

# Program Viability Committee Summary

April 20, 2023, 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), Jesse Vera (Adjunct Counselor & AMSA Faculty Co-Advisor), Julie Hovden (Counseling), Jennifer Paris (SBS), Gary Collis (Business), Garrett Hooper (Counselor), Dr. Omar Torres (CIO)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Jeff Gregor (Exec. Dean, Inst. Services & Public Safety), Brittany Applen (Humanities), Dianne Avery (Academic Innovation & Const. Ed. PPL), Paul Wickline (Associate VP of Instruction)

## I. Routine Matters

1. Call to order: 10:03 am
2. Approval of the 3/30/2023 meeting minutes
  - a. Motion to approve the meeting minutes by Julie Hovden, seconded by Tricia George. Unanimous. Approved.
  - b. There is a typo on page 3, Section III, sub-section v. that reads as “preview” and should say “purview.” This will be corrected.
3. Approval of the Agenda
  - a. Motion to approve the agenda by Jesse Vera, seconded by Jennifer Paris. Unanimous. Approved.

## II. Discussion

1. Program Revitalization (return visit): Recreation Management – Brittany Applen
  - a. **Update on PV Operating Procedures:** Garrett has met David to make changes to PV operating procedures. Program Revitalizations will come back with reports.
  - b. **Background:** The program revitalization for Recreation Management was approved three years ago.
  - c. **Program Course Updates:** There are two courses that were added, going through Curriculum, REC 120 and 121. These are in line with CSUN.
  - d. **Advisory Board Recommendations:** The advisory board recommended that REC, 121 and 123 be added as they transfer to CSUN. This serves as good marketing as these courses count as PE credits and get integrated with recreation and outdoors.
  - e. **Transportation Concerns:** Transportation has been an issue. Most students carpool to get to off campus locations. Brittany has tried to keep off site locations as close as possible however, it can take 2 hours to get to a location due to road closures. The Southern Sierra Nevada (east and west side), San Bernardino, Santa Barbara, Los Padres Forest, LA forest, BLM land is free to use. Brittany has a friend that allows them to use their location where her and her students can stay overnight. This place charges \$5 a night and this fee can be waived. If parking passes are required via the National Adventure requirement students can get those at the local library. There are sleeping bags at that location.
  - f. **District Field Trip Responsibilities:** The district is responsible for transportation if this is a required field trip for a course. In other courses there is always an alternative to field trips. For these classes field trips are advertise in advance as a requirement. The only thing that will keep students from going on a field trip is an emergency or illness. However, field trips for this program are mandatory. Students are told that if there is a gas issue to let the instructor know.

- g. **Filed Trips Expenses Covered by the District:** In the schedule of classes students are told they are responsible for transportation. The district may need to pay for field trip if a student cannot afford it. There is no legal guidance on a financial threshold or measurement from the district. The district needs to make sure all students can participate even if they can't afford. There will inevitably be comments in the schedule of classes that will refer to certain costs above beyond the registration fee of \$46.00 unit. Need to be mindful what constitutes a required field trip and if it is required for a course.
- h. **Recreation Management Program Comparisons:**
1. [CSUN Recreation Program](#): These are 8-week classes that meet for 1-hour and 40 mins., such as 8:00 am - 9:40 am on Saturdays. The class can meet as many times as needed to get the content for the course, followed by the field trip. CSUN is 2-unit model. There used to be a 1-unit course and that covered backcountry education. Now there is a 2-unit course, that covers fundamentals such as wilderness and medicine. This is part of the filed trip requirement.
  2. [Feather River College](#): The program includes a Tuesday 2–3-hour pre-night orientation. On Fridays they meet from 12:00 pm - 8:00 pm. On Saturdays and Sundays those courses are only 1 unit.
  3. [COC Recreation Management Program](#): COC is looking at 1 unit as lab. There is no hands-on happening at CSUN. At COC students will do the hands on so they are not in the filed trying to figure out how to put a tent together. This will be a 1 unit 54-hour course, meeting for 5 weeks for 2 hours a day. Then students will go out on a field trip. The classroom hours are on campus, this includes 8 meetings and some online components. Every class has a “*No Trace Certificate*” and every class requires a fire permit. Students need to have topographic map skills. Classes are in hybrid format and students will then go to campus and do the practical stuff.
- i. **COC 2-unit Courses:** The 2-unit classes are more skill base; this is important as this needs to align with courses that transfer to CSUN.
1. REC 123, *Backpacking*; REC 124, *Wilderness & Survival* and REC 125, *Climbing* are each 2 units.
  2. REC 120, *Hiking* and REC 121, *Camping* can be 1 unit each. Students will not be required to do 7 hours a week of hiking.
  3. On Campus Orientation 3-units: The course will cover on campus material such as trip planning and topographic maps in a hybrid model. If an instructor wants to teach a course on a Saturday it would then be 3 units.
- j. **Filed Trip Course Hours:** A hike may take longer depending on the location. It may be a 1 ½ or 5-hour hike. From a district perspective is there a time block required for Saturday from 8:00 am – 1:00 pm? Are time blocks based on which hike is happening on those days, or does it have to be the same day every week? It is recommended to keep consistency as this is better for students. If it was 4 hours, it would 28 hours for example 8 weeks from 8:00 am – 12:00 pm. If this is a lab, then 54 hours of lab instruction are occurring. The rest would be the hybrid portion with the topographic, compass, permits, understanding hydration, wilderness, medicine, blisters, ticks, snakes etc. At CCC's, per Title 5, the field trips are meant to be embedded as part of the hours for the course. If field trips are required to go beyond the regular scheduled contact hours that will be coterminous with the primary term. The course

becomes positive attendance, due the fact there are hours outside the normal week-to week paradigm of the course. Need to make sure how much of that is truly needed and that the program is not putting the onus on the district for excessive field trips.

- k. **CSUN Articulation:** If CSUN doesn't articulate could a course be scheduled as a ½ unit lab and ½ lecture? The lecture could be online, and hiking in person. If it's a ½ hour of lecture and a 1/2 of lab, then it would be 9 hours lecture and  $54/2 = 27$  hours of lab. If it's an 8-week course with 27 hours of lab, is this a 9 week? This could also be a 5-week class. If total hours are taken and divide by 18 there are a few TLUs. This can be determined offline. As soon as courses are approved they will be forwarded to CSUN to have all Standard Operation Operating procedures in place.
- l. **REC 121, Camping:** This course could be 1 unit, but it takes time to get to a location and then spend the night. 27 hours of lab could be applied to a 1/2 unit. To have a safe trip this will require more than a day. The recommendation is for this course to be 2 units as it works better for the model. There are concerns with overnight as it starts to become problematic and a liability with the district. It was instead recommended to have a day trip and start at a reasonable hour and all can depart at a reasonable hour.
- m. **Safety Concerns:** One of the major discussion points with Feather River College is safety. Feather River has 3 faculty. It is not recommended to backpack without spending the night as that is part of the experience. This is the same with the hiking due and sleeping in a tent as this is part of the remote experience. While a filed trip may state a specific time, the instructor is still responsible for students while they are sleeping. All the faculty members are on the clock to ensure that the students are ensuring they are adhering to policies and procedures as this becomes a liability for faculty. From a risk management perspective, it would be cleaner to have this be a day trip. Can the learning outcome of the courses still be achieved if the students were delimited to day time only field trips?
- n. **New District Policy on Field Trips:** The district is working on new policies on field trip and those policies will forwarded soon to Gary Collis in Policy Committee. The college does have a conservative business services, council and insurance carrier and much of what we do is predicated on that conservative view point. We are an innovative campus and if we want to give students an innovative exp then we are going to be in the field. Faculty will have wilderness exp. We are experts in the field there are procedures that we follow. We have incident command forms.
- o. **Student per Rotation:** Both CSUN and Feather River do 1-8 students per rotation. It is not recommended to cap the ratio as it is important to remain safe at the back country. The instructor of record would be Brittany and there will be several adjuncts approved. This can also be a TA or an intern who have content knowledge are responsible, mature and can handle emergency situations. Hiking can accommodate up to 30 students. The recommended ration is 1 TA for every 15 students. This is the same for all other courses. It was clarified that dispersed camping is not an actual camping. This is car camping on dirt, hiking on hills, digging holes and have a stream of water. Lecture classes are at 35. 30 students per class is high for hiking but is manageable if hiking locally. Groups of 16 to 20 as long as there is a 3<sup>rd</sup> person.
- p. **1 FTF Per course:** The district is only incurring the cost of the instructor of record and not the cost of an additional TA. Feather River College has 1 instructor and 1 lab tech. In the future the idea a COC is to have a lab tech. The district cannot commit to

putting 2 FTF with a full lead each as this is not viable. Brittany and Garrett can team teach and split the load but with the support they need.

- q. **Curriculum Committee:** If 5 courses cannot be approved via curriculum to goal is to get 2 or 3 approved.
- r. **Liability related questions:** If the district is going to ask students to sign a liability waiver it is important that they understand that this has a legal implication. Brittany also has a Health Waiver. However, Title 5 has a waiver, in the law itself, that includes that may not require student to sign a waiver.
  - 1. *"All persons making the field trip or excursion shall be deemed to have waived all claims against the district or the State of California for injury, accident, illness, or death occurring during or by reason of the field trip or excursion."*
- s. **Transgender Students:** If a student is male who identifies as female but is a biological female does this person feel comfortable sharing a tent with a student. The form(s) need to be more elaborate. Health information needs to be on the forms. We want to make sure we are as transparent and inclusive as possible. The concerns with sharing sleeping areas is more so applicable with being in hotel that sleeping in a tent in the back country. The program currently has 10-20 tents. There has never been an incident where a student says they don't feel comfortable.
- t. **New Self Service Website:** As per Paul Wickline a new web page can be built to access Self Service so that students can click on the waiver. There is an orientation that is reserved for online and this may be needed for each class. It was suggested to also add the link to the, ["Instruction Glossary"](#) page.
- u. **Emergency supplies:** The epi pen laws have changes. Brittany is certified to administer but you cannot administer to others. Garret will have a certification soon. People will need a prescription for an epi pen. Epi pens and anaphylactic kits can be added to program review. Garret Rieck and Garrett Hooper have training pens.
- v. **Course Lab hours:** 1 unit of lecture is 54 hours. For a half a unit this would include 1/2 units of lab or 27 hours of lab and 27 hours of lecture. The lab prep is extensive, it takes 6 hours to contact ranger station, checking on the trails and getting things prepared. Scheduling 2 lab makes more sense. For an overnight trip, 2 day, start early and this is the one trip and the culmination experience. This is three days; each weekend experience is a ½ unit of lab. 3 days may be excessive.
- w. **REC 125- Climbing:** Is a full unit required? This is an overnight trip to learn the skills and go to TOP out. The class goes to a stony point and does these 8 times every Saturday. The goal is to prep and understand, then go to fossil falls which is a camping trip up the 14 and go to Joshua tree. Each class has 1 weekend experience that goes from 6:00 am Friday to Sunday afternoon. The field part is lab and the most you need is ½ unit of lab. We are creating a problem for students they have family obligation and three days is too much. I would air on a more conservative approach and see if it can work with a ½ unit. However, there is concern that the class can't get to places in 2 days. We can go to Castaic camp ground. Going out for a night doesn't capture the experience, there are things we do that we do at the beginning of trip and break down camp and packing your bag and understand your order of operation and cooking multiple meals.
- x. **Out of District Camping Areas:** The program may need to get permission from the San Bernardino district if the college is offering courses. Does the service extend to service land? If this is a standalone trip this may be ok but if it is 54 hours for multiple days, this will need to be address.

- y. **Operations Manual:** The manual should address sexual harassment, nudity, and the bathroom. This was not found in the Lake Tahoe CC handbook, which is otherwise very comprehensive. Sexual harassment related issues are higher when people are staying overnight.
- z. **Next Steps:** The committee took a vote to allow the program to begin their pilot status in spring. It is recommended to start with 1-unit courses. The committee can revisit in the fall as those classes will not get through Curriculum Committee in fall. The first two 1-unit courses need to be approved by the end of the semester so they can be offered for summer. It is recommended to scheduled ½ lecture and ½ lab. The program can return next year to PV to switch out the curriculum. Perhaps the committee can confirm .75 lab and .25 lecture and finalize curriculum to bring back. Discussion will take place with Patrick as they moving away from fractional units. Special thanks to Brittany for all her help. **Motion** to approve the program revitalization proposal for recreation management with the caveat that the committee will revisit to discuss REC 123, 124 and 125 by Tricia George and seconded by Jennifer Paris. Unanimous. Approved.

III. **Adjournment:** 11:40 am