

Date: November 20, 2018

To: Martie Ramm-Engle, Academic Senate President,  
Rob Schneiderman, CFE President  
Council of Chairs and Deans (formerly Instructional Planning Team)  
Dr. Kay Nguyen, Institutional Research

From: Albert Gasparian, Acting Vice President of Instruction

Re: Programs being placed in Program Vitality for 2018-19

Per the Instructional Program Vitality Review Process (Approved by Academic Senate: November 14, 2017) I am informing the appropriate parties of the programs that have been placed on Program Vitality Review, Returned to Program Vitality Review, and Pre-Program Vitality Review. PVR Committees will need to be formed to conduct the review process.

The purpose of the Program Vitality Review (PVR) Process is to determine the vitality and continued viability of a program in response to concerns identified during Program Review or in response to significant changes in enrollment, labor market demand, faculty availability, and/or facility and equipment costs and availability. This extended review process provides an opportunity to gather more data or information in response to these concerns. Evaluation may lead to program improvement, or possible elimination or suspension of the program.

On June 15, 2018 Golden West College President Wes Bryan initiated four programs to be scheduled for vitality review and one program to be returned to vitality review. All items placed in quotation marks within this letter are direct excerpts from the June 15, 2018 letter.

#### PROGRAM VITALITY REVIEW

**Computer Business Applications (CBA)** –*“This program continues to be under-enrolled, with declining student success rates and an inability to sustain sufficient load for the full-time faculty assigned. It simply is not fair to students to continue to cancel classes due to low enrollments, nor is it sustainable to keep classes with fewer than 10 students in multiple sections. Because of requirements related to program suspension, the College needs a timely answer from the PVR committee on program viability.*

A PVR report to the Office of Instruction will be due no later than May 1, 2019.

**Gaming Certificate (Computer Science)** –*“This is a relatively new certificate; however, it continues to be under-enrolled along with low success rates. It is not clear what the process is for removing a certificate. What is clear is that there has been insufficient interest in the certificate to satisfy the outcome data needed for a CTE degree.”*

A PVR report to the Office of Instruction will be due no later than May 1, 2019.

**Cosmetology** – *“In the last two years this program has begun to experience a significant decline in enrollments, particularly in the General Cosmetology Certificate. There is heightened competition with private providers, there may be scheduling issues, and other community colleges have been increasing offerings. By way of including this for a Spring PVR, I am asking the Vice President of Instruction and the Executive Dean of Career Education to give this area immediate attention in dedicating Workforce Development resources to collect data and develop scheduling options to recommend to the PVR*

*committee for use in their deliberations. Schedule changes could begin with any new cohort. Two or more scheduling patterns may be proposed so long as course sequencing options are considered.”*

A PVR report to the Office of Instruction will be due no later than May 1, 2019.

**Digital Media and Digital Arts** – *“I am requesting that one PVR be completed for both of these programs at the same time for several reasons. First, they both incur frequent class cancellations because of low enrollments. Second, they both train employees for a marketplace that utilizes employees whom share many of the same skill sets and platforms. Sometimes the dispute is a Mac/PC preference; however, skilled employees learn to navigate those differences. Both can be done in a garage or onsite using a mixture of multiple inputs/outputs. Some require a higher degree of specialty (like music or art) which is learned in other disciplines or out of self-interest, but the tool sets are often the shared link in these industries, which are, by nature, collaborations. The over specialization created by the division of these two departments has outlived the capacity of the College to sustain them. I am asking the PVR committee to address these concerns because, absent the ability to combine these programs in some meaningful manner, both programs have the potential of being cut so deeply or continue to have classes cut so frequently as to render both programs inadequate. I am directing the Vice President of Instruction and the Dean of Research, Planning and Institutional Effectiveness to give this area immediate attention in collecting data and scheduling options to recommend to the PVR committee for use in their deliberations.”*

A PVR report to the Office of Instruction will be due no later than May 1, 2019.

#### RETURNED TO PROGRAM VITALITY

*“Design, Computer Related Design and Drafting (CADD) – The programs have been previously been placed on Program Vitality Review without successful reports and outcomes. The excerpt below is from President Bryant’s June 15, 2018 memo placing Design, Computer Related Design and Drafting into the Returned to Program Vitality process.*

**Computer Aided Design** - *Previously (Sept. 23, 2017), the Vice President of Instruction made the following recommendation regarding Computer Aided Design:*

5. The Computer Aided Design and Drafting program submitted an incomplete program review. The program has continuously had weak enrollment and has shown no plans for improving the state of the program. I had recommended that our new CTE dean evaluate the offerings from this program, consider the potential student populations for this program and work with the faculty to adjust scheduling practices in the hopes of improving the program. This work includes the Design Program as well since the two programs have had a number of overlaps and the Design program has experienced the same issues described for the CADD program. Additionally, these two programs are part of the same TOP code, serving the same industry segment. Since the only full-time faculty in CADD has now retired and there are no part-time faculty in this program, I am recommending that we cancel this PVR. Instead, I recommend that our CTE Dean, in collaboration with our CTE Local Planning Team, Orange County Regional Consortium Chair, and industry advisors evaluate the viability of this program going forward in response to industry needs. I would request for this group to prepare a revitalization proposal/report for the College’s consideration by Winter 2018.

*In a report to me on in June 2018, the Dean reported that the Local Planning Teams had scheduled four meetings; however, all had to be cancelled due to insufficient participation. Absent industry-level panels, this program does not meet the minimum requirements for funding or recertification absent a viable plan, the College will proceed with program suspension.”*

A PVR report to the Office of Instruction will be due no later than May 1, 2019.