Program Viability Committee Summary

May 5, 2022, 10:00 a.m. to 11:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Christopher Boltz (Theatre/CTE Rep), Lisa Hooper (Curriculum), Tricia George (English/Interim Curriculum Committee Chair), Nicole Faudree (Business/COCFA Rep), Jason Burgdorfer (MSHP-MSE), Jesse Vera (Adjunct Counselor & AMSA Faculty Co-Advisor) & *Jesse Vera proxy for* Julie Hovden (Counseling), Dr. Omar Torres (CIO), Mark Daybell (GMD)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Harriet Happel (Dean of Career Ed and Integrative Learning, CTE), Diane Avery (Dean, Academic Innovation and Continuing Education), Justin Hunt (Networking Tech.) & Dr. Kathy Bakhit (Dean, HPPS), Luis Gonzalez (Associate VP, Instruction),

Introduction: Dr. Torres has introduced new AS VP of instruction, Dr. Luis Gonzalez. He will be attending all future PV Committee meetings.

I. **Routine Matters**
1. Call to order: 10:05 am
2. Approval of 4/21/2022 meeting minutes:
   a. Motion to approve by Chris Boltz, seconded by Dr. Omar Torres, Yes, proxy vote for Julie by Jesse Vera, Unanimous. Approved.
3. Approval of the Agenda:
   a. Motion to approve by Jesse Vera, seconded by Dr. Omar Torres, Yes, proxy vote for Julie by Jesse Vera, Unanimous. Approved.

II. **Reports**
1. Year 1 Pilot Status Report: Fire Academy – Keith Kawamoto and Harriet Happel:
   a. This program was approved a year ago. The curriculum has been approved for Fire Fighter 1 and 2.
   b. **New Director:** The program is in the process of hiring a new director. This position will appear on tomorrow's BOT agenda. Dr. Torres is connecting with the finalist as employment verifications can take time. This person has much experience which includes bringing forth regionally accredited Fire Academies and has had a role as a Fire Chief. Once a director is in place then the self-assessment report will begin for accrediting a regional program. This program will help with LA Fire employment pipeline.
   c. **Challenges:** Had to extend the job period and they are looking for a specific qualification.
   d. **Dual Use Agreement for Del Valle Training Facilities:** Recruitment messages will go out to students depending on how quickly LA Country supervisors can approve the Dual Use Agreement for Del Valle Training Facilities. As a point of clarification, there is already a dual agreement but adjustments are needed. This will be approved sometime in August then it will go to BOT. There needs to be an approval agreement as part of the Fire Marshall requirements. There are already facilities using agreements with LA county fire due to ISA classes. The Del Valle training location will be shared by COC to offer its Fire Academy and the LA country Fire Academy. As a reminder the pre-req for Fire Academy is EMT.
   e. **Marketing:** Need to create the necessary marketing material. The Hart District is interested in offering this program to their students. The hope is that something will

be in place in spring 23 but this program may be kicked to next fall 23. There are no foreseeable challenges as there is funding though Congressman Garcia to purchase Fire Trucks.

2. Year 1 Pilot Status Report: Network Technologies including Cybersecurity – Justin Hunt and Harriet Happel:
    a. **New Associates Degree**: AA for Cybersecurity was moved forward and Justin has been in contact with industry partners from multiple sectors.
    b. **New Program Internships:** Justin was presenting to the SCV Bar Association and that sector wants to offer internships and this has been forwarded to Justin Wallace.
    c. **Program Enrollment Data**: There has already been growth within the Net Tech program. There is an 8% growth from year to year from Net Tech 113, Net Tech 111 is about a 2% growth and the Python Programming course has demonstrated about 6.5 – 8% growth. All courses are showing 8.5% growth from this term and students are supporting concepts and trajectories of the department. Attrition percentages are going down drastically. A year ago, attrition percentage from 3 CISCO sequence which is CCA 1 and the Cisco Certified Network Associate, CCA 2 to CCA 3 is about 72% attrition rate from 1-2 and from 2-3 is about 76%. Students could not complete the sequence as about 26 students were being dropped to 2, 3 or 4 students at the most. The attrition rate is much less, at about 40%, and the table has been inversed. The low visibility part of the report was always an issue and now the program has done so much over the past year and the marketing has not caught up.
    d. **Perkins Reserve Grant**: The state sits on what was formerly known at the CTEA funds coming out of the Perkins grant. This is about 10% of COC grants from year to year under Perkins 5. These funds were not made available to COC and now the state has put together the Perkins Reserve Grant. The bidders conference was jut held and this is due by May 31st. COC has to select a program that can showcases a disparity with enrollment and completion with special pollution students. In addition, the grant requires a plan for continuous improvement in a holistic manner that needs to be included. The program selected to apply for this grant is the *Computer Networking & Electronic Systems.*
    e. **Marketing:** Intentional marketing will be done. The program will be working with the counseling staff. Dr. Ruys has committed 100% and this will allow for intentional counseling to guide students as to what is the best pathway to purse for employment. There are so many partners who are now interested in training for their companies. There is nothing but opportunities in terms of making a significant program for CTE. The Marketing will be piloted with embedded counseling to see what can learned to apply to other programs.
    f. **E-Sport Club**: The E-Sport Club has been attached to the Network Technologies course to grow and see where students want to take this next. This has garnered many contacts with the community.
    g. **Non-credit courses**: There are some opportunities for those students who don't need the units or to build small credentials.
    h. **Human Resources:** Concern with the program being understaffed as there is only one FTF and 1 adjunct. Need to hire an FTF or several adjuncts. The pool was looking more robust candidates as there was only one candidate and now there are 6. If an FTF cannot be hired perhaps an adjunct can be hired. There are some unique qualifications. Part of the funding will help to support the Lab Tech and support staff.

i. **Challenges:** Nancy helps with regular reporting on Perkins. Harriet's office will manage the grant with Justin's subject matter expertise. The assistant from Inst. Research will be tracking all dates. The student services support will also help. The grant is asking to show some type of matching grant funds and this will be via the SEA efforts of which many counselors are proportionally funded.

j. **Physical Resources:** New equipment will be covered with the Perkins. Justin added some necessary forced cost request into program review. The deans recently reported out to level 1 department chairs on which requests would be alternatively funded via the 777 code for Perkins or SWF. There are several multi-platform microcontrollers that were requested and all of which will be funded. There was also a request for a large infrastructure update for replacement in the amount of $37,500. This will be funded via the instructional block grant monies. There was also a summary tabling to occur in the amount of $4,000. Funding has been identified for this as well through the Instructional Equipment block grant. The district is commitment to ensuring that the program has the support it needs. As part of $3,600 requested, Justin also asked for agnostic equipment visualization servers

k. **Faculty Release Time:** Release time regarding the programmatic change will be discussed with administration. Some release time was already funded due to needing to formulate a whole separate new program from scratch. This has resulted in the approval for 4 new courses as part of the Curriculum Committee to support Cybersecurity. The purpose of these reports and proposal is to get these requests on the radar of committee members to follow up and discuss later. Harriet has put a place holder in in SWF round 7 for release time for Justin. With the Perkins Grants there will be release time associated with approval from executive cabinet due to Justin revitalizing his existing program and building a new program. There is concern with Justin not completing his Tenure and with overwhelming him.

l. **What happens if the grant is not awarded?** If this source is not available SWF funds will be used. There is a cross CTE approach with traditional Perkins grant and that is where there is targeted program improvement such as for example GMD intersect lab. This would be for round 7 for *Computer Networking, Electronic* and *Cyber Security.* This is also a regional priority. However, there is a high chance that this grant will be received.

m. **Year 2 Report:** This program will return next year for a Year 2 report.

3. Year 2 Pilot Status Report: Digital Media (noncredit) - Mark Daybell and Garrett Rieck:
   a. **Background:** This noncredit program was proposed in SP 2017. Due to pandemic a halt was put as the intention was to offer in person. The question was to wait or offer online? This went longer than anticipated and added online. Wendy worked to bring this through but then she then stepped away as Dept. Chair and Mark took over. Some courses have been offered. From 2017-2019 all curriculum was developed and approved in fall 2020.
   b. **Courses in Adobe Photoshop:** Courses were separated for Adobe Photoshop between Vocational and Photography as CWAT wanted to offer these courses as well. Courses were offered at the start of fall 2021 and have been very successful with some waitlisted.
   c. **Enrollment Data:** Course ranged from 25-26 students and have been very high in enrollment. There was a need to offer more classes and classes were doubled for Photoshop for spring. These will also be offered to mirror lab courses in summer.

There are 100% asynchronous and Online Live and online tends to be more popular. Other courses will be offered in the fall and sections are being built. The cap of classes is at 35, 5 for non-credit and 30 for credit. Students can choose which seats to sign up for. This will be for the mirrored section. There are 6 sections in fall and 6 in spring. There are 134 total students fall 21 and 138 students for spring 22.

d. **Advisory Board Update:** The advisor board for Photo met last Thursday night and added notes to the report on Friday. The Advisory board has various working professionals who are very supportive of noncredit courses, the 3 pathways to credit program, employment and personal fulfillment. Adobe Certification and many Information, Communication and Tech fields it is becoming a course skill and has a lot of potential for those employed to upgrade their skill. For those going in as an office assistant is this now a required skill. The Advisory board is excited about the idea of non-credit and like the idea of credentials and how that can be communicated in a digital format to see that certification.

e. **Courses being offered by Eco. Dev**.: There were people looking for COC Photo courses via Economic Development. This is being used via Workforce and Econ Advancement. There is a lot of overlap between Ed2go, non-credit and credit. There is a process for creating courses and programs and now there is a separate entity that is a direct competitor. This website was used in the past to promote community education programs formerly called Econ. & Workforce Dev. This website is appearing as a subsidiary of the college and attempting to get students to enroll in classes. This website is also charging students and making false claims. COC no longer has a contract that is active with this organization. Workforce would like to continue to use Ed2go. Dr. Torres has asked Dianne Avery not use Ed2go as it ties in with instruction. Dr. Torres is working on getting in touch with someone from this organization to identify why this is happening as this is unethical and creates a false sense of opportunities for students. The website uses the same topics as what Garrett Rieck has been working on. The district lost money due the apportionment associated with non-credit and vocational programs. Dr. Torres has asked Diane Avery to meet with Eric Harnish with PIO, Sharlene Coleal as the college will need to take legal action against Ed2go as there is now a non-credit overlap.

f. **Program Viability Recap**: There have been 11 total meetings for spring 22. There were 5 programs approved this include Rising scholars in non-credit, ESL program, Pharm Tech program initiation and as a new department, ASL Deaf Studies degree approved through program initiation and the baccalaureate program in Sustainable Architecture. There was a total of 12 reports.

g. **Update to the Program Viability AP/BP Policies**: Garrett has been working with David and Lisa to re-evaluate the AP and BP in the area of reports. The AP and BP can be changed from reports to millstones. The idea of an annual report was to provide an update. A millstone report is still important as a program cannot move from pilot to an institutionalize program until certain milestones are hit. There also needs to be a mechanism with getting various areas on campus that need to participate in bringing a program thought the pilot process. In the current AP states that an Ad-hoc committee can be convened and this can also trigger revitalization. There is a need to increase the committee membership and these new members can non-voting. Another idea proposed is to not list anything on Senate until the signatures from VP's were included. It is great to have the curriculum but if there is no capacity to support the curriculum then a program cannot move forward. How do some areas related to the

district strategic goal in terms of Master Plan or IT. Can business services support in the bid process? This needs to be more public and putting on the Senate agenda does not but ample message that it should. This adds to the workload of the colleagues and facilities and many times there is ongoing maintenance. There are programs that assume facilities will fix things and that is not facilities requirement but a department. Need to have someone from facilities, IT, HR and financial resources. Either a voting member or non-voting member. Garret has spoken with David about expanding the committee members and there is an agreement and PV and Curriculum are faculty driven process.

h. **Special thank you** to Lisa Hooper for her support and for all her work, counsel, leadership. Lisa has moved the needle and done amazing and viable work behind the scenes. Lisa will be missed in PV and Curriculum. Future learning leaders of this college are learning a lot of past leaders.

i. **Fall 22 PV Committee meeting dates:** Waiting on Senate and Curriculum dates before PV dates can be set up for fall 23. There are 6 possible proposals for next year and Garrett will put out the call for proposal in late May. Need to scheduled proposals and report and need to space out so that Curriculum committee can review ahead of time. Garrett will need to confirm PV membership. Thanks to Garrett for all his work with the committee.

III.   **Adjournment:** 11: 30am