Program Viability Committee Summary

May 14, 2026, 10:00 a.m. to 11:30 a.m. – Zoom

Voting Committee Members:					
Lisa Hooper	*Committee Chair*	X	VACANT	*Transfer Discipline Rep./At-Large Member*	A
Kelly Cude	*Program Review Faculty Chair (and/or MSE Faculty Dept. Chair)*	X	VACANT	*ASG Student Rep.*	A
Jason Burgdorfer	*MSE, COCFA President*	X			
Jaya George	*Health Professions*	X	**Administrator Voting Members**		
Jennifer Paris	*CTE Rep/ECE Rep/SBS*	X	David Vakil	*Interim Asst. Superintendent/CIO*	A
Jesse Vera	*Tricia George proxy for Enrollment Services /Counseling*	X	*Jason Hinkle proxy for* 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) Representative*	X	VACANT	*Assist. Superintendent/VP Tech, Inst. Dev. & Tech Computer Support*	A
Tricia George	*Curriculum Committee Chair/Humanities*	X	**A= Absent**	**X = Present**	

Guest:							
Andy McCutcheon	X	Dianne Avery	X	Justin Hunt	X	Nadia Cotti	X
Austin Dave	X	Erika Torgeson	X	Leora Gabay	X	Paloma Vargas	X
Cindy Leung	X	Harriet Happel	X	Marilyn Jimenez	X	Patrick Backes	X
Daylene Meuschke	X	Jeffrey Baker	X	Michael McCaffrey	X	Paul Wickline	X
Deanna Riviera	X	Jennifer Brezina	X	Monica Shukla-Belmontes	X		

I. Routine Matters

1. Call to order: 10:03 am
2. Approval of the 4/16/2026 meeting minutes:
3. Approval of the Agenda

II. Reports

1. **Report #1:** Ceramics Program, Cindy Leung & Michael McCaffrey
    i. **Overview:** This report outlined the updates to the remodeling of the program, which includes the physical layout, addressing curricular issues and practical concerns. The program is almost complete and remains on what is viable for space and pathways to success and completion.
    ii. **Physical Resources:**
        a) **Electrical Needs:** It wasn't clear if there was sufficient electricity in the storage area of kilns. Andy will make sure to follow up with Erin on the electrical request. The suggestion is to test out the electricity in the area without students. There was a load analysis report, and additional lines and breakers were added. This has been 10 years in the making.
        b) **Plumbing Needs:** There was a request for a full outdoor drain in the classroom. Silicon dust can create cancer if inhaled in the lungs over many years. The drain facility ensures that the drain will be sufficient for washing off the clay. The program will know once classes are session if this drain will work. The drain likely went through CA Department

State Architects for approval including waste management. The outdoor drain will be completed in the summer.

c) **Outstanding areas:** This includes the floor in the classroom and the outdoor drain. Every year, in the rain season, the classroom floods and the hope is that the issue with be resolved and that equipment is not damaged. Andy spoke with Erin and confirmed the floor would be completed by the end of June.

d) **Original Request for Facilities:** There wasn't a complete understanding of what was needed, and the suggestion is to have a more holistic plan going forward to prevent any challenges. The idea is to borrow from other districts whenever possible. Ventura College and Santa Ana College both offer ceramics classes that can be looked at.

iii. **Curriculum Courses:** There will be courses offered in the fall. This fall 2 ceramic courses will be approved.

iv. **Marketing Needs:** It was suggested to do more marketing with the program prior to the summer break. Cindy has not taught ceramic for 30 years and is waiting for the schedule to start advertising. Cindy has been advertising to her students and will design a poster and get in touch with Jesse Vera to get the word out with Counseling.

2. **Report #1:** Coaching Certificate, Leora Gabay

i. **Curriculum Update:** This process for this program began a year ago. Several courses and certificates were approved a few weeks ago at curriculum. The goal is to give students an opportunity to have a career in coaching. The certificate is composed of existing courses and new courses. The list of courses where shared.

ii. **Program Initiation Form:** There are 20 required units in the course, in addition KPET 201 and the newly added, "Intro to Sports" that is now called "Mental Skills". There are new courses, and the students will choose sports theory courses for the sport they would like to be a coach for. The idea is for the students to complete courses within a year. Leora will discuss with Jesse Vera if the ADT in Kinesiology and PE accepts major courses from military boot campus.

iii. **Program Needs:** The program began offering a few of the classes however, they didn't have the enrollment number and started offering a late start.

iv. **Marketing Needs:** The program needs more advertisement for the Physical Education Classes within the community to boost enrollment.

v. **Student Survey:** A student survey can be done and could help determine when students would be interested in taking the courses. The district may be able to assist with the deployment of a survey. Leora Gabay always gives a tour of the facility and students ask how they can take courses.

III. Discussion

1. ADT 1.0 Discontinuance: Mathematics & Physics & Elementary Teacher Education, Curriculum Committee

i. **ADT 2.0 Math and Physics:** The changes in Physics are like Math. The Curriculum Committee will update the moniker. The point of the 2.0 change is due to CSUs no longer accepting the 1.0 courses. The district needs to approve the 2.0. Once CSU's stop accepting 1.0 courses COC will stop awarding the degrees.

ii. **ADT 2.0 Math:** The main change for Math is that both Math 214 and 213 will require programing courses as electives and can add Physics 220.

iii. **ADT 2.0 Physics:** Physics will be added to the Calculus classes. Physics is one of the transfer degrees that will now sit at 64 units. The idea is to move the 1.0 to 2.0. The idea is to move veterans to the new major as they will be affected by this change. Many people will need to be educated on changes. This was brought forward to acknowledge the change. Curriculum will have these changes on the next Curriculum Committee agenda.

iv. **ADT 2.0 Elementary Education:** Most of the changes were seen by the state as a revision to the transfer model curriculum. At a minimum the changes will include updating the title to match the updated transfer model curriculum. Faculty in ECE are not in favor of this degree change as the program does not feel this services students. The program will begin looking for a different degree to prepare students for the PK and credential. There are 24 ECE units. Students should be notified of the change, so they know to move to the one with the new title if they are transferring after the sunset date of the 1.0. This was brought to PV so Curriculum can recognize the changes and have the change implemented in the catalog for the upcoming fall.

2. Proposal Extended Reality > MEA 221: Satisfaction of Resources Concerns, Jeff Baker, Austin Dave & Andy McCutcheon
   i. **Overview:** The idea was to forward with a more simplified version of the proposal as there were some outstanding questions regarding resources. The idea was to work with programing. However, due to the release of AI, the need for programming for this area is becoming less common. The programming area was dropped and there are now changes to simply the program. This update is now Art and Animation related.
   ii. **Letter of Support:** There were quotes requested for the program needs. There are 3 letters of letters of support from industry for this program included in the report. Programing has become less important, and the focus now is on understanding design principles, 3D space and how to use the art assets. Jeff is creating a course on AI and Animation. Jeff has discussed this with some in industry, and they discussed the rise of AI and coding as being relevant.
   iii. **Physical Resources**: There were concerns regarding if there was sufficient equipment. Austin has a letter and email that was included. The next plan is to teach this in the existing animation facility MEA 209.
   iv. **Equipment and Software:**
      a) **Computer Equipment:** Austin and Jeff have discussed the need to update the computers. There are 25 computers. IT has been involved in the discussion, and they are upgraded on occasion, and they are 3 years old and are on a 3–4-year recycling cycle and run all animation programs. Jeff Austin sent out an email with a few questions regarding computer capabilities.
      b) **Software Needs:** The program will be leveraging the exiting software using MAYA and Unity to create art experience. Software and hardware already exist in MEA 209. There is another lab with high level MAX and can run on MAC or PC as they are interchangeable. There is specific program that XR designed and is free and the only cost would be the installation. Jeff has spoken with Austin regarding downloading and installation the software to make sure the program meets the district requirements.
      c) **VR Headsets Request:** There is a need for VR headsets as students will use the headsets to review results. Not all students will need a VR headset and only need 3-4 for students to share. They will need tables ideally for the augmented reality. The only item it would require would be to have tests and look at products students create via VR googles. This is not required as there are free software programs that can emulate this technology. This can be used in place of the equipment for the googles if there is no funding.
   v. **Funding Required:** The headset request has been submitted in previous program reviews just not this year. The total final cost is due to shipping and handling and will be $9,000. Harriet may not have funds for this year but maybe with next year. The round 11 funding allocation will not be released until end of June or July as it depends on the final budget with the state and if the district will keep full amount on Prop 98.
   vi. **Suggestions:** The idea is to set up faculty for success and not approve items and allow them to work themselves out as this has created many challenges. To satisfy resource consideration and if

this curriculum can be brought forward without the requested expenditure. If this cannot be done, then the suggestion is to not advance.

vii. **Perkins Funding & SWF:** This funding may not be possible. Jeff is pursuing industry grants and partners to leverage and collect donate googles. The hope is that some funds may be covered with grants or gifts from industry. There is little fund 11 funding and many times programs rely on categorical funds. Jeff is putting up fillers and will meet with the Foundation. The expenditure is under $10K and between industry and foundation Harriet confirmed this is very possible.

viii. **Next Steps:** The suggestion is to allow the program to move forward using the computer as the headsets are just to enhance the program.

ix. **Motion** to move the program forward for MEA 221 by Jennifer Paris, seconded by Kelly Cude. Unanimous. Approved.

3. NETECH Program, Justin Hunt
   i. **Curriculum Updates:** There are courses updated due to the certification of the sequence such as CompTIA or Sisqó. These change every 4 years, and other cyber security areas update every 8 months. The changes are to meet certificate requirements.
   ii. **Discontinuation of Courses:** There was another list presented that includes the courses that will be deactivated. Many courses have not been offered in many years, and this does not prevent anyone from completing the courses. Justin inherited many programs that were outdated, and the changes are to ensure students are employable once they complete the program. Justin reviewed the efficacy of courses to see where they can fulfill the needs of local and national industry needs.
   iii. **SWF Employment Data Report:** The employment issue is regard to new grants which require an employment data report. And SWF requires that students are employed within the first year. There is no database that exists that can track this information, but it is a requirement. It is important to keep all areas relevant and to hear back from industry. For many programs in technology this will be routine and requires connecting to the employment metric.
   iv. **Impacted Programs:** Curriculum is ready to archive the programs, and Tricia has a list of all the programs impacted. The idea was to archive all certificates and courses; however, would it be best to change the requirements for AA rather than achieving? For the System Administration program this can be achieved. The Networking Technology program is being replaced by CLOUD systems. Networking Foundation is not impacted however all other areas would be discontinued. ESYST 141 has been absorbed into the security class and the IoT can be archived.
   v. If change will have an impact on students the suggestion is that once the list of programs is solidified that it be forwarded to Counseling Department, so they are aware. There are 4 certificates that will be achieved and students who have completed the courses may be 1-2 courses away from completing something else. Justin shared a crosswalk outlining the course substitution. There are few courses that are combination 2 classes. This chart will be forwarded to Jennifer Brezina, Tricia George and Daylene Meuschke to update the E-system course.
   vi. **Motion** is to archive the courses to support the changes, and curriculum committee will take on this work. Unanimous. Approved
4. **PV Committee Processes:** Faculty will need to forward the documents to Marilyn and Lisa in advance. The PV committee meeting invites will be forwarded for next year.
5. **Adjournment:** 11:30am.