

Program Viability Committee Summary

Sept. 24, 2026, 10:00 a.m. to 11:30 a.m. – Zoom

Voting Committee Members:					
Lisa Hooper	Committee Chair	X	Jason Burgdorfer	COCFA Rep/MSE	X
Gary Quire	Program Review Faculty Chair/Business	X	VACANT	Transfer Discipline Rep./At-Large Member	A
Dilek Sanver-Wang	COCFA President	X	VACANT	ASG Student Rep.	A
Jaya George	Health Professions	A	Administrator Voting Members		
Jennifer Paris	CTE Rep/ECE Rep/SBS	A	David Vakil	Interim Asst. Superintendent/CIO	X
Jesse Vera	Enrollment Services /Counseling	X	Jason Hinkle	Assist. Superintendent/VP of Facilities	X
Karl Striepe	SBS/Transfer Discipline Faculty	X	Jason Hinkle	Associate, VP, Business Services	X
Ruth Rassool	Humanities (Part-Time) 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:							
Erika Torgeson	X	Dr. Daylene Meuschke	X	Marilyn Jimenez	X	Dr. Paul Wickline	X
Chad Peters	X	Jennifer Brezina	X	Monica Shukla-Belmontes	X	Tammera Rice	X
Clinton Slaughter	X	Katie Coleman	X	Nadia Cotti	X		
Dianne Avery	X	Harriet Happel	X	Dr. Paloma Vargas	X		

I. Routine Matters

1. Call to order: 10:02 am.
2. Approval of the 9/3/2026 meeting minutes:
 - i. **Motion** to approve the summary from the 9/3/26 meeting by Jesse Vera, seconded by Jason Burgdorfer. Unanimous. Approved.
3. Approval of the Agenda:
 - i. Lisa had asked the committee to review the AP process and to put a pause on new program proposals. However, it was determined that there is a need to bring forward new program proposals to PV.
 - ii. Tammera Stoke will be added to the PV CANVAS shell.

II. Reports

1. none

III. Discussion

1. Substantial Modification Proposal for Sociology, Katie Coleman
 - i. **Sociology Department Update:** There was a need to update several sociology courses to reflect the current socio-political changes, study the new systems, and current language.
 - ii. **Review of Sociology Department at other Colleges:** Katie has been visiting other college websites to determine which courses were filling up the quickest.
 - iii. **Archival of Past Sociology Courses:** Approximately 15 years ago, the Sociology Department was asked to shelve 1-unit courses to ramp up other 3 other unit courses, with the promise that they would be brought back. However, these courses were archived and never brought back. There is a need to expand topics and courses in the program.

- iv. **Collaboration with Other Departments:** The Sociology department is looking at collaborating with other departments. For example, many students now have a goal to be content creators and/or social media influencers. If there is a *Sociology of Media* course students can work in production and media. The idea is to not offer these courses every semester but every other semester. This will enhance the department that is place and boost enrollment. The college does not want to lose Sociology students to courses being offered at Pierce and AV college.
- v. **Sociology Department Discussion Update:** The need for additional courses has been discussed in department meetings and retreats for several years. When COVID hit this idea was placed on pause. Some small surveys of students in Sociology courses has been conducted with students expressing their interest in some courses such as *Sociology in Society and Drugs*. The committee suggested that in the future the department utilized a survey methodology (through IR) to ensure all are doing their due diligence when making changes to a program.
- vi. **Alignment with other Programs:** There is potential for other chairs to consider including these courses in their programs.
- vii. **Elective Sociology Courses:** Many courses live in section 5 of the model curriculum for the ADT, if courses are approved to be offered the number of courses would increase to 19 in total electives. Which courses in this list are being considered for archival?
- viii. **Archiving of Sociology course in Gerontology:** A rebranding took place and *Sociology of Aging* was no longer relevant to Gerontology as the Gerontology certificate is no longer offered at COC. Ann Marengo is interested in rebranding Sociology 103 to become more desirable and offer the course 1 or 2 times per semester. The 4 new courses would start on a rotating basis. The *Sociology of Death and Dying* could be offered once a semester. The courses would rotate fall and spring depending on the popularity. It is suggested to bring forward to the PV committee a plan demonstrating all the electives in the program and their proposed offering intervals over a two year period.
- ix. **Sociology of Aging & Relationships:** The department chose to pivot to offer less sections if new courses will be offered. The department may be archiving Sociology of Society & Self.
- x. **How does the enrollment shift and where there is more growth?** There is a suggestion to see how students can use courses in multiple ways in various programs such as in the disciplines of Media and Health. Many courses qualify for GE however this depends on CALGETC as the standards for inclusion into GE areas have risen.
- xi. **Resources Needs:** There is no need for new facilities, faculty or staff. There are existing faculty who are discipline experts in these various areas. There are content experts who can write the curriculum. There is also no need for new software or other supplies.
- xii. **Nursing Students in Sociology:** There are many nursing students who need to take sociology courses. Many of them will take a course that works with their schedule. Health Science majors can take the proposed *Medical Sociology course*. There are some colleges that do not offer this course and COC could collaborate with them to offer this course to those students. The program can also work with the BIO students.
- xiii. **OER & ZTZ materials:** The department will be using these resources to offer affordable textbooks.
- xiv. **Current Sociology Course Enrollment Data:** The *Sociology 101* course is currently at 85% and *Sociology in Criminology* is 100%. There are about 7 courses that are low enrolled with 20 students and with cap of 30-35 students. These courses could fill but there is a need to market these courses. *Sociology in Criminology & Deviants course* is at a lower enrollment. Many of those seven courses are late start such as *Sociology of Society & Environment*. This is

7 sections out of 42 sections. 12 week and 8-week courses do better when offered as a late start online. Many student athletes take these courses.

- xv. **General Education:** The changes in CALGETC have raised the bar. There is a professional imperative and there is a concern to continue to add courses to a catalog and have these courses weakened the potential for other courses to be successful. The department will archive SOC 233 and Death and Dying as the material covered in these courses is covered in SOC 101.
 - xvi. **Next Steps:** The committee requested to see a plan and to consider exploring a 2-year rotation of course offerings to ensure the interest in population of students is not diluted. The low enrolled courses are going to be archived.
 - xvii. There was a suggestion for the PV committee to create a program initiation proposal and separate substantial modification proposal form to make it easier for faculty when submitting proposals.
2. Refinements to the Program Viability and AP process, Lisa Hooper
- i. **PV New Checklist Feedback:** The first section is about evidence. One way to strengthen a proposal is for a program to demonstrate the many ways a new program or curriculum is needed to uniquely serve students.
 - ii. **Program Review:** This is almost never used as a source of evidence, however, there is a need to make PR more informative to PV discussions and processes.
 - iii. **Two new bachelor's degrees:** There are two bachelor's degree proposals coming forward. It is not clear how BA programs are approved at the CCC level by the state as there are no prompts. If there is a check list used that may be a different proposal form for a new BA. Most proposals would be for lower division curriculum. The suggestion is to do a separate process for the BA program.
 - iv. **Resource Need for BA Programs:** The resource costs are higher than anticipated regarding faculty and higher courses. Staffing is more intensive. There are counselors needed in a new program. There are currently 3 FTF who are supported via Perkins funding for student advising. Counseling does not have the capacity for the 101 advising. The suggestion is to have a stand-alone process. Dr. Paul Wickline attended a past meeting regarding these changes; The AB loosens some of the past Restrictions. Duplication at CSUs are permitted in a CC region if the acceptance rate is less than 75% for 3 consecutive years. For a BA program a pro forma could be used. For a BA program there is a temporary MOU for those faculty teaching in this area. CCCs may be able to duplicate programs offered by CSUs if not in the same region. Need to compare proposals with actual programs. There should be a conversation beforehand to brainstorm to determine if a discussion needs to come forward to PV.
 - v. **CTE Programs:** For non-CTE programs there is no advisory board but there is for CTE programs. There is a need for evidence in terms of how programs are going to lead to student economic mobility. CE programs require advisory board input and entry way into the workforce to be able to justify the program.
 - vi. **Labor Market Information (LMI):** This is needed and employers can be helpful with what the COE is showing in terms of the next 5-year projection.
 - vii. **Possible Program Proposal Ranking Order:** There could be 3 choices, if idea is to move to ranking model for the initiation of new program. If 3 levels are given this would help with the ranking. If moved to a recommendation model it would move to a narrative with data and information regarding how resource intensive a program would be and on how many students would be served.
 - viii. **Marketing:** There is always a need for marketing and that requires resources.

- ix. **Designing Rubric:** There are 3 different kinds of programs and there may be need to develop different forms associated with related rubric. Non-CTE, CTE and BA programs. The one size that fits all rubric may be limiting. The idea is to create smaller subgroup to work on some of the forms. The recommendation is to come to an agreement of what will look without value to allow time to prototype before going to a ranking system. Once a request is submitted there is a review done by the committee before having the program come forward on the agenda.

IV. Adjournment: 11:33 am.