

Program Viability Committee Summary

August 26, 2021, 10:00 a.m. to 11:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Christopher Boltz (Theatre/CTE Rep), Lisa Hooper (Curriculum), Nicole Faudree (Business/COCFA Rep), Jason Burgdorfer (MSHP), Jesse Vera (Adjunct Counselor & AMSA Faculty Co-Advisor), Julie Hovden (Counseling), Tara Williams (Chemistry) & Dr. Omar Torres (CIO)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Harriet Happel (Dean of Career Education and Integrative Learning & CTE), Paul Wickline (Associate VP, Instruction), Dr. Kathy Bakhit (Dean of HPPS), Diane Avery (Dean of Academic Innovation and Continuing Education), Sergeant Jacob Gubran.

Note: PV Is still in search of a committee member from the SBS School.

I. Routine Matters

1. Call to order: 10:04 pm
2. Approval of 5/6/21 meeting minutes
 - a. **Motion** to approve the meeting minutes from 5/6/21 by Chris Boltz, seconded by Nicole Faudree. Unanimous Approved. Dr. Omar Torres absent. Votes collected via roll call vote.
3. Approval of the Agenda
 - a. **Motion** to approve the agenda by Julie Hovden, seconded by Jesse Vera. Unanimous. Approved. Votes collected via roll call vote.

II. Discussion

1. Program Initiation: Rising Scholars Vocational Program – Garrett Rieck, Tara Williams, and Dianne Avery
 - a. **Background:** Rising Scholars is the network of California Community Colleges which offers educational opportunities in credit and non-credit at jails and prisons throughout the state. Diane Avery has been overseeing this program for the past 3 years. Paul Wickline has also been involved with this program since 2015. Dr. Tara Williams has been teaching credit courses and Garrett Rieck has been teaching in non-credit. Sergeant Jacob Gubran currently supervises the Education Based Incarceration Program and has been doing so for the past 20 years. This program offers incarceration programs to men and women. Recently this facility has partnered with COC to offer traditional college courses. Garrett has been charged with the staffing, scheduling and curriculum development for many programs that are being offered at in the jails. Garrett has taught CPR and First Aid through webcam and will be teaching in person soon. Training materials will be developed for faculty that are teaching at the jails including the most recent format of correspondence education.
 - b. **Rising Scholars Vocational Program:** A presentation was shared which outlined the programs brief rational and brief history. Many faculty were trained with the new format of correspondence education. This is similar to the version offered at 5 Keys Charter School prior to the end of their contract with the LA Sheriff's Dept. A list of Noncredit Life Skills Classes Being Offered at PDC and CRDF was shared. Many of these courses didn't go through Program Viability as they weren't part of a program and were not attached to certificates. These courses belong in the non-enhanced category of non-credit as standalone courses with the exception of the first course *NC.COUN-050-Cleaning Up Your CA Criminal Record* which is part of a certificate of completion. This Certificate of Completion program was proposed by Diane Solomon and Aviee Ortega. A request will

now be made to the Curriculum to change the prefix from Counseling to Life Skills for all the courses since the School of PPL is providing all the support. A list of Other Noncredit Classes was also shared. Enrollment totals was shared which demonstrates there are now over 2,996 total enrolled. The Partnership with LASD was outlined, COC is the only CCC that has an MOU with LASD. There are many incentives for students to take these courses such as early release time. Now that there is a MOU in place the idea is to expand the courses beyond the life skills and offer vocational skills courses. The goal of this program is to reduce recidivism and increase employability in justice impacted students. A list of Proposed Programs was shared. There is much institutional and faculty, administrative and staff support. This program will be housed in the School of PPL. In regards to Physical Resources, the facilities and equipment is already available at Pitches Detention Center. Garrett and Diane Avery took a tour of the Pitches Detention Center and toured the facilities. A list of Financial Support was shared, noting being proposed will require building new facilities. The Mission of the College was outlined which emphasizes the need to deliver a holistic and accessible education to all student and attain workforce skills. This program will champion equity, diversity and inclusion to a population of students that has been underserved in the past. There are currently 71 CCC's that are part of the Rising Scholars Network of these 20 offer non-credit and credit courses. The goal is to offer at COC credit, non-credit, life skills and vocational skills programs.

- c. There are currently three jail facilities that are in operation each housing about 7000 men and each of these facilities has their own challenges and offer different opportunities. One of the facilities is set up with an indoor print/sign shop. Another facilities has an outdoor facility in masonry and construction.
- d. **Curriculum Committee Proposals:** There will be 2 Commercial Sewing and 2 Printing courses that will be submitted in the fall to the Curriculum Committee. The goal is to offer these courses in winter and spring 2022. The remaining courses will be submitted in spring or fall 2022.
- e. There is a \$10 million ongoing rising scholar support from the state which will help support this program. For 2022-23 SWF will also introduce more funding that will be tied to Workforce Funds to support the "Prison to Employment" program. This will provide opportunities to look at some of the CTE programs and short term certificate which will translate into workforce readiness.
- f. **Faculty Re-assign Time:** Garret Rieck is now receiving 100% reassign time and job responsibilities were expanded. This re-assign is through the CAEP funding. There is now a new Faculty Coordinator position with 40% re-assign time which was sent out full-time faculty as this is release time and not a stipend.
- g. **Consumables:** There are Fund 12 funds available. There are funds that will be available soon for dual enrollment, however this amount has not been confirmed. It is the intent to continue to use instruction supplies funds. There is also Rising Scholars, grant, and SWF funding available.
 - 1. Sewing and Printing courses: Many of the consumables were purchased by the Inmate Welfare Fund and these funds have been set aside for continued education for men in custody. 5 Keys was using this equipment but it was purchased through the Inmate Welfare Fund.
 - 2. Print and Sewing shops/courses: The consumables and repairing of machines are purchased by the Pitches Detention Center.
 - 3. Construction courses: The wood needed would be a consumable that Pitches would need to discuss with Diane Avery. If the courses provide a direct benefit to

their operation they would purchase the consumables if its instruction related and there is no benefit then COC will be tasked with purchasing materials. The Construction Management dept. choose not to pursue Masonry due to the inability to reuse concrete once it hardens and it is difficult to dispose of.

4. NCCER Accreditation for the Masonry program: As a reminder the Construction Technology program has been traditional in non-credit. Programs such as plumbing, carpentry, and electrical had to go back to Program Viability in May 2021. There has been much work being done with the new Advance Technology Center. In order to obtain a substantial revision of this curriculum and get aligned with industry recognized credentials it has to go through the [National Center for Construction Education & Research \(NCCER\)](#) Accreditation. This curriculum will now be part of the Curriculum agenda in the fall. Masonry is part of the NCCER Accreditation as it is critical to how California is built. Advisory Boards such as Five Points and Lundgren have been very specific in that masonry is critical for entry level positions. Instruction supplies associated with concrete will be kept at a minimum. The curriculum has been revised for non-credit and Regina who is the program chair is very much aware. Eric Arnold will be using part of his load to teach at Pitches.
- h. LMI DATA: LMI data is how vocational programs are chosen and has been pulled for the different programs. The LMI data will be submitted to the State Chancellors Office. There is local approval for 9 out of the 10 categories of non-credit. There is no local approval for short term vocational and this must be sent to the Chancellors office with LMI data. LMI data is a requirement for non-credit. The requirement is to increase employability in short term vocational programs where there is jobs. Also as a reminder that for credit courses the Centers of Excellence have to be used when providing LMI data. This is not required for non-credit but has been used in the past. The state does require that CCC's provide quantitative data from the Center of Excellence, qualitative data can also be provided. This is the data that is collected from industry in terms of how they are projecting demand for their employment pipeline supply. Many industries are anticipating the "silver tsunami" happening this decade as the baby boomers are maximizing retirement age. This is the workforce with 30 years of experience and the strategy is for these industry to get new works in so that the more experience works can help to mentor and train them.
 1. Commercial Sewing: There is a decrease in job projections but there's still a few jobs related to commercial sewing. The shows a significantly negative labor market indication. Is it a good reason to write a program just because of the availability of a physical space even if students are not going to leave with employability? Overall job opening are still there and this is what the State Chancellors office will look at. For many other CCC's their justification for offering this program is to provide as many skills as possible to obtain the chance for employment. There are opportunities in print and commercial shops. LMI is based on job titles that have been in the books for the last 20 years. Many of these job titles are changing due to the role of automation. There is discussion taking place between COC and a local printing company to offer a short term certificate training program in non-credit. This company has a large demand as the machines are automated. The suggestion is that as curriculum is being developed it is important to bring in industry to inform the work that is being done. LMI will be irrelevant as they cannot publish changes to job titles fast enough. The State Chancellors office requires that the CEO qualitative data from employers be included. In non-credit when the LMI does not

capture job prospects, qualitative data from the employers is also included as supplemental data. There are faculty available to teach these course Commercial Sewing and Printing. HR is currently confirming their MQ's in vocational short-term, non-credit.

2. **Commercial Printing and Print Shop:** Many other CCC's have put this in an incarcerated setting and into workforce preparation. As this is a skill that is needed for a variety of workplaces and not specific to one occupation. Print Binding and Finishing work was also included.
 3. **Masonry:** This program has a 6.5% increase in the job projections between 2018 and 2028. Woodworking has the highest grown in LA Country as well.
 4. **Carpentry:** This curriculum has not been started and this is not going to be proposed right away. Other colleges are offering this program in their jails and prisons and it ranges from building cabins to making cabinets and benches. An MOU will be developed soon with the Southwest Carpenters Union for a Carpentry Apprenticeship Program. Most of the pathways for non-credit were for pre-apprenticeship programs.
 - i. **Dept. Chair support:** There needs to be a bridge to the credit program. The interest is not just to teaching these courses in non-credit but also in credit.
 - j. **Early Release for Incarcerated Students:** If a student is released mid-course or mid-program how will students be able to complete their education. Will there be articulation agreements? For Rising Scholar program the courses are much short and there is typically not disruption in their education. These courses will fit the timeframe that students are incarcerated. There are also other cases where students are transferred to another facility and this prompts as series of things which occur.
 - k. **Curriculum Committee Courses Development Projected Timeline:** It is likely that the Curriculum Committee may not be able to approve all courses this year as this is a massive list. However, there is a conservative timeline in regards to implementing these new courses and not attempting to roll out all at once. The curriculum must be developed in a meaningful way for students and it is important to ensure this curriculum will not need to be re-evaluated within the five year revision cycle. The Curriculum Committee may be able to approve all courses for Commercial Sewing and Printing as these have already been stacked up from PV. These courses also do not require much collaboration with department chairs and other programs. The consumables are also the easiest to identify. The goal was to forward the other remaining courses for spring 2022 but this may not come through Curriculum Committee until fall 2022. There was a request to see evidence that department chairs program chairs for Construction, Welding and Culinary Arts are in support of this new curriculum and that their vision is being captured.
 - l. **Motion to approve the initiation of the Rising Scholars Vocational program** by Nicole Faudree, seconded by Chris Bolt. Approved.
 1. *Lisa is approving the topics that have been identified for this proposal. However, any other curriculum ideas or topics will need to be revisited by this committee before their included in the program.*
 2. *One abstention from Dr. Omar Torres due to not having hear the full dialogue for this proposal.*
2. Program Revitalization: Noncredit ESL – Heather Maclean, Garrett Rieck, Jessica Edmond, and Katie Simpson.
 - a. **Introduction:** The proposal and video presentation has been uploaded to the PV CANVAS

shell. The Noncredit ESL program is looking to revitalize. This program is listed as a revitalization and not a modification as nothing is being modified of this existing program. The exception is one course, which is the *Non-credit Vocation ESL* and which is a standalone course. This is a second course being created that can be part of the Certificate of Competency. Additional resources for marketing and outreach as being sought. There is the possibility of a new full-time faculty member in ESL. This program is part of a consortium with Golden Valley Adult School and there is an agreement with COC to not create competing curriculum that they already in existence. A meeting took place with Golden Valley and it was agreed that non-credit ESL would be a benefit to the community and students to have robust program at Golden Valley. There is also still an agreement Golden Valley in regards to the Career Education classes and not having those compete with what they have in existence.

- b. Program Revitalization vs Modification:
 1. Program Modification: This involves not only creating new curriculum but modifying existing curriculum such as what was previously done with the Construction Management Tech. program.
 2. Program Revitalization: is a request for additional resources in order to support the expansion of a program.
 3. District commitment to Program Modification and Revitalization: There needs to be a discussion regarding what will be the districts commitment to both a Program Modification and a Revitalization. These needs to be defined in order to better guide faculty. A Substantial Modification captures resources and includes the curriculum piece. If the committee chooses to change revitalization to modification this can be discussed at the next meeting.
- c. This item will return on the next PV Committee agenda for Sept. 9th. This will allow more time for PV Committee members to review all supportive documents in the CANVAS shell. As a reminder there are 6 meeting this semester. There are many pilot status reports due this semester in fall 2021. This will also allow for approvals to be pushed to the Academic Senate.

III. Adjournment: 11:24 am.