

Program Viability Committee Summary

October 23, 2025, 10:00 a.m. to 11:30 a.m. – Zoom

Voting Committee Members:					
Lisa Hooper	Committee Chair	X	Kathrina Almero-Fabros	Transfer Discipline Rep./At-Large Member	A
Erika Torgeson	Enrollment Services/Counseling	X	VACANT	ASG Student Rep.	A
Jason Burgdorfer	MSE, COCFA President	X			
Jaya George	Health Professions	A	Administrator Voting Members		
Jennifer Paris	CTE Rep/ECE Rep/SBS	A	Dr. Thea Alvarado	Interim Asst. Superintendent/CIO	A
Jesse Vera	Enrollment Services /Counseling	X	Erin Tague	Assist. Superintendent/VP of Facilities	X
Karl Striepe	SBS/Transfer Discipline Faculty	A	Jason Hinkle	Associate, VP, Business Services	X
Ruth Rassool	Humanities (Adjunct)/AFT Designee	X	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:							
Chad Peters	X	Marilyn Jimenez	X	Nadia Cotti	X	Tim Baber	X
Dr. Daylene Meuschke	X	Monica Shukla-Belmontes	X	Paul Wickline	X	SB Tucker	X
Jeff Baker	X						

I. Routine Matters

1. Call to order: 10:02 am
2. Approval of the 10/9/2025 meeting minutes
 - i. **Motion** to approve the meeting minutes by Erin Tague, seconded by Ruth Rassol. Unanimous. Approved.
3. Approval of the Agenda

II. Reports

1. Report #1: Extended Reality, Jeff Baker
 - i. **Overview:** The initiation plan was to bring in a programing element to the Extended Reality program such as in Computer Networking or Computer Science. This has proven to be a challenge and Jeff decided instead of waiting for the changes to take place to move forward with a modified plan.
 - ii. **Certificate Program:** The certificate would include the 2 existing classes: MEA 131 and MEA 281, and one new class: MEA 221. This class is currently in the curriculum queue. Jeff met an current adjunct instructor, Anna who teaches Virtual Reality at CSUN and Santa Barbara and realized programing component is not needed. MEA 221 will be 3 units.
 - iii. **Software Resources Needed:** There is software resources needed that would not cost the college any funds as all software is free and is paid for.
 - iv. **Human Resources Needed:** The current instructor is an existing adjunct at COC. The Program Viability component is no longer needed for this program; the Curriculum Committee will handle the single course and associated new certificate.
 - v. **Elective in Animation Degree:** Suggestion made to include new course in current Animation degree because new certificate, as described, is very few units.
 - vi. **New AI for Animation Course.** There is an interest in developing an AI for Animation course as this would fit well in the certificate. Both concepts of Extended Reality and AI

are from an Art standpoint and are similar. The idea is to offer one course in the spring and one in the fall. The course on AI will be a separate proposal handled by the Curriculum Committee.

- vii. **Advisory Committee Input Needed:** The program needs the advisory committees input as this is important to see how students can use these courses in the industry. For some students, a certificate may not be enough.
 - viii. **Next Steps:** If the curriculum proposal includes more than 2 courses then the proposal comes through PV. If the Advisory Board feel the training available through the courses is sufficient, Jeff can proceed and move forward. However, if the AI piece is an essential part, then the proposal will need to be updated. The suggestion is to wait to decide to bring the course(s) to the curriculum committee until the advisory committee weighs in.
2. Report #1: Supply Chair Logistics, Tim Baber
- i. **Mechatronics:** This is technology that prepares students to be proficient in systems like hydraulics and electronics. This is the same technology currently being utilized by Drink Pak as they have conveyers and an integrated system. A company reached out to the former chancellor asking why this is not being offered at COC? The company then reached out to Chaffey College as COC wasn't ready at the time. This program was put together as part of the ATC remodel, and the program is not ready to move forward yet.
 - ii. **Facilities:** This program is not yet launched. The program needs to wait until the ATC is ready. The request is to table this program and have it return later.
 - iii. **Stackable Degree and Certificate in Mechatronics:** Mechatronics is the industrial automation piece. The program is looking to develop a stackable degree or certificate but this has not been formalized yet. This would include AI in Manufacturing. All areas in Welding and Manufacturing are discussing this.
 - iv. **Program Sunsetting Proposal Process:** There is no formal mechanism for sun-setting a proposal; however past practice has been that if no progress is made on a proposal for 2 years, this would prompt a new proposal. This may require changes in curriculum with the influence of AI. The program was proposed before the proforma form was launched. The suggestion is to table the program as submitted. If a revised proposal comes back to PV, the presentation would be given priority.
3. Report #2: Paramedic, SB Tucker:
- i. **Overview:** SB Tucker has worked with Jason on the proforma form. Jessica Crowley and SB Tucker, Program Director both attended the accreditation workshop for 2 days to learn how to develop a paramedic program.
 - ii. **Curriculum Updates:** The curriculum was written and input into eLumen.
 - iii. **Budget Requirements:** There are budget constraints as there is \$25K required for the initial launch and \$5K for ongoing cost.
 - iv. **Human Resources:** There is a need for a full-time instructor. The ASC request for staffing expires this year and will need to be resubmitted. EMT may be moving to the 1st floor of the CCLB Don Takeda Science Center as there are classrooms and labs available. MLT is moving to CCC, and their vacated classrooms and their lab space on the Valencia campus would be ideal for a paramedic lab. Currently the program is in Towsley Hall.
 - v. **Towsley Hall Bldg. Update:** As per Erin Tague, *Assist. Superintendent/VP of Facilities*, a seismic review will be done. Once this building is reviewed for programmatic needs the architectural needs will need to be redone.
 - vi. **Inclination on Seismic Assessment of Towsley Hall:** As per the architect from Gensler if there are modifications to a building the building then needs to match current code requirements. This is almost never cost effective due to the seismic requirement. Based

on age of building and issues with this building over the last 10 years the building will likely have to be taken down.

- vii. **Facilities Required:** If EMT moves to CCLB, this program could be moved over to another space at the CCC.
 - viii. **Hands on Skills Component & Equipment:** EMT and Paramedic have a hands-on skill component. These are no areas that can be simulated as this requires hospital hours in an ambulance. LA county requires programs to have equipment to train the EMT and can be used for the paramedic program. The mannequins have been purchased for the SIM labs. There are some restrictions on how long equipment can be used. The equipment requirement is about \$5K a year.
 - ix. **Cohort size:** This is 24 students and is like EMT. There is a student and instructor ratio required to maintain accreditation. There are industry pre-sectors and a limited number of agencies permitted to take on paramedic interns. The nearest paramedic programs are in the AV; however, this program is starting it over. The other programs are in Ventura, UCLA and Mt. Sac, all are accredited. Moorpark college offers the program, but it is not accredited.
 - x. **Administrative Support:** For accreditation there is a need for a 150% administrative support position. It is not clear if this is feasible. There are plans to hire another coordinator for all health programs and primarily for those at CCC to provide support.
 - xi. **eLumen Courses:** The suggestion is to download the curriculum as eLumen is going away.
 - xii. **COR's:** There are some courses at stage 3 with over 18 units each. The suggestion from Tricia is to create 3–5-unit courses. The didactic is 4-5 weeks and requires a 400-hour internship. The paramedic program is 40 hours a week. This can be broken down by topic, for example cardiac and respiratory. At Ventura college courses are 18 ½ unit classes. This may not be the best for students. Students cannot work in a full-time program.
4. **Fall 2025 Reports Schedule:**
- i. Next meeting will include an Ethnic studies report. Dec. 11th will include program presentations for Construction Management and Build Inspection.
 - ii. **Program vs. a Department:** The past practice was to create a new program when a program was proposed. There is a need to discuss how to define a department. Are there other things that inform a department vs. a program? This is future business for this committee.

III. **Adjournment:** 11:30 am.