Program Viability Committee Summary

March 2, 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), Jennifer Paris (SBS), Dr. Rebecca Eikey (MSHP-MSE)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Harriet Happel (Dean of Career Ed and Integrative Learning, CTE), Daylene Meuschke (Associate VP, Inst. Research, Planning & Effectiveness), Dianne Avery, Paul Wickline (Associate VP of Instruction, Heather Maclean (Humanities), Jason Oliver (Applied Tech), Jeff Gregor (Dean, Instructional Services and Public Safety), Justin Hunt (Applied Tech), Nadia Cotti (Dean, Applied Tech.)

I. **Routine Matters**
    1. Call to order: 10:03 am
    2. Approval of 2/16/2023 meeting minutes
        a. Motion to approve the meeting minutes by Dr. Rebecca Eikey seconded by Julie Hovden Unanimous. Approved.
        b. One revision will be made to the 2/16/23 summary under Section II, Discussion, sub-section 1, sub-section C., "Surgical Program Pathway." This section discussed college algebra and statistics. It is recommended to combine this Section VI with V. as these both outline the Math component.
        c. Regarding Section VIII, it was the understanding that Chemistry would not be required but Anatomy and Physiology would. Micro has a pre-requisite of CHEM 151; this is a new change. The program outlined that there was a 1.5 Surgical Microbiology needed but this would not require the COC 5-unit Biology course as a pre-requisite. Additional questions regarding pre-requisites were unresolved. This program will not be coming back due to limitations with the new building. The new building is not being called the Health and Sciences building. A maximum has been reached of what can be done. Dr. Torres has met with Dr. Bakhit. This program may come back as a repeat visit in a year or two.
    3. Approval of the Agenda
        i. Motion to approve the agenda by Dr. Rebecca Eikey seconded by Dr. Omar Torres. Unanimous. Approved.
II. **Reports**
    1. Year One Pilot Status Report: Noncredit English as a Second Language (ESL) – Heather Maclean
        a. **Program Instructional Modality**: For this semester the program has been offered in online live in the evenings.
        b. **Status of the Program**: The program seems to be doing well but the program needs to run at least once to determine the strength and weaknesses and if the program is meeting student's needs. Once there are enough data points tweaks can be made. Currently there are 16 students in *NC. VESL 001.*
        c. **Certificate Updates**: The *Conversation Certificate* is going via Curriculum Committee. This certificate will be up in summer. These courses are built to be supplemental to the existing curriculum. The *American Language & Culture Certificate* is going via curriculum. The main focus of this certificate is to broaden people understanding of

American culture and history. The department is ensuring it meets standards and it is sensitive to culture.

    d. **Course Updates:** The department would like the *Conversation* course to be offered in the summer and the *Culture* course in the fall. Some of the Culture courses are also supplemental.

    e. **Marketing Updates:** The program wants to be mindful and strategic in the marketing planning and create a long-term plan that engages the community. There is a strategic plan in the works and there are ideas for stacking courses. Marketing has been done with the district, community and social media and now the students can find a class. The enrollment will increase. It was suggested that Dianne Avery work with Harriet and Heather McLean to get the word out via advisory boards. There are some adjuncts with experience at the college that the dept can connect with for resources. For example, adjunct Romina Golbert has worked at the Newhall School District and another adjunct has written curriculum at AV college.

    f. **Department Industry Partnerships:** Many partnerships are being replaced and others are coming back. There are now ESL classes as AMS fulfillment, the Newhall Community Center and Pitchess Detention Center. Justin Wallace has also received request for outside partnerships.

    g. **Non-Credit Curriculum Committee Update:** There is now a Non-Credit Curriculum Committee and the NC classes will come through at meeting 4 or 5 to be offered in summer. Kari Soffa host Spanish Information Nights with students and their parents. Dianne Avery will connect with Kari as part of another possible avenue.

    h. **Human Resources Needs:** It will be helpful to have a non-credit ESL FTF n the future. Any large program has at least 1 or 4 FTF members. Dr. Torres has is aware of this program need. However, it was stated that the current way in which the FON is calculated the NC FTF is not counted towards the FON. There is an annual allowance via the CAPTE funding. The ACE Virtual Conference has also stated there is a need for a FTF NC instructor. Enrolment is down and the FON has not been adjusted. There is conversation with what will happen with advance FON after fall 23 as the enrollment will continue to decline. The college wants to make sure that when a new FTF there are classes for them to each.

2. Year One Pilot Status Report: Bachelor of Arts in Sustainable Architecture – Jason Oliver, Harriet Happel, and Nadia Cotti

    a. **Status of Application to the State Chancellors Office:** The synopsis, appendices, including the application to the State Chancellor's Office has been posted. The department has received accreditation from ACCJA within a year of developing the program. The final application will be submitted to the state chancellor's office and will be presented to the Board of Governors for approval in May. If approval is received by June 1st the program will be made public. The department is moving forward as if approval has been received due to the amount of work. The program needs to be online and in place by fall 24 to begin accepting applicants.

    b. **New Courses:** The department is developing 6 new upper division courses and working with Jeanni Chari to develop a Philosophy course. There are 9 upper division courses that need to be articulatable. This will allow for a student who earns a degree to get a bachelor's at a Cal state or UC. If the program is approved at the state level, it would be ready to go in the summer. This will also help enrollment numbers.

c. **Course Modality**: More Hy flex and remote access courses are available for students. This is important due to the diversity, not having students relocate and to accommodate those who apply out of state or country. There is also flexibility for students who from AV and Bakersfield or those who cannot drive in due to weather or lack of gas money.

d. Hy flex Architecture classes will be online. For those students who are 100% online they need to understand how labs will work. This industry works digital but in the academic field students need to work with physical models as part of the learning process. In upper division courses there is much success with online live such as with studio courses. The program survived the pandemic due to classes being online. The program will always make sure there is a DLA for classes as this was something started by Dorothy Minarsh a few years ago.

e. **Human Resources Needed:**

    I. <u>Full-Time Architecture Instructor:</u> This will be someone who will teach in upper division and has specific expertise such as Environmental Control or Building Energy model classes. This position is needed to build a strong foundation. The new position has been posted to the American Board of Architectures website. There are two people who have completed all the qualifications.

    II. <u>Program Coordinator:</u> This position will help with the application process.

    III. <u>Dept. Lab Tech:</u> The department has never had a lab tech. This is expanding the scope of the program, logistics and the resources. This is going to be helpful to take over many areas such as maintaining equipment and laptops. This person will start online in the fall.

f. **Makerspace Lab Update:** The Makerspace will be going down due to renovation of the building. Need to determine if students can still work on their portfolios. This will not happen until end of spring 24. Then Makerspace lab will be located in the new Natural Science building at the CCC. The opening for this building has a tentative date in spring 26. There will be some contingency plans. The Architecture program is at the Valencia campus. Some accommodations will need to be made so that what is being such as equipment stays at CCC.

g. **Counseling Dept Request:** A request was presented to Jason to have him present at the Counseling Office this semester information on how the new application process will work in Fall 2023, or how they would like students to be referred.

h. **Program Application timeframe:** This will be for fall. The application cycle is open for students between Feb 1st and May 1st of 2024 for a start date of Fall 24. The program is being strategic with Cal Poly's to have student apply first at COC.

i. **Marketing Update:** There is a huge marketing campaign and department is working with PIO and 3Imedia to create a new video. The department is doing marketing to get a cohort of students. During the fall 23 the department will work to hire a coordinator/lab tech to help facilitate the process. There is much work to be done with MIS colleague and FA impacts that must be sorted through.

j. **Special Thanks:** Special thanks to Jason and Holly for his leadership and optimism. Special thanks to Marco Llaguno and Jennie Chari.

k. **Curriculum Update:** Eric is now finished with the upper division courses. Tricia and the Curriculum Committee have agreed to consider all courses at the first meeting for fall 23. Submission of the program will take place after the individual classes. These courses

will be formally reviewed at the state then the program will be submitted after the courses are approved. It was clarified by Tricia George with the Curriculum Committee that the 9 course will not be covered in one meeting and this may instead be covered in 2 meetings. The first half of classes offered can be sequenced first and work the remaining courses at the second meeting. Biology courses will be considered however, major specific courses will be considered first and then the rest.

l. In the past presentation ARCH 114 was in the major area. There is variability and it makes sense to have history classes in the general education area and this satisfies re-requisites for Cal Poly. The American Institution courses is listed in another area. It is important to anticipate students' needs and being able to transfer and having sufficient general ed's.

m. **Veteran Students:** Changes were made to benefit VA students and their benefits/Financial Aid. It is important to be sure this program is accessible to veterans with the correct number of units and right course structure.

n. **CalGETC Changes:** A bachelor's in architecture is a 5-year degree. Student can pay for the first 2 years at a CCC and then pay for the remaining 3 years at a CSU/UC.

o. **Employment outlook:** The field of architecture suffers a lot due to lack of job security. There is a stigma with teaching at a CCC as all instructors want to teach at UCLA.

3. Year Two Pilot Status Report: Network Technologies including Cybersecurity – Justin Hunt and Harriet Happel

a. **Program Approval at the State Level:** The program been adopted at the state level. The department was anticipating it would be ready for the summer.

b. **Course Sequencing:** There is now a full and complete sequence that meets the National Institute of Technology standards. This is the gold standard for all cyber security programs and is exceeding in every effort. The program now needs to look at the alpha revision as all programs are given a two-year lead as far as the base line revision. The program is two years in advance of meeting those goals. In the addendum the course sequence is outlined. It is Important that students can move forward with competencies and get employed with A+, Security + and any additional certifications. Students can also mix and match to achieve their academic goal.

i. **Program Map Update:** Series classes are not being offered every semester. The cybersecurity courses are the same at the NETTECH. For those students who start in spring now need to do pre-requisite challenges. As of right now Justin and Mark are the only two instructors who can teach these courses. Justin talking to Alisha Kaminsky to update the program map. NETTECH 111 is a gate keeper as it is the starting foundation classes and offered in larger modality. The summer classes require much work and are dense. These classes don't lend themselves to the summer session such as the Analytics course. The idea is to have as many opportunities as possible for students. There are currently 8 students on waitlist for the analytics class. ESES 101 classes are offered in the summer and spring and one in fall. Student enjoy taking this class online especially as there is a move to industrial automation. The department will need to hire another adjunct.

ii. **Challenges:** The majority of challenges has been in confidence staffing. When adding Cybersecurity to a title the standard salary is 240K a year. The program is seeking out

unique individuals who have a passion and understanding for networking and cyber security.

c. **Advisory Council Committee Update:** The Advisory Council Committee applauded the ambition and work of the program. The committee would love to have future employees and interns from this program. They are in favor of the scenario-based education and production being included into the curriculum.

d. **Human Resources Program Needs:** A Part-Time adjunct position is now open.

e. **Student Survey Results:** All students were surveyed and 1/3rd is interested in Cybersecurity as a primary major or have it as an addendum. Students understand the rigor and complexity of classes.

f. **Course Modality:** As an additional benefit all classes are being offered in Hy FLEX format. The program has total parity with in-person and online classes due to some of the technology that is working well.

g. **Course CID Updates:** The CID is under Information Technology and System. There are several Cybersecurity courses with CID equivalencies. Courses have been cross matched with what is on the CID to see if there are any similarities. For the most part every course meets the CID. There are some differences such as the Certificated Hacker that was matched to Cyber 231 but in industry the ComPTEA is a more relevant certification. The program would like for 5 entries to have matched closely in objective but not title. Justin will send to this information over to Dr. Torres. The pre-requisites are steep, and no 200 level courses are going. Many pre-requisites still speak to cyber security and the curriculum didn't match the certification. Course 131 does but no students met the pre-requisite. Cyber 111 will be put together as an interim course for summer and winter. An adjunct instructor will teach for winter.

h. **Newhall School District Partnership:** The Hart District has done some work with offering Cybersecurity courses. When COC offers courses need to connect with Caroline at the Hart district to make those connections.

i. **Special Thanks:** The college is very grateful to Justin Hunt for building this program with industry input and for designing a set of courses that will be valuable to students. Congratulations to Justin! Special thanks to Nadia for all her support with this program.

j. **Physical Resources:** There are Infrastructure upgrades happening. The department is completely divorced from the district network so students can have a low to no consequence environment and have access to the computer system in 5 days. The department has its own private VPN access accessible remotely from anywhere in the world. The system prepares labs for student.

k. **Pre-requisites model:** Security + is the 1st step for the Cyber Security program and many students were under prepared. Changes will be coming via curriculum. Students will meet pre-requisites to be able to enroll. There is a need for a Programming & Logic course. The department wants to keep Cyber Swift & Agile at the 30-unit range, but other standards are at the 33-unit range. The program is looking at ESES 131 multiple times throughout the year. This helps tie in opportunities in the future for a CAPStone course for the Network Cyber track. There are core cyber classes, such as Ethical Hacking & Testing and Defense & Counter Measures which has not been offered due to the pre-requisite chains that need to happen. The 200 level courses and above were just getting students through the initial steps. These courses should be coming through as early as fall.

l. **Program growth:** There has been a 500% enrollment increase and there are courses that were in danger of dying. Enrollment is now up, and this course had to be broke into two classes.

m. **CTE Advisory Committee:** The committee meets every term and have seen the ambition of the program and see the value of scenario base curriculum. Many suggestions are based on members. It is beneficial to have students learn complex content and separate theory so students can see instant results.

n. **Possible Course Mirroring with Non-Credit:** At some point when the program has the proper staff the program can look into mirroring classes in non-credit. This can be explored a year from now when there are new adjuncts. Many local employers like the non-credit shift with their employees in their positions. This makes business practices more impactful. This demand is going to increase as this goes across the curriculum. In non-credit there is much competition such as the IT Certificate with Google. It's important to keep the integrity of this program. Need to see what is acceptable to employer in terms of skill valuation and security fluency as this is becoming the new base line for any employer.

Next meeting:

- There are 4 PV Committee meetings left. Program report updates have been efficient.
- There are two more proposals for program modification for the Culinary Arts program. This is scheduled for the 5th meeting. There will be a substantial modification and department merge for culinary and hospitality. Garrett has met to Cindy Schwanke and will also meet with David. Garrett, Harriet and Nadia will meet to discuss potential models.

III. **Adjournment:**