

Program Viability Committee Summary

November 21, 2019, 8:30 a.m. to 10:30 a.m. BONH-330

Members present: Garrett Rieck (Committee Chair), Albert Loiza (Counseling Rep), Christopher Bolts (Theatre/CTE Rep), Wendy Brill (Photo/COCFA Rep), and Jason Burgdorfer (Program Review/MSHP)

Guests: Rebecca Eikey (Academic Senate President), Kathy Bakhit (Interim Dean Business & Applied Tech), Harriet Happel (CE Dean), Omar Torres (AVPAA), Lee Hilliard (Applied Technologies), Nicole Faudree (Business) (*via zoom*), Samuel Bolanos (Applied Technologies), Marilyn Jimenez (Academic Senate Administrative Assistant), Alan Strozer (Computer Applications & Web Technologies) and Christina Chung (Business)

I. Routine Matters

1. Call to order: 8:33 am
2. Approval of the Agenda: Motion by Wendy Brill. Unanimous. Approved

II. Reports

Chair Updates:

1. MakerSpace:
 - There will be no update due to additional information needed. Folsom Lake College was invited to visit the campus to discuss their [Makerspace program](#). However, there is no Makerspace designation or top coat and instead the program is housed under Engineering Technologies as credit only. The Design Thinking courses they offer are specifically for Production Management jobs in Manufacturing. Until a decision is made regarding which direction the program at COC is moving in, the program will be tabled. Based on the work by Jason Oliver the program may be more of an Integrated Learning category. In program Review there is a request to have Civic Engagement and Community Base Learning become one department. This item will return in February.
2. Recreation Management
 - Brittany Applen is heading this effort and still needs to make contact with local organizations, parks and recs, establish an advisory board and COE Report with Labor Market Data. In addition, Brittany needs to speak with Chuck Lyon and Howard to receive their approval. She has been working with Leora Gabay, current full-time faculty member teaching in Kinesiology and Recreation Management. Leora has been working with Brittany to do all the 5 year course revisions. There is concern that the advisory board will be put together by the end of the year. A letter of commitment is needed. Leora and Brittany will return with updated information at the first meeting in spring.

Pilot Status Reports:

1. Christina Chung – Human Resources Academy
 - The Human Resources Academy program consist of three certificates with a total of 7 courses.
 - **Gateway Human Resources Assistant Certificate:** Includes three courses and is geared towards people who want to get their foot in the door as a Human Resources assistant.
 - **Supervisors Roadmap Certificate:** Consists of two courses and is geared towards supervisors and those who want to get into a leadership role. This certificate requires an understanding of employment laws and how to work with people.

- **Human Resources Professionals:** Consist of two courses and is geared towards those who currently work in the field of Human Resources but wish to move up to hire a position.
 - Both local and state approval has been received. The first two courses were launched in October and were available online. 30 students finished and passed the course. There is a third hybrid course with about 25 students. Second and third certificates will begin in the winter term and continue onto the spring semester.
 - Communication has taken place with ISA partners due to an interest to provide professional development training for civilian officers. Planning is currently taken place with LA County Fire and LAPD.
 - Christina is meeting with the chair of the [Professional in Human Resources Association \(PIHRA\)](#) who will get the word out to all HR professionals and encourage their supervisors to take that next level of coursework. Christina is also in contact with Sue Arellano who is the head of the [SCV Economic Development Corporation](#) who will be forwarding the schedule of courses to all the employers she connects with. This program provides hands on experience which can be brought back to the workplace. This program is a great example of a short term vocational program which was built due to local business demand.
 - **Challenges:** The transition from the online to the hybrid was confusing for students and students ended up signing up for all three courses. Christina worked with those students who needed to miss class due to their work schedules. It is difficult to schedule a course completely online due to the hands on work. Some courses meetings could be held through zoom. There is also the option to post on the schedule of classes which dates the class is going to meet synchronously. It was suggested to only offer this option for the third class and it may be confusing if done for the first class. The next two certificates will be offered in hybrid format.
2. Nicole Faudree – Cooperative Work Experience (CWE)
- **Background Information:** CWEE was an existing program before the Academic Department was created. Both the Academic and the Student Services were run by one faculty director, Stan Wright. Stan Wright moved into the Business Department and the program was taken over by a non-instructional Dean who had no prior experience teaching. It is important to keep in mind the 10+1 requirements of program review and curriculum evaluation and that they are overseen by a faculty member. Nicole is the longest serving faculty member in CWEE due to being part of the Paralegal Program as it is important for Paralegal to obtain real world experience. There are two CWEE programs, CWEE-188 (Paid) and CWEE-186 (Unpaid).
 - **Challenges:** There have been no real challenges other than a slow enrollment. Enrollment picked up for the fall semester however it is still behind in comparison to 2-3 years ago. Another challenge was whether it is still an academic department or merged as part of Student Services. Students must register for the exact code whether it is paid or unpaid for the number of units. It is also challenging when working in eLumen as it is built by sections. There is a part-time faculty who teaches most of the courses and there are 30 sections in which grades need to be entered into. Cynthia Nelson is currently only at 72% and there is a need for a full-time internship representative. This will be asked for in the program review. Cynthia currently does both the student services and adjunct piece and has been a great liaison to the academic side of the program.

- **Rotational Internship Prototype Model:** This prototype will begin in January. The student will be able to sign up for CWEE for the spring semester but the internship itself will run for over the period of 18 months with Honda Performance. Students will have the opportunity to work in 4 different departments. Students will rotate every 4 months.
- **Advisory Board Meetings:** For those departments which currently do not offer a CWEE course, the Advisory Board Handbook includes a suggested agenda item which is to discuss with industry members internship opportunities. Student Services also worked with the Honda Performance to review over 15 sections. A review was done relating to identifying a particular skill set and determining what sections would meet that skill set. Honda Performance did a road show for all of those sections.
- **Job Speaker:** This is a new Client Management System which helps with integration in terms of tracking from traditional workplace learning to the internship and then to the job placement part.

3. Alan Strozer – Computer Applications & Web Technologies (CAWT)

- The pilot program consist of two degree certificate programs. Both programs are interdisciplinary.
 - **Web Development:** This program incorporates classes in Computer Science, Web Publishing and Design and GMD. This program has 34 units. With 9 core course, 10 units of electives and the Web Publishing & Design.
 - **Web Publishing & Design:** This program focuses on Front End. This program has 35 ½ units.
- The programs were not officially approved by the state until early last year. Therefore, it was too late to incorporate into the schedule and recruit instructors to teach the program. The program was first offered in the fall of 2018 and an adjunct was recruited to help teach the course. There are two students who have completed the AS Degree program in Web Development. The appendices and data from A&R and IRD was provided. Currently there are 21 active participants in the Web Development degree program and 14 in the Web Publishing & Design. There is a smaller program being offered which is a:
 - **Certificate of Specialization in Website Design:** This program is being kept during the transition period until the pilot program becomes permanent. This program is useful in that once students participate in the program they are then interested in pursuing the associates degree.
- **Challenges:**
 - **Need for more instructors:** One instructor was hired in fall 2018 to teach core courses. A second instructor was hired to teach on campus. A new Prototyping course has been created and an instructor has been hired to teach this course.
 - **Offering courses online:** The goal is to offer the entire program online. Most students are older with full time jobs and are interested in the degrees for promotional opportunities within their current jobs or to freelance. Most of the GMD courses are offered during the day. Discussion will take place to offer some courses online.
 - **Outdated Textbooks:** Textbooks are no longer working well due to the information changing so quickly. For example, in Photoshop, the program is offered on a fee based subscription and is constantly being updated. Instructors are then having to update their assignment instructions and instructional videos. There is a possibility

of connecting with OER. It was emphasized that with utilizing OER revisions it may take a long time. Adobe resources are being used. The new WordPress course Lynda.com has been utilized and has worked well as the material has not being updated as frequently. Reference books have been utilized in the past were students can learn how to complete a tasks quickly. Some of the instructional videos also do not cover the material needed therefore instructor are creating their own videos.

- **NC.VOC Photoshop courses:** Most Photoshop videos cover only photography techniques. The photography program has Photoshop courses online for any students who are interested in learning about Photography. Revisions took place this semester for the non-credit Photo courses are in however, the state local approval isn't official yet. The goal is to offer these courses in spring 2020. These courses will exist in more than one department. Informational sheets can be created for Photo, GMD, MEA, CAWT & ART to communicate to students the possible job opportunities which exist and what courses are available.
- **Need for more computers:** There is another issue with having sufficient number of computers in the TLC. There are currently only 5 computers which have Photoshop installed.
- **Automatic updates issue:** Computer automatic updates are not synchronizing across all campus computers such as those in the TLC and ASG Labs. IT has stated that due to the new licensing agreement there is not much they can do. Students are now having to log in with their own ID every time they want to use the software.
- **Advisory Committee:** The committee voiced their support and feel that this program should be continued based on the role the web is playing on everyone's daily lives and the conversion to technology.
- **New Internships:** In order to ensure students are provided an equal opportunity to succeed in this program they must be provided with the technology needed and internship opportunities. There will be more internship opportunities for both GMD and Film Production students once the Intersect Lab is ready. The new internship model allows for students to be interns of the college but are doing sole pro work for the community. These internship opportunities will be advertised both internally and externally.
- **Possible non-credit Keyboarding courses:** Discussion will take place regarding offering non-credit keyboarding courses

4. Eric Arnold – Construction Tech

- **Enrollment:** An Associate's degree has already been offered at the completion of the first year of the Construction Technology program. There were also three certificates earned but the students did not petition for them. Enrollment has been good, all classes filled up for the first year and all students who were waitlisted were enrolled. As the semester progressed enrollment dropped which happens with CTE lab courses.
- **Lab Space Challenges:** The program is running at capacity and 1/3rd of lab space was lost at the conclusion of the first year of the program. This has created challenges when running the labs. Downscaling has happened to accommodate the reduced space. A large order of materials and equipment was received due to closing out a Career Pathways Grant from last year. Receiving this equipment also caused a loss of lab space. The program is almost down to zero indoor lab space. Equipment needs to be moved out of the lab space for every class to allow for indoor space.

- **Safety Issues:** Safety concerns have arisen due to the classes being full and the reduced lab space. This is causing challenges in terms of growing the program. The Instructor has a difficult time moving from the back of the lab to the front of the lab. The number of courses will not be reduced and all students will be enrolled. Instead modifications to the lab spaces will take place.
- **Lab Project Adjustments:** For students it is not about the skill they are learning but more so learning how to work with their hands. Carpentry, electrical and plumbing are being used as a medium for teaching skills. Lab Projects are being adjusted, students were first building 8x8 structures and now it was scaled down 4x4 structures. Projects are then demolished due to no space to store student projects. This has allowed for students to learn about deconstruction. All lab space is currently at Canyon Country Campus.
- **Need for a Lab Technician:** This program lost its lab Technician but has re-gained an adult hourly who also helps tremendously outside of class. However, there is no one helping with in class lab time.
 - **Temporary solutions to remedy the Lab Space challenges:** One possible solution is to utilize the space at the end of the parking area where some equipment is currently being stored and add chain link fencing around. Materials could be stored in storage containers. The long term solution would be for another lab space. Facilities needs provide an executive cabinet agreement to provide the requested parking lot space to allow a good safety footprint in the lab. Staffing needs also need to be included in Program Review. A meeting during finals week with Eric Arnold and Jim Schrage will take place to discuss storage space options. Harriet will pay for supplementary services for Eric due to working off of contract.
- **Advisory Committee:** The advisory committee stated they are in need of an instructor. For many students right out of high school they do not have any work skills. If students were to obtain a construction job they would not be able to work. The instructor feels more so like a coach or mentor. There needs to be a Construction Technology Advisory Committee.
- **Construction Technology Program:** Within this department there is a Building Inspection Program, Construction Management Program and now the new Construction Technology Program. It is not clear how to combine the two departments. There is a need for another instructor to run the Construction Management Program and Building Inspection program. If there are two advisory boards then there should be two separate Program Reviews. Eric would remain the department chair for both programs. The recommendation from Program Viability is to have two separate Program Reviews, one for Construction Technology and one for Construction Management. Deadline to submit to Program Review is December 7th. Motion to approve the recommendation by Program Viability by Christopher Boltz, seconded by Albert Loaiza. Unanimous. Approved.

III. Discussion

1. Computer Networking Revitalization - Lee Hilliard

- **Transfer with Bradman University:** There now exist a transfer with Bradman University. Lee has been working with Bradman to align their degree with the state model curriculum. Lee reached out to Steve Wright who is the Director of the ICT-Digital Media Sector Team

for the State of California and has been kept up to date. In addition, Lee has also been in communication with the Western Academy Account Manager for the CISCO Academy program. There is no official transfer agreement needed with Bradman University.

- **Marketing of new courses:** There are two courses being advertised by PIO to be run in the spring. One course is the “IOT Connecting Things” and the “IOT Python Programming” classes. These courses have been approved by Curriculum, a catalog addendum has been created and courses have been posted for spring.
- Final edits to the PIO flyer are pending once finalized flyers will be distributed to students. Now that these courses have been approved how many new courses will be need to be created? All courses need to be re-written to Network Technology. Courses need to be updated and fixed to the new pre-fix and new CISCO certifications.
- Discussion will take place with the Curriculum Committee to determine if courses need to go through a full tech review or of courses will go on the consent calendar. Until approval from Program Viability and Curriculum Committee marketing should be avoided. To goal is to have these courses in place by the fall 2020 semester. Discussion will take place with Lisa Hooper before March regarding when courses can be included on the Curriculum Committee agenda. Based on this discussion a marketing timeline plan will be developed.
- **Recommendation for Marketing:** More marketing of Pathways and create more than just a flyer. Offer professional development for faculty and add additional site visits for programs.
- **Industry Advisory Meeting Update:** High School teachers have been informed about the degree for transfer and are requesting information.
- **Update on the New CISCO Network:** CISCO is not providing additional training based on the changes they are making. CISCO is not requiring instructor training. The CCNA will continue to be the same technology. CISCO has taken out some of the technology and added wireless, security and quality of service. CCNA Certifications have gone away except for the CCNA Cyber Optics. Of the 10 courses for the Associates degree, 8 course are currently ZTC and one additional course could be offered as ZTC.

2. New Proposal: Tax Preparer Program - Ali Naddafpour

- **Background:** This program was started last spring 2019 as a part of CWEE and it teaches students how to pass the IRS exam. There were 36 volunteer students and out of those 36, 34 passed the IRS exam. Those students earned an advance certificate and not a basic. On December 5th Ali will be meeting with a representative of the California CPA to determine which other courses could be offered. Tax courses are currently being offered at all the local community colleges. There are currently about 70 Account Preparer and Bookkeeping Business in the community whose needs can be addressed. Many of the students are low-income and they can then begin their own business. Student can, after completing the training, become certified by the State of California. There are plans to bring in additional courses. The demand for these services were so large that some Friday times were made available to the community. Congresswoman Katie Hill provided a room and tax services were also offered at a local church and at the Women’s Battered Shelter. A letter of recognition was received from Congress. This program also ties with the mission statement of the college regarding innovation and working with the community. Media coverage will be made available through Spectrum.
- **Masters in Taxation and Accountancy:** Those students who have completed degrees in disciplines other than Business can then pursue a Master’s in Taxation or Accountancy. This course would count as one of those requirements and allows for the course to be taken at

- a CCC and not a 4 year university.
- **Credit and Non-credit option:** The course would be offered as both credit and non-credit course. This would accommodate both types of student groups. Currently, Mt. Sac Community College is offering this course. This course is also considered a ZTC course. There is no textbook required all course material free and offered by the IRS and the Franchise Tax Board.
- Last semester taxes were done for 220 individuals and families. A total of \$230,000 were collected in tax refunds which went toward our local economy. There will be both a 2 unit and 3 unit course with a total of 36 lecture hours. Curriculum feedback will be requested.
- The course allow for lab work which allows actual tax preparation with an accounting faculty and quality control instructor. Currently for this semester Ali is seeking around 80 volunteers and is seeking assistance from CWEE Students and COC Volunteer students. Hasley Hall 101 has been booked. All courses could be offered as non-credit and students could then be allowed to petition for credit at the end of the course. Students could earn as tax preparers \$25-\$50 an hour. As a short term vocational course the IRS Certification could be the credit by exam with the option for student to petition for credit. Students would then pay for the course if granted credit. As a credit course the units could count as an elective transfer but not as a business course.
- A meeting will be scheduled to discuss the curriculum portion and determine if there are any curriculum concerns. Garret will work with Ali on collect LMI data. At least one support letter from either the IRS or local community center is also needed. State license renewals are not considered non-credit courses however courses can be re-shaped and approved once there already exists a taxing program.
- A follow up report will take place at the next meeting.

IV. Resources

PV Forms Updated to Adjust with Labor Market Information Request and Regional Approval Process & for Revitalization

1. Program Justification Form
The information on this form will be used for acquiring the labor market information (LMI) through the Center of Excellence (COE, www.coecc.net) for Initiation/Substantial Modification and Revitalization.
2. Program Initiation/Modification Form
This form is used after labor market information (LMI) is obtained through the Center of Excellence (COE) for Initiation/Substantial Modification. Additional questions have been added to the facilities section of the form.
3. Program Revitalization Form
This form is used after labor market information (LMI) is obtained through the Center of Excellence (COE) for Revitalization. Questions also rely on information from Program Review.

V. Adjournment: 10:28 am.

- There has been a request to schedule the PV meetings for next semester from 8:30am – 10:00am. Due to large amount of work coming through may require 2 meeting a month.