

Program Viability Committee Summary

September 24, 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), Jesse Vera (Adjunct Counselor & AMSA Faculty Co-Advisor & Erik Altenbernd (Humanities, filling in for Julie Hovden)

Guests: Harriet Happel (CE Dean), Marilyn Jimenez (Academic Senate Administrative Assistant), Hencelyn Chu (MSHP), Heather McClean (Humanities), Kathy Bakhit (Dean, HPPS), Alberto Lopez (Classified, Instructional Support Analyst)

I. Routine Matters

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

II. Reports

1. Year One Status Report: Clinical Laboratory – Hency Chu
 - **Background:** Hency shared the Year One Status Report Template. A proposal was brought forth in spring of 2019 to offer a for credit certificate program and presented to PV in Spring 2020. This would be for a post baccalaureate programs for the Clinical Laboratory Science program. This program also needs to be approved by the California Department of Public Health in particular the Lab Field Services Branch. This will ensure that when program completer students are done they are eligible to sit for the Certification Exam for employment in California. This program came about due to the Advisory Board. One of the MLT members is currently working with bachelor's degrees to have a pathway to a CLS license. There was discussion with National University to have student begin a bachelor's degree pathway for MLT's who don't have a bachelor's degree.
 - Currently the courses for this program are in Curriculum development. It has been challenging in trying to update the MLT, moving courses and labs online. There have been statewide conversations regarding the need for medical lab technicians. There is a new medical lab that is opening in Valencia. The lab is needing about 50+ Clinical Lab Technicians and Specimen Processors. This information has also been forwarded to Keri Aaver in the Job & Career Center.
 - **CA Governors Executive Order:** The recent state of CA governors Executive Order suspended the need for the licenses for COVID-19 testing. There is a provision that people do not need to have either a CLS or MLT license.
 - **State Bill 334:** This bill may impact the way that the curriculum needs to be developed for this particular pathway for CLS. The state of CA requires this pathway program to be available January 1, 2020. This would authorize a licensed MLT to apply their work experience and training from a COC program towards the completion of a CLS training program. In the spring semester a proposal was made for a full 52 week program due to the requirement by the state. There will also be a reduction in their training time towards the CLS program if a student has previous training experience as an MLT.
 - In regards to the fundamental sciences SB 334 states that additional college or university

work includes courses in the fundamental sciences may be substituted for one of the two years of experience. In addition, it also includes the ratio of 30 semester hours or equivalent for each year of experience. This will not apply to the limited clinical or CLS license. COC is not offering the general license for this curriculum. The training is going to be shortened, and the 52 weeks that we're proposing may not be what the college wants to do.

- **Career Education:** In regards to Career Education the full path for the curriculum is also created. This is assuming that there are going to be students. The recommendation is to continue with the development of the 52 weeks courses. Specialization of courses would be done by the Advisory Board. The courses would need to be relevant for any student who are going to sit for the CLS exam.
- **Credit for Prior Learning:** There are many skills students have and the idea is to match those skills to either their previous work experience or training. It is suggested to build the curriculum and tailor per student applicant.
- **Veterans Students:** In part two of this document it states that each year of training experience as an Associate Clinical Lab Technician in the armed forces will be equivalent to 15 semester hours which shall be credited to the minimum hours required to qualify for licensure as a CLS trainee. Once a program is approved the Veterans office submits to the state and it has to be approved by the Federal government for Veterans Education benefits. It may take an entire academic year for a course to be eligible for military benefit pay. Jesse will meet with Hency to go over how credit is awarded for past military job experience.
- **Credit for Prior Learning Policy:** The current policy is being reviewed by the Policy Committee. This policy used to be called the Credit by Exam. Once it is approved it will be in effect for spring 2021.
- In the past a Credit for Prior Learning policy was required to be passed and noted in the student handbook. This was also related to Veteran students who would automatically receive credit and could achieve Advance Placement into the Nursing 114 course. This is a matter of reconciling the skills sets those individuals who are Veteran students, who have been honorably discharged and held a Military Health Care Occupation.
- There was a recommendation in terms of Curriculum development to look at past work experience based on various settings. For example, for someone who had armed forces experience, how might the courses sequences help a student move forward
- There was a reminder that new programs need to go through Pilot Status for three years. A report must also be presented to Program Viability once a year for three years. After the three years a program can become permanent status.
- **Approval Process:** The process for approval was explained. The labs apply for state approval as training site. A handbook needs to be provided to the state, a description of the program and objectives. The last step is to apply for the program with the state which will include the labs and their applications. In regards to the Academic approval process a program doesn't go to Curriculum until there are facilities used. This program is different in that there are accrediting bodies that oversee whether or not the programs can exist. The curriculum needs to be reviewed to conform it to the local standards and ensure students receive financial aid. How a course is taught, objective and current text are essential to getting a course cataloged with the state as this allows the college to receive federal financial aid for the students. It is recommended to send the courses to Curriculum in batches and then have them go through Tech Review. After courses are approved they will be on a PV agenda, Senate agenda and then to the Board. Once courses are approved by

the Board they can be offered. New courses are usually offered at the start of a new year and not mid-year. However, if a course is in high demand there could be rational to offer mid-year. The approval of accreditation bodies would be needed first.

- All courses will be online and the students will be at hospitals. There will not be a need to use any of the campus buildings. Clinical agreements will also need to be in place.
- **Chancellor's Office & Regional approval process**: This program would have a CTE Top Code. This program would need to go through the regional approval process.
- **Human Resources needs**: At this time Hencelyn is the only full-time faculty member.
- All proposal documents will be posted on the CANVAS site.
- **Motion to approve the one year status report**: by Christopher Boltz, seconded by Albert Loaiza. Approved by roll call vote. Unanimous.

III. Discussion

1. Program Initiation: Pharmacy Technician – Hency Chu

- This item was tabled due to the Advisory Board meeting for the Pharm Tech being cancelled. Hency Chu does not have the necessary information needed for the proposal. This item will return on the November 19th Program Viability agenda. The next Advisory Board meeting is scheduled for October 22nd. The next step will be to address the curriculum as there are some differences in some programs regarding job training and traditional training. Some trainings are also done completely offsite. More labor market data will also be collected from the Centers of Excellence.

IV. Adjournment: 10:46 am