

Program Viability Committee Summary

March 21, 2019, 9:00 a.m. to 10:00 a.m. BONH-330

Members present: Rebecca Eikey (Committee Chair/Academic Senate President), Albert Loaiza (Counseling Rep), Christopher Bolts (Theatre/CTE Rep), Lisa Hooper (Curriculum), Jerry Buckley (VPAA), Wendy Ruiz (Photo/COCFA Rep)

Guests: Bernardo Feldman (Music), Bill Macpherson (Music), Hencelyn Chu (MLT), Micah Young (Interim Dan MSHP), Virginia Hutchins (Inst. Tech MLT), , Jennifer Paris (ECE), Wendy Ruiz (ECE), Julie Keller (Asst. Director, ECE), Monica Marshall (Program Director ECE), Garrett Rieck (Noncredit Faculty), Paul Wickline (AC Affairs), Kathy Bakhit (Interim Dean Business & Applied Tech), Harriet Happel (CE Dean), Omar Torres (AVPAA)

A. Routine Matters

1. Call to order - 9:02 am by R. Eikey
 - Committee Chair provides overview of committee for guests
 - Recently PAC-B updated the Forced Costs (FC) to include a review by the Program Viability Committee for any FC listed as “V”. Category V is associated for sustaining existing programs, and will be reviewed by Program Viability Committee.
 - Our review is after the first 3 levels of review. This year will be the first time looking at this .
 - There was a question about difference between E & V categories and that will be part of the discussion today.
2. Approval of the Agenda – by consensus

B. Discussion

1. Program Review Instruction Forced Cost “V” Requests as of 3/18/19
 - There was some discussion about whether some of these items are correctly Categorized in the first place. Are there missing items that should be a “V” but were categorized as something else? Should more dialog happen on the front end to distinguish between “E” and “V”? How?
 - Since this review is happening after several steps in the budget process, what other requests should be here but are not? What requests were moved to other categories? Or is there more conversation that needs to happen at the front end of the process? Suggestion that in future years the full process shows on the chart.
 - Forced costs need to have a strong argument, often based on outside standards/requirements, thus the limitation on characters is problematic.
 - Process improvement needed as the timeline inhibits a back and forth discussion between levels about the Forced Costs.

- Committee wants improved connection between PV/CASL/PAC-B committees.
- The committee wants to discuss the list at their next meeting as we didn't go into details of the request, rather the conversation was centered on process.

2. New Program Proposals (*Note: Some of the proposals' authors started the development of these proposals before new forms were developed by the Committee.*)

A. Commercial Music, Bill MacPherson: Credit Certificate of Achievement Initiation

Summary of the program: The Commercial Music Program prepares students for occupations in media and entertainment, with competencies in the creative, technical and business aspects of music. Students pursue a rigorous program of study, synergizing creative talents and advanced digital media technologies, with industry-proven production practices to model the "total skills-set" demanded by employers in the industry.

- The authors provided an explanation and overview of the proposed new program. This program would round out the department, and fill a local need with the Los Angeles area entertainment industry by focusing on recording at a professional level. The program would target students who want to intern or work at an entry level position in a studio or be an assistant to a composer. The courses would include Pro-Tools software and Live Sound. Once the program is operational, the department would like create an industry-relevant certificate by partnering with AVID to create a Pro-Tools certification. In creating the proposal, the authors examined other colleges' commercial programs, including 20 other college programs, such as Sacramento City College and American River College.
- The committee recognized the need for resources for this program to be successful (such as the equipment/software mentioned previously).
- The committee asked for evidence from an advisory board to support the development of the proposal. It was then explained that there was an issue with the process associated with the formation of an advisory board where the authors were not able to proceed since it was not a "program" yet. It was suggested that existing advisory boards, such as Technical Theatre or MEA could be leveraged.

Committee Recommends the formation of an Advisory Board for Commercial Music (Chris Boltz first/ Lisa Hooper second); unanimous.

- There was additional conversation around the facilities needs of this program. How does the change in the Facilities Master plan affect this program? Originally, the authors were planning that there would be a recording studio in the Arts Building slated to be built at the Canyon Country Campus. With the change in the facilities master plan that delays the construction of the Arts Building, the authors are now looking to see if existing space on Valencia Campus could be used for this program. The committee suggests that industry partners be contacted as well for possible facilities use.

Committee Recommends that before changes are made in Facilities Master plan, that the administration should contact both Program Viability and Curriculum Committee to see how the changes in the plan affect program development.

B. [Clinical Laboratory Science \(CLS\), Hence Chu](#): Credit Certificate of Specialization or Achievement

With the critical workforce shortage of clinical laboratory scientists, this program will allow us to provide the workforce training to meet industry's immediate needs. Clinical laboratory scientists are integral members of the allied health care team that perform diagnostic testing on blood, body fluids, and other biological specimens to provide healthcare providers (physicians, nurses, pharmacists, and other members of the healthcare team) information that are utilized in making critical decisions for treatment and monitoring therapeutic interventions. The Clinical Laboratory Science post-baccalaureate training program will offer a combined didactic and practical training curriculum in the clinical laboratory sciences that is approved by the California Department of Public Health/ Laboratory Field Services. Completers of the program will be eligible to sit for the board of certification exam approved by the CDPH/ LFS and, upon achievement of a passing exam score, a CLS certification/license for employment in the state of California.

- The authors provided an explanation and overview of the proposed new program. This program would target Post-Baccalaureate students and would also create a pathway from Medical Lab Technician (MLT) to Clinical Lab Science (CLS).
- The proposal is based on input from the MLT Advisory Board and in response to demand in the work force for these technical positions.
- All CLS programs must be approved by the state. Although there is variation in who offers these programs. Some are offered at universities, some at hospitals. College of the Canyons would be the first community college to offer CLS if approved. The author has already contacted the accrediting body for CLS programs to see if there would be an issue with a community college hosting such a program. Their response indicated that this program could be offered at a community college.
- The CLS program is a 12 month program with majority of the training occurring at clinical sites. College of the Canyons would provide support on campus once per week for classroom instruction that more (case studies/progress monitoring/ license preparation). The state mandates on-site hours. The goal of the program would be for students to be prepared to pass the state board exam for CLS.
- The committee discussed the format of the program in terms of offering the program in credit compared to noncredit. Most state programs are certificate programs, but this could be noncredit program. There would need to be additional conversation with the accrediting body to determine. The program will have a pre-requisites based on state trainee license.
- There is possibility that the program might be able to serve as continuing education for current CLS professionals.
- Clinical sites have been identified and there are letters of support provided.

- Staffing needs were discussed. Most of clinical partners are involved in this program type already and know what is needed per the state requirements. All current adjunct faculty in MLT meet MQs for CLS courses. State does not require preceptors on site.

Committee Recommends approval of CLS program as pilot, with the understanding that the MLT department has the flexibility in the curriculum and program development to determine which modality, credit or noncredit, would be most appropriate given that the program must be developed to align with state regulations.

C. [Cytotechnology, Hence Chu](#): Credit Certificate of Achievement

The proposed cytotechnology program will train individuals to perform microscopic study of cells obtained from various anatomical tissue sites or regions via staining methodologies. Cytological examination of cells provides preliminary evaluation for malignancy that warrant further investigation by pathologists. In many cases, timely treatment can be administered even before symptoms can be detected and/or detected by other methodologies. Students will be introduced to specialized specimen collection techniques, preparation, and staining procedures of various cell types. Cytotechnologists are integral members of the allied health care team that provides physicians and pathologists information to help them make decisions on timely treatment and mechanisms to monitor therapeutic interventions.

- The authors provided an explanation and overview of the proposed new program. This program would target Post-Baccalaureate students. Students are required to have a trainee license before they can enter program.
- The proposal is based on input from the MLT Advisory Board and in response to demand in the work force for these technical positions, and expansion of where these professionals are working, such as in operating rooms. Not many colleges currently offer this training. There are only three other schools in California who offer this.
- This would be a 12-month credit program. There would be some pre-requisites needed for this program that are similar to the preparation needed for entry into pre-medical programs.
- The work is technical in nature, in terms of examining cells, thus chain of custody is very strict per law.
- The committee discussed facilities and equipment considerations. This program would need a chemical fume hood which the current MLT facilities does not have. The program would need additional instrumentation to support this program.
- Staffing needs were discussed. The program would need a new full-time faculty member.

Committee Recommends that a partnership with clinical sites be developed before proceeding with approval of this new program.

3. PV Forms Updated to Adjust with Labor Market Information Request and Regional Approval

- New forms have been created to help with the process flow for program development.
- The committee did not have time to discuss the new form.
- This item will return to the April meeting.

Announcements

Program Viability Committee Meeting Dates for 2018-2019 Academic Year

- **April 25, 2019**, 9:00 am – 10:00 am, Bonelli 330
 - Next agenda – Review a flow chart to guide program developments; Forced Costs discussion.
- May 16, 2019, 9:00 am – 10:00 am, Bonelli 330

The Program Viability Committee is a standing committee of the Academic Senate. It is responsible for the evaluation of proposals to initiate, modify, or discontinue academic programs. The committee makes recommendations to the Academic Senate. Per the AP 4021, program initiation, modification and discontinuance proposals shall be submitted to the Academic Senate.