

Program Viability Committee Summary

February 29, 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), Ellie DWingo (ASG, Student VP President Inter Club Council), 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), Dr. Omar Torres (CIO), Erin Tague (Interim, Assist. Superintendent/VP, Facilities),

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Dianne Avery (Academic Innovation & Const. Ed. PPL), Lak Dhillon (Diagnostic Medical Sonography Faculty Director), Jaya George (Faculty Director, Pharmacy Technician Program), Paul Wickline (Associate VP, Instruction), Ana Hillary (Faculty Director, Occupational Therapy Assistant Program, Health Professions), David Vakil (Dean, School of MSE), Daylene Meuschke (Associate, VP Inst. Research, Plan, Effectiveness & Student Exp.), Harriet Happel (Dean, CE, Integrated Learning & Emp. Center)

I. Routine Matters

1. Call to Order: 10:03 am
2. Approval of the 2/15/2024 meeting minutes
 - a. Motion to approve the 2/15/24 meeting minutes by Jesse Vera, seconded by Dr. Omar Torres. Unanimous. Approved.
3. Approval of the Agenda
 - a. The agenda was modified to table the program initiation Ceramics discussion. This item will return on a future agenda. A new discussion item, on the Facilities FTR Request Form was added. Reports were moved before Discussion items.
 - b. Motion to approve the agenda with the above stated modifications by Erika Torgerson, seconded by Jennifer Paris. Unanimous. Approved.

II. Reports

1. [Report #1: Occupational Therapy Assistant](#) – Anna Hillary
 - a. Anna Hilary is now the new program director for the Occupational Therapy Assistant program.
 - b. **Program Overview:** The associate in science degree in Occupational Therapy Assistant (OTA) program focuses on developing different skills. Students who complete OTA program can work in various areas. This program also prepares students for licensure.
 - c. **Accreditation Council for Occupational Therapy Program (ACOTE):** There is an accreditation body and an accreditation council. The candidacy application is due to ACO and there will be an initial self-study report due March 2026. The pre-accreditation decision will be for December of 2026. The initial on-site evaluation is for October/November 2026. The final decision will be in December 2026. Prior to Anna being hired there was a consultant working with a dean and who applied and submitted a letter of intent in 2022 this allowed for the program to get on the ACOTE scheduled.
 - d. **Program Units/Hours Required:** There are 28 units of pre-requisite courses and 42 units of core courses required. There is a total of 1382 hours, 392 lecture and 240 lab hours. Fieldwork requires observation and the ability to assist with the treatment. Students will do 90 hours of level I field work. The level II field work is done at the end

- of the program, and this is 660 hours. Toward the end of the program the students will take over the practitioners work and are now working independently.
- e. **Goals:** The program goal is to develop competent, ethical, and socially responsive certified OTA's. The program also aims for the students to be able to demonstrate excellence in working and work effectively as OTA's.
 - f. **Learning Outcomes:** This is to utilize appropriate responses in OT practice environments.
 - g. **Core Courses:** The core courses range from OTA 100 to OTA 210. Students must complete all courses with a "C" or better per OTA program grading guidelines. Student must complete all courses and fieldwork to be eligible to sit for the national exam.
 - h. **Course descriptions:** The formal course descriptions were shared.
 - i. **Program Successes:** The program has been successful in hiring the Program director. Positive feedback was received from ACOTE and Anna's credentials were accepted. The initial program review and completed successfully and on time. Anna is a certified OTA and has worked in the field for 15 years.
 - j. **Program Challenges:** The Academic Field Work Coordinator (AFWC) is absent. This person needs be hired within 6 months as the person will be responsible for field work sites. It was confirmed that the AFWC will be hired soon. Typically, new full-time faculty are hired at the beginning of the year. A letter was received the district is ok with hiring the person to begin in August of 2024. Dr. Torres has discussed with Chancellor, Dr. Van Hook and several other full-time faculty positions are being considered. The next recommendation will include AFWC as this is needed for candidacy for accreditation.
 - k. **Contract Finalization:** There has been a delay with the contracts department to get the memorandums signed. There is an OTA fieldwork reservation request, this includes a memorandum of intent form to accept students. This will be needed for the fall semester for the candidacy that is due in December. The memorandums are also needed to create the BOT agenda items. Dr. Torres will follow up with the contracts Department.
 - l. **Program Growths:** The hiring the program director was acknowledgment and accepted by ACOTE. The initiation of program review is in the development stages of ACOTE. The outlook is to hire the academic fieldwork coordinator and get the contracts completed. The program needs to meet the ACOTE requirements by December 2024.
 - m. **Summary:** OTA program is progressing with success.
 - n. **Next Steps:** The program will address challenges and progress through program goals.
 - o. **Special thanks:** to Anna for all her help. The suggestion is for Jaya George, Lak Dhillon, and Anna Hillary to meet soon and discuss developing a non-credit course that can serve as a test exam prep course. This course can help students prepare for the national accreditation. It was also pointed out that a NC certificate would need as opposed to a non-credit course.
 - p. **Courses in Curriculum Committee:** There are only 12 courses to review for fall 2024. There was a request to invite Tricia George at the next meet with David Pevsner and Ana Hillary to discuss the curriculum.

- q. **Equipment and Labs:** There have been many conflicting reports received about what is needed for equipment and the lab. ACOTE is broad with what is needed and required for a lab space and a TA. Anna spoke with the consultant regarding the budget and many areas were cut out. Anna has been working with Heather Dotter, Kathrina Almero-Fabros and David Pevsner. Much of what is needed has been reconciled. There is funding in place and student services has set aside 140,000 to purchase equipment. Dr. Torres met with Eric Harnish and submitted a new application in the amount of \$9.5 million to support emerging programs. It was suggested to outline what is necessary for the operational effectiveness and outline what is needed for phase 1, phase 2 (to grow the program). Most of the categorical funding is based on 12-month period. Garret will request a report from Anna once a year.

II. Discussion

1. **Program Initiation:** Ceramics – Michael McCaffrey and Cindy Leung (return visit)
 - a. All the documents for the ceramic's proposal are on the canvas shell. This program initiation may return in two weeks. This FTR will be ready so that the budget form is completed when this program comes through. Cindy Leung was hired for this ceramics program. There is no load issue if this program is not approved here. This item was tabled and will return on a future agenda.
2. **Facilities Request Form (FTR Form):**
 - a. With many programs equipment may be needed. The committee wanted to get facilities involved early and see if certain areas would work and to determine if there are any other modifications needed. There may be additional cost that are not accounted for. Will need to do 150-250 and this is no surprise with additional costs.
3. **PV At-Large members:**
 - a. There will also be some at-large members that will start in fall. There are new members of the PV Committee that include the VP of Facilities, IT as there are some large proposals coming through.
4. **Early meeting cancellation during FLEX week:** The last PV Committee meeting is scheduled for May 2nd. The reason for is to allow enough time to comply all documents and get those to the Academic Senate to place on consent on the agenda. Garret will then give a report. It was suggested to reserved May 16th as another possible PV Committee meeting date as there are large proposals coming through.
5. **Fiscal Budget for next year:**
 - a. There may be many department merging and splitting proposals. It is suggested that everyone keep moving forward even with the tight fiscal budget coming up. Programs need to be responsive to the ever-evolving emerging technology and industries. There may still be a program initiation but there may be more program modifications and revitalizations for existing programs due to many changes that are coming through. AB 928 and CALGETC will shift enrollment patterns. The kinesiology discussion may need to happen as well.

III. Adjournment: 11:20 am