

Program Viability Committee Summary

November 4, 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/COCFA 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), Dr. Kathy Bakhit (Dean, HPPS), Dianne Avery, Hency Chu (Health Ancillaries/Biology), Marian Riviera (ASG Student Rep), Jennifer Smolos (Dean, VAPA) & William Macpherson (Music)

I. Routine Matters

1. Call to order: 10:07 am
2. Approval of 10/7/21 meeting minutes
 - a. Motion to approve the minutes by Julie Hovden, seconded by Nicole Faudree. (Dr. Omar Torres and Brandon absent). Approved.
3. Approval of the Agenda
 - a. Motion to approve the minutes by Chris Boltz, seconded by Julie Hovden. (Dr. Omar Torres and Brandon absent). Approved.

II. Discussion

1. Program Initiation – Pharmacy Tech: Hency Chu and Kathy Bakhit
 - a. Background: All forms have been uploaded to the CANVAS shell as of last Friday. A new initiation form was complete and new information regarding accreditation was added. There were also Advisory Board document added. The older materials were also left in the CANVAS shell to compare and contrast. It was clarified that there are now no pre-requisites.
 - b. Program at Mission College: There are concerns with having this program locally as there is already a program at Mission College. Regionally students can participate in a program that is close by. The program at COC is different than that at Mission. Henry Mayo reached out to COC to develop this program. The COC program combines retail an acute care setting pharmacy externship. These courses include PHAR 108 and PHAR 109. The inpatient acute care was incorporated at COC. Mission College only offers retail. There was also a multi setting pharmacist who contacted the college to develop this program.
 - c. MLT Program: The CLS program came first and this was a big lift and is directly related to the MLT program. There is a large MLT and Allied Health program in the works and this requires many partnerships, human resources and consumables. There are concerns that Hency already taking on this large program.
 - d. Resources: There is the shepherding of the curriculum and the support for this program to move forward. Hency is in the beginning process. There is a documented need.
 - e. Human Resources: Dr. Kathy Bakhit is proposing a new department and an adjunct will be hired. This is being supported by both Dr. Omar Torres and Hency Chu. As per Accreditation there is a requirement to hire someone who meets the requirements. Hency will help to shepherd the new adjunct as it can challenging for someone to step into a new role. Could PV approve a program

but state that a full-time faculty member needs to be hired? The concern is that an adjunct may always be looking for full-time work. What will happen if an adjunct gets a full-time job elsewhere. A large program cannot thrive when there are adjuncts coming and going. It can be challenging to have an adjunct write the curriculum. As reminder the PV Committee can make suggestions but cannot make a request. However, the accrediting body can make a requests. With re-assign time it can equal to 15 TLU's. It was stated that a full-time faculty will be hired. There is a 19-unit load and there is enough of a need to hire a full-time faculty. There is also a need to hire a director to meet with the accreditation agency. There have been other programs brought forth in the past where there was a no full-time faculty hired. For many years, Audrey Green would bring in various consultants. It is important to provide appropriate support to both Hency Chu and Dr. Kathy Bakhit. Dr, Omar has confirmed that the district is committing to hiring a full-time faculty member and a program director. As a reminder the district is planning for the Physical Therapy program and is planning to hiring 2 full-time faculty members.

- f. Technicians: Pharmacist are not required to hire a Technician. Training does take a while to train and there are 1,500 hours required.
- g. Faculty Champion: There is concern with not starting a program if there is no faculty champion. At some point experts will be hired. Dr. Kathy Bakhit confirmed that Hency is the champion of the program and an expert would be hired who would write the curriculum. The program would work and move at her pace to help shepherd the new program. This program will provide students with other options for those who want to go into the medical field but do not want to do direct care.
- h. LMI and Needs: Mission does have a program. The feedback received from the regional consortium for this region is that there continues to be steady job openings on the quantitative end. In terms of qualitative data, this idea was initiated by partners in the community who reached out to the college with a need. There are many people retiring and leaving the job labor force. There will be many job openings. A large gap was identified and the report shows there are an additional 70 openings in the south-central region, demonstrating a need. The person who prepared the report counted graduates from a different field to serve as Pharmacy Technicians. When LMI does not support a program, many presenters will state the LMI data is wrong. The Curriculum committee is not allowed to review LMI data to determine if it right or wrong. However, Curriculum Committee is allowed to review LMI sources. The LMI is inconclusive and perhaps the state needs to change how the sources are being used. The LMI data does not show a demonstrable need. The PICA does require the submission of LMI. There are other means for showing that a program is viable and feasible and these are outlined in the PICA. These include recent employer surveys, industry studies, regional economic studies, letter from employers, advisor board minutes, job advertisement in the service area, newspaper and magazine articles and study data. CE does require LMI data.
- i. Next Steps: The suggestion is to delay the offering of this program. There are many moving parts that all need to align once a program initiation leaves PV. It can be challenging to write curriculum when it is not someone's area of expertise. There are concerns with moving this program forward. The AP does

state that if a program is approved after the 8th week of the semester that there is no intent of program implemented by the start of the next academic year. There has only been one new program proposed when Dr. Rebecca Eikey was chair. If a program is approved then there can be plans to hire a full-time faculty member and a director.

- j. There is a separate [AP 4023 \(Academic Departments\)](#) for creating a new department and this would be a different process than what is outlined in AP 4021 ([Program Viability – Initiation, Modification, and Discontinuance](#))
- k. **Motion** to approve the Program Initiation for Pharmacy Technician by Chris Boltz, seconded by Julie Hovden. Approved.
- l. Voting results below:
 - 1. Julie Hovden, yes
 - 2. Chris Boltz, yes
 - 3. Nicole Faudree, abstained
 - 4. Jesse Vera, no
 - 5. Lisa Hooper, no
 - 6. Jason Burgdorfer, yes
 - 7. Dr. Omar Torres, yes
 - 8. Brandon Francke (ASG Student Rep.) absent
- a. **Motion** to approve a new Department by Nicole Faudree, seconded by Julie Hovden. Approved.
- b. Voting results below:
 - 9. Julie Hovden, yes
 - 10. Chris Boltz, yes
 - 11. Nicole Faudree, yes
 - 12. Jesse Vera, yes
 - 13. Jason Burgdorfer, yes
 - 14. Lisa Hooper, abstain
 - 15. Dr. Omar Torres, yes
 - 16. Brandon Francke (ASG Student Rep.) absent

III. Reports

- 1. Year 2 Pilot Status Report Clinical Laboratory Science – Hency Chu
 - a. Background: All efforts are to edit the course. Special thanks to Lisa Hooper and her team for all their detailed help. The classes are changing from lab only to lab and lecture as there are state requirements for this. The work being done is on establishing the partnerships for the main courses. There are challenges due to the work with the other MLT programs.
 - b. PV Committee Process: There was a suggestion to review the process to have milestones and markers rather than years. There will be no vote as this is a year 2 report and not year 3. Getting the curriculum first should be the first milestone. If courses have not been offered it is not clear how a program is serving students. If there is already 3-4 courses this would be shorter timeline. The important milestone or phase is the year 3. If a program is not ready to move forward it can be pushed back to another year.
- 2. Year 2 Pilot Status Report: Commercial Music – Bill Macpherson
 - a. Background: This program has made significant progress with writing the courses. Some courses, such as the *Live Sound* have not been implemented due to COVID.
 - b. Financial Support Needed: There will be a need for financial support to obtain equipment to use for a year from spring.
 - c. NEW Studio: There is a studio being developed and there is a great team work on building the studio. There are also many people who are supporting the studio. With the Deans permission the design for the studio can be shared. The design for the studio was shared by the Advisory Committee and the committee

felt it will serve many students without running up a huge bill for the building. Some courses have not been offered due to not having studio. There is no timeline for the completion of the studio but there has been much progress made. There have been several meetings with the architects. These architects are also converting a classroom into a recording studio at Cal Arts. The hope is for Dean, Jennifer Smolos to share a timeline soon.

- d. Curriculum Committee: There have been some courses brought to the Curriculum Committee. There are 3-5 courses and there are 4 courses on hold. One course is cross listed with MEA and this is a *Music class*. There are two levels of recording music techniques and these have been held back due to not having a studio. *Intro to Pro Tools, Intro to Sibelius and Intro to Logic* have been implemented despite COVID and are working well in an Online LIVE format. The impetuous was to bring the software course first.
- e. Student Work: Since the pandemic the students have recorded 6 CD's using the software that students are being taught.
- f. Next Steps: The prompts in the reports have to outlined where a program is in the vision and has the program deviated from the vision and why? The initial vision for the program has not been fully realized. There needs to be mechanism to go back and analyze why a program may have deviated. Where do Administrators and faculty go next once a program is approved? It is important to have both Garrett Rieck and Dr. Omar Torres communicate with Jim Schrage to determine what is the status of the building of the new studio. It is important to not hinder the progress of students in terms of planning and the progress of programs. In addition, it is important that a program will not create any unintended and unnecessary disruptions for students. As a reminder a meeting did take place last academic year with Joe Gerda, Jim Schrage, Garrett Rieck and Jennifer Smolos to discuss the creation of the new studio.
- g. If it is anticipated that the commercial music program will need additional facilities beyond the one recording studio, this need will need to be detailed in the educational and facilities masterplan and program review. Pico hall is quite crowded with music, dance, theater, offices, and practice rooms. However, it was clarified that there will not be a need any other facilities.

IV. Recap for Program Viability:

1. Garrett shared an overview of the Program Viability Committee work from fall 2021
 - a. There were three programs approved:
 1. Rising Scholar which was approved for program initiation and is the vocational programing for Justice Involved students.
 2. Non-Credit ESL Program Modification was approved.
 3. Pharm Tech was approved for program initiation and for a new department.
 4. There were 8 reports which results in 3 permanent programs.
 - b. For spring 22 there will be 7 proposals. The AP does suggest 6 proposal totals in one academic year. One of the program proposals will be for American Sign Language for a program modification and there will be a program initiation for Logistic Planning and non-credit.
2. PV CANVAS Shell: There was a request to move all the modules to the top of the list on the CANVAS shell and move all the PV policies down to the bottom of the shell.

3. Meeting for Spring 2022: There will be more meetings scheduled due to the many presentations and reports needed. There is a proposal from PV to the Academic Senate to have Academic Senate approve a, "*PV Committee Meeting and Agenda Items Due Calendar.*" The new calendar for spring 2022 will require all presenters to submit any presentation material including proposals and reports by the Friday of the week before the PV Committee meeting. Meeting invitations will be sent out soon for spring 22 meetings.

V. **Adjournment:** 11:24 am