Program Viability Committee Summary

May 8, 2025, 10:00 a.m. to 11:30 a.m. – Zoom

Voting Committee Members:					
Garrett Rieck	*Committee Chair*	X	Kathrina Almero-Fabros	*Transfer Discipline Rep./At-Large Member*	X
Aivee Ortega *(Erika Torgeson is out on Sabbatical)*	*Enrollment Services/Counseling*	X	VACANT	*Adjunct/AFT-Student Services*	A
Jason Burgdorfer	*MSE, COCFA President*	X	VACANT	*ASG Student Rep.*	A
Jaya George	*Health Professions*	A	**Administrator Voting Members**		
Jennnifer Paris	*CTE Rep/ECE Rep/SBS*	X	Thea Alvarado	*Interim Asst. Superintendent/CIO*	X
Jesse Vera	*Enrollment Services /Counseling*	X	Erin Tague	*Assist. Superintendent/VP of Facilities*	X
Karl Striepe	*SBS/Transfer Discipline Faculty*	X	Jason Hinkle	*Associate, VP, Business Services*	A
Ruth Rassool	*Humanities (Adjunct)/AFT Designee*	X	Dr. Jasmine Ruys or designee Dr. Jim Temple	*Assist. Superintendent/VP Tech, Inst. Dev. & Tech Computer Support*	X
Tricia George	*Curriculum Committee Chair/Humanities*	X	**A= Absent**	**X = Present**	

Guest:							
Clinton Slaughter	X	Garrett Hooper	X	Kathleen Welch	X	Paul Wickline	X
Diane Avery	X	Harriet Happle	X	Lisa Hooper	X		
Dr. Daylene Meuschke	X	Jason Oliver	X	Marilyn Jimenez	X		
Erika Torgeson	X	Jennifer Brezina	X	Nadia Cotti	X		

I. Routine Matters

1. Call to order: 10:05 am
2. Approval of the 4/24/2025 meeting minutes
    i. Motion to approve the 4/24/25 meeting minutes by Jennifer Paris, seconded by Kat Almero-Fabros. U.A.
3. Approval of the Agenda
    i. Motion to approve the agenda by Dr. Jasmine Ruys, seconded by Jennifer Paris.

II. Discussion

1. <u>Department Split:</u> Counseling – Garrett Hooper and Aivee Ortega
    i. **Program Proposal:** This request is to split the Counseling Department between Instruction and Non-Instructional Counseling with each having their own department chair.
    ii. **Counseling Courses:** Counseling teaching courses are optional and only considered overload and are considered non-instructional hours. Counselors are hired withing specific departments and programs. Some Counselors are hired under special population area but when they teach those positions fall under the Dean of Counseling.
    iii. **Historical Context:** Counseling used to be a single department that managed two instructional areas, instructional and non-instructional. There is one counselor for the Dept. Chair of record as this person manages the counseling office for general counseling. The elected chair can manage two areas however,

this is challenging. What has happened is that due to the large workload required to manage the Counseling Department the chair can elect to allocate a percentage of release time to another counselor. A map of the Counseling Department was shared by Aivee Ortega that includes General Counseling and Instructional Counseling such as credit and noncredit area. There are multiple program reviews and two different budgets.

iv. **Background Information:** The reasoning for the proposal to split as the counseling department is due to a faculty counselor outside of the general counseling area expressing an interest in becoming department chair. It was clarified that faculty from across the discipline who also teach counseling are under umbrella of instructional counseling. This proposal is to make it equitable for all full-time counselors who work outside of the counseling office to become department chairs.

v. **Non-Instructional Counseling:** This area will continue to have a department chair filled by the counseling working within the General Counseling Department. This person needs to be in the office almost daily. The dept chair for non-instructional counseling has the same responsibilities as the instructional area.

vi. **Counseling Department:** Refers to both instructional and non-instructional counseling. At other institutions some have counselors under the supervision of one educational administrator.

vii. **Stakeholders:** This change will affect all full-time counseling. Instructional counseling adjuncts will be under the instructional counseling department chair. The general counseling department chair will strictly oversee counseling operations and services of the general counseling department.

viii. **Potential Impact:** This proposal does not have an impact on the organizational structure. There will be no employee transfer. This proposal will also not impact on students, curriculum, negotiated agreements and funding. With the change the Counseling department will be able to elect two separate chairs with their own release time. This will provide more effective use of time and resources. Currently Aivee has allocated Erika Torgeson 50% of her release time. They also do much more work than the release time given. Each counseling area already exists and shares a single chair. This does not modify the function or purpose of each area. The separation will give all counseling the ability for counselors to vote in both areas of non-instructional and instructional.

ix. **DOH Adjunct Ranking & Hiring:** Instructional faculty are hired with a DOH ranking. There is another DOH list of non-instructional faculty. There is non-instructional counseling general, career and instructional. There is also EOPS, Empowerment Program, etc. all with their own DOH areas. These departments do their own hiring and have their MQ's specific to their areas. It was emphasized that Aivee manages General Counseling. There will be more funding for fall.

x. **Adjunct Counselor Teaching Assignments:** There are adjuncts who take 3 instructional courses for fall, but because they are in the ranks for non-instructional, they can also grab those courses and give up two classes. Veterans Affairs has their non-instructional list, and they may have more hours. Aivee must account for people who can max out in multiple areas. A 3-unit class is a

20% load and every 7 hours faculty work is 20%. For example, there are some faculty who work 14 hours and can do 7 hours with Aivee and 7 hours in MESA.

xi. **What happens if someone is hired in the non-instructional area and doesn't keep the overload for FTF counselors?** All FTF counselors regardless of their location are assigned to the counseling discipline and they are eligible to teach counseling courses. By seniority they are assigned courses. This is overload and it is not a requirement to teach. There are some who don't teach during the summer and winter while others do.

xii. **Counselors outside of the General Counseling Area:** There are some counselors assigned to special student populations that are nested withing a department that include classified, and educational administrators. The are 16 areas on campus that have counselors embedded. There are some counselors in BANC that don't report to Clinton, but Veterans counselors do. The are concerns that representation is dictated by a department and school and this may create an issue. All counselors, even when not teaching, are part of the instructional counseling pool and participate in division meetings. When there are calls for counselors to serve committees, those requests have not been limited to only members of the counseling department.

xiii. **New Government Structure:** In the new organizational structure, there may more counselors that will report or connect to Clinton Slaughter. Aivee does not manage other areas, only those in general counseling. Prior to Clinton there was a Dean of Enrollment Services who oversaw counselors. There is now a dedicated Dean of Counseling. Past meetings were also part of the Student Services meetings and now there are specific counseling meetings that include both instructional and non-instructional counselors. The Dean of Counseling can manage those systems and receive feedback.

xiv. **Reassign Time Needed:** There is 100% reassign time for the department chair of counseling. This will no longer be 50/50 when a department split takes place. There will not be 80% each. This will need to be incorporated into the budget. Chair compensation is negotiated, and this will be the next phase. The hope is to have this approved for all elections for the fall negotiations cycle for 2026-2028. If this is approved the district will pay the contract at the negotiated rate. They will not count instructional sections in non-instructional. There is an instructional and non-instructional rubric. Faculty cannot be counted in two different areas. Will need to modify the language as this necessitates a change. It is not clear how this will work with the current method of counting faculty. Any full-time counselor can be an instructional chair.

xv. **Next Steps:** Program Viability will need to vote and makes a recommendation to the Academic Senate. There will then be two reads prior to taking action.

xvi. **Motion** to forward the proposal to the Academic Senate for approval by Jason Burgdorfer, seconded by Kat Almero-Fabros. Dr. Thea Alavardo voted no. There needs to be an agreement by the CIO and the department prior to a department split being approved. Motion approved.

III. Reports

1. <u>Final Report:</u> Sustainable Architecture - Jason Oliver

    i. This proposal is for a **Bachelor of Science in Building Performance**. The first co-hort of students are finishing their first year. The students started in the winter session and have been taking upper division classes. The original proposal was for a Bachelor of Science in Building Performance. The title is not ideal, but it speaks about what the program is teaching and the curriculum that focuses on energy efficient building

ii. **Marketing:** When doing outreach, the programs need to explain to students that this is an architecture degree and is the same subject. This is so there is no confusion. PIO created a marketing flyer. Soon marketing may use the title Architecture as this is the term people understand, and the goal of students is to become architects. The program does satisfy the architectural requirements. The program is working with PIO and marketing throughout the summer and winter. There is much structure that can be modified with the BSBP Student handbook. There is review with the rubric and there is a specific criterion. The rubric is borrowing form Cal Poly San Luis Obispo. Holly Hitt -Zuniga has created a google doc that allows to add notes.

iii. **Program Description:** The description had to be developed internally and vetted with the state chancellor's office and two Cal states that had duplication objections. Currently Cal States have full right of refusal and don't have to give an explanation as to why. Eventually COC was able to meet with Cal State, so they didn't feel duplicated and reflected what the industry needed. There are specific deals in the performance of buildings. All building projects in large residential areas need to have energy projections and in the Architecture industry they need to turn to 3rd party vendors. This is also the case with engineering contracts.

iv. **Challenges:** Marketing and outreach have been a challenge. This is a different population of students. The program has gone to other CCC's such as Santa Monica and Valley College. There are currently no presentations being done at Cal States. This has taken much time and resources and trying to find new mediums to spread the word.

v. **Upper Division Coursework**: Faculty have been developing all courses, lectures, assignments and guest speakers.

vi. **Admissions Reviews**: There is much management of applications for students. There are many students who are not as focused or who also work FT or PT. The program needs to make sure they show up in class. There is much coordination with other departments and interaction with counseling and course substitution. There is no assist.org. Financial Aid has determined that some aid is not available for upper division courses only for lower division courses.

vii. **Co-Hort:** The program has a cap of 15 students per cohort. In a few years they can cap 35 students.

viii. **Award Recognitions:** The US Dept of Energy awarded the program the "Zero Energy Design Designation (ZEDD)" recognition. The program must apply every 3 years. Locally in CA the program is active and receives an award from the state from "Cal BEM Foundation" on the "Step Forward Award Recipients".

ix. **Total applicants received and how many were not prepared?** The first go round had 16 applicants and 1 did not meet requirements. The first co-hort was compressed. Approval was received in April of 2024 by Dr. Omar Torres (past

CIO) and there was a need to do quick marketing and admissions with students. The program had to rely on the alumni network and one student from Santa Monical college. The third tier is to market to high schools at the LAUSD level.

x. **Program Title Challenges:** When the program explains to students that this is a Sustainable Architecture Program they understand the program. At another college there is a similar program called the **Bachelor of Science in Sustainable Architecture and Building Science**. There are two other programs that want to do Bachelors in the medical field. The college needs to make sure this program gets what it needs in terms of resources prior to starting two more BA programs.

xi. **Next Steps:** There is an option to not vote for the program to make it a permanent program as this then lacks the ability to return to PV to ask for additional support. The program agrees with this strategy. There is different infrastructure needed to run an upper division program. The idea is to hold off on the vote until a year later. This can also help to trigger a revitalization to determine if more resources are needed.

xii. **In PV how do we designate that someone will get a resource?** There is $1.5M in forced cost that was in #777 however, there is no funding for this. There is also no marketing person for a BA program. Perhaps the committee needs to do their own ranking of needs annually. There is an informal route which includes bringing a program back in the year. The more formal route is the full revitalization process that will require a budget sheet, itemize items and identify a funding source.

xiii. **Limited Funding with Perkins and SWF:** There is concern with limited funding in categorical funding with Perkins and SWF. It is important to know institutional regarding Fund 11 what the institution can commit. There are faculty being supported with SWF funds in round 1 and the funding is now in round 10. As there are more budget constraints, the district needs to do more analysis. Proposals need to be ranked as they come through as there is no system currently in place to identify funding sources. There needs to be a parameter for how resources are allocated. Revitalization is intended for programs that are currently running, and this process can be triggered at any point during reports, 1, 2 or 3. The program will return in spring of 2026.

xiv. **Adult Hourly:** There is a short-term hourly but there is a need for a full-time person as well.

2. Chair Report: Revisions to forms and future meeting dates/times - Garrett Rieck

   i. This is the last meeting of the semester. Special thanks to all for their work on the committee. There is a chance Garrett may not chair this committee next semester as he applied for the Rising Scholar Coordinator position. If he gets the positions Lisa Hooper will chair the committee. Garrett will send an email to confirm membership of the committee for the next year.

IV. Adjournment: 11:32 am.