

Career Education Subcommittee of the Academic Senate Meeting
May 14, 2018 - BONH 330 - 1:30pm

Begin - 1:33 pm
End - 2:30 pm

Attendees: Lee Hilliard, Rachael Houghton, Larry Alvarez, Eric Arnold, Daylene Meuschke, Nicole Faudree, Tina Waller, Dr. Jerry Buckley, Regina Blasberg, Mark Daybell, Wendy Brill-Wynkoop, Harriet Happel, Rebecca Eikey, Marilyn Jimenez, Jeffrey Forrest, Mary Corbett, Daylene Meuschke

- **Minutes where approved, with the changes, from the April 9, 2018 Meeting**
 - On page 3 Section D, subsection b. it was clarified that “tfs” stands for “Tools for Schools” and that will be corrected.
 - A typo which reads “printedaterial” will be corrected to “printed material.”
- **Student Success Strategies – Adam Kempler**
 - The English Department created a booklet called Success Strategies which is issued to several classes and which promotes success and retention. This booklet is ordered along with other textbooks and then faculty spend 10 minutes during class going over a chapter. The booklet is \$6 at the Bookstore. We are also looking into creating an online version.
 - It was noted that some of the content and strategies in the booklet are similar to the ACUE online courses. There was concern about having students pay an additional cost. A lot of the career skills classes that just went through local curriculum also overlap with the content in this booklet. They are all eight hour non-credit classes, free, that can be paired with any CE program. The intent is to also have a distance learning addendum with it which is another issue with non-credit. They are free and they would also be using LinkedIn which at this point is a no-cost. There is one class on time management which is an eight hour class.
 - It was agreed that it is needed but how do you get students to use it. What can we do to help students master those professional skills and translate them into student success? The big concern is adding an additional cost to our students because they are already so challenged with the costs they have.
 - We can give these to instructors for free to use them and they can photocopy a page. There could be a free online version. Instructors can also direct students to the COC bookstore to purchase them.
 - John Cordova, Deputy Sector Navigator for Nursing, has online modules that have been developed for soft skills. He will present on these during FLEX week. The modules are available through the Health Workforce

Initiative. They are primarily healthcare related but they are skills across the workgroup. They have been implemented across several hospitals.

- **Program Viability – New Allied Health Programs Proposed**

- Physical Therapy Assistant is being brought forth by Sarah through sports medicine. It will be an accredited program and Sarah will be able to get off the shelf curriculum. As soon as there is an agreement on a program a consultant will be hired. The consultant will work with Sarah until program accreditation is obtained. A report has been ordered from the Centers of Excellence and it will be included with the Program Viability document. The other three programs include, Diagnostic Medical Sonography, Cytotechnology Technician, Anesthesia Technology and Message Therapy but we are recommending this for non-credit if someone wants to pursue it. These programs were recommended by the Chancellor. The Committee will need to work with other campus committees to prepare a recommendation related to pursuing or creating any or all of these programs.
- There was a question as to why Occupational Therapist aid was not included? It was clarified that OTA's and PTA's usually go together. It was recommended Respiratory Therapy be included. Pharmacy Technician could be another non-credit program.
- There was a question as to whether or not to house these program at the Canyon Country campus. There is no Allied Health Building there. There was a suggestion to use the Nursing simulation lab but that will not work. The imaging tables will either need to do cardiac ultra sound or general and they are very different. They require specialized imaging suites, and one piece of equipment is about \$300,000. It is a major commitment of instrumentation and facilities. It will take some research to determine if that is what the college wants to do. This doesn't fit the current footprint at the Canyon Country campus.
- Pharm tech and PTA are easy to do as there is a partnership with Henry Mayo's current physical therapy unit. As the facility is being designed it could be an addition to what we have in Kinesiology. Cytotechnology makes sense because MLT already has the majority of the floor space they need. Pharmacy Technology is currently being taught through Hart District as an adult education program. To teach Anesthesia Technology you have to have a simulated OR, and an anesthesia machine. It is a huge investment and requires hardware and equipment that may not fit the Canyon Country footprint. If we want to repurpose space, then any of those programs are possible.
- Dr. Buckley recommended to our Chancellor to have a joint project between the Ventura SCCRC which would be a simulation laboratory that could be shared between districts and located in Fillmore. Both Chancellors Dr. Dianne G. Van Hook and Dr. Greg Gillespie are in favor of

the idea. This would be a big investment and a lot of planning but could take place.

- There was a question regarding how specialties would be split but it is at a very preliminary stage right now.
- This is an informational discussion for CE Committee for today. The Physical Therapy Assistant has already started going through the Program Viability process. The faculty worked with the advisory board and is now going through the Program Viability process.
- A consultant will be hired to work on the accreditation for Physical Therapy. Sarah Ehrsam from Sports Medicine will work on local Program Viability. Physical Therapy was brought forth by faculty and was recommended by the Advisory Board and now we are starting the process of Program Viability. All the others are just ideas, there are no faculty, nothing has been ordered. These are Career Education programs falling within DWM.
- There was a concern regarding some of these ideas in terms of the new funding model and to make sure we can do what we can with the funds we have.
- Similar as how Physical Therapy has gone to a Doctoral level so will Occupational Therapy. At the community college level they offer Occupational Therapy Assistant (OTA) programs but as OT goes to the Doctoral level there will be more of a need for OTA's. There is a difference between a PTA and a PT assistant. You don't need to be credentialed as an aid.
- It is going to be difficult to get clinical sites for every one of those programs. The clinical sites for PTA have been identified. We have industry partnerships with Henry Mayo and a private Physical Therapist. In terms of pay in LA, it may not be the same amount as in Santa Clarita and this is why Centers of Excellence are doing an LMI report.
- **Perkins**
 - a. Perkins process – Need to establish a priority/ranking system for requests
 - i. There are \$360,000 in Perkins funds which puts us under budget. Request will not be eliminated. Worksheets are given to help identify continuous program improvement goals. The more goals that are being met the higher priority for the funding. A rubric is still being finalized to help identify goals and when finalized the rubric will be brought to the committee for review/discussion.
 - ii. The state of California has its allocation but they have not determined what each college is going to get. May 15th was the deadline but it will be extended 3 weeks. A tentative budget is being created.
- **DWM**
 - a. Budget Updates

- Any new program that is being developed is being put under the Perkins grant and not DWM. The cost associated with PTA will be under Perkins. There is a targeted carryover from FY17:18 in the amount of \$366,000. Another \$100,000 has been added to the proposed budget for comprehensive marketing. Some of this will be offset by the CCPT grant.
 - There was a recommendation to get Data Coaches, as they align well with the GP model, within each of the Meta Majors to help the faculty. It could be 10 faculty who could be trained through Professional Development to become experts.
 - There is \$50,000 in Professional Development funds and it would include any externships. This is separate from our ACUE Professional Development.
 - Professional Memberships should be listed as forced costs in your department budget, as it is a program expense.
 - A web master will be funded at 50% and the other 50% will be paid by Guided Pathways. The campus site is in critical need of modernization in particular with the ending of SharePoint as a platform. There will be a lot of mobile application development. There will also be training for the Administrative Assistants.
 - Dr. Buckley recognized Regina Blasberg's hard work with redeveloping the CE webpages. Other districts will be using the website as a model.
 - Part-time hourly positions: There is a Super User for our Business Eco System, to enter in the data and work with the consultants. The Intersect Lab Aid, in partnership with MEA and GMD, is a way for students to get industry experience. This will be a Pilot program CSUN would provide direction and COC would be the first community college to implement this project. Mentoring is unique in this project as a CSUN student would mentor COC students and COC students would mentor Hart District students. The Lab Assistant would be funded through local DWM funding but the equipment and the labs would be through regional funding. The Lab will be on campus.
 - i. Lab Assistant for Welding
 - ii. Increase 75% to 100% for Auto Lab Assistant
 - iii. Auto Equipment
 - iv. Crossover from Perkins requests
- b. Student Advisement?
- c. Contracts
- i. CE Faculty Training by ACUE (\$75K Regional)
 - ii. Web Design (Migration and Maintenance)
 - iii. Video Production (Number of videos)

iv. Marketing – Mark Perna (\$50K)

d. Cybersecurity Project Manager Position Update

e. Marketing Update

- **2018/19 Meeting Schedule**

Meetings will be scheduled twice a month, Mondays at 1:30pm, for one hour. If the second meeting during the month is not needed it can be cancelled. There was concern with ensuring there is sufficient time to finalized meeting minutes. Meeting minutes may be delayed by two weeks.