

Program Viability Committee Summary

October 27, 2022, 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), Rebecca Eikey (MSHP-MSE)

Guests: Marilyn Jimenez (Academic Senate Administrative Assistant), Harriet Happel (Dean of Career Ed and Integrative Learning, CTE), Dr. Kathy Bakhit (Dean, HPPS), Hency Chu (MSHP-HPPS), Daylene Meuschke (Dean, Inst. Research, Planning & Effectiveness), Jennifer Smolos (Dean, VAPA), Bernardo Feldman (VAPA)

I. Routine Matters

1. Call to order: 10:05 am
2. Approval of 10/13/22 meeting minutes
 - a. Motion to approve the meeting minutes for 10/13/22 by Julie Hovden, seconded by Dr. Omar Torres. Unanimous. Approved.
3. Approval of the Agenda
 - a. The agenda was modified to allow Bill Macpherson with Commercial Music to present first due to his schedule.
 - b. There was a reminder that the three years status report process begins after the program is voted on, curriculum is approved and courses are offered. There is still discussion regarding scheduling reports from years to milestones. Changes may be made in spring 23.
 - c. Motion to approve the agenda by Jesse Vera, seconded by Jennifer Paris. Unanimous. Approved.

II. Reports

1. Year Three Status Report: Commercial Music - Bill Macpherson
 - a. **New Recording Music Studio:** Special thanks to the PV Committee and Garrett Rieck for all their help and guidance with this program.
 - b. **New Music Sound Studio Lab:** In PICO hall renovations have taken place. The recording studio will be a state-of-the-art center piece and will allow students to record their music and ensembles. There are recordings now for films and different projects. Along with the Chancellor, Bill Macpherson, and Bernardo Feldman the idea was to convert an existing classroom to a recording student as this would be cheaper. Now that the program is back on campus students are excited to bring recording.
 - c. **Next Phase for the New Music Sound Studio Lab:** The gear that was purchased needs to be installed. This is complicated equipment, and a purchase order has been submitted. Some troubleshooting will take place in the spring with some preliminary records. Some recording classes are on the schedule which will allow for the recording of ensembles. All committee members are encouraged to visit PICO and check out the new recording studio. Special thank you to Bernardo Feldman and Jon Amador and Dean of VAPA, Jennifer Smolos for all their help.
 - d. **Challenges:** To gain the studio the program had to give up an important classroom. The program has moved things around and there is teaching in the band room. Perhaps in a few years the idea is to have more facilities. There is a

need to update the technology such as the musician software in classrooms. There is a plan to upgrade the technology such computers and labs for students to be able to work on their records.

- e. **Music Student Need Entry Level Skills:** The commercial music program is designed to help musicians and music makers get an insight into the business and what is at stake once they enter the workforce. Need to teach students how to be interns and assistants as it takes years to learn the etiquette. Bill has been a professional musician for 40 years, it's important to understand how to get along with others and who is the boss. Students need to learn that sometimes students will first be required to take out the trash and bring people coffee and then overtime they will be given small tasks. Students need to have those entry levels skills.
- f. **Live Sound Component:** This was interrupted during COVID. The focus is on getting this together next year as there is an interested from MEA and Theater depts who all use live sound for concerts and speakers. The next phase is to get a budget prepared and implement the classes.
- g. **Anticipation Opening Date for NEW Sound Studio Lab:** The studio will open in fall 23 as the spring schedule is already set. In Fall 23 there will be music classes scheduled such as MUSIC 155. There will be troubleshooting done in February or March of spring 23. An idea is to rent out the studio to the public so it can be booked in the middle of the night; however there has not been any movement with this. Cal Arts has a music studio, and they have faculty that can man the studio all night long. The program will need a lab tech who can oversee the space and fix things. The idea is to see students develop their portfolios. The program would love to see COC around the word as this work was produced at COC.
- h. **Curriculum, courses 155 and 156:** The roll out of the curriculum will be rolled in a first with more introductory courses then more advanced. For example, Introduction to media production. Similarly, for the 156 Recording Studio Techniques course this will cover Garage Band and F6 console and will be able to work on the industry level. The program has been offering *Electronic Music Production*, there are cases when students need to record live and haven't been able to do this, now this option can be done. Open labs will be offered for students to use. The studio will need to be supervised and monitored for usage. The lab will support all ensembles and classrooms.
- i. **Strong Workforce Funding:** Over \$600,000 has been used for the lab but this does not include the computers. This cannot be revenue as this is an investment for students. There is the idea using the Intersect Lab and CWEE for students to get experience via an internship. Regarding making the lab be available for public use, this would not be available due to the categorical grant.
- j. **Live Sounds coming through Curriculum:** this is the last class in the series. There was equipment purchased for one of the ensembles. The request is to have stand-alone equipment that is mobile and easy to move around the campus. The program can offer the first level of ensemble. The curriculum committee has recommended the second level of live sound.
- k. **Program Review:** The lab tech need will be included in program review as this will still need to go through the classified staffing request to process. The initial proposal was in the spring of 2018.
- l. Motion to approve as a permanent program by Omar Torres, seconded by Jesse Vera. Unanimous. Approved.

2. Year One Status Report: Pharmacy Tech - Hency Chu
 - a. The first report took place in fall of 2021.
 - b. **Advisory Board Meeting:** At the meeting there were industry partners who discussed the for courses. Courses have been written and need to be added to Elumem.
 - c. **Adjunct for Pharm Tech:** The program is in the process of hiring an adjunct instructor. A job description has been written by HR. Hiring an adjunct will be challenging due to the workforce shortage and finding someone who meets the qualifications. The program needs to hire someone with a vision for how they want the program to grow, expand and promote to students. It is recommended to look at current Pharm Tech instructors teaching at Golden Oak Adult School.
 - d. **Pharm Tech Program Curriculum:** There was industry input, objectives and course content to upload to elumen. Need to hire someone to look this over and make sure they can go to the Curriculum Committee to defend the curriculum. A consultant was hired in 2019 and there were sample courses taken from other colleges. There was some work with Patrick Backes to look at programs accredited across the state. The program was able to download this information as a reference for the qualifying instructor for MQE. Hency is working with David Pevsner to work on the curriculum. There is still much to be done. The vision for the program is to be accredited so students can sit for the Board of Pharm Tech state licensure exam in CA. There needs to be a mapping of all the content along with objectives and standards. The state guidelines need to be translated to COC curriculum. Special thanks to Tricia George and Patrick Backes for all their help.
 - e. This will not be voted on due to this report being only for year 1.

3. Year Three Status Report: Clinical Laboratory Science - Hency Chu
 - a. **CLS Program Background:** This proposal was submitted in March of 2019. This certificate program is for the CLS program and will cover the lecture or the didactic portion of the program. The practical training will be done at the clinical site. The program will apply for the CDPH/LFS. The proposed CLS courses have been reviewed and approved by the curriculum committee. The next step is to reach out to each site and apply to the state. The packet will be assembled.
 - b. **CLS Program Challenges:** The curriculum approval was done last year. Hency is the only FTF working in this area. The process can be slow and there is no support staff that can help with this process. Some prospective clinical sites are familiar with the process and others are not. Just because they are an approved site at the college the approval still needs to be done separately. There is a lot of tracking and monitoring. Hency is meeting one-one with sites. The lab objectives need to be done and Hency is getting help from a student worker who is re-typing this information for the clinical sites.
 - c. **Marketing & Tracking Students for CLS:** There are many prospective students who are inquiring about the program. Need to set up many information sessions. There is a marketing piece missing. Who is tracking these students apart from the tracking Hency is doing? If this is not tracked the program may lose momentum. The program has yet to be launched. Courses are approved for spring 23. If there is an instruction program that requires student to complete clinical hours outside our service area there does need to be approval.

- d. **New Clinical Site:** Special thanks to Hency for her incredible work with engaging CUE2 solutions. This employer reached out to the district as a member of SCV Econ Dev. back in 2021 as they were looking to expand opportunities for the MLT program. The college was able to develop an accreditation agreement for students who completed the lecture. Students can now continue with the clinical hours via CUE2 Solution. The general public doesn't understand the impact to the health care if there are no people who can do the daily lab work.
- e. **Advisory Board:** There is a business leader who has been advocating for the program.
- f. **SB 334 (Healing arts: clinical laboratories):** This bill was signed into law by the Governor of CA. This new bill requires a lab to be established. This will streamline and cut short the hours for CLS students if they already have the clinical hours. Lab time will be shorted to 6 months as it is currently 12 months.
- g. The survey from the state was sent out yesterday and the focus was on shortening the training time. The MLT students going to the CLS have to redo their MLT training. The hope is that this will be approved soon so students can get their license sooner than 6 months. It is recommended to connect with Eric Harnish in the PIO office to help advocate for this new bill as this will help to serve and graduate 50% more students.
- h. **Academic Staffing Committee:** The clinical paperwork is enormous. There have been additional hours for more resources for the dept, but this is just a band aid and need someone long term, permanent staff. With MLT program doubling this creates more work.
 1. **New Full-Time Faculty Member:** The recommendation for a new full-time faculty member has been forwarded to the Chancellor. There will be another opportunity to present later in the semester. The new full-time faculty member will help support the MLT/CLS program. Instructors will need to have online teaching training. There is one additional adult hourly, but they are not available to help in other areas due to personal reasons.
 2. **New Part-Time Classified Member:** The idea is to start with a part-time classified staff member. Classified members Julie Lutes and Allen Basallaje will see an increase in workload.
 3. **New Onboarding Clinical Placement Coordinator:** Will need a new onboarding clinical placement coordinator. There is a need for support. Depending on the accreditation this position may or may not be a faculty position. This person can be a classified staff professional for the onboarding for the sites. There are complications with onboarding. Need a liaison between students and the labs as there are legal implication if the paperwork is not done. The process is now more complicated after COVID.
- i. **Online/Online Live Lecture Option:** There was a suggestion to consider opening a fully online lecture option, so students don't have to travel to campus. There are now students attending from far away areas such as Apple Valley. To add a fully online option, the program can bring this back to curriculum, and it will be a simple change. Can offer in POS (Partitional Online Synchronous) modality and if the program wants to switch to fully online this needs to go to curriculum.
- j. **Timeline:** The program needs a new instructor, coordinator, and staff. Ideally with all areas falling into place the program is looking at being launched in SU

23. This report was due for year 3 but was not done due to the need to get the curriculum first.

k. Motion to approve CLS for permanent status Julie Hovden, seconded by Tricia George. Unanimous. Approved.

III. Program Viability Committee Meetings for Spring 2023

1. There will be 6 meetings in spring 23. The meetings times will continue to be hosted every other Tuesday from 10:00am – 11:30am. There are proposals for spring 23 for other programs.
2. The next meeting for fall 22 is on Nov. 10th as there are programs that need to go to the Senate.
3. There is not representation from everyone school on PV. If anyone has any inclination that a program may need to come through PV please reach out to Garrett Rieck.

IV. Adjournment: 11:16 am