

Program Viability Committee

February 21, 2019, 9:00 a.m. to 10:00 a.m.

BONH-330

SUMMARY

Present: Albert Loaiza, Chris Boltz, Wendy Brill, Rebecca Eikey, Omar Torres, Jerry Buckley

Guests: Harriett Happel, Carly Perl, Jeremy Patrich, Sarah Ehram, Ron Fisher, Chuck Lyon, Garrett Riech

Absent: Lisa Hooper, David Andrus, Jason Burgdorfer

A. Routine Matters

1. Call to order
2. Public Comment
3. Approval of the Agenda – Albert Loaiza, seconded by Chris Boltz

B. Reports

1. Pilot Status Report Year 1 –Non-credit Career Skills, Wendy Brill, Garrett Riech

There are eleven course and five non-credit certificates proposed. There are four CDCT non-credit certificates currently being offered now. The first year was on curriculum development. There are 8 classes that are running. These are only 8-hour classes. There are a total 21 Career Skills Non-Credit courses (this includes those being currently offered and those in the eLumen Curriculum development stage and additional ones not entered into eLumen).

Resource need – A full-time faculty member in non-credit. There was a presentation to Academic Staffing Committee for a FT faculty member in non-credit. It remains to be seen if the position will be recommended to be funded permanently. The FT temporary position this year has enabled the program to be successful. In the absence of a FT faculty position, there is concern about the ability for the program to continue to expand curriculum offerings and scheduling of courses. There would be a need to rely heavily on adjunct faculty for this program to continue.

There is a larger need for a staffing plan for non-credit, in general.

C. Discussion

1. Physical Therapist Assistant Program Initiation, Sarah Ehram

At the October 18, 2018 meeting, the committee recommended that the author and administration secure a partnership with local clinical sites and return to PV Committee

- a) Letters of Intent – has been uploaded to PV Committee in Canvas.

There are existing partnerships with the Sports Medicine program that have helped the author to establish expanded partnership with Physical Therapist Assistant program.

There are two letters of intent:

- Vargo Physical Therapy, Inc.
- Henry Mayo Newhall Hospital with two locations of 7500 sq/ft and 3,000 sq/ft

Thus, there are three possible locations for conducting the labs. These labs would be conducted in the evening at these sites, since they are clinical/business locations. There was discussion about the length of the lab courses and flexibility to offer at these locations. The locations are close to campus. There is understanding that even with the after hour schedules, that it is reasonable to offer these. In addition, West PE is to be remodeled.

Recommendation: Initiate as Pilot Status Physical Therapist Assistant Program – Motion by Albert Loaiza, seconded by Chris Boltz.

For CAPTE Accreditation requires a full-time Faculty Program Director to be hired 18-months before classes could be offered. Director of Clinical Education must be hired 9-months prior to the due date for the Reconfirmation of Intent with CAPTE. CAPTE requires release time for Director & Clinical Coordinator.

Thus, this full initiation of this program is contingent upon hiring of a FT Faculty Director. The next steps would be to ensure there is a presentation to Academic Staffing Committee, and the district would need to have formal recommendation for funding of this position.

2. Process for Program Development including Labor Market Report, Garrett Riech Clarifying the process of obtaining a Center of Excellence Labor Market Report in the development of a new program proposal.
 - a) Draft of Program Viability Flowchart

There is a need to help faculty understand what the process is for Program Viability and Curriculum development. The flowchart starts with “is this within the purview of non-credit?” Then which type of non-credit, CDCP or non-CDCP. There is enhanced funding and particular requirements for CDCP. Program Viability requires Labor Market Information (LMI) Report. To help with acquiring the data, Harriet Happel works with the Center of Excellence (COE). For the CTE programs, there is a need to have Regional Approval. The process has changed for Regional Program Review. There can be delays with getting the LMI Report with COE. The Region has introduced changes as of January 2019. Harriet first submits a Letter of Intent, which allows her to get the COE LMI Report. The local process for PV and Curriculum development happens. Then, the CTE Deans in the Region vote approval of the new program. The Chancellor’s Office is looking for confirmation of the Regional approval as part of the final approval of the curriculum.

There have been issues with the LMI data, that is why COE wants one person to request the data. Thus, Harriet is the one person for COE. There are a number of requests for LMI for COE from other colleges, such as Antelope Valley and Moorpark Colleges, so getting the data within 30 days doesn’t always happen.

The Letter of Intent to the program requires the initiator to identify other programs in area colleges, DSN, TOP codes, SOC Codes, and 5 occupations related to the program.

For some of the non-credit programs, the LMI not always give the full picture of the

need. The Advisory Boards are therefore useful in demonstrating the need.

ACTION: Harriet will identify which questions in the Program Initiation Form can be used for the request for COE. This will become the basis of Form 1 for PV Initiation. Then the PV Initiation Form will be modified as Form 2.

3. Field & Nature Studies Non-credit Program, Jeremy Patrich, Carly Perl, & Garrett Riech
Initial discussion on a potential new non-credit program.

The idea is to create a non-credit Field & Natures Studies program. They were able to find at least two CTE TOP codes to align with the goals for this program. There is intention to make this program short-term vocational. The committee agrees that the authors are on the right track with this new program proposal.

D. Announcements

Program Viability Committee Meeting Dates for 2018-2019 Academic Year

- March 21, 2019, 9:00 am – 10:00 am, Bonelli 330
- April 18, 2019, 9:00 am – 10:00 am, Bonelli 330
- May 16, 2019, 9:00 am – 10:00 am, Bonelli 330

The Program Viability Committee is a standing committee of the Academic Senate. It is responsible for the evaluation of proposals to initiate, modify, or discontinue academic programs. The committee makes recommendations to the Academic Senate. Per the AP 4021, program initiation, modification and discontinuance proposals shall be submitted to the Academic Senate President *no later than the eighth week* of the fall semester.