. This program proposal will return in spring 25 for a meeting scheduled for February 20th, 2025.
- s) The vote is to approve the proposal, except for the coaching certificate, and the additional activity courses. This will help to get the program going. This is not the new classes but the family of courses. The first table included in the proposal are courses for the coaching certificate and there is the family of courses, some are in existence, and some are new. Will vote on the expansion of existing courses in the family and hold off on the certificate.
- t) **Motion** to approve the expansion of existing courses that are part of the family of courses and hold off on a new course for the certificate by Tricia George, seconded by Omar. Unanimous. Approved.

III. **Spring 2025 PV program proposals:**

1. **PV Committee meetings for Spring 2025:** Meeting invites for spring were sent out and the first will be on February 20th. Spring break is scheduled later than usual, and the last meeting is on May 15th.
2. **PV Committee Program Proposal Process:** When a program is approved it goes into pilot status, and they are required to give 3 reports. At any point a proposal can, be pulled to ask for additional resources or the committee can pull a program in pilot status.
3. **PV Program Proposal for Spring 2025:** There are major proposals coming through such as for the Kinesiology and Ceramics that will return. There is a possible department split and there is much that needs to be figured out. There will be many reports, 3 reports asked to push to the spring, and a few are final reports. The paramedic program will come back through.
4. **Ceramics Program Proposal:** There is an issue with finding parking for the carts and ADA issues. The program is in the process of finding a space for students, providing the necessary space for storage and operational components and moving computers and software across campus. The program wants to make sure that uniquely able students from ACC have access to mobility. There was an option looked at and now there is a different option. Need to make sure there are no logistical issues. The hope is to have some resolutions in the spring 2025 semester. The pro forma was uploaded to the PV Canvas shell. Some proposals are there.
5. **Pro Forma Question for Kinesiology program:** If the supply budget is coming out of lottery funds and the remaining cost is for staffing the courses this is a standard cost. Could there be a standard table? There is not much needed for physical resources. There may be some programs that come through that are not CE. For storage of the equipment there is a cost associated with containers, closets and rooms and this must be figured out. There is a need for lab tech or support staff and a need to account for in terms of the costs. It was clarified there is no lab tech, and the program has their own equipment room.
6. **Ethnic Studies Program Proposal:** This was the first non-CE program proposal, and a pro forma form was created. The pro forma shows shoes consistency and total cost of ownership and can show how a swap happens. A Pro forma test form was submitted a copy will be forwarded to Garrett. There are anticipated enrollments, and it would be nice to keep track these see if the program is going up or down. Is it a profitable program with 15 students? The pro forma form will be revisited in the final report.
7. **Pro Form to be included in all program proposals:** The committee agreed to pilot including the pro forma form in all program proposals starting in spring 2025. The proforma does include an area for marketing costs. This speaks to a larger issue; how do we market our programs to increase enrolment? Need to address this area as an institution. There is no process for how marketing should be done. The non-credit curriculum has a prompt for who is the target audience. Is there anyone from PIO that sits on committees to make their opinion? Noncredit spends an additional \$75,000 in marketing noncredit programs outside of what PIO does to increase enrollments in programs that are struggling, new programs, and increasing general enrollments.
8. **Future Agenda items for Spring 2025:** Garrett will include in the last meeting of the spring 2025 semester an item to discuss the process and determine where improvements can be made.
9. Garrett will send out an email to the committee outlining the changes to the PV forms and prompts sometime in November or December.

IV. **Adjournment:** 11:22 am