

Program Viability Committee Summary

February 20, 2020, 9:00 a.m. to 10:30 a.m. BONH-330

Members present: Garrett Rieck (Noncredit Faculty), Albert Loaiza (Counseling Rep), Christopher Boltz (Theatre/CTE Rep), Lisa Hooper (Curriculum), Joe Gerda (VPAA), Nicole Faudree (Photo/COCFA Rep)

Guests: Patty Robinson (SBS), Hencelyn Chu (MLT), Kathy Bakhit (Interim Dean Business & Applied Tech), Harriet Happel (CE Dean), Omar Torres (AVPAA), Brittany Applen (Humanities), Marilyn Jimenez (Academic Senate Administrative Assistant), Jason Burgdorfer (MSHP)

I. Routine Matters

1. Call to order- 9:05 am
2. Approval of the Agenda: Motion to approve the agenda by Christopher Boltz, seconded by Albert Loaiza. Unanimous. Approved

Announcement: Meetings for spring 2020 have been scheduled twice a month due to the various programs which will be coming through credit and noncredit.

II. Reports

Chair Updates:

1. Recreation Management
 - The first Advisory Board Meeting was held last Wednesday. Several people attended including Harriet Happel and many Industry Representatives. [CSUN's Outdoor Recreation Manager Alan Wright](#) who has served as Department Chair shared information regarding transfer. Information was also provided in terms of how CSUN's classes match up with COC's. Garrett Hooper will work on ensure all articulation agreements are in order and look into a possible ADT. Paula Harvey attended from the [Tejon Ranch Conservancy](#). Paula is very motivated to have various internship opportunities and utilize the Tejon Ranch for Recreation Classes. In addition, the Tejon Ranch Conservancy offers scholarship opportunities. Mike Stillson with [Valley Trails in Santa Clarita](#) was not available to attend but has plans to provide facility use for the college as well as employment and internship opportunities for students. Jim with [Top Out Climbing](#) was also not available to attend but is excited to partner with the college, whether it is a climbing team or possibly offering COC classes at this location. Brittany will follow up with Jim via email. Jim is also interested in the idea of internships. Lance O'Keefe who is the Director for Park & Community Service for the City of Santa Clarita.
 - There is large grant which is being put together along with scholarships and paid internships which will be available to students. This would need to be written into the program as there is current no internship component to the degree. This will be needed in particular once it is linked with Career Education. It was clarified that a TOP code is needed once it is submitted to the Chancellors office. This will be worked on with CEO. There is a delay due to the LMI and Harriet will be working with CEO.
 - There are plans to have a second Advisory Board meeting as meetings are typically only scheduled once a semester. Due to the need to collect more qualitative data to help determine if program is viable the Advisory Board meeting will meet again. The original

plan for to create another department separate from Kinesiology however, if this is not a viable option the other option would be to add additional courses. It is important to build a program that has courses offerings and times and locations which work for students and that it is not fully online. It is critical to add the outdoor component as this is critical for all humans to have an outdoor connection. There may not necessarily be a need to create additional new facilities for this program as existing facilities within the community could be used. There are several organizations which work on building trails and improving trails as the city is purchasing land at about 2 miles out surround the community. There are also plan to put in a mountain biking trail.

- This item will return after the next Advisory Board Meeting.

2. Construction Tech

- Garret Rieck shared an email from Mark Carr summarizing the meeting which took place in December 2019. Garrett, Mark, Omar, Harriet and Don met with Eric Arnold at CCC. The first item which was discussed in the meeting was with Construction Technology and a need to grow the program. However, the space has been challenging. Some space was found by re-arranging student work spaces to a more open pattern as this would be more conducive with learning and safety. Safety was one of the main issues discussed. A Safety Assessment was performed on January 6, 2020 and determination was conclude that the lack of space was not conducive to safety. There were issues with pass troughs with the emergency exists. Per the Fire Marshalls the door must remain unlocked and cleared by a 3 foot radius with an exit sign. Ladders have also been secured and a work order has been generated and has been approved and forwarded to Facilities. There is also storage and fencing at the end of the road and facilities is working on obtaining fencing and awning. There are work orders to replace key locks on doors located between rooms 707 and 708 as these doors need to remain unlocked during class times. Eric expressed concern with non-credit classes due to being unstructured and no room but the new awning should up open up some space. Harriet pointed out that the lab tech must be part of the Career Tech classes. Some courses will be switch to a day-time schedule in the fall in both credit and no credit as daylight hours are more preferable. This will help with student learning objectives. There will be curriculum revision and moving towards a List Serve Curriculum. The email will be posted to CANVAS. There was a request to re-purpose awnings which were purchased for the AUTO program. There was a clarification that Mark is not a lab tech but he is currently a permanent part-time dean. There is a need to create a position and this will be in Program Review. SWF funds will be the main funding source
- This item will be on the agenda moving forward.

3. Commercial Music

- A major challenge for Bill Macpherson's Commercial Music program was finding space. A determination was made last semester to restore room 107 in PICO Hall and build a studio. Jim Schrage has requested plans for the studio to begin building. Another update will be provided in a few weeks. There was a concern that this room is VAPA's only lecture classroom. There was a suggestion to designate new classrooms in West PE. This will be a secondary implication that will need to be addressed. The reason for this suggestion is due to BOYKIN hall being taken off line in about a year in half to two years. There will need to be a shift in movement for some of the Geology and Anthropology Sciences. Currently this space is being utilized for ECE due to the displacement of the TIK fire at CCC. It was emphasized that room 107 is being used from 9:00am to 9:00pm. New equipment will be funded through the BONH Measure as this is considered part of a building renovation needed for an instructional program. There was a request to obtain list of what is needed

and anticipated costs. A professional was brought in to do the quote but the quote would cost \$5,000. Instead Bill Bernardo and Jim Schrage will work on the quote. Perkins 5 requirement has changed, can submit for new programs so long as there is evidence that there is a supply gap. In terms of Strong Workforce there is still no incentive funding. Are there other colleges within the region offering the program? Once Jim and Commercial music determine the plan, Garrett will provide an update.

III. Discussion

1. Community and Civic Engagement Certificate Update – Patty Robinson

Background:

- This certificate originated when there was an interest to move towards Community Development & Engagement and Civic Engagement. Currently CSUN and UCLA offer a minor in this field. Patty connected with CSUN to develop transfer courses at COC which would also apply towards the 18 unit certificate. The idea was to create a Certificate of Specialization in Community and Civic Engagement. This certificate would have a course in intro to Civic & Community Engagement, an introduction to Community Base Learning and a variety of electives. The electives would come out a series of large categories which would mesh with how CSUN has their minor set up. CSUN will accept both 200 and 201 COC courses which can be used towards articulation and will accept a third elective with a total 9 units being allowed to transfer. It was clarified that only the 201 course has changed UCLA will also accept both of these courses due to courses having a project based component.

Service Learning Model:

- A discussion at the National level was beginning to change. The old service learning model in which students go to a site and perform hours and receive credit for those hours was beginning to change. The model has fallen out of interest with many colleges and universities. This is as a result of the student population changing. A partnership at the national level, with the Director of Community College Engagement and Campus Compact took place. Campus Compact is a national organization for service learning in higher education.

Project Base Learning:

- Last year an application was accepted by Western Polytechnic to have a team visit this school. The school has involved in Project Base Learning for many years. Project Base Learning is now the evolution of Service Learning. CSUN and COC have re-examined their programs and eliminated their hours. Service Learning has been looked at as simply volunteering hours and the COC program wants to get away from this. Project Base learning allows students to examine social issues they are concerned about and begin designing projects while utilizing design thinking. Students would be looking at Philosophy, asset base rather than deficit, social entrepreneurship and action base research perspective.
- There was concern that although the hours may not matter for a project but they still do matter for the course. Another concern is that if students are not completing hours out in the community that eliminates partnerships and agreements. There is an idea of transdisciplinary research and learning and having student trained to look at issues from an integrated perspective.

Team Teaching Approach:

- A Team Teaching Approach idea was presented in that if there are multiple perspectives the course should be taught by multiple disciplines. How a course is coded matters. This

approach currently does not exist in curriculum. Is this a variable unit or a fix amount? How much time is a student in the classroom and how much is this off site? This presents a different style of learning in that any course can be taken and turned into a Project Based Learning experience.

- There were concerns presented such as if there is an outside component to a course then it is no longer equitable for all students. Courses also need to be utilitarian as not all students transfer to CSUN. The COCFA contract will also need to be looked at as there is current no information regarding team teaching. There may be questions regarding which instructor will teach and which instructor will grade? Could the Project Based Learning Objectives be met in the 200 course? Could the 200 be the intro class and the 201 be the internship course? The next will be to send the 201 course outline to Technical Review.

New Proposal: Pharmacy Technician - Hencelyn Chu

Background:

- The interest for this program came about due to this program addressing Health Professions that are indirect patient care. Most of the courses cover direct patient care such as EMT, Nursing, CNA and Pharmacy Tech. There are some Nursing students who after entering the profession decide this may not be a good fit for them. There are many students who want to work in health care but not necessarily with patients. Most pharmacist are located at Target, CVS or Walgreens who are interacting with customers. Although people are patients they are not in this particular setting. Customer services, clerical such as labeling and preparation medicines, calculations of oral dosages, federal and state regulations are all things a Pharmacist Tech. needs to know. Pharmacy Tech's are under the supervision of a Pharmacist.

Accreditation and Certification:

- The goal of this program is to graduate entry level Pharmacy Techs and prepare them to be eligible to received certification in the State of California. LMI data has been included in this proposal. Accreditation will be sought by the California State Board of Pharmacy and this body would determine the composition of courses.

Financial, Physical and Human Resource Needs:

- In terms of physical resources and space needed the idea is to have partnerships in practicum. Many of the labs can be done off site at a local pharmacy such as Walgreens or Target. The hours required are short term and therefore there is no reason why the first two semesters can't be brought in onsite. There are currently 75 pharmacies in SCV.
- How many student can be placed at a site and how many sites would be needed? For outpatient (retail) it is 120 hours and for acute care (hospital) it is 240 hours. There is a need to have agreements in place before moving to Curriculum. Henry Mayo Hospital is willing to partner with the college. There are 20 students per cohort and all will need 240 hours by their last semester. Due to the large number of student there will be a need for multiple hospitals. This requirement may be included in the Kaiser Agreement.
- There will also be a need to hire another faculty member qualified to each this program.
- Both Santa Rosa and Consumnes River College have had this program for at least 5 years. PV needs to determine that all financial, physical and human resource needs have been met. There was a recommendation to bring in MOU letters of intent. This program would meet the requirements for Perkins funding.
- If lab work cannot be done off campus but on campus then this changes the space needs. What is currently being proposed for new lab space may not be large enough? There will be

need to advocate for a larger space in the Science Building.

Advisory Board:

- There will be a need to put together an Advisory Board. An Advisory Board meeting will need to be organized and held by the end of the spring semester. The Advisory Board should include content experts and it will consist of a combination of retail such as, CVS and Walgreens, and Hospitals. Qualitative data will need to be collected.

Automation in the Future:

- There is concern with a high demand for automation in the next 5 years. This program could be brought in and automation could be developing further. How will automation impact this field? There are some pharmacies who are in dire need of Pharmacy Techs and are considering training their cashiers who only have a high school diploma. While Pharmacy Techs do become certified there are some tasks which they cannot do such as counting pills or access to references. Having a Pharmacy Tech Certificate prepares students for acceptance into Pharmacy School. The units however do not transfer but does help student with being placed in a competitive space.

Pharmacy Tech Program at local CCC's:

- There are currently two large Pharmacy Tech program, existing in noncredit, at both North Orange Continuing Education and Santa Ana College.

Credit or Noncredit option?

- Are degrees needed? Since courses do not transfer. If units are not required it may be more equitable to offer this program as a noncredit option for students.
- A program which requires more than 600 hours would qualify a student for financial aid. There may also be the option to set up credit for prior learning. Credit number of hours in noncredit would also qualify a student for financial aid.
- Golden Oak adult school does offer this program but they are not accredited through non-credit. Omar will follow up with Golden Oak Adult School.

IV. Resources

PV Forms Updated to Adjust with Labor Market Information Request and Regional Approval Process & for Revitalization

1. Program Justification Form
The information on this form will be used for acquiring the labor market information (LMI) through the Center of Excellence (COE, www.coecccc.net) for Initiation/Substantial Modification and Revitalization.
2. Program Initiation/Modification Form
This form is used after labor market information (LMI) is obtained through the Center of Excellence (COE) for Initiation/Substantial Modification. Additional questions have been added to the facilities section of the form.
3. Program Revitalization Form
This form is used after labor market information (LMI) is obtained through the Center of Excellence (COE) for Revitalization. Questions also rely on information from Program Review.

V. Adjournment: 10:34 am