

Program Viability Committee Summary

September 10, 2020, 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), Albert Loaiza (Student Services, Counselor), Omar Torres (VPAA), Jason Burgdorfer (MSHP), Erik Altenberg (SBS)

Guests: Harriet Happel (CE Dean), Marilyn Jimenez (Academic Senate Administrative Assistant), Justin Wallace (Administrator, Technical Assistance Provider (TAP) Grant), Lee Hilliard (Applied Technologies), Larry Alvarez (MSHP), Jesse Vera (Adjunct Counselor & AMSA Faculty Co-Advisor), Regina Blasberg (Applied Tech.)

Note: Chair recognized new committee members who have joined, Erik Altenberg (Transfer Representative), Nicole Faudree (COCFA President) will be replacing Wendy Brill, Albert Loaiza (filling in for Julie Hovden who is on maternity leave) and Jesse Vera (Adjunct Counselor & AMSA Faculty Co-Advisor).

I. Routine Matters

1. Call to order: 10:05 am
2. Approval of the Agenda:
 - Motion to approve the agenda by Nicole Faudree, seconded by Chris Boltz. Approved by roll call vote. Unanimous.

II. Year One Status Reports: There was a reminder that when a new program is approved through Program Viability they are required to come back once a year for three years until the program earns permanent status. The main focus for the current academic term is to go over reports and review documents.

1. Law Enforcement Technology - Larry Alvarez and Garrett Rieck
 - **Background:** The Law Enforcement Technology program is a new associate's degree that is being introduced and which is similar to the cybersecurity program. This program focuses on how to use technology for law enforcement. The idea is to create an accredited degree and fill in the gap that is missing in law enforcement. The program also is focusing on the emergency technology trends and how technology helps to support law enforcement investigators.
 - The program is currently hold as it is going through the Curriculum Committee process. The courses for this program are at stage 5 and there was a request made to Patrick Backes to bump them back to stage 1 so that formatting improvements can be made to the Curriculum language.
 - **Textbooks:** There are also plans to do an open Ed Resource or Zero Cost Textbook (ZCT) as there are not many textbooks for this program. Funding is being sought out to develop these textbooks. It was also suggested to connect with both Chloe and Joy in the Online Education Office to determine if there is already existing material for this program.
 - **Funding:** Advocating is being done with the State Chancellors office for additional funding; however, due to the current COVID-19 crisis additional funding is on hold. There is a suggestion to work with James Glapa-Grossklag on the possibility of securing some grants. Request for additional funding was also put through Program Review under different costs. There is also other funding available, with Harriet Happel, through Strong Workforce Funding (SWF).
 - **Motion to approve the year one status report for the Law Enforcement Technology program** by Chris Boltz, seconded by Lisa Hooper. Approved by roll call vote. One Abstention from Erik Altenberg.
2. Crime & Intelligence Analysis - Larry Alvarez and Garrett Rieck
 - **Background:** A non-credit certificate is already in existence for this program. The standard for

this program is mirroring what is already happening across the state. This program addresses many equity gaps. Those who complete this program would be working in a non-sworn civilian position. This is different from a sworn in officer positions as they carry guns, badges and take an oath.

- For students completing this program they do not need to enroll in a police academy and do the physical demands. This program trains students on how to do an intelligence analysis, data mining, linking crimes together and coordinating with different agencies which requires a lot of computer work. This position has always existed at the state and federal level but it is now growing within the local level.
- Many regional taskforces are trying to utilize these positions within departments. The CA Department of Justice is currently reimbursing local agencies for three years of salary for every position that is put in place. The idea is to add these positions as part of long term budgeting plans. These positions are being offered in Riverside and Fullerton.
- **Internships:** This program is in partnership with both LA Sheriff's Department and LAPD for the development of internships and to allow student to complete practical hours.
- Larry will follow up regarding the development of the non-credit certificate. The agreement with the district and the practice hour locations will need to be secured prior to offering the courses. In regards to internships those can be developed with the Cooperative Work Experience department.
- **Motion to approve the year one status report for the Crime & Intelligence Analysis department** by Lisa Hooper, seconded by Nicole Faudree. Approved by roll call vote. One abstention from Erik Altenberg.

III. Year Two Status Reports

1. Noncredit Land Surveying (GNSS) - Regina Blasberg

- This program has been doing very well. The first class was offered in spring 2020 and there were over 40 students enrolled. Student are interested in enrolling in the next course.
- **Online Certification for Non-Credit Faculty:** Regina and Garrett are working to ensure non-credit faculty are certified to teach online for the next courses. Out of 8 courses there are a total of 4 instructors who each teach two of courses. There is one last instructor who will be teaching the last two courses. It has been challenging to get faculty online certified. Many of the faculty run their own companies and work full-time. It is also still not clear what the training requirements will be for faculty for spring 2021.
- It is anticipated that the next courses, number 5 and 8, will be offered in late September or early to mid-October. More information will be available after meeting with the office of Instruction.
- **Computer & Software Equipment:** There is a lab component and there is a need for equipment and software. The hope is to have computers by the end of the spring semester 2021 and at the very least by summer 2021. If all computers are available the goal is to restart the entire sequence of courses by fall 2021 and offer courses frequently so student do not have to wait a whole year to enroll. It was clarified that for the first 4 course there was no equipment needed but for the last two there is.
- **Challenges with purchasing equipment & software:** Due to the equipment being very expensive to purchase it will be leased instead. The equipment will be leased one day at a time. The software provider is willing to provide the software for free. A determination needs to be made regarding which classrooms can have the software installed. There are also challenges in that students cannot access the software remotely through the server system. Students would need to have the software installed on their home computer and the vendor will not allow it. The company does not want to give a copy of the software to private individual instead of a

college. An estimate will be determined regarding the cost to purchase the software once there is an idea of how many students are enrolled. For example, if it's three students to a group and there are over 40 then 12 to 15 setups will be needed. Rental fees run anywhere from \$100 to \$400 per set up. The equipment also requires a lot of maintenance and upkeep. There was a suggestion to perhaps go to one of the agencies and have students use that equipment at their site. A follow up meeting will take place with Harriet Happel and Don Carlson to further discuss securing funding.

- **Motion to approve the Non-credit Land Surveying Program to move from year 2 to year 3 status** by Chris Boltz, seconded by Nicole Faudree. Approved by Roll call vote. One abstention from Erik Altenberg.

2. Noncredit Green Gardener - Regina Blasberg

- **Background:** Regina requested to make some changes to the Green Gardener report.
- SCV Water stated that there was an advisory board member who was very interested in partnering with COC. However, SCV Water has gone through tremendous change, they are now five smaller agencies that merged into a single water district. As a result of this merge many people's jobs were promoted or moved and other have left the organization. There was a request to remove this course from the COC catalog.
- **Request to cancel this program:** The courses have also never been offered. There were efforts made last year to add this program to the pamphlet however after the COVID-19 pandemic hit the courses were cancelled. Typically only credit programs are cancelled before reaching year three status. There is not a big impact to discontinue this program in non-credit. SCV Water had also been in touch with 8 to 10 larger employers in the valley who were interested in having their employees participate in this program. SCV Water reached out to these employers and there was no response.
- **LMI Data:** The LMI data demonstrated initially that there was a demand for this program. There is a possibility that this program could stand alone without an industry partner. However, there is a lab component to this program and the original idea was to use the gardens at the SCV Water location.
- **Possible Solutions:** It may be possible to use a garden location on campus to run the labs, such as the wine and community garden. Students would be learning how to prune, install sprinkler systems and irrigation and turf.
- There was a suggestion to reach out Jeannie Chari as she does a lot of work with student groups. Omar and Nicole have worked with Chari on creating a class on Supporting Environmental Science, organism, the biology of plants and cultivating the ecosystem across both campuses. There could be a potential cross disciplinary perspective. However, this program was designed towards Water Conservation and Landscaping.
- **Personal Enrichment Gardening Course (non-credit)** - There are some students who are interested in program as a personal enrichment courses. The course curriculum for these courses may need to be revisited. In non-credit both the lecture and the lab are included in one course.
- There was also a suggestion to connect with the Metropolitan Water District (MWD) as they have several programs relating to water conservation. There is an individual from MWD who sits on the advisory board. There is concern that in going outside the area that these programs may need to be turned over to local schools in those areas. It is also possible to obtain an agreement with the district of an outside area if there is no impact to their respective programs. There is also concern in that SCV Water offers gardening courses internally and in offering similar courses at COC that could be competing with their courses.
- The courses are listed as MCWATR and are located toward the back of the catalog. There was

also a suggestion to rename the courses so they could be more enticing for students. If there is a change toward a personal enrollment course then additional LMI data will need to be pulled as this would no longer be considered vocational training.

- There is a possibility that this program could be discontinued. The committee decided to hold off on voting on a two year approval to move into year three. This program will be tabled and will return on a future agenda.

3. Year Two Status Report: Career Skills – Garrett Rieck

- **Background:** The Career Skills program is moving into its second year. There are several certificates of completion in non-credit. All of the courses are eight hours long. This program teaches soft skills but the program is being referred to as Career Skills. This program also targets programs that are needed in the workplace that are not covered in an AA or CT degree. This is also the first collaboration with the South Central Coast regional consortium and SBC. Some of the curriculum was borrowed from SBC's Career Skills Institute. This program began in spring or fall of 2016. The program was first launched in non-credit in the fall of 2018.
- The program began with eight courses and there were three certificates associated with the courses. Later courses 9 and 11 were launched and are currently being taught by career counselors which also has its Career Strategist Certificate. There are now a total of 20 courses with 9 certificates.
 1. Course #14: This course in Public Speaking in the Workplace and is at stage 5 in the curriculum development process. This course was added as a way to fill in a gap and to match up with Digital Fluency. It was stated that the Public Speaking course could stand alone. It was suggested that perhaps a course in health adaptability or empathy may be more in alignment with the cognitive, emotional and social aspects of the workforce. Further discussion will take place regarding changing the course numbering. The Public speaking course will be added into an existing certificate.
 2. Course # 22: There is work being done to develop a 22nd course in International Business.
- **Challenges:** One of the challenges has been with scheduling these classes as they are eight hours long. Should the courses be offered in hybrid, 100% online with a synchronous option or on ground? The courses have been offered at business off site and in the classroom. Currently, do the pandemic, all courses are being offered online.
- **Success:** There has been a big increase in enrollment. Gina Bogna became the new dean and has done an amazing job with outreach. Another reason for the increase in enrollment is the fact that many people are currently unemployed and looking to upscale their skills to boost their resume and all courses are being offered online. A total of 361 students petitioned to earn a certificate. Courses have also been offered at different hour ranges. New partnerships have been developed, such as with the LA Sheriff's Departments & LAPD, where they are sending their employees to enroll in the courses. These courses, covering empathy and adaptability could really be meeting the critical need due to what is happening socially both locally and across the nation.
- The idea is also to offer courses #1 - #8 with two sections online for fall and spring and one section for winter and summer.
- **Non-Credit Off Site Location:** An announcement was made to the committee regarding to the Non-credit off site location. This location has not worked out as it was intended. A letter has been drafted to end the contract. All furniture, equipment and resources that belong to the district will be moved back to the Valencia campus. This will also the ability to put more focus into building great CANVAS shells for asynchronous courses.

- **21st Century Career Skills Courses:** There has been some contact with organizations in the community that serve individuals with disabilities and helping them get into the workforce. Many of these organizations use the soft skills programs as part of their training. There will be someone within their organization teaching resilience, empathy, time management and communication. Organizations are also seeking these courses as it offers their students an opportunity for a college experience in a low risk environment. If a student does not pass a non-credit course it is not seen as a big deal. This process has taken over a year as many were not supportive of the idea of creating these classes as they were seeking courses that were more of an inclusive environment that is similar to the workforce. The program has been formatted into two courses each running for two hours. The courses are called 21st Century Career Skills. These courses are at stage 5 of the curriculum committee process. These course will be on an upcoming agenda.
- **Digital Badges Background:** Digital Badges are basically a digital representation of the certificate which demonstrates the skills that are being learned within a certificate program. Currently the Career Skills and the Non-credit program are the only ones that are using the digital badges to accompany the normal paper certificates. If a student earns a digital badge it can be shared on their LinkedIn profile. An employer can then click on the badge and see what courses the student took. The original plan was to use digital badges across both non-credit and credit courses however that hasn't happened.
- **Digital Badging Policy:** Garrett, Wendy Brill and Gary Collis have been working on drafting a Digital Badging Policy. The draft has been submitted to Gary Collis in the Policy Committee and it will be reviewed this semester. Depending on what happens with this policy will determine if digital badges can continue to be used for the Career Skills Program or if they can be expanded to look at different platforms.
- **Digital Badging Contract:** One of the platforms being looked at is ParaDigm which is the same which takes care of diplomas, certificates and digital badges all in one place. There has been some discussion regarding the contract with the Digital Badging Platform and whether to continue using them for fall 2021. There are currently two separate companies administering diplomas and certificates and the other processing digital badges the idea is to converge into one. This contract is costing \$10,000 a year and the return on investment has not been seen. A decision will need to be made regarding whether or not to renew this contract.
- **Non-credit program update:** The program started with 20 courses and there are now more than 100 courses. There are several more courses that will be going through the approval process. There are several certificates. There has also been a growth in instructors from just 2 to 15 total. With courses being online there are now 6 instructors across 20 courses. Instructors have been assigned courses based on their specialization. There are some courses which will be assigned to adjunct faculty due to them losing their courses.
- **Motion to approve the Career Skills Program to move from year two status to year three** by Nicole Faudree, seconded by Chris Boltz. Approved by roll call vote. Erik Altenberg abstained.

Note: Garrett made introduction to welcome new members of the Program Viability Committee.

IV. **Adjournment:** 11:35 am