

# Program Viability Committee Summary

March 30, 2023, 10:00 a.m. to 11:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Tricia George (Humanities/Interim Curriculum Committee Chair), Jason Burgdorfer (MSHP-MSE), Jesse Vera (Adjunct Counselor & AMSA Faculty Co-Advisor), Julie Hovden (Counseling), Jennifer Paris (SBS)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Harriet Happel (Dean of Career Ed and Integrative Learning, CTE), Daylene Meuschke (Associate VP, Inst. Research, Planning & Effectiveness), Jeff Gregor (Exec. Dean, Inst. Services & Public Safety), Brittany Applen (Humanities)

## I. Routine Matters

1. Call to order: 10:10
2. Approval of 3/16/2023 meeting minutes:
  - i. Motion to approve the 3/16/23 meeting minutes by Jennifer Paris , seconded by Jesse Vera. Unanimous. Approved.
3. Approval of the Agenda
  - i. Motion to approve the agenda by Julie Hovden, seconded by Jennifer Paris. Unanimous. Approved.

## II. Reports

1. Year One Pilot Status Report: American Sign Language and Deaf Studies – Brittany Applen
  - i. **Type of Program:** Two programs were presented to PV, the *AA degree & ASL & Def Studies and Workforce and Preparation & Short-Term Vocational certificates*. The AA degree will provide students the knowledge to work with the deaf community in a variety of settings. The program has realized that many students are not completely fluid. This new degree opens up a new avenue for those who want to be educators or allies in the field of deafness. The certificate courses were recommended by the Advisory Committee. These will allow people to work in education and other fields.
  - ii. **Status Update – Credit:**
    1. AA Degree in ASL & Deaf Studies: these will be ready to go to Curriculum by the end of the fall.
    2. As a result of the pandemic all went to zoom and classes capped at 15.
    3. Now back on campus there is a huge deficit in language skills. The program has been put in hiatus. The students will have a year to take courses in ASL and deaf studies to build their skills.
  - iii. **Status Update - Non-Credit:**
    1. These courses will be done by the end of May. There are 6 courses total and all are Intro to ASL that will help build the program. This gives people entry level skills and helps to support the community.
  - iv. **Conversation Class:** The hope is to offer this course in the summer. There are 4 classes total and once student pass with a “C” they can move on to the next course. There are many students who take course 102 or 104 but feel they are not ready. This is a result of the pandemic. For ASL the Workforce course will focus on tailoring skills as there are many people who work at Six Flags or in restaurants who wants to communicate with customers.

- v. **CTE Advisory Committee Feedback:** There has been a conversation for years to have these courses in non-credit curriculum. Brittany has been working with Garrett and in the past with John Makevich. By offering these courses there will be more well-rounded students.
- vi. **Non-Credit Courses:** There are 6 courses total. Ideally the *Conversational* could move forward as this is all done. Need to follow up on the assignment if not can add this piece later. The *Community* class is done just needs to be added to eLumen.
- vii. **Timeline on Non-Credit:** The last meeting for the Curriculum Committee is in May. On credit side, need a final read for the Non-Credit Curriculum Committee meeting. The audit trail looks as MQ's and SLO's and a course can be cleaned up after the fact.
- viii. **Timeline on Credit Courses:** There is a new degree with 2 new classes. One course is ready the other will be ready for fall 2023. If this is ready for final read these courses will be scheduled for the final Curriculum Committee meeting.
- ix. **Pandemic Sign Language Issues:** Students are learning sign language online and many students are not learning the correct way as they not seeing the space or distance from the body. The students are signing in a smaller space and linguistically this language version is coming into the language community. For example, students confuse "pants" and "ways" as the articulation is awful. Student have a weird way or signing and there are articulation and production errors. Many students got through classes as some signage doesn't look diff on screen. There was no way to catch it online.
- x. **TLC Sign Language Workshops:** There were many TLC workshops offered as many students were not where they needed to be.
- xi. **What is the goal for the program:** There are seven classes fall 2023, *SIGN 200, 201, 202 and 203*. *SIGN 200* is for anyone who finished *SIGN 204 (Specialized Signs and Settings)*. In fall there will be *SIGN 201* and for spring *SIGN 204*, both are *Interpreting* classes. For the *Transliterating* Class there will be one offered in the fall and one in the spring, *SIGN 202* and *SIGN 205*. The *Sign to Voice* class is *SIGN 203* in fall and *SIGN 206* in the spring. These are all consecutive courses in the fall. There are no course numbers for the Simultaneous courses in the spring.
- xii. **Program Challenges:** There is a curriculum development struggle, there are not enough people or time to get this done. Brittany has the work completed but will not move forward without having the deaf community support. Also, eLumen is not user friendly. The program had to cancel *SIGN 103* as there were only 6 enrolled. For *SIGN 104* there were only 7 and of those only 1 or 2 have skills to be strong. For those students who enrolled in *SIGN 104* only 7 or 8 were interested in enrolling in interpreting classes for fall. Of the 7 students 3 have the skills to be successful. The hope is to get two courses approved in Curriculum for the degree as this would help to keep students going. If not, non-credit courses can be offered to students. The other option is to get one course approved for spring and one for fall 22.
- xiii. **Program Growth:** The program has not grown in terms of offering the classes but there is a growth in the interest in the classes. Many students are interested in taking classes this fall. This will help to prepare students and to stick around to complete the courses to transfer.

- xiv. **Articulation Agreements:** There may be delay with obtaining articulation agreements. For the Deaf Culture course this is a 100 level at COC, however at CSUN it is a 300 level, and this will not articulate. The Def Education is a 400-level course at CSUN and at COC it is a 100 level, and this will not be accepted. The structure at COC is 200 and at CSUN it is 400.
- xv. **Cancellation of Advance Classes:** in January the advance classes were cancelled in week 2. Brittany explained to students why classes were cancelled, gave alternative options, and shared how the program can support them. Brittany realized an email was not sent to counseling. All faculty and the department are aware of the cancellation of classes.
- xvi. **Next Steps:** Brittany will schedule a meeting with Garret. If there is no articulation agreement and students take courses they will not count. For example, the Deaf Ed course at COC will not be accepted at CSUN. The hope is that CSUN articulates but this is not clear due to upper division requirement. Brittany doesn't want to offer the courses in the way that they are being offered.

### III. Discussion

1. Update on Revisions to AP/BP 4021 Program Viability – *Initiation, Modification, Discontinuance, and Revitalization*
  - i. Garret is planning to meet with David to go over edits to the AP/BP.
  - ii. **Pilot Status Changes:** Pilot status will apply to all proposals such as Initiation, Modification and Revitalization.
  - iii. **Program Status Reports:** Reports will change to report 1, 2 and report 3 will be a final report. There will be specific guidelines as to what should be reported and what the committee wants to see before it is made into a specific program. Program revitalizing will go to pilot status.
  - iv. **Committee Composition:** The new Committee Composition will include, the Program Review Committee chair or designee, VP of Business Services, VP of Facilities and VP of Info Tech or designee. A caveat was added to have additional members added to PV by the Academic Senate. May change to add two At-Large or two Adjunct At-Large members.
  - v. **Faculty Voice on the Committee:** Since there will be more administrators on the committee there are concerns with the faculty voice however, administrators have a better idea of funding and if they vote they are signing off that a program will happen, and this creates a stronger enforcement of support. Curriculum Dev is faculty a preview when it comes to program dev it will be administrator and faculty heavy. It is important to make sure administrators are present as they are going to give the resources to the program.
  - vi. **Who can submit Program Proposals?** The BP/AP outlines that an administrator can propose a program, but they need to have a faculty champion, and this can also be the CIO. It was emphasized that there should be a faculty presence but also make sure administrators are present.
  - vii. **Financial Reports:** Program Reports must include a budgetary and fiscal analysis. Garrett and David worked with fiscal to create a report template. This template will not be used this semester but will used in fall. The financial spreadsheet will not be the sole determinant but more so to use as another resources. 90% present of program are CE related. For health programs there may be costs, and a program may still run a negative 500k balance. A program

may not pay for itself. Many times, a program may be approved but many don't understand how to fund.

- viii. **Cost to Enrolment Ratio:** There are now many programs in health. However, due to a health care demand there are many hospitals doing their own training. Hospitals are doing this to upscale and promote from within. This is not part of LMI report. If this is only training for a cohort of 20 students but the cost to bring on a program is \$2 mill, then this needs to be looked at.
- ix. **LMI Reporting Concerns:** The LMI is of concern as the no way of reporting future projections. The purpose of a program is to provide a pathway to a job. This is not just about CCC 's in our region but there needs to be a deep dive with extension programs with UCLA and USC. It can take 3 years to develop a program but if this is being offered via an extension this is a competition. Many students to go through a program quickly. The college may end up losing the opportunity to build that customer base. There is possibility that a program may go faster. This is something that can be discussed. Garret will share some of this information with Harriet for review. None of these changes will go into effect in FA 23.
- x. **Reporting Slide Deck Template:** Garrett will create a template of a slide deck to send over to presenters. This template will not be created until changes to AP/BP are finalized.
- xi. **Future Agenda item Changes:** There was supposed to be a 6<sup>th</sup> meeting for an Entertainment program, that was moved to fall. Culinary Education has been pushed to the 4<sup>th</sup> meeting. Dr. Torres requested to push Recreation Management 4/20 to push program modification to 5/4. There is an advisory board meeting the week after spring break and there will be data collected from business partners. The last meeting will include the Construction Tech program.
- xii. **PV Committee meeting & Composition for FY: 23-24:** Garrett will ask all committee members to confirm if they can continue to serve for the next academic year. The plan is to keep PV Committee meetings on the same date/times, every other Thursday at 10am. There will be 6 meetings scheduled for next semester. In the fall PV will explain the handout to Curriculum so there is much clarity. There may be some training.

IV. **Adjournment:** 11:02 am