

Program Viability Committee Summary

March 6, 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	A	Dr. Thea Alvarado (voted on behalf of Jennifer Brezina)	Interim Asst. Superintendent/VP of Instruction	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	X
Ruth Rassool	Humanities (Adjunct)/AFT Designee	A	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:							
Cindy Leung	X	Fred Arnold	X	Kathleen Welch	X	Michelle Razzano	X
Diane Avery	X	Harriet Happle	X	Marilyn Jimenez	X	Nadia Cotti	X
Dr. Daylene Meuschke	X	Jennifer Steele	X	Michael McCaffrey	X	Kelly Dapp	X
Dr. Jasmine Ruys	X		X		X		X

I. Routine Matters

- Call to order: 10:05 am
- Approval of the 2/20/2024 meeting minutes.
 - Motion to approve the meeting minutes by Jesse Vera, seconded by Tricia George. Dr. Jim Temple & Aivee Ortega abstained. Unanimous. Approved.
- Approval of the Agenda
 - Motion to approve the agenda by Tricia George, seconded by Erin Tague. Unanimous. Approved.

II. Discussion

- Program Initiation: Ceramics (return visit) – Michael McCaffrey, Cindy Leung, and Jenn Steele
 - Ceramics Program Kilns Location:** The cart storage area that is currently being utilized by Dr. Jim Temple and IT was reviewed as a possible area to install the kilns for the Ceramics program. There are 2 small kilns that can be installed. Facilities are waiting on updated quotes for the remainder of the project which was submitted a year ago. Dr. Jim Temple also agreed to walk with Erin Tague to identify another area on campus that may be viable for him and close to IT to store the golf carts.
 - Purchase of the Ceramic Kilns:** Three kilns were purchased. Erin confirmed the two smaller kilns will fit in the space per DSA but not the front loader larger kilns. Anything larger than that will melt the awning. There is no alternative space that has been looked at for a 3rd kiln. The larger kiln would require the most power.
 - Possible DSA/Architect Project Request:** If the program chooses to go with anything larger than the two smallest kilns this will then become a DSA project, and the architect will need to be brought in. Facilities will need to redesign the space, and this will add

additional infrastructure costs. If this is an option, the program chooses to explore then this will need to return for review and the cost will go up.

- d. **Currently Purchased kilns for the Ceramics Program:** Currently there is one medium and one small kiln in the Ceramics program. The medium kiln purchased for the program cannot use it at this time. The small one was purchased years ago, and the program has been using it.
- e. **Program Needs:** To support a full ceramics course, the program would need a medium and two small kilns. The program uses the small one that has been installed in the sculpture classroom.
- f. **Ceramics Program Proposal:** The program proposal is for 2 medium and 1 large kiln. What has been approved by Facilities is to order 2 more small kilns and install them in the area where the golf carts are being stored. The medium kiln purchased cannot be accommodated. Three large kilns are needed, 2 for the storage space and one to remain in the classroom. The program's concern is that they may not be able to run the program with two small kilns.
- g. **Support from President David Andrus & Dr. Thea Alvarado:** Garrett stated that President, David Andrus and the district are in full support of the program. In addition, the district is committing to them that they will out work program needs and would like to have the program approved. Dr. Alvarado stated the Office of Instruction is committed to making this program work.
- h. **What can accommodate students in the classroom?** Cindy Leung stated she has 1 project in 2 of her 3D classes which require hand building ceramics projects. There is a 5-inch pot required, and students will make 2 of them. This will generate 100 pots from the students and will take 2 days to fire up the kilns. A larger kiln is not limited to the size of the pots. Cindy has been coming in on the weekends to fire up the kiln.
- i. **Program Quality:** In considering the quality of the program, it is important for the students to do large work such as 15-26 inches pottery. The medium kiln can accommodate larger pots. Something smaller than that will decrease the quality of the work.
- j. **Program long term Goals:** The Ceramics program would like to get a medium kiln and/or a larger kiln. For the short term, Facilities and the Office of Instruction are looking for a commitment from the program for 2 small kilns to be installed in the storage space. If this is committed, then Facilities can look at options to fit a larger kiln.
- k. **CID Descriptor:** At the current scale of the proposal the program meets the CID descriptor. If the program must be downsized to two small kilns it is not clear if the program meets the CID descriptor. Once the C-ID Descriptor was checked, it was noted that the CID descriptor (in the Studio Arts category) was archived <https://c-id.net/descriptors/final/show/311>. Under the results of the submissions CID for this course are no longer being accepted. This information in this descriptor has been retained as a record for future reference.
- l. **CSU and UC Articulation Agreements:** In Spring 2016 the Studio Arts FDRG revised the way certain descriptors are included in the Studio Arts TMC by allowing for Articulation Agreement by Major (AAM) for the following descriptors: ARTS 220, ARTS 230, ARTS 240, ARTS 260, ARTS 280, ARTS 281, and ARTS 282. Colleges that have already received C-ID approval can continue to use the descriptors on their ADT degree, while allowing for AAM on the TMC for those without C-ID approval. As a result of this revision C-ID no longer accepts submissions for the descriptors. The four-year colleges can accept

applications through articulation agreements. If a course is articulated with a CSU or UC, it may still be eligible for the Studio Arts associate's degree for transfer without a CID number.

- m. **Curriculum Committee:** Any colleges with pre-existing courses were grandfathered in. It's not clear if COC would be grandfathered in. There is local control of the degree, so archiving the CID descriptor does not mean we can't approve these courses. We can also try to get these courses approved for articulation agreements with four-year schools using the archived C-ID descriptor as a guide, especially as Patrick Backes helped us understand that: "They archived a lot of studio arts C-ID due to a lack of reviewers." Archived basically means you can no longer submit for approval, but the historical approvals remain." There is local control for degrees and articulation agreements. When there is a CID descriptor, a program needs to follow this as-it facilitates agreements for articulation with CSU's. This may work for Ceramics, but it is not clear if this will work for Ceramics II. The specifics of the curriculum will be considered by the Curriculum Committee.
- n. **Learning Objectives:** There are certain learning objectives that may not be met if the program is downsized.
- o. **Workload concerns:** The number of students that can be served in a class is 24. If a program needs to support 24 students with 2 small kilns this may create an increase in workload. If the district approves for two small kilns is the district in support of funding for a lab tech for the firing of kilims? To load and fire it a kiln there is a base and fire which takes about 4 hours. For loading and unloading is another 5 hours per class.
- p. This is of a labor-intensive nature and requires significant skills and performance and infrastructure. There may be a backlog of student projects. Projects can sit in storage if there are no weather conditions such as rain. Otherwise, it jeopardizes the progress of the course.
- q. **Pro Forma Budget Form:** Jason Hinkle calculated for 20 students using the Pro Forma form. However, 24 is the class size required. The 20 was used to calculate resources.
- r. **Facility's Needs:** There may be a need to rework the awning and storage space. Perhaps a different awning could be installed. There is also not enough electrical support. Erin may need to go and look at DSA and submit a proposal. This may take 3-5 months before it comes back and then need to go out for bidding which will require another year. If there is a need for larger kilns Michael McCaffrey is ok with waiting.
- s. **Student Enrollment Projection:** The projection is to have 40 students. That is about 80 students work that need their work fired on the kiln. This may be sufficient in the beginning but overtime there will be a need for 2 medium kilns to accommodate.
- t. **Committee Vote:** If the committee votes to approve the program it will allow Cindy and Michael to begin drafting the curriculum and obtain necessary resources. If presenters feel they do not have adequate resources, then they can hold off and come back to report. The AP and BP and allows for revitalization for a program and this can be triggered for further resource commitment from the district. Michael McCaffrey and Cindy Leung are not interested in backing out and want to make a viable program out of an existing space. They are ok with going to DSA.
- u. **Motion** to initiate the program by Jesse Vera, seconded by Jason Burgdorfer. Dr. Jim Temple abstained. Unanimous. Approved.

III. Reports

1. **Report #1:** Culinary, Wine Studies, and Hospitality (Department name change/merge) - Michelle Razzano, Gary Quire, and Cindy Schwanke
 - i. **Enrollment Update:** The program is doing well and is attracting new students such as in the Pastries and Wine classes. The program has doubled class sizes in the fall and has equipped students with the skills they need to be on both sides of the hospitality such as back and front of the house.
 - ii. **Advisory Board Update:** Board members are looking for people to manage operational and front of the house sides.
 - iii. **3 New Certificates:** There are 3 new certificates which include 2 local and 1 for transfer.
 - iv. **Human Resources Update:** The program hired 1 new adjunct who has been a great asset to the team. All is working well.
 - v. **Program History:** When Cindy Schwanke and Gary Quire proposed this new program there were only 4 students. Cindy and Gary worked on integrating Culinary Arts with Hospitality.
 - vi. **Local Job Market (LMI):** Since covid the job market was low and after covid it has now gained momentum. The trajectory for the industry is looking good for the future. The advisory board is looking for more well rounded and experienced students. There are students working as interns in various areas.
 - vii. **Six Flags Magic Mountain Students:** There is a student from Six Flags Magic Mountain who is redoing their culinary department. The hospitality area is a bonus to get students working. The Six Flags student represents corporation, and they are thrilled that COC has Hospitality embedded with Culinary Arts. Now the demand is there as Six Flags has a new chef.
 - viii. **Culinary Arts & Hospitality:** The program can explain to students that they will learn them both sides and they can go into the kitchen and work as a chef, or they can fall back on hospitality. In addition, the program is able to speak to them on the importance of taking skills and marketing classes so they are marketable. If a student cannot get into a class as they missed the deadline, they can then enroll in a hospitality class. ICUE is a great experience, and reservations are booked now through April.
 - ix. This is report and Garrett will reach out to them in spring 2026 for report #2.
 2. **PV Committee updates:** The Kinesiology Department received all the information they need and will return to give an update on Activity classes. They also need LMI data for the Coaching course. The LMI report and pro forma budget will be posted to CANVAS shell.
- IV. **Adjournment:** 11: 20 am.