

Program Viability Committee Summary

March 16, 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), Jennifer Paris (SBS)

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), Nadia Cotti (Dean, Applied Tech.), David Pevsner (Assistant Faculty Director, Physical Therapy Assistant Program), Kimberly Lopez (ASG Student Rep.), Mark Daybell (VAPA)

Update: Documentation for Reports used to be due the Friday before the week of the scheduled meeting. There has been some good compliance in regards to proposals for initiation, modification and revitalization. Now the deadline is 72 hours before the meeting. There has been some flexibility given with reports. As a reminder all approved PV programs need to go via a 3-year pilot status process. At year 3 a vote is taken to make a program permanent.

I. Routine Matters

1. Call to order: 10:03 am.
2. Approval of 3/2/2023 meeting minutes
 - a. Motion to approve the meeting minutes by Jesse Vera, seconded by Julie Hovden. Unanimous. Approved.
3. Approval of the Agenda
 - a. The report for the Tax Preparer program has been cancelled.
 - b. Motion to approve the agenda Julie Hovden, seconded by Jesse Vera. Unanimous. Approved.

II. Reports

1. Year Three Pilot Status Report: Physical Therapist Assistant – David Pevsner
 - a. **Introduction:** In the first semester the program focused on laying out the basics. A model curriculum was put together with the help of Julie Hovden and the seven other programs accredited by the CCC system, including one that is not yet accredited but in candidacy phase.
 - b. **Human Resources Needs:** By Dec. 1st, 2023, the program will need to have hired the second person, a Clinical Coordinator as this is a requirement. The description has not been posted but the search committee is in place and has begun to look at candidates. David Andrus has formally established the search committee for the OT position. As per Dr. Bakhit this will be prioritized at the next board meeting.
 - c. **Accreditation Status:** The program is in the pre-accreditor phase and will be turning in a need's assessment. The program was successful in getting a slot and for the commission meeting in spring 2025. The application is due on December 1st, 2024. The external accreditor has approved a lot of candidates and then determines if those programs will be successful or not. All programs apply for candidacy and for two years are required to write a self-study after students are matriculated. There is a dead period where the Dept. of Ed. puts a USDA waiting period. All programs are then notified and told what type of compliance reports are needed. The hope is to receive approval in spring of 2025 for candidacy to matriculate the first class of 28 students in fall.

- d. **Program Needs Assessment:** This will be the only PCC program in LA county area beside Cerritos. The next closest programs are in Sherman Oaks at a private college and at Bakersfield college which is in the final candidacy and will applying for accreditation in the fall.
- e. **Physical Resources:** Some spaces were looked at on campus. There are some spaces on campus that are pending as it is not clear yet what the campus needs will be due to higher online enrollment. Dr. Bakhit, Steven Ruys and David Pevsner have identified some spaces in the west PE building that are now available such as, the dance studio and a storage room. These spaces are available due to Anthropology being displaced. Both the PTA and the OTA program require a lot of space. The PTA program will need more spaced due to the outpatient needs.
- f. **Advisory Board Meeting Update:** The program is ready to host its first advisory board meeting. There are some great candidates involved in sports medicine. Many members are also former graduates from PTA from the community. The idea is to have the advisory board members look at curriculum for feedback.
- g. **Curriculum Updates:** David Pevsner met with Lisa Hooper who was the faculty point person. A template was put together as one didn't exist using the checklist for eLumen. Patrick Backes went into eLumen and downloaded curriculum for every college to establish solid curriculum. A template was laid out for every class to determine what will go into eLumen. David will ask Tricia George and Patrick Backes to review the curriculum before submitting to eLumen. The goal is to get the curriculum established by the end of the semester, get the ACC on board, and then focus on clinical sites.
- h. **Clinical Sites:** Clinical site are difficult to confirm as the CAPTE external accreditor requires a letter of intent from the site no less than a year before a program intends to matriculate students. This needs to be on their letterhead.
- i. **Challenges:** The goal is to have a new class every semester. There are 300 or so programs in the country and less than 1% run one cohort a year due to physical needs and personnel. If a program does not double the physical lab space, then it needs to double the personnel as there are multiple labs running for a single cohort. Obtaining clinical sites for an integrated program, while still in the didactic portion of the program, is a requirement. The clinical experience and the terminal experiences are to be done after the didactic portion is over. This has difficulty to obtain, after COVID, as no clinical site wants students for a shorter period of tie. David has been looking into creating an on-campus protocol. The program would also like to take advantage of summer session as this would be another semester and CAPTE would count.
- j. **Physical Resources:** The fitness center and gym equipment are not ADA compliant but there is an elevator. Regarding courses such as PT, there will be special populations such as neurologic, rehabilitation, and orthopedic where there will be mobility issues due to people in wheelchairs and walkers. There are, however, clinical sites.
- k. **Student Field Trips:** Unlike nursing this program does not take students out to clinical sites except for field trips. These field trips are valuable as students can be taken to Rancho Los Amigos, a location that runs an entire wheelchair clinic where they fashion prosthetics. Another location is in the county of Ventura where there is a wheelchair vendor. Students will learn how to recognize problems and bring that problem to PT. Most of the material is simulation and so students do not need to go upstairs. There is enough equipment to fit a very expanse space. CAPTE will come out during candidacy

phase, 3rd semester, to do a site visit. Need some place to do in-patient and outpatient work. The PE area has all the adaptive equipment needed.

- i. **US Dept. of Education Requirements:** The Dept. of Ed. requires all accreditors to do their own swap analysis. The last revision occurred in 2016. David's old program was the last program to use that revision. The commission is going to vote and the CAPTE 6K provision will not be renewed. The reason for this is that PTA programs were moved to the bachelor's level by 1990. By 2010 all PTA programs had moved to the doctorate level. Half the programs are offered require residency hours; however, this requirement may go away. This is all based on information received at the big national meeting in San Diego from consultants.
- m. **Pre-requisite Courses:** For Anatomy and Physiology courses there are pre-requisites that may go away. Julie Hovden is working on it. CAPTE has a current standard, 6K, which states that a program needs to show a plan of study where students can complete every requirement and graduate within 5 semesters or 104 calendar weeks. This is the current standard. 5 out of 7 programs don't have a pre-requisite for Anatomy and Physiology. Two of the programs have new directors and they are not sure how to get through accreditation such as at College of the Sequoias. David wants Anatomy and Physiology as a requirement. At College of the Sequoias Anatomy and Physiology are requirements for admission into the program. The program wants students to be qualified. A Bioscience course has revamped their material specifically for students in this program. Mendocito College was forced to abandon Anatomy and Physiology and they realized this was not the best as far as accreditation as there are no metrics for graduation, passing and graduation rates. CAPTE doesn't count graduation rates until after 1 year.
- n. **Equipment Needs:** The first class will be held in fall 25 and the equipment will need to be in place as part of the self-study. Equipment needs to be documented by Dec. 24. There are delays for equipment due to supply chain problems and therefore the accreditation agency has allowed some grace. Harriet Happel will need this is writing. Need to prioritize what equipment is absolutely required to run the program, what equipment can be shared with OTA and what equipment is not an absolute requirement for CAPTE. The program is the beginning stages. The idea is to have all 28 students in a lab at one time. If there is not enough space the program will need to run sections. It was clarified that between the list of OTA and PTA equipment needs Harriet does not have enough funds. It is recommended to share equipment with the Kinesiology department and to confirm with Harriet. It was clarified that for the OTA program the nursing labs can be used. There is a lot of simulation which doesn't require equipment. Anthropology, Geology and Geography will be out of their current space by June 2024 this will give the program 6 months to occupy space. There are identical rooms and David would like all rooms as by the end of 1st year there will be 2 cohorts. There is a need for classrooms and lab and an area such as the acute care lab or Kinesiology.
- o. **Program Completion Timeline for Students:** It is difficult for students to take all their required core courses and GE's. The program will have 8-week Anatomy and Physiology classes. There is concern that this may not be enough time for students. Another concern is that the Kinesiology courses becomes a rehash of the Anatomy course. It was confirmed that the 5 semester courses are done by paper. It is not recommended to have students take 18 units for a 1st semester.

- p. **Next Steps:** There was a lot of questions about objectives with the CAPTE accreditation vs how we do things at COC. The suggestion is to focus on the more critical areas of the program that need to be passed first. The remaining areas can be addressed later. Hopefully by next week David will ask Tricia and Patrick to review if the workflow looks ok. A proposal was made to hold on the vote. For a program like this not all requirements will have been met by year three. Garrett met with David to change the administrative procedures for PV to have more milestone such as by year 3 see curriculum established and students enrolled. So that a program is viable and ready for permanent status. A request was made to have David report every year and come back in spring 24. Thank you to David for all his hard work and was told to reach out for the committee for any questions or for support.
2. Year One Pilot Status Report: Tax Preparer – Ali Naddafpour
- a. This report was cancelled. Garret will discuss with the committee how to move forward with this program.
3. Year Three Pilot Status Report: Noncredit Digital Media – Mark Daybell and Garrett Rieck
- a. **Introductions:** The program has developed curriculum and students are taking courses. Half of the curriculum has been offered. All courses offered are running with much success. There are also many student certificate achievers and things are moving well.
- b. **Challenges:** Due to budgeting issues relating to Covid the college supported licensing for Adobe Creative Cloud. However, this practice in ending this semester. It is not clear if this will be a cost that the college will continue to cover up for non-credit students to make this less of a cost. Or will this be an additional cost for students when they register? The cost of the software is half of what a textbook would be. This would a 6-month subscription and maybe a second semester such as spring and summer.
- c. **Year Two Report Reminder:** At the year two report it was announced that the Adobe Photoshop classes had been successfully offered. Photoshop were offered Online and Online Live. The photo classes are being offered in person at the office times.
- d. **Non-Credit Course Numbering:** All courses are under Non-Credit Digital Media. The prefix of NCVOC was created for the course however, a new prefix of NCPHOT was created as CAWT also wanted to offer these courses as part of their program. Therefore, a generic vocation course numbering prefix was developed.
- e. **Switch Online/Online Live courses:** If students are not having software covered for Photoshop, then those courses will need to be in person. If courses are moved to in person, then the program will need to trim to one section. Wendy Brill is who brought this program through a few years ago. Mark has done an excellent job with helping with scheduling and staffing. Ideally the photoshop courses would like to continue to be offered in person. For now, in person may be the only option. Is there a way to communicate to students that if they don't want to pay for the software, they can take an in-person course? It has been concerted effort to try and keep everything free. This has been successful due to HURP funding, but this funding is now gone. Maybe this is something that can be explored such as a HYFLEX format but if student attend online, they need to purchase the software. This may need to be discussed with Diane Avery and Dr. Omar Torres. There is a chance many students already have the software so this may not be a forced cost, only if a student doesn't already have the

subscription. In credit courses 60% already have the equipment and take advantage of the discount.

- f. **Enrollment Data:** When enrollment data reports are run, need to see how many students are repeating. The advantage in non-credit is the ability to repeat. There is data regarding student completers.
- g. **Next Steps:** A meeting will be set up to discuss format for classes. The next phase is for accreditation for Illustrator and InDesign courses.
- h. Motion to approve non-credit digital media for permanent status by Jesse Vera, seconded by Julie Hovden. Unanimous. Approved.

II. **Adjournment:** 11:03 am