

Program Viability Committee Summary

May 21, 2020, 9:00 a.m. to 10:30 a.m. – Zoom

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

Guests: Harriet Happel (CE Dean), Marilyn Jimenez (Academic Senate Administrative Assistant), Jason Burgdorfer (MSHP), Wendy Brill (VAPA), Don Carlson (Dean, Business), Maral Markirian (CAWT), Omar Torres (VPAA), Samuel Bolanos (Applied Technologies), Katht Bakhit (Dean Business & Applied Tech), Justin Wallace (Administrator, Technical Assistance Provider (TAP) Grant), Lee Hilliard (Applied Technologies)

I. Routine Matters

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

II. Reports

1. Year Two Status Report: Technical Theatre - Chris Boltz
 - Two Year Report: This report is a hybrid for both Year Two and the Year Three. The full year three report will be done in fall 2020. There was a small number of degrees and certificates conferred at spring graduation. There was at least one certificate and one AA degree. The class sizes have been growing with the key classes which includes Technical Theater Practicum. Prior to the COVID-19 crisis hitting there were 14 students enrolled. In regards to the Lightning class about half of the students were first year students from Hart High School. This has been a great pathway. In terms of spring 2020 there were some students who choose not to complete the last two classes in a distance format and have delayed their transfer.
 - Video Marketing: There is funding to get a video shot of the Technical Theater program to help create more awareness. The video will be uploaded to the website soon. There was a request to get this video back from Shawn at Mud Turtle. Shawn will need final approval from PIO before uploading and marketing the video. The video shows footage of rehearsals and students in the costume shops hanging lights.
 - Advisory Committee update: The advisory committee has been looking to do some expansion. The advisor request the following new courses as a way to increase enrollment.
 - a) Introduction to Design (credit course): This work is being done with CSUN and CSUN's curriculum is being borrowed from their *Color & Design Theory Class*. Some minor revisions were made and those will be ready for the Curriculum Committee in the fall 2020.
 - b) Drafting for the Entertainment Industry (noncredit course): This curriculum will also be ready for the Curriculum Committee in fall 2020. There was a request to split this course into two noncredit courses. Chris has some concern in that this course asks that the instructor teach Vector Works and AUTOCAD. In regards to Vector Works there is a free license for the lab portion. In regards to AUTOCAD, the Voluntary Product Accessibility Template (VPAT) does not meet the standards. Chris will follow up with colleagues at other school to determine how they accomplished their accessibility goals with a VPAT that is not up to standard. The

VPAT is also part of the 508 Compliance. This is required to ensure that when providing online instruction that there are appropriate accommodations for students that have certain needs. Garrett can attend the Advisory board to discuss the non-credit courses. Some employers on the board stated they will have some of their staff register for the course so they can update their skills such as AutoCAD. There was a suggestion to reach out to both David Martinez in Engineering and Regina Blasberg as they currently teach drafting classes for their input. A meeting has also taken place with the Architecture department.

- Performance & Technical Theater Courses: The initial reason for the development of this program was to attract those students who had backgrounds in the performance side but didn't have an understanding of the technical side. This program was a way to draw in students into possible career opportunities. Chris confirmed that there have been some students who began taking the technical courses and are now having second thoughts about whether or not to continue with performance courses.
- There is now a relationship with Six Flags Magic Mountain in that they are now sending their Technicians to take these courses at COC. The technicians are not looking to take the entire program, which unfortunately means that they don't get the graduate numbers.
- Certificate in Technical Theater: There are some students who have taken sufficient classes that they may be considering completing the certificate in Technical Theater. This certificate is 18 units. Most student either want to do stagecraft or they want to do costumes. Very few students take courses in both areas. There is a possibility of doing a low unit local certificate. Some labor market data will be needed to demonstrate the availability of employment opportunities.
- Mirroring as a Non-Credit Technical Theater Certificate: There is a possibility of developing a non-credit certificate which only requires 2-3 courses. There may be a way to market a certificate package with COC and Six Flags. This certificate would fit well with students coming in from Six Flags who are not interested in the units just obtaining the skills set. If a student chooses non-credit courses a student can still petition to earn the units. This would be done through credit by exam or assessment for prior learning.
- Competency Base Education: Sacramento has proposed on their agenda the idea of Competency Base Education as a way to develop short term certificates for Technical Skill attainment to get into the workforce. More research will be done to determine if there are any industry recognized credentials. There are also additional certification programs through the Entertainment Stage Technology Association (ESTA) such as Stage Electricians.
- Career Day: Many great contacts were made at this event with students. There was a request to host more Career Day events when it is safe to return to campus. There are plans to move forward.
- There are plans to meet with Melanie from Castaic High School to develop a formalized Pathway with COC.

III. Discussion

1. Program Revitalization: Computer Networking - Lee Hilliard

- Summary: A power point slide presentation was shared by Wendy Brill outlining the [Program Revitalization for Computer Networking proposal](#). The proposal included a summary of the program and outlined how the program has been struggling and what the program is doing well. The following CCCCO link <https://www.cyberseek.org/pathway.html> was shared. This page is the virtual campus or online imitative. The Pathways page allows users to explore various pathways by clicking on the career links which then changes the

skills that are necessary. There has been a misconception that Networking and Cyber Security are one in the same. In terms of the “Networking” link, it demonstrates that this pathway is part of a fundamental pathway to Cyber Security.

- Model Curriculum Information Technology: The Chancellor’s Office list of cyber security pathway courses are also part of the Model Curriculum through the CIT website. There are several courses offered at COC that could line up with those offered at CSU. Theoretically, this Model Curriculum could be offered based on the 13 units. A list of programs currently being offered in the region was shared.
- LMI: A Centers of Excellence report was developed. The LMI data in this report is pre-COVID-19. The report states that jobs will remain steady in this field over the next 5 years, 73% of students are employed within a year of completing the program and 65% of students are earning a living wage.
- GAP Analysis Recommendations Implemented-Curriculum: There are two GAP Analysis reports which includes two recommendations that are Curricular and some that are not. The Curricular recommendations proposed are being implemented right now which includes revising the Curriculum to 3 units as some are 7 units. It is also recommended to add “Internet of Things (IoT) and Python, develop 4-year transfer pathway, align local curriculum with statewide transfer model curriculum and develop stackable certificates.
- There is a total of 19 courses. There is a proposal for additional courses and the amount of programs. There’s one degree and five stackable certificates and the stackable certificates align with the degree. There’s two certificates with minimal overlap with the degree courses. Of the 23 courses, six of the courses have a pre-requisite or industry certification can be used. Of the total 23 courses, 10 have prerequisites of some form. The student could be working towards the Internet of Things (IoT) Certificate and also be working towards the Certificate of Achievement or the degree. A list of prior course names was also shared. There are some revisions to courses based on industry certifications. Also pre-requisites are also includes with courses. A list of proposed classes was also shared.
- There are several scheduling changes proposed such as 8 week classes and offering additional times/days. The GAP Analysis also requested a specific software package for that virtualization and the department uses a proprietary package.
- Challenges the program is facing: The program revitalization process asks for programs to identify three challenges. The challenges identified includes:
 1. Clarifying the program pathways for students with the goal is to increasing enrollment and completion.
 2. Develop a full marketing plan and implement it with the goal of program enrollment growth
 3. Grow Industry Input with the goal of remaining current.
- Curriculum Committee did approve the Internet of Things (IoT) and the Python course. The department is seeking CID’s for those courses which are eligible. CID’s are written very generically, therefore course descriptions should be as well. This will help communicate that the department is conforming to the standards in the field.
- Articulation with Bradman University: There is an objective with articulating with Bradman University. It is being recommended to first seek CID and ensure courses are aligning well with external standards. After CID’s are sought then the program can proceed with cultivating an agreement with Bradman that would result in a transfer pathway. There was a recommendation to not limit students just with Bradman but to look at other schools as well.

- Course renaming & renumbering: There is also concern with the naming of courses. It is important that the course name and the catalog description are clear to students as the name makes them read the course description. While unique course names is helpful, more generic course names is sometimes better for students. It is also recommended to number courses based on a logical sequence.
- Credit for prior learning has also been another objective as everyone wants their students to get certified which enables them to get jobs. This program is ever changing as year to year there are advances made as technology emerges.
- There is no formally recognized program. A presentation on Cyber Security will be made in the fall. There is a tie in between some of the proposed curriculum revisions in regards to Electronic Systems as related that will overlap with a proposed Program Viability opportunity in Cybersecurity.
- Next steps with Curriculum Committee: There are four courses total that were proposed and that would be needed to compliment some of the stackable certificates. Three of the courses are currently in eLumen at Stage 5 and the CCNA Cyber Ops course still needs to be entered. For fall semester the existing courses will be submitted to the Curriculum committee with the name change of Network Technology.
- Community Education: There was a suggestion to use more community education opportunities such as the Summer Institute.
- Next steps for PV: A Program Viability Rubric will need to be completed and submitted to the Academic Senate. After Academic Senate approves the recommendation from PV, the new proposed courses will go through the Curriculum Committee as a final read. It is recommended to include courses, as examples, from other colleges. Once this proposal goes through the entire approval process it will got to the Board for final approval.
- Next steps for Marketing for the program: It is recommended that the program put together a package which will include marketing materials and outreach plans such as Career Trees and videos. Career Trees will be completed by the fall semester.
- It was suggested to have faculty connect with Erika Torgeson in the Counseling department to get training and discuss program changes.
- It is important to have committee collaboration between faculty and administration.
- Motion to approve the Revitalization process for Computer Networking/Networking Technologies by Nicole Faudree, seconded by Christopher Boltz.
- Roll call Vote:

○ Boltz, Christopher-AYE	○ Faudree, Nicole-AYE	○ Loaiza, Albert-AYE
○ Burgdorfer, Jason-AYE	○ Hooper, Lisa-Abstained	
- The motion passed with 4 votes in favor and 1 abstention.

IV. Adjournment: 10:30am