

Program Viability Committee Summary

September 23, 2021, 10:00 a.m. to 11:30 a.m. – Zoom

Members present: Garrett Rieck (Noncredit Faculty), Christopher Boltz (Theatre/CTE Rep), Lisa Hooper (Curriculum), Nicole Faudree (Business/COCA Rep), Jason Burgdorfer (MSHP-MSE), Jesse Vera (Adjunct Counselor & AMSA Faculty Co-Advisor), Julie Hovden (Counseling), & Dr. Omar Torres (CIO)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Harriet Happel (Dean of Career Education and Integrative Learning & CTE), Dianne Avery, Dr. Kathy Bakhit (Dean, HPPS), Hency Chu (MSHP-HPPS), Dr. Paul Wickline (VP, Instruction), Sarah Ehrsam (MSHP-HPPS)

I. Routine Matters

1. Call to order: 10:05 am
2. Approval of 8/26/2021 meeting minutes
 - a. Motion to approve the minutes by Chris Boltz, seconded by Nicole Faudree. (Dr. Omar Torres, absent). Approved.
3. Approval of the Agenda
 - a. Motion to approve the minutes by Julie Hovden, seconded by Jesse Vera. Unanimous. Approved.

II. Discussion

1. Program Initiation – Pharmacy Tech: Hency Chu and Kathy Bakhit
 - a. **Background:** As a reminder this program initiation came through on November 19, 2020. The summary from this meeting was added to the PV CANVAS shell. There was some curriculum, course sequencing, pharm tech lab and advisory board questions. The Advisory Board met on October 22, 2020 and there was a meeting last Thursday, September 16, 2021. Supportive documents were sent. Information regarding the ASAP model curriculum, course sequencing, minimum qualifications in accordance with the ASHP Standard #12, a map of courses, human and physical resources were submitted. There was a request to have documents for proposals made available sooner rather than the night before.
 - b. **Course Sequencing:** It clarified that the course sequencing will be numbered in the 100's. Changes to units were made to the Program initiation form based on PV recommendations. There is concern with having students go through an accelerated program and the possibility of having students fall of the track. Based on the PV recommendation courses were modified to be made more streamline. Course descriptions were written as a way to accommodate those recommendations. There was a question regarding courses being taught during the same semester that a prerequisite of a course is being taught. For example, on Document C.:
 - **PHAR 103 and PHAR 104:**
 - a. Both have pre-requisites and are pre-requisites of each other.
 - b. Will be short term courses taught in 8 weeks. One is a lab and other is a lecture. One course will be scheduled for 8 weeks during the first half of the semester and the other during the second half of the semester.
 - c. **Model Curriculum:** Based on previous advisory meetings and on consultation from pharmacists, this curriculum is modeled after the ASHP Model Curriculum. This curriculum is also being modeled after Cerritos College, Consumnes River College and Santa Rosa College. There are 5 standards in ASHP and it was important to keep in mind

industry recommendations and ensure all elements are being incorporated. The Standard Key Elements were followed from the ASHP Model Curriculum/Standards. A map of all courses is included in Document 5. Hency will send the table of courses to Garrett and course changes are listed below.

- Document A: This document outlines the ASHP Model Curriculum/Standards.
 - Document E: This document includes the MQ's which are based on ASHP Standard 12.
 - PHAR 101: A *Basic English* course was added. The first course was split into two.
 - PHAR 102: A *Basic Math Calculations* course was added
 - PHAR 103: A *Computer* course emended.
 - PHAR 104: This is a *Sterile Preparation* course. The units were lowered.
 - PHAR 105: Both *Sterile* and *Non-Sterile Compounding* have been included.
 - PHAR 107: A *Body Systems* courses was added.
 - PHAR 107 & 108: A 1-unit course was added instead of a 4-unit and those have been replaced.
 - PHARM 108 & 109: Students do have to be in person as these are *Practicum Courses*. There was a suggestion for mostly online courses to cluster the live component over the span of a few weekends. Most courses in industry do have online modules.
 - AMP: This was removed from the proposal. AMP is now listed as, "*strongly recommended but not required.*"
 - High School graduation: This was changed as a "*requirement to graduate.*"
- d. **Outside Accreditation**: There is a possibility of obtaining outside accreditation. Currently Cerritos college is accredited. There needs to be a determination made regarding how many hours of in lab experience would needed for outside accreditation? ASHP does not have online requirements. The minimum training hours required according to Standard 9 of the ASHP is a minimum of 400 hours for 8 weeks. The standard does combine didactic simulated and experiential simulated 50 hours, at a minimum. For PHAR 108 there is a required 130 hours and for PHAR 109 it is 240 experiential hours. For clinical training locations affiliation agreements would needed. The Accreditation process usually involves some type of licensure fee, a need to hire a consultant and offer faculty professional development. Accreditation typically does not happen until a program is established. Dr. Torres provided a link to some information regarding an [ASHP Accreditation Fee Schedule for Distance Learning Pharm Tech programs](#). Dr. Bakhit confirmed that the program would work with committees and on campus resources to acquire the funds to cover those costs. Depending on the visit these could be up to \$700-800 for the initial application fee and an annual assessment fee of \$3,000. These costs would be incurred by the institution. The state is currently investing funds to initiate apprenticeships.
- e. **Resources**: It has not been decided if there will there be shared physical resources as their unique lab spaces and consumables available. It was clarified that all courses where reviewed to determine needs such as, human resources and on and off campus supervisors. The lab was recommended by the Advisory Board to be offered in person. If the courses are offered in a virtual simulation format the recommendation would be to use measure devices such as cylinders and syringes.
- f. **Physical resources**: A lab space is required for the lab component. For Standard 9, ASHP does allow a simulation of 150 hours; however, there is no requirement under the ASHP

Model Curriculum.

- g. **Human Resource:** In regards to staffing there is typically some aspect of Faculty Professional Development. The cost associated will need to be determined. While the institution can cover these costs typically these go through the CTE Top Code. There is no mention of faculty training requirements in the accreditation standards. The expectation is that most courses will be taught by licensed pharmacist and pharmacist in general have to do continuing education. This is a requirement of 30 hours every two years. There are a few courses which can be taught by a nurse such as, the *Pharmacology* and *Calculations* courses. The *Math* courses can be taught by Math faculty who is oriented towards Pharmacy Operations or a Nurse faculty. The TLU load is not enough for a full-time faculty teaching load, therefore existing adjunct faculty will have to sponsor the program. Adjuncts would need to be overseen by a full-time faculty member. This may be a department chair such as Hency Chu. There is some concern with having Hency write curriculum for several new MLT courses in addition to launching the PARM program.
- h. **Advisory Board Recommendations:** The Advisory Board Committee does not recommend *Anatomy* or *Physiology* as a pre-requisite. PHARM 107 is the only course that strongly recommends to have these components included. These courses may be challenging for students and it needs to be determined if more sections/courses can be added. The body systems components being recommended are very specific and concise. The ASHP Model Curriculum Standards want to focus on entry level competency skills and entry level objectives. For the PHAR 102 course there is strong recommendation to include a Math 102 prerequisite. A list of [Pharmacy Technician Course Sequence](#) was shared from Cerritos College which includes Math and English as prerequisites.
- i. **Curriculum Committee Update:** There is concern with the volume of new proposals that are coming through the Curriculum Committee which has increase the work load of the committee. There is a request for more time to review the proposal for the new program/courses.
- j. **Veteran Students:** How would military experience be used to help students further along in this program? How would Pharmacy Technician Careers align with COC courses? Credit for Prior Learning could be addressed. There was a recommendation to add a policy to help inform Veterans about this program. The option for Credit for Prior Learning will be further explored. This would be similar to a current policy that exist in the Nursing Program.
- k. **Hart District Students:** For students who try to enroll in the Pharm Tech program and who have previously taken courses at the Hart District there needs to be a way to honor those courses and competencies. This would allow students to progress through the sequence of courses in a more accelerated manner.
- l. **Vision for the Program:** MLT is its own program. It is important to ensure that both Hency and any other faculty members has enough compensation. There was also a question regarding redoing the department chair compensation chart for spring 2022 for the next two years. This program is another branch of healthcare that offers indirect patient service unlike Nursing or EMT. There has not been much discussion relating to where this program will be housed or if this program will be its own department. Hency is passionate about diversifying the programs that are being offered. This program is a great way for students to branch out into other healthcare careers. Healthcare is a top growth sector and is a high growth demand for jobs. Pharmacy Technicians careers are

evolving and recently have been allowed to give vaccinations. This program will need the support of Administration, Academic Senate and COCFA.

- m. **Next Steps:** The committee agreed unanimously to postpone moving forward with this proposal and not take a vote until a future PV committee meeting. There was a request to have all documents shared during the meeting in a folder and made available to the committee. There was also a request for information regarding the accreditation process, course pre-requisites, implications, professional development, fees, requirements for a new director, institutional obligation, staff and resource requirements. Garrett will review the meeting minutes and will meet with Hency and Dr. Bakhit. An outlined checklist of what the PV committee is requesting will be put together, this list will be confirmed with the committee to use as a guide with moving forward with this proposal. The suggestion is to have this program proposal return in 4-6 weeks to allow more time for preparation. There was also a request to include the document which outlined what was requested by PV last year and how those have been addressed.

III. Reports

1. Year 2 Pilot Status Report: Physical Therapist Assistant Program – Sarah Ehram
 - a. **Status Update:** This program has been granted an application for candidacy cycle. CAPTE only allows for a certain number of developing programs to submit applications in a cycle as this organization has a limit as to how many they can review. Dr. Torres assisted with putting together questions and CAPTE answered those questions. Dr. Torres also helped meet the timeline for submitting the application for CAPTE. Specific dates could not be fixed until CAPTE provided a date. The application deadline for CAPTE has been established as December 2024. Classes could be launched for fall 2025. If a program is not ready CAPTE does allow for postponement to a farther cycle. Last year, as part of the notification of intent, a needs assessment has to be done in the fall. CAPTE also requires the school dean to attend one of three Accreditation workshops. Sarah spend some time reaching out to over 100 physical therapy clinics in SCV, AV, Ventura and SFV. Locations were targeted which didn't have a PTA community college program.
 - b. **CAPTE Requirements:**
 - An evaluation of current hiring practices for physical therapy clinics in the area
 - Projected 5-10 years anticipated need
 - Interest in partnering with COC.
 - A requirement of a 150% need regarding clinics that would be willing to be a clinical rotation site.
 - c. **2nd year Program Challenges:** It is challenging to gather all the data and be placed on a CAPTE Applications for Candace (AFC Cycle). Sarah, Dr. Torres and Harriet met to map out deadline that need to be met.
 - d. **Interest and Support for COC PTA program offerings:** There is continued support for this program offering both at COC and the surrounding communities. There are also current CSUN faculty who are interested in teaching in this program.
 - e. **Resource:** The program will need an allocation of both Perkins and SWF funds to hire a Program Director and a Clinical Education Coordinator during the development phase of the CAPTE requirements. An application for Perkins funding will be submitted before courses would be offered and to help furnish lab spaces.
 - f. **Advisory Committee:** The Sports Medicine Advisory Committee continues strongly to support this program and are continuously asking for updates. Current LMD

demonstrates a growing need for PTA's.

- g. **ACCJC:** It was challenging to seek approval from ACCJC for a program that does not have curriculum. CAPTE requires college accreditation prior to moving forward. Documents needed to be created to the commission. This program is viewed as an additional to existing MLT and Nursing programs.
- h. **Academic Staffing Committee (ASC):** A presentation as made to ASC and the request was ranked. There is some concern with the 2024 timeline to recruit, hire and write curriculum. Typically, curriculum takes about 18-24 month through the local process. Should the ASC Committee be updated to ensure request are processed in the queue? A mid-year hire could be done as well. The Chancellor will be recommending to the BOT to move forward with hiring a PTA Directing no later than fall 2022. The director will need to be in place prior to writing curriculum, otherwise accreditation will be denied. There is a request to move up the timeline for hiring the new director. A suggestion would be to submit a report to the ASC.

- 2. Year 3 Pilot Status Report: Cooperative Work Experience (CWE) – Nicole Faudree
 - a. This item has been tabled.

IV. Adjournment: 11:30 am