

Program Viability Committee Summary

February 20, 2025, 10:00 a.m. to 11:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Tricia George (Humanities/Interim Curriculum Committee Chair), Jesse Vera (MESA Counselor), Karl Striepe (Political Science), Jason Burgdorfer (COCFA), Ruth Rassool (English, Adjunct Rep), Dr. Daylene Meuschke (VP Assoc VP IRPIE & Tech, Institutional Development) proxy for Dr. Jim Temple (Asst Superintendent/VP, Technology, Institutional Development & Tech, Computer Support Services), Erin Tague (Assistant Superintendent/VP, Fac Planning, Oper & Const, Facilities, Facilities/Planning & Services) proxy for Jason Hinkle (Associate Vice President, Business Services), Jennifer Paris (ECE),

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Diane Avery (Dean, Academic Innovation and Continuing Education), Harriet Happel (Dean, Career Ed, Integrative Learning, & Employment Center, Instruction, Instruction Office), Andy McCutheon (Dean of Humanities), Brittany Applen (Recreation Management), Dr. Jasmine Ruys (Vice President of Student Services), Kathleen Welch (Ed. Admin, PT, Dean Health Professions)

Committee Member Announcements:

- *Erika Torgeson is out on sabbatical. There is a need identify a designee for Erika Torgeson.*
- *Aivee is taking over as Counseling Department Chair duties while Erika Torgeson is out.*
- *Jennifer Brezina is serving as proxy for Dr. Thea Alvarado.*
- *Dr. Daylene Meuschke is serving as proxy for Dr. Jim Temple.*
- *Erin Tague is serving is serving as proxy for Jason Hinkle.*

I. Routine Matters

1. Call to order: 10:04 am.
2. Approval of the 11/7/2024 meeting minutes:
 - a. A typo will be corrected to the summary/minutes on page. 6. The Ethnic Studies Program proposal in the second sentences the word “shoes” is after “shows.” This will be deleted.
 - b. Motion to approve the 11/7/2024 meeting minutes by Jesse Vera, seconded by Erin Tague. Jennifer Paris abstained. Dr. Daylene Meuschke abstained. Erin Tague proxy for Jason Hinkle (yes, vote). Dr. Daylene Meuschke proxy for Dr. Jim Temple (yes, vote). Unanimous. Approved.
3. Approval of the Agenda
 - a. Motion to approve the agenda by Ruth Rassool, seconded by Tricia George
 - b. Erin Tague proxy for Jason Hinkle (yes, vote). Dr. Daylene Meuschke proxy for Dr. Jim Temple (yes, vote). Unanimous. Approved.

II. Reports

1. Final Report: ASL Degree in Deaf Studies (and NC courses) - Brittany Applen
 - a. **Program Description:** There were two programs put through at the same time. One was for the American Sign Language- Deaf Studies the ASL and the Deaf Studies Degree. Originally program had a certificate attached but now both have certificates attached. The Deaf Studies degree came out of the need from students seeking a career in the field of Deaf Studies in various career fields such as education, social work, linguistics etc. Many disciplines and majors have a need for ASL but it is challenging to find interpreters.

- b. **Program Courses:** ASL course program structure includes new courses in Deaf Culture and Deaf Education and Deaf History.
- c. **Marketing:** There is no marketing, and the classes have been reduced since COVID. The program is now doing more marketing.
- d. **State Approval:** This took 9 months to approve. The new courses were approved in May 2023 and offered in FA 23.
- e. **Non-credit courses:** A discussion took place to determine where these courses could fit for completion or enhance funding. The courses were originally housed as part of the Certificate of Completion: Conversational American Sign Language for College and Career. The courses are now currently part of the Certificate of Completion: Conversational American Sign Language for Personal & Professional Learning.
- f. **New Courses Pre-Requisites:** There was an issue with students showing up unprepared for courses as there was no pre-requisites in place. There are now pre-requisites students need to take such as SIGN.NC 001 (1A and 1B) and SIGN.NC 002 (1A and 1B). These courses were taken from the ASL Textbook. There are many sign language differences in the sign language community. Many folks take ASL to learn more about how to communicate with the deaf community. The courses were previously part of the American Sign language for Family and Community. They now have been moved to Introduction to ASL for Personal and Professional Development. Intermediate and advanced classes have been cancelled. These courses have not been marketed to SIGN.NC 002. The program may advertise as a late start or in the summer. The courses for SIGN.NC 001 and 002 now have the certificate for ASL for Personal and Professional Development Certificate of Completion.
- g. **CAP Size for Classes:** Courses were run with 12-15 students and there are now 31 students, and the courses are now capped a bit higher. There is a different demographic of students vs. college students. This course is designed so that students on campus can take the classes.
- h. **Challenges:** Brittney has done some promoting and marketing with Saugus High School ASL faculty in the Hart District. Typically, new programs get much support for Marketing. The hope is to get marketing done to display on campus marquees and via social media. A suggestion was proposed to have alumni students do marketing to share their testimonies of how this has impacted their lives by learning sign language. The testimonies can motivate students to enroll. This suggestion may generate interest in the non-credit program and boost enrollment in credit classes.
- i. **Sign Language Department Retreat:** Many community members who work in retail are interested in learning ASL. They would like to add this skill to their resume. Other students want to learn SIGN as part of their profession. The population of students is a lot older. The program is now in the second year of offering courses. The non-credit interest for ASL is to help with marketing. ASL hosted a spring and fall festival event with a bounce house as this helps with enrollment. The program needs to do events on campus to create more attention for the program. At the events there were many ASL students set at the booth and tables.

- j. **Advisory Board.** ASL programs came out of the Advisory board. It is harder to find interpreters and there is a lack of available people. Some students want to be speech pathologists, nutritionists and work in various other fields.
 - k. **TOP Codes:** Many programs fall in CE while other do not. It is a challenge in the system as there is more integration. While an Advisory Board is not needed as there is no TOP code it is still recommended as this is integrated. For example, in the Engineering program JAVA script has been the main program language learned in computer science and engineering. This has now changed as it is now Python. Integration will become more prevalent as emerging technologies continue to emerge. As all that is being done has to be done for workforce readiness. Employers are those who communicate what skills are needed. Many employers are going towards a skills focus.
 - l. **ASL/Deaf studies enrollments:**
 - 1. 13 students declared major
 - 2. 4 students graduate in summer 2024
 - 3. SIGN 210 has 13 students enrolled in SP 25
 - a. It was cancelled in the FA of 24, re-scheduled to evening and we are seeing growth.
 - m. **Goals of new degree:** The goal of the new degree is also to have students transfer to 4-year school. For those students who graduated all transferred to CSUN. Many students need to work in the field for 4-5 years before they can work in the industry. All students also need to have a bachelor's degree in SIGN Language. The ASL and Deaf Studies major is to transfer into psychology or other related majors. This has been a successful way to market. Brittany will continue to send out surveys to collect feedback.
 - n. **Final Report:** As a reminder, once the final report is presented, the committee will vote. Typically, the final report milestone needs to show case enrollment data.
 - o. **Motion** to approve the ASL associates degree by Jesse Vera, seconded by Jennifer Paris. Erin Tague proxy for Jason Hinkle (yes, vote). Dr. Daylene Meuschke proxy for Dr. Jim Temple (yes, vote). Unanimous. Approved.
- 2. **Chair Report:** Spring 2025 PV Updates – Garrett Rieck
 - a. For spring 2025 there will be 7 reports and 3 will be final reports. The Construction Management and Building Inspection report will be pushed to fall 25 as Regina Blasberg is on Sabbatical.
 - b. The PTA program will be presented in fall 25 as Dr. David Pevsner confirmed this is when the program will start.
 - c. The Ceramics program will return to PV in 2 weeks. The Kinesiology will also return and there are a few items that need to be confirmed before the program presents on March 30th.
 - 3. Academic Senate President, Lisa Hooper announcements:
 - a. Now that there is a full complement of VP on PV. Lisa requested to allocate some time at the end of the semester to assess the processes and information that is being solicited on the forms and that the committee has what they need to make an important decision. There is a need for the right sort of scrutiny and lenses to evaluate, confirm and modify programs to make this

process meaningful for any faculty member asking for support. Lisa wants to make sure the committee does what they need to function at its best level. In instances when a program takes 7 years to be approved, what are the points at which the group comes back and reports why it is taking longer and what information might need to be conveyed so this does not take 7 years.

- b. **PTA Program Update:** The PTA program gave a final year 3 report, and many were not comfortable with voting as the program had not started yet.
- c. **Commercial Music, PTA and Fire Academy:** The programs are at the mercy of 3rd parties for timelines. With Commercial music there was a call for a re-design. PTA there is an accrediting agency.
- d. **Delays due to Adjudicating Agencies:** Many programs have delays due to manufacturing of items needed with vendors. Between the vendors, agencies and hiring that is required these all-created delays due to specialized sets and skills needed. The 3rd party adjudicating agencies such as LA country Fire, IFSAC and Office of State Fire Marshall will change the curricular focus. There is always the uninspected need to pivot accordingly and work with what we have.
- e. **Construction Delays:** There is a construction delay and there will be more of a demand now with the competition of the rebuild of LA. There are CE programs that require equipment. If there is just one item delayed that can create delays in all other areas. This is not due to a lack of effort but due to delays with supply chain issues and those will continue due to Tariffs and steal supply.
- f. The committee needs to evolve and discuss how all parties influence and are involved. There has been some conversation of program challenges. What constitutes when a program starts or benchmarks? Depending on what a program needs should there be a substantial delay? When as an institution all programs are nurtured, there is a need to confirm what we are doing right. Need to communicate all important information to the right people. The Curriculum committee needs to be aware of what is needed. The last meeting of the semester will be on May 1st.

III. **Adjournment:** 10:53 am