

Program Viability Committee Summary

May 4, 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), Dr. Omar Torres (CIO), Regina Blasberg (Water Systems Tech.)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Jeff Gregor (Exec. Dean, Inst. Services & Public Safety), Dianne Avery (Academic Innovation & Const. Ed. PPL), Paul Wickline (Associate VP of Instruction), Cyndi Schwanke (Culinary Arts), Gary Quire (Business), Harriet Happel (Dean, CE, Integrative Learning & Emp. Center). Karl Striepe (Political Science), Nadia Cotti (Dean, Applied Tech.)

Note: Karl Striepe will serve as the transfer discipline representative. Karl is the Poli Sci dept. Started at El Camino college as a adjunct college for 8 years then Compton college then went to UCLA. Originally from South Africa. David Vakil he came from El Camino College as well.

I. Routine Matters

1. Call to order: 10:05 am
2. Approval of the 4/20/2023 meeting minutes
 - a. A correction will made under “members of the committees” as Gary Collis is a guest not a member.
 - b. Motion to approve the meeting minutes with corrections by Jesse Vera, seconded by Julie Hovden. Unanimous. Approved.
3. Approval of the Agenda
 - a. Motion to approve the agenda by Dr. Omar Torres, seconded by Julie Hovden. Unanimous. Approved.

II. Report

1. Year Three Pilot Status Report: Construction Tech and Manufacturing (modification) – Tim Baber, Regina Blasberg, and Harriet Happel
 - a. **Background/Overview of Programs:** The program has been progressing and was launched as the country was going into Covid. The program was able to adapt as necessary. Special thanks to Tim and Regina for all their hard work. The program is progressing as planned given outside constraints.
 - b. **Advance Technology Center (ATC):** This program is under the *Advance Technology Center (ATC)*. The program had to, in the midst of Covid, compete with Hollywood to find space. Hollywood opened over 13 studios in SCV. A space was secured but there have been construction delays. The program has every intent to open ATC in the fall.
 - c. **Courses Scheduled:** There are classes schedule such as *Milling & Tooling* with support of Northrup Grumman. The second tire supplied for Northrup is on how do we get students in the program and working for the company? The program has a target of what it is trying to do.
 - d. **Certificate in Milling & Tooling:** There is now a certificate for *Milling & Tooling* that will stack. In the area of non-credit the certification is coming forth as the MSE certification for those who want to go into Manufacturing. This program is appropriate for High School students. For Not-For-Credit, this is important as we are prototyping curriculum to see where this will best fit such as, credit, non-credit, not-for credit or mirroring. All of this work is being done without a full-time faculty member in Manufacturing.

- e. **NSF 3 Year Grant:** In the area of Welding, Tim got the NSF 3-year grant and has been successful in adding the equipment. Tim has also converted a classroom in Towsley Hall as a smart lab so students can begin learning, “Muscle Learning” on a virtual machine. The computer does a print out of an analysis of the accuracy of a Welding job. The student then gets immediate feedback. The student will need to reach 80% of success before putting the work on an actual welding machine. This technology allows the program to accommodate more students and this contributes to enrollment management and wealth.
- f. **Technology Courses:** Construction is picking up. The program started offering Technology classes this past fall. Enrolment was stable even with no advertising or promoting. This was done intentionally as it has been hard to find instructors. If there was a tight demand it would be hard to accommodate all the students.
- g. **Human Resources Update-New Hires for Fall 23:** The program hired a new full-time Construction Technology r and a Construction Management instructor. There is also a new Construction Instructor position. This will help to move to the program Valencia HS and offer new classes for students moving through the sequence. The new instructors are amazing. The two new instructors will be BOT approve on May 19th. Special welcome to Michael and Claudenice in the new role.
- h. **Southwest Partnership Union Apprenticeship:** There was an opportunity to partner with Southwest Partnership Inion and develop an apprenticeship. The California KIE Grant was obtained. This is a Carpenters Union and the students wants to do the pre-apprenticeship. This will come soon to Program Viability. This will be part of the dual enrollment pathway for VHS, pending approval. The idea is to give students the ability for more career exploration.
- i. **Architecture Program:** On more ARCH class is being added. This work is serving as the foundation to respond to the future of work in terms of skill building.
- j. **CCCAOE Conference Update:** Non-credit classes will be reviewed to determine what they should be. At the CCAOE conference the Centers of Excellence did a Water Workshop. There is a connected pathway. How can COC cross over between technology and water? How can this fit into the curriculum?
- k. **New Facilities Space at CCC:** There are upgrades being done on a new outdoor facilities space at CCC. Harriet had allocated funding to find new containers. Nadia is working on having indoor and outdoor construction space. The lab at CCC is tight and small. The program is looking to branch out by fall 23 and do some additional outdoor lab. In the next few years the plan is to have funding to have an actual facility in the outdoor space.
- l. **Dual Enrollment at Valencia High School (VHS):** The hope is to have everything done at VHS to offer classes in Fall 24. Construction is moving forward and there will not be space at new ATC but there will be at CCC. The idea is to offer dual enrollment at VHS. There is possibility, given the locality of building at VHS, to use in house to offer 4 courses. This will depend on ability to staff. The plan is to do a new marketing blast. There are great ideas to do some enrollment marketing. The program is confidents it will meet enrollment demands.
- m. **ATECH Facility:** There is not much more that can be done for ATECH. Facilities has given a pad that was originally going to go to the planetarium. At other colleges there are 2-3 acres. For now, there is a pad and putting containers and asphalt. Nadia and Regina have been moving forward to put a request. This is to put both in door and out door space. For the long term the idea is to have the facility give up space at ATECH. There have been constraints for both AUTO and construction. For now, the solution is to offer

dual enrollment. The program is limited on space and cannot double up on classes. The program is trying to find other locations such as for the intro class and offering evening classes. Cannot have just another room as there needs to be access for tools and equipment.

- n. **Younger Student Population:** There is concern that younger students were not interested or physically able to do these jobs. However, all students to date have found the program beneficial. Offering dual enrollment classes will have generate from interest from the younger population. The best marketing that can take place is through students with their peers. It is a challenge as much of the work done by industry workers by their 40's has taken a toll on the body even if done correctly ergonomically. Often their physicality will not hold up long term.
- o. Special thanks to Omar, Harriet for supporting this program. Mike is on board as an adjunct. Special thanks to Xanth and Claudenice and now there are capable and committed students that are helping to make progress. The program will no longer be obligated to come back to give another report.
- p. **Motion to approved the Construction Tech and Manufacturing (modification)** as a permanent program by Dr. Omar Torres, seconded by Jesse Vera. Unanimous. Approved.

III. Discussion:

- 1. Program Modification and Academic Department Renaming - Culinary Arts, Wine Studies, and Hospitality – Gary Quire, Cindy Schwanke, Harriet Happel, and Nadia Cotti
 - a. **PV AP/BP Policies:** The AP and BP policies do make it clear if any changes to departments need to go to the Senate first. The idea is to have department changes go to PV Committee first then to Senate.
 - b. **Background:** Gary Quire is currently serving as the chair of the *Hotel & Restaurant Management* program. A team was formed that includes Harriet Happel, Nadia Cotti, Cyndi Schwanke and Jeff Gregor. The program will now be called the *Institute of Culinary Arts, Hospitality & Wine Studies*.
 - c. **Program Modification Justification:** In the Culinary Arts business the front of the house is the server, bartenders and managers. The back of the house is the culinary chefs who prepare the food. The modification for the program matches the certification requirements.
 - d. **Program Goals:** The program wants to allow students to have a stackable Certificates of Specialization to demonstrate skill achievements. This model allows for those in the industry to up their skills for front and back of the house. This allows for better FTES generation for the CTE program. There will be 2 courses per semester offered in Hospitality and once things get moving.
 - e. **OnNet.org Labor Demand Data:** In Culinary there was a 37% growth from 2020-2030, in Hospitality at 17 % growth and in Wine Studies a 63% growth. In the next 10 years the industry will be growing. There will be a need for this program. On the Onet.org data when there the 8,000 jobs available this is within a 50 miles radius.
 - f. **Program Challenges:** The program is not feeding the pipeline that needs to be feeded. As of 2022 the program was at 15 total awards in *Hotel & Restaurant Management Program* and 30 awards in the *Culinary Arts & Wine Studies*. This gives us a total of 45 for both programs. There needs to be a better understanding of both programs so that some students can get other degrees.

- g. **Program Restructuring:** The goal of the program is to integrate the Hospitality Management with the ICUE to utilize all resources and establish a stronger understanding between programs.
- h. **Changes to Program Course:** There will be some courses that will be removed and others that will be replaced.
 1. **Courses Staying:** **HRMGT 101** (*Introduction to Hospitality*); **HRMGT 150** (*Introduction to Hotel Resort Operations*); **HRMGT 220** (*Restaurant Operations*); **HRMGT 235** (*Hotel & Restaurant Sales & Marketing*) and **HRMGT 245** (*Hotel and Restaurant Supervision and Guest Relations*) are all staying.
 2. **Courses being archived:** **HRMGT 102** (*Introduction to the Tourism Industry (Teach out then archived)*), does not fit with the program as the focus in this course is on the tourism industry. **HRMGT 210** (*Hotel and Restaurant Law (Archive and replace with BUS 211 Business Law)*), many students do not want to become lawyers. **HRMGT 225** (*Food Service Sanitation and Safety 3-unit class (Archive and replace with Culinary class CUARTS 055 Culinary Safety and Sanitation 1-unit class)*). This class is hard to fill and students are already taking Safe Serve. **HRMGT 275** (*Hospitality Industry Accounting (Archive and replace with BUS 201 Financial Accounting)*). When looking at ADT students still have the option to take an Accounting class. Most students and future employees they will start using the system they use.
- i. **ADT Courses Required:** For the ADT the only course is needed in Hospitality and that HRMGT 101. This breaks into 3 categories. The whole purpose of this, is for the program to have a less is more theory and why continue to offer classes with only 6-7 students. All changes made where to ensure all needs of the students are being met. Many students are still earning certificates.
- j. **Program Name Change Proposal:** The new name will be called the Hospitality Management Program and the new prefix for all classes will be HOSP.
- k. **New Courses and New Course Names:**
 1. **Renaming of Courses:** **HOSP 245** (*Supervision in the Hospitality Industry*) renamed from *Supervisor in the Hospitality Industry*. This is the title for the book used for this classes.
 2. **New Courses:** **HOSP 103** (*Hospitality Meeting and Event Management Coordinator*). This course is for someone who wants to learn how to be an event coordinator. **CULARTS 136** (*Front of the House*); **CULARTS 150** (*Food Services Costs and Control*); **CULARTS 055** (*Culinary Safety and Sanitation*) and **HOSP 104** (*Guest Relations*)
- l. **Certificate of Specialization in Hospitality Meeting and Event management and Event Management Coordinator:** This certificate includes HOSP 103 (*Hospitality Meeting and Event Management Coordinator*). This class is geared towards the hospitality industry. This is not the same as other event planning courses such with tourism and hospitality. This is for those who want to work with hotels and use a BEO, meeting space, work with AB companies and prices. This also works for those who want to go into the golf industry or resorts.
- m. **Currently Industry Available Jobs:** An Event Manager, Hotel Event or Coordinator only require a certificate and can make \$32.00 to \$65,000 a year. With the certificate the program can bridge the gap. If some earn a two-year degree in Hospitality Management and obtains some experience they could end up working as the Director of Events

Coordinator for a large organization and make anywhere between \$85,000 to \$130,000. These are jobs in the area.

- n. **Certificate of Specialization in Restaurant Operations:** The program is using primarily all existing classes except for the Guest Relations Classes. This is more about how to treat customers in the restaurant setting. This environment is high stress and quick demand students learn how to deal with high stress situation. The program can now use the ICUE to host classes as this classroom can get crowded. The program can also use MENH and move to the ICUE to show students what the back of the house looks like.
- o. **Current Industry Available Jobs:** Fast food restaurants are increasing their salaries. Students can earn a 2-year degree in Restaurant Management. Fast Food managers and can earn between \$55,000 and \$77,000 and Restaurant Managers can earn \$50,000 to \$70,000. Assistant Management \$65,000. Student can also work as a Director of Food & Beverage in Gold Courses and Restaurant and oversee multiple directions and earn up to \$150,000. A lot of these position do not require a 4-year degree only a 2 years degree. Many in the Fast Food Industry can become a Director, Regional Director and oversee multiple different locations.
- p. **Certificate of specialization in Hotel and Resort Operations:** The program is using all existing classes. There is an operation, sales and good side. The food side works with the operational side. These are stackable certificates that can work together.
- q. **Current Industry Available Jobs:** There is a Director of Operations earning \$68,000 to \$80,000. The Assistant Management for room management at a Hotel that decide how many rooms are available and prices. These positions started at \$18 - \$31/hr. and later can earn \$75,000 to \$110,000. There are two general managers where someone could end up running the entire hotel. Many of these positions are not asking for a bachelor's degree.
- r. **Two degrees in Hospitality Management:**
 - 1. **Hospitality Management Degree:** There were two CWE internship added for 2 unit to get students hands on experience. The Hyatt had this program. COC can have a student take a journey in the hotel, front desk, food & beverage and get to see all sides of the hotel through CWEE. The internship more than likely will lead to a job.
 - 2. **Restaurant Management Degree:** This is stackable degree that will included the Food Cost Control and the Supervision in Hospitality Industry and the 2-unit CWEE course. Most student can then work in hotels and restaurants.
 - 3. The current Hotel & Restaurant Management AS and Hotel AS degrees will be archived.
- s. **CWEE Internship:** The Internship will be 60 hours paid or 75 unpaid. However, there are some changes come through to Title 5 where it will be 54 hours regardless of whether it is paid or unpaid. The finance dept will approve this soon. This will also depend on the employer as far as if it's paid or unpaid. With internships this depends on the employer. Most internships will be local. There are many restaurants in SCV. CSU Cal Poly Pomona has a hotel. Is the internship requirement only at local hotels? There are many opportunities for students at the college to help with events. Internships can be done outside of district boundaries. The program will need to redo the program mapper and rebuild of the website. This will allow us to make changes at COC. The program can offer a course in a theme parks & resort management. There is a demand for it and many them parks plan events and shut down the park.

- t. **Mirroring the Guest Relations Class:** There is a Customer Services course that is very popular in noncredit. The Non-credit dept. is also currently mirroring the Safety & Sanitation course.
- u. **International Market with ISP:** This is another area to focus on. There is a huge trend with hospitality internationally and there will be many opportunities to have students and having them study abroad.
- v. **Automation Changes to Jobs:** By incorporation automation we are preparing students for recession and technology proof jobs. Skills will be more expansive in terms of anticipating the changes that technology will make in the industry. We have to ask the questions should we make the changes to anticipate the tech impact in the three years that the program is relevant.
- w. **CID Model Curriculum:** There is a *Culinary Arts Foundation* certificate aligning with CID for the best of our ability not only for the transfer model curriculum for Hospitality Management but also for the model curriculum relating to Culinary Arts. In regards to AB 1111, the standard in which the CID is written will be the way it will be suggested locally. It is suggested to have a basic template that aligns with CID for transfer or model curriculum for CTE or CE area as this is a benefit to the institution and align wherever possible.
- x. **Question:** Does this C-ID indicate that the *Sanitation & Safety* course be 2 units rather than 1? <https://www.c-id.net/descriptors/final/show/545>. Student either take a 3 unit or 2-unit class. When students take 2-unit students can then teach the class after taking the industry certification. When students take a 1-unit class it is similar to a Safe Served class which is very common in the industry. The 1-unit course is plenty and the 220 Hotel & Restaurant Management was 3 units and was 16 weeks long to get the *Serve Safe Certification*. College of the Desert has a 2-unit CART 060-Sanitation and Safety course. The course description includes, *“Principles of hygiene and sanitation and the control and prevention of food borne illnesses in food service operations. Emphasis is placed on the food handler's responsibility in maintaining high sanitation and safety standards. An exam fee of \$60-\$80 is required for students interested in achieving industry certification. Note: No credit for CART 060 if student has successfully completed CART 001. Lecture Hours: 36. Lab Hours: None”*
- y. **Human Resources- Staffing short term and long-term goals:** There are 2 PT faculty members for courses remaining. The coordinator and event manager course there are 1 faculty and 1 in hospitality field Experience. Both courses are covered by adjuncts. There are two other people who have reached but unfortunately the program couldn't continue to hire. The program is ok on the hospitality side. There are two interviews for Hospitality and Culinary. When Kevin Anthony retired there was a recommendation to replace. There is a need for another FTF in Culinary and many can transfer to Hospitality. There is someone from that department who can help as this area falls under the umbrella of Culinary. Taste of the Town event will be happening soon and many students want to do more.
- z. If approved this program will go into pilot status and will be required to share a report once a year. This presentation is for a Department Renaming Merging proposal. **Motion to program modification** for Culinary arts and wine studies by Julie Hovden, seconded by Jesse Vera. U.A. **Motion to approve the academic dept renaming and merging** by Institute of Culinary Arts, Hospitality Management & Wine Studies by Tricia George, seconded by Julie Hovden. Unanimous. Approved.

PV Committee plans for Fall 2023:

1. **Next year FA23 meetings:** There will be 6 meetings for fall, 8/31/23; 9/14/23; 9/28/23; 10/12/23; 10/26/23 and 11/9/23.
 2. **PV Committee Meeting Calendar:** The calendar has gone through Senate for approval. There will be changes to AP for Program Viability.
 3. **NEW PV Members:** Karly Stripe will join the PV Committee as the new adjunct rep and a replacement is needed for Rebecca Eikey who is no longer with the district.
 4. **PV Approved program for Senate:** PV approved several new programs. There were 8 reports and there will be 8 reports fall 23. Special thanks to everyone for all their work.
 5. **PV Committee Training:** There may be training on the first PV meeting scheduled for 8/31. This will be similar to what is done for the Curriculum Committee. Need to be mindful of Non-Credit Committee. This topic will go to Senate for discussion and then action.
 6. Special thanks to Garret Rieck for all his work with chairing the PV Committee.
- IV. Adjournment:** 11:30 am