

Program Viability Committee Summary

May 16, 2024, 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), Jennifer Paris (ECE), Jesse Vera (MESA Counselor) *proxy for Julie Hovden*, Karl Striepe (Political Science), Erika Torgerson (Counselor), Jason Hinkle (Classified Administrator, Associate Vice President, Business Services), Jason Burgdorfer (COCFA), Jason Munoz (Associate, Vice President, Facilities and Operations), Erin Tague (Assistant Superintendent/VP, Facilities Planning), Jim Temple (VP, Institutional Development & Tech, Computer Support Services), Jeremy Patrich (Geography), Dr. Omar Torres (CIO), Regina Blasberg (Water Tech.), SB Tucker (EMT)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Paul Wickline (Associate VP, Instruction), Daylene Meuschke (Associate, VP Inst. Research, Plan, Effectiveness & Student Exp.), Claudenice Braga-McCalister (Construction Management), David Vakil (Dean of MSE), Diane Avery (Dean of Personal & Professional Learning), Jennifer Brezina (Dean, Instructional Services and Public Safety),

I. Routine Matters

1. Call to Order: 10:03 am
2. Approval of the 5/2/2024 meeting minutes:
 - a. Motion to approve the meeting minutes by Dr. Omar Torres, seconded by Jesse Vera. Dr. Jim Temple and Jennifer Paris abstained. Approved.
3. Approval of the Agenda:
 - b. Motion to approve the agenda by Dr. Omar Torres, seconded by Jennifer Paris. Unanimous. Approved.

II. Discussion

1. Health Science Department Split - SB Tucker
 - a. **Overview of Proposal for the Department Split:** The EMT program is unique in regard to minimum qualification. Currently, only 2 FTF are qualified to teach in EMT. Historically Patti Haley was the only faculty who taught in this department as she was qualified in both areas (Health Science and EMT). When Patti retired SB was running both programs however, she does not feel she is qualified as she does not have a degree in Public Health. SB (previous Dept. Chair for Health Sciences) and Jesse Crowley cannot teach Health Science as they do not have a degree in Public Health.
 - b. **New FTF in Health Science:** The program recently hired a full-time faculty member, Kelly Bronco in Health Science. Kelly Bronco has been an adjunct for 22 years and has plans for developing an AST in Nutrition.
 - c. **Growth of EMT Program:** The EMT department is growing due to new Paramedic program requirements, which includes 38 credit hours, equipment needs, 700 hours of clinical and internship hours and significant administration oversight due to the external accreditation standards. Running the Paramedic and EMT programs is more than a full-time job. EMT seems misplaced in Health Science and it is difficult to hire more faculty. EMT does belong in Public Health but not Health Science.
 - d. **Cost to the District:** There is no additional cost to the district as many classes are online. There are just a few items needed such as dry erase markers and folders. 99.9% of the budget is given to the EMT program. The splitting of the department will create a separate budget for EMT. EMT is in support as it is challenging to split the budget with the Health Science program. This split gives an opportunity to run the department to meet their needs. Faculty on both sides are in support. With the Paramedic department progressing and with the hiring of Kelly Bronco the program feels this is the best time to submit for a department split.

- e. **PT Admin Assistant in Public Safety:** There is a PT Admin Assistant in Public Safety that will help. If the Health Science Department moves back with other Health Departments, there are 2 full-time administrative assistants and 2 or 3 part time.
- f. **Curriculum Timeline:** The goal is to have curriculum approved by Spring 2025. The program could be offered in fall 2025. There is a degree urgency with the Paramedic program. Many fire departments are looking for schools to train their Fire Fighters as many programs have closed. The Paramedic Program will be huge as it is one large course.
- g. **Proposal to Split the Program:** The split being proposed is normal statewide. There are 60 CCC's offering the program. At 33 CCC's the EMT program is a separate department, in 21 CCC's offering EMT and Paramedic programs. One college has the program falling under Fire Tech and the other under Allied Health. EMS is being recognized as a profession due to the dual role and overlapping with health care and public safety. This program does pre-hospital training outside of the hospital and curriculum was developed by ER doctors. Nursing do not have the ability to do what EMT does.
- h. **EMS Pay Wage:** EMS is only a 52-year-old program. Pay wage has been an issue with the EMS field. Many students go through many years of school in EMS and get paid very low wages. This used to be considered training and not a degree/education. This is the reason for the low wage. This is now moving toward a formal college education training.
- i. **EMS at other CCC's:** There is a movement in CA to shift many areas to CCC's with a district EMS or Pre-Hospital program. There is no overlap with CSU's and UC's. Only 2 CSU/UC's offer the EMS program but this is not being offered for credit or is accredited. One CCC in north California just got approved to offer a BA in Paramedics. The intention is for COC to take the Paramedic program and move to a 4-year BA degree. This will help students be hired by the Fire Department.
- j. **FTF Support:** Faculty are overwhelming in support. Having one person oversee the department does not allow more time to dedicate to individual students and courses. With EMT by dividing the program would then allow to split the department roles.
- k. **Academic Senate:** Programs approved at PV those are then submitted to the Senate as a recommendation. Any programs approved are listed on consent on the agenda. There is a separate policy for department splits. There needs to be an agreement with the Senate President and CIO. The current procedures for PV require to reads before a split is approved.
- l. **Potential Impact:** This will benefit faculty and students. 26-30 TLU's a semester has been SB's teaching load and SB has had to work full-time over the summer. This allows one person who is qualified in a department to oversee 20 adjuncts in Health Science and 10 adjuncts and 15 teaching assistants and volunteers in EMT. This will also allow a split in administrative chair roles and program director roles.
- m. **COCFA In Support:** In AP 4023 the proposal for dept merging and splitting must be approved by the COCFA president. Jason Burgdorfer is in support and agrees this split is important for many reasons. First, this will give the program attention for growth, increasing enrollment, expansion in Pracademic Science, Nutrition and EMT. The department currently has 4-5 MQ's and creates a challenge for hiring and seniority list for different program. All programs are hidden under the prefix off Health Science. The course prefixes don't have to match the department names.
- n. **List of Courses:** A list of courses was shared and there is a CID transfer curriculum requirement. Nutrition and EMT have their own MQ's.

List of Courses outlining Transfer Curriculum Requirements

Note: First set of courses, lines 2-11 are those currently in existence. The remaining courses, lines 12-16 are those which may be developed for the Nutrition AST degree. The first two top courses have a transfer curriculum descriptor. There are different MQ's for all the different courses. For example, Nutrition, Medical Terminology, EMT, Paramedic Science and Public Health have their own MQ's. The below color fields outline what the department could look like by having the EMT and Paramedic Classes in one department, Health and Nutrition in another.

1	Class Numbe	Title	MQs	Programs
2	46	Emergency Medical Responder	EMT	Rec Mgmt (AA) Fire Tech (AS); Fire Tech Certificate
3	100	Health Education	Masters Health, Alt Masters PE,	PE (AA), Public Health (AST); Sports Medicine (AS); CSU GE; Kinesiology AAT; GIS (2 Certificates)
4	101	Intro to Health Professions	Health Ancillaries (AS/BS); Nursing/Clinical Practice;	None
5	140	Intro to Public Health	Masters Health	Public Health (AST); CSU GE; GIS (2 Certificates)
6	149	Nutrition for Fitness and Balanced Living	alters Nutrition or Masters Health	CSU GE;
7	150	Intro to Nutrition	Masters Health; Alt Masters Nutrition, Nursing Science/Clinical Practice	PE (AA); sports Medicine (AS) Personal Training Certificate (CSU GE)
8	151	Emergency Medical Technician	Masters in EMR; Alt health care ancillaries	EMT; Firefighter Certificate; Fire Tech AS; Fire Tech Certificate
9	153	Emergency Medical Technician Refresher	Bachelors or Associates EMT	None
10	243	Women and Health	Masters preferred Health; Alternate Nursing; Bachelors or Associates in Nursing/Clinical	Public Health (AST); CSU GE
11	249	Medical Terminology	Masters Nursing; Alternate Nursing Science or Clinical; Bachelors or Associates EMT; Alternate Health Care Ancillaries	Medical Office Assistant Certificate; Medical Office Admin Assistant Specialization
12	xxx	Food Science	Nutrition	Nutrition AST
13	xxx	Food and Culture	Nutrition	Nutrition AST
14	xxx	Sport and Exercise Nutrition	Nutrition	Nutrition AST
15	100	Paramedic Theory	EMT+Paramedic	Paramedic
16	101	Paramedic Paramedic Clinical & Field Practicum	EMT+Paramedic	
17				
18	Class Numbe	Title	Department	Top Code
19	EMT 46	Emergency Medical Responder	Prehospital Medicine (EMT and Paramedic)	125000 Emergency Medical Services
20	EMT 151	Emergency Medical Technician	Prehospital Medicine (EMT and Paramedic)	125000 Emergency Medical Services
21	EMT 153	Emergency Medical Technician Refresher	Prehospital Medicine (EMT and Paramedic)	125000 Emergency Medical Services
22	Paramed 100	Paramedic Theory	Prehospital Medicine (EMT and Paramedic)	151000 Paramedic
23	Paramed 100	Paramedic Paramedic Clinical & Field Practicum	Prehospital Medicine (EMT and Paramedic)	151000 Paramedic
24				
25	Health 100	Health Education	???	083700 Health Education
26	??? 101	Intro to Health Professions	Nutrition & Health Science	120100 Health Occupations, ; 126000 Health Professions transfer core curriculum
27	??? 140	Intro to Public Health	Nutrition & Health Science	122400 ? School Health Clerk
28	Health 243	Women and Health	Nutrition & Health Science	122400 ? School Health Clerk; 129900 Other Health Occupations
29	???? 249	Medical Terminology	Nursing	123000 Nursing
30				
31	Nutritn 149	Nutrition for Fitness and Balanced Living	Nutrition & Health Science	130620 Dietetic Services and Management
32	Nutritn 150	Intro to Nutrition	Nutrition & Health Science	130620 Dietetic Services and Management
33	Nutritn xxx	Food Science	Nutrition & Health Science	130620 Dietetic Services and Management
34	Nutritn xxx	Food and Culture	Nutrition & Health Science	130620 Dietetic Services and Management
35	Nutritn xxx	Sport and Exercise Nutrition	Nutrition & Health Science	130620 Dietetic Services and Management

- o. **Office of Instruction Feedback:** The college is in a unique position and there are tremendous opportunities within the Health Science field. There is much work in the process as the Fire Academy program is coming on board. In the School of KHAWFA there is much synergy. There are now 3 FTF, Kelly Bronco and SB Tucker and Jesse Crowley. The understanding is that with the new Dept. Chair, Kelly Bronco will give up some re-assign time to help support Jesse. SB will continue to work as a director. There is a stipend that can be given to the EMT Director. All 116 CCC's are focused on CALGETC and Common Course numbering. Dr. Torres requested more time be given to the new chair to allow for the split of re-assign time to determine if a department split is needed. The request is to have the proposal for the department split return in a year to see how the new leadership has worked together. If at the end of the year this does not work, then this can be revisited.
- p. **Faculty Feedback on the Split:** There are some faculty in support as the department has been waiting for some time and needs help. SB has 26-32 TLU's and a normal contract is 14 TLU's, this sounds like 200%. This brings all FTF to 21 TLU's. The Nutrition area needs to become its own program. Jeremy Patrich and Kelly Bronco will be working on the Nutrition program over the summer.
- q. **Curricular Changes:** The curricular changes should be made first to see what the faculty load look like. This will be more manageable for faculty and changes can be made with curriculum for the year. Dr. Torres feel that with three new FTF the course load will be more manageable.
- r. **Program Review:** Regarding EMT data, there is only one program review as this data is different that all the other programs. There is some confusion over which adjuncts need to be evaluated. It was clarified that program review can be done separately. Plans need to be in place and if this doesn't happen for year one can do logistics for the following year. TLU's transfer in both ways. Concern with having a department staying as is and getting the programs up and running.
- s. **Support for the Department Split:** When the PV Committee takes action, it can do so out of cycle for chair compensation. This proposal needs to happen now as there are many chair duties that are faculty director duties. In comparison with ESS Department, this department does not need to do accreditation, advisor boards, report to the LA county regulator agency, there are no new programs, no applicant review or student vaccination required. This EMT program is different. There are two differences with CE and Transfer Base. Dr. Daylene Mueschke did confirm program review can be split.
- t. **Motion** to approve the Health Science Department Split by Jason Burgdorfer, seconded by Jesse Vera. Approved.

Voting Results:

Yes Vote	No Vote	Abstained
Jesse Vera, yes	Dr. Omar Torres, no	Tricia George, abstained
Erika Torgeson, yes	Jason Hinkle, no	Jason Munoz, abstained
Jennifer Paris, yes	Jim Temple, no	
Karl Striepe, yes	Erin Tague, no	
Jason Burgdorfer, yes		

- u. **Next Steps:** Garrett will follow up with David Andrus to confirm if this program will go on the consent calendar or if it requires two reads by the Academic Senate. Dr. Torres will need to discuss the implementation of the program. Lisa Hooper (incoming new

Academic Senate President) may reach out SB on how to move forward and find a mutually agreed upon timeline.

2. Program Modification: Construction Management and Building Inspection - Regina Blasberg and Claudenice McCalister
 - a. **Overview:** Some new full-time faculty have been hired as the program only included Regina. This helps to oversee the multiple programs and the curriculum. There are new FTF, Claudenice is amazing. Regina and Claudenice have had conversation with the curriculum and program as a whole.
 - b. **Update on the Building Inspection Certificate:** This program is not doing what it needs to for students. This program teaches students codes and only teaching only 2 codes when there are 12 is not very helpful. The idea is to move the Building Inspection Program to a full-time program to help students learn all the codes so they can get jobs as Building and City inspectors.
 - c. **Connection to the Construction Management Degree:** The idea is to also connect this program to the Construction Management Degree to ensure all is aligned with industry. There is a new Architecture BS degree, and they are using some of the courses. This is the best time to do the modification. There is a Construction 108 and 109 and one on construction and side and one is on the inspection side. Could student choose either pathway as courses as they are similar as one is 1 unit and the other is a 2-unit course.
 - d. **Student Feedback:** Students always ask, “why don’t we have residential codes and fire codes?” Student would like more codes added to the courses. Many students will leave the COC Building program and go to other schools looking for those courses that teach those codes. If COC had the program the college could benefit from that. The idea is to add 5 more code courses to help students to be better inspectors. The students need to go through a series of outside certifications and the students would be a great aid.
 - e. **New Courses:** The list of new courses and existing courses was shared. The program is looking at combining 108 and 109 and overlap with both programs. The program is also looking to update the Management class from 2-3 units. This is just a modification to the certificate.
 - f. **COE Report:** Dr. Daylene Meuschke pulled data and COE and there is a need for Building Inspectors.
 - g. **Human Resources:** Claudenice was hired. In offering more code classes may need to hire more adjuncts. Found an amazing adjunct instructor who was a former student who making their way up the ranks at the city and interested in teaching. May need to hire more adjuncts.
 - h. **Financial Resources:** There are no equipment requirements, some software may be required but some software the program already has. The latest software obtained was “Up Codes Software” is already available at the department. There is some software, but this is already in program review.
 - i. **Physical Resources:** The program is spread out throughout the college, and it would be nice for the program to have its own area. How does a department go about getting a classroom for their program? Is this a behind the scenes agreed upon? There is a formula for classrooms assigned to departments and this is based on how many classes are offered in a particular discipline. As the district works with the state there is a need for support for new funding or new building and there are efficiency and capacity load considerations. It was clarified they would like priority for classroom and not a dedicated classroom space. The program does not have a classroom on the construction side to use for priority. No physical classroom needs as this is all lecture base the technical side is where it can be challenging.

- j. **Special thanks:** Special thanks to all instructor for revisiting the program as this will be helpful for VA student to enroll and obtain their benefits. The new BA program is a BA of Applied Science in Building Performance. There will be some overlap with some programs. A special curriculum committee meeting was scheduled to make sure the new courses were approved. Regina met with Jason to ensure there is no impact with existing courses and the new BA program. Make sure this is good for articulation. The new changes will attract more students from outside.
 - k. **Next steps:** The program will submit final reads to Curriculum Committee. The program will then return 3 times for reports and final report. At the last report the committee will voted to make this program permanent.
 - l. **Motion** to approve the substantial modification to the Construction Management and Building Inspection Program AA degree and to update the corresponding Construction Management Certificate by Jennifer Paris, seconded by Dr. Omar Torres. Unanimous. Approved.
3. Program Viability Forced Cost Approval - Jason Hinkle and Garrett Rieck
- a. **Forced Cost Requests:** Every year any program forced cost request received by Jason Hinkle are forwarded to the Program Viability Committee for review and to ensure the program is ok with moving forward. All programs have gone through Dept. Chair and Deans and Executive Cabinet, and this is the last step. Most of the programs on the list are on pilot status. There could be an existing program that may put in for a program viability request. This committee can make a program modification, but a program may not request financial resources, and this could tie in with a PV request. With changes with policy the revitalization request will go through Program Review.
 - b. These are forced cost. There are items included in the pro forma and this is in the program review. These are the programs that the district is looking for in funding. For line #13 for short term employees, there was an existing budget, and many request were repeats from last year. Those programs were not ready to deploy, and this is why there are repeats.
 - c. The committee is charged with determining whether a program is viable or not. Should the committee approve a program or not the program is allowed to submit a forced cost. If this committee approves a program, then Jason Hinkle needs to identify funds. When the committee approves a program, it needs to look at all areas. The Business office needs to be able to match up the pro forma. Can the district afford and can it implement a program. Prior to the committee approving programs there was no one approving funds. Some faculty feel overwhelmed when making financial decisions and administration feels the same way on the other side as they do not understand the programs.
 - d. **Motion** to approve Program Viability Force Cost Approval Form by Jim Temple, seconded by Jason Hinkle. Unanimous. Approved.
4. **Program Viability Committee Recap for Spring 24:**
- a. There were 5 different approvals from modification, initiation and revitalization. This included the following programs. 8 reports and 4 diff department.
 - I. Drafting for Entertainment Industry, which was then approved at the Non-Credit Curriculum Committee
 - II. Recreation Management Revitalization, which has curriculum approved
 - III. Ethnic Studies approved as a new department.
 - IV. Extended Reality
 - V. Construction Management and Inspection Program Modification

- b. Special thanks to all the new committee members. The meeting invites for the next academic year have been set and Marilyn sent out the meeting invites.
- c. Garrett will meet with Lisa Hooper as there is a need update the PV policy.
- d. Survey Results for PV were received and there were only had 3 respondents and if anyone has any feedback, please let Garrett know.
- e. At the state level PV and Curriculum are all one area. COC has split both areas. The state mandates that Curriculum do annual training and PV needs to be part of the annual training as well. Curriculum will present training to PV during the first hour and the second house will be to go over the PCAH. The training is for **August 9th 12-3pm** and all will receive a meeting invite for all information. This is an in-person meeting.

Adjournment: 11:30 am.