



AP&P Agenda

Thursday, April 28, 2022
3:00 pm – 5:30 pm via [Zoom](#)

Type of Meeting: *Regular*

Note Taker: *Robyn Serrano*

Please Review/Bring: The past minutes for accuracy.

Committee Members:

- | | |
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| <i>Dr. Scott Lee, Co-chair</i> | <i>Gabby Poorman, SBS Representative</i> |
| <i>Kathryn Mitchell, Co-chair</i> | <i>Kent Moser, SBS Representative, DE Liaison</i> |
| <i>Dr. Howard Davis, Vice President of Academic Affairs</i> | <i>Cynthia Littlefield, A&H Representative</i> |
| <i>Dr. Jessica Eaton, Articulation Officer</i> | <i>Glen Knowles, A&H Representative</i> |
| <i>Tim Atkerson, AKIN Representative</i> | <i>Van Rider, Library Rep, Librarian</i> |
| <i>Travis Lee, CTE Representative</i> | <i>Luis Echeverria, Student Services, Counseling</i> |
| <i>Alfred Brubaker, CTE Representative</i> | <i>Tanya McGinnis, Student Services, Counseling</i> |
| <i>Maria Angela Kilayko, HSS Representative</i> | <i>Larry Veres, Adjunct Representative</i> |
| <i>Wendy Stout, HSS Representative</i> | <i>Greg Bormann, Administrative Position</i> |
| <i>James Dorn, MSE Representative</i> | <i>Riley Dwyer, Administrative Position</i> |
| <i>Richard Biritwum, MSE Representative</i> | <i>LaDonna Trimble, Administrative Position</i> |
| <i>Heidi Williams, R&L Representative</i> | <i>Cindy Hendrix, Outcomes Representative</i> |
| <i>Dr. Richie Hao, R&L Representative</i> | <i>Ronda Nogales, Outcomes Representative</i> |
| <i>Dr. Ariel Tumbaga, R&L Representative</i> | <i>Marleen Lopez, Student Representative</i> |

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	
II. Minutes 04/14/2022	<i>All</i>	
III. Informational Item - Meeting schedule:	<i>Scott Lee</i>	
IV. Discussion - Committee Goals	<i>Scott Lee</i>	
V. Reports N/A		
VI. Action - General Education Information Guide - CTE Program Development Guide - Discontinuance of the Office Technology Program and the Agriculture/Park and Landscape Management Program	<i>Scott Lee</i>	



Academic Policies & Procedures

<p><i>New Course Developments</i> AJ 206H Criminology Honors HIST 107H U.S. History from 1607-1877 Honors HIST 110H African-American History H, 1450-1877 Honors HIST 111H African-American History, 1877-Present Honors MUS 101H Music Appreciation Honors PSY 101H General Psychology Honors</p> <p><i>Course Deactivations</i> None</p> <p><i>Non-substantial course revisions</i> None</p> <p><i>Substantial course revisions</i> None</p> <p><i>Program revisions</i> None</p> <p><i>Non-substantial Program revisions</i> <i>*Effective 5/2019 all program revisions will be substantial.</i></p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p>	<p>Scott Lee</p>	
<p>VI. Closing Comments</p>	<p><i>Scott Lee</i></p>	
<p>NEXT MEETING DATE: September 2022</p>		



Academic Policies & Procedures

AP&P Minutes	Thursday, April 14, 2022 3:00 pm – 5:30 pm via Zoom
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Type of Meeting: *Regular*
Note Taker: *Robyn Serrano*
Please Review/Bring: The past minutes for accuracy.

Committee Members:

<p><i>Dr. Scott Lee, Co-chair</i> <i>Kathryn Mitchell, Co-chair</i> <i>Dr. Howard Davis, Vice President of Academic Affairs*</i> <i>Dr. Jessica Eaton, Articulation Officer</i> <i>Tim Atkerson, AKIN Representative</i> <i>Travis Lee, CTE Representative*</i> <i>Alfred Brubaker, CTE Representative</i> <i>Maria Angela Kilayko, HSS Representative</i> <i>Wendy Stout, HSS Representative</i> <i>James Dorn, MSE Representative</i> <i>Richard Biritwum, MSE Representative</i> <i>Heidi Williams, R&L Representative</i> <i>Dr. Richie Hao, R&L Representative</i> <i>Dr. Ariel Tumbaga, R&L Representative</i></p>	<p><i>Gabby Poorman, SBS Representative</i> <i>Kent Moser, SBS Representative, DE Liaison</i> <i>Cynthia Littlefield, A&H Representative</i> <i>Glen Knowles, A&H Representative</i> <i>Van Rider, Library Rep, Librarian*</i> <i>Luis Echeverria, Student Services, Counseling</i> <i>Tanya McGinnis, Student Services, Counseling</i> <i>Larry Veres, Adjunct Representative*</i> <i>Greg Bormann, Administrative Position*</i> <i>Riley Dwyer, Administrative Position*</i> <i>LaDonna Trimble, Administrative Position*</i> <i>Cindy Hendrix, Outcomes Representative</i> <i>Ronda Nogales, Outcomes Representative</i> <i>Marleen Lopez, Student Representative*</i></p>
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**Absent*

Guests: Alberto Mendoza-Larreynaga, Carla Corona, Darcy Wiewall, Rosario Gonzalez

Items	Person	Action
I. Opening comments from the Co-chair	<i>Scott Lee</i>	Scott called the meeting to order at 3:01pm. He reminded everyone to be sure to check their inboxes to move the honors courses through the workflows. These need to be approved by the next meeting which will be the final meeting until Fall.
II. Minutes 03/24/2022	<i>All</i>	Action Taken: Motion to approve 3/24/22 Minutes Motion seconded Motion approved
III. Informational Item - Meeting schedule: 4/28/22	<i>Scott Lee</i>	
IV. Discussion - General Education Information Guide - CTE Program Development Guide	<i>Scott Lee</i>	Issues Discussed: Scott asked everyone to show these guides to their areas and get feedback Follow Up Items: These proposals will be action items at the next meeting



Academic Policies & Procedures

V. Reports N/A		N/A
VI. Action - Local GE Policy - Outcomes Mapping and the Curriculum Mapping System	Scott Lee	<p>Issues Discussed: If Local GE Policy language is approved for CSU & IGETC at another community college, it will automatically be approved by the AP&P Committee.</p> <p>Follow up item: Local GE Policy automatic approval verbiage needs to be added to the catalog.</p> <p>Action Taken: Motion to approve Local GE policy language Motion seconded Motion approved</p> <p>Motion to approve Requirement to use the Outcomes Mapping and the Curriculum Mapping System Motion seconded 2 oppose, Alfred Brubaker & Kent Moser 1 abstained, Glenn Knowles Motion approved</p>



Academic Policies & Procedures

<p><i>New Course Developments</i></p> <p>AJ 206H Criminology Honors</p> <p>ANTH 101H Biological Anthropology Honors</p> <p>ASTR 101H Astronomy Honors</p> <p>BIOL 104H Environmental Biology Honors</p> <p>BUS 201H Business Law Honors</p> <p>COMM 101H Intro to Public Speaking Honors</p> <p>ECON 101H Principles of Macroeconomics Honors</p> <p>ECON 102H Principles of Microeconomics Honors</p> <p>ENG 253H African-American Literature Honors</p> <p>ENGL 101H Academic Composition Honors</p> <p>ENGL 102H Critical Thinking and Literature Honors</p> <p>ENGL 103H Critical Thinking and Research Honors</p> <p>ENGL 230H World Literature 1 Honors</p> <p>GEOL 101H Physical Geology Honors</p> <p>MATH 115H Statistics Honors</p> <p>MATH 150H Calculus & Analytic Geometry Honors</p> <p>PHIL 105H Ethics: Moral Issues in Society Honors</p> <p>SOC 101H Introduction to Sociology - Honors</p> <p>THA 101H Introduction to Theatre Honors</p> <p>THA 239H Intercultural and Women's Theatre Honors</p> <p><i>Course Deactivations</i></p> <p>None</p> <p><i>Non-Substantial Course Revisions</i></p> <p>None</p> <p><i>Substantial Course Revisions</i></p> <p>ANDI 110 Non Destructive Inspection: Visual Inspection, Liquid Penetrant, and Magnetic Particle</p> <p>ANDI 115 Non Destructive Inspection: Eddy Current and Ultrasound Inspection</p> <p><i>Program Revisions</i></p> <p>None</p> <p><i>Non-Substantial Program Revisions</i></p>	<p>Scott Lee</p>	<p><i>New Course Developments:</i></p> <p>Motion to approve AJ 206H</p> <p>Motion seconded Motion tabled</p> <p>Motion to approve ANTH 101H</p> <p>Motion seconded Motion approved</p> <p>Motion to approve ASTR 101H</p> <p>Motion seconded Motion approved</p> <p>Motion to approve BIOL 104H</p> <p>Motion seconded Motion approved</p> <p>Motion to approve BUS 201H</p> <p>Motion seconded Motion approved</p> <p>Motion to approve COMM 101H</p> <p>Motion seconded Motion approved</p> <p>Motion to approve ECON 101H</p> <p>Motion seconded Motion approved</p> <p>Motion to approve ECON 102H</p> <p>Motion seconded Note: removed MATH 102 from language and added <i>Intermediate Algebra or higher</i></p> <p>Motion approved</p> <p>Motion to approve: ENGL 253H</p> <p>Motion seconded Note: added "L" to course code (ENGL 253H)</p> <p>Motion approved</p>
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Academic Policies & Procedures

<p><i>*Effective 5/2019 all program revisions will be substantial.</i></p> <p><i>New Program Development</i> None</p> <p><i>Program Discontinuance</i> None</p>		<p>Motion to approve ENGL 101H Motion seconded Note: changed title from <i>Academic Composition Honors</i> to <i>College Composition Honors</i> Motion approved</p> <p>Motion to approve ENGL 102H Motion seconded Motion approved</p> <p>Motion to approve ENGL 103H Motion seconded Motion approved</p> <p>Motion to approve ENGL 230H Motion seconded Note: removed C-ID Motion approved</p> <p>Motion to approve GEOL 101H Motion seconded Note: removed MATH 102 from language and added <i>Intermediate Algebra or higher</i> Motion approved</p> <p>Motion to approve MATH 115H Motion seconded Note: removed MATH 102 from language and added <i>Intermediate Algebra or higher</i> Motion approved</p> <p>Motion to approve MATH 150H Motion seconded Motion approved</p> <p>Motion to approve PHIL 105H Motion seconded Motion approved</p>
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& Procedures*

		<p>Motion to approve SOC 101H Motion seconded Motion approved</p> <p>Motion to approve THA 101H-approved Motion seconded Motion approved</p> <p>Motion to approve THA 239H Motion seconded Motion approved</p> <p><i>Substantial Course Revisions:</i> Motion to approve ANDI 110 Motion seconded Motion approved</p> <p>Motion to approve ANDI 115 Motion seconded Motion approved</p>
VI. Closing Comments	<i>Scott Lee</i>	<p>Motion to adjourn at 4:01pm Motion seconded Motion approved</p>
NEXT MEETING DATE: April 28, 2022		

MEMORANDUM

To: Mr. Van Rider, President, Academic Senate
Dr. Howard Davis, Vice President of Academic Affairs

CC: Mr. Shaminder Brar, Budget Committee Chair
Dr. Meeta Goel, Strategic Planning Co-Chair
Dr. Scott Lee, AP&P Faculty Co-Chair
Mr. Ty Mettler, Budget Committee Faculty Co-Chair
Dean Kathryn Mitchell, AP&P Co-Chair

From: Program Discontinuance Agriculture/Landscape Taskforce

Mr. Luis Echeverria, Counseling
Dr. Meeta Goel, IERP
Dean Christos Valiotis, Dean
Mr. Van Rider, Academic Senate
Dr. Zia Nisani, Chair
Ms. Sharon Weisenberger, Faculty
Ms. Heather Kock, Faculty
Mr. Ty Mettler, Faculty, AVCFT Representative

Date: 4/12/2022

Subject: Conclusions and Recommendations – Agriculture Landscape

Introduction:

In Spring of 2021, Dean Valiotis submitted a request for the initiation of the program discontinuance process for the Agriculture/Landscape program:

Pursuant to AVC AP 4021: Program Discontinuance, I am officially requesting the initiation of the program discontinuance process for the AVC Agriculture-Landscape program.

In lieu of the expected budgetary reductions, and at the request of President Knudson, I began collecting data on the above referenced program during Fall 2021. The attached documents show a trend of consistently low enrollments for the various courses offered by the program.

The low enrollment has persisted for more than 10 years (data for the last five years are provided in the attached spreadsheet). On average, there are only 5-6 certificates and/or degrees awarded on an annual basis. In addition, as evidenced by the attached spreadsheet that shows a rough estimate of revenue vs expenses, the program is not generating enough revenue to make it self-sustainable.

Pursuant to AP 4021, the current enrollment condition of the program satisfies indicators I, A: 1 and 2. I believe that the initiation of the program discontinuance process will allow us to further evaluate the need for the program and choose the best course of action moving forward.

Currently students in the program are served by three adjunct faculty. Two of them have agreed to serve on the committee.

The taskforce met regularly throughout the Spring 2021, Fall 2021 and Spring 2022 semesters, to evaluate the request of the division dean and to provide recommendations to the Academic Senate and Academic Affairs per the process and criteria outlined in AP 4021.

Enrollment Management and Declining Trends:

The taskforce identified a declining trend identified using the following key performance indicators for the Agriculture Landscape Program.

- a. Statistically significant decline in class enrollment throughout the program over four consecutive semesters.**

Class Enrollment:

	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021
Sections	13	11	12	13	12	9
(other Indep Study)			1	4	1	
Enrollment	201	195	177	233	200	132
(other Indep Study)			1	5	5	
FTES		10.8	13.7	12.1	7.3	

Transfer by Major to CSU System

FTES

	Totals 2016	Totals 2017	Totals 2018	Totals 2019	Totals 2020	Spring 21	Totals 2016-2021
Number of Sections	14	11	13	16	14	3	71
Headcount	121	97	99	108	84		509
Enrollment (Dupl.)	221	170	196	230	183	54	1054
FTES	28.4	22.75	26.00	29.9	20.7	5	133
Total LHE	45.3	28	40.39	31.3	35.6	11.1	192
Total Income (FTES x \$4009)*	\$113,855.60	\$ 91,204.75	\$104,234.00	\$119,869.10	\$ 82,986.30	\$ 20,045.00	\$532,194.75
Total Academic Cost (LHE x \$1350)*	\$61,155.00	\$ 37,800.00	\$ 54,526.50	\$ 42,255.00	\$ 48,060.00	\$ 14,985.00	\$258,781.50
Lab Tech (Salary+Benefits)	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$ 75,000.00	\$37,500	\$412,500.00
Supplies	\$10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$5,000	\$ 55,000.00
Total Cost Per Year**	\$146,155.00	\$ 122,800.00	\$139,526.50	\$127,255.00	\$133,060.00	\$57,485.00	\$726,281.50
Total Revenue Per Year	\$113,855.60	\$ 91,204.75	\$104,234.00	\$119,869.10	\$ 82,986.30	\$20,045.00	\$532,194.75
Difference (Loss)	\$(32,299.40)	\$ (31,595.25)	\$(35,292.50)	\$ (7,385.90)	\$(50,073.70)	\$(37,440.00)	\$(194,086.75)

* Those rough estimates do not include additional income from certificate completion (N=3 to 7) per year.

**Excluding regular maintenance costs, utilities, insurance, etc.

The program had a consistently low enrollment from 2016 to 2020. In spring 2021 the enrollment was unusually low, but that may have occurred due to covid implications.

The table above shows a big picture overview of the program's revenues and expenses. It is evident that the program has been unable to generate a self-sustaining number of FTES since at least 2016.

Information about the Program Status and Outlook:

a. Workforce development

Students enrolled in the Agriculture-Landscape program are prepared to work in a variety of jobs with employers that focus on:

- Landscape
- Landscaping
- Lawn Maintenance
- Lawn Services

Estimated Employment and Projected Growth Landscaping and Groundskeeping Workers					
Geographic Areas (Estimated Year-Projected Year)	Estimated Employment	Projected employment	Numeric Change	Percent Change	Job Openings
California 2018-2028	139,100	154,000	15,200	10.9	2,051,500
https://www.labormarketinfo.edd.ca.gov/OccGuides/Detail.aspx?Soccode=373011&geography=0604000113					

Per the Employment Development Department (EDD) of California:

Employees work under the license of the employer or contractor. Those who wish to enter self-employment as a landscaping contractor must obtain a license through the Department of Consumer Affairs, Contractors State License Board.

Some certifications may be required for Landscaping and Groundskeeping Workers, such as a Qualified Applicator. This certificate is required for individuals who apply or supervise the use of pesticides and materials for pest control. To become certified, the applicant must take a written examination and pass the exam with 70 percent or higher. The certification must be renewed every two years.

(<https://www.labormarketinfo.edd.ca.gov/OccGuides/Detail.aspx?Soccode=373011&geography=0604000113>)

b. Program Review

The nature of the program is to help train the future workforce. Program has graduates working in or at: Seattle Mariners Stadium, City of Lancaster, City of Palmdale, City of Santa Clarita, County of Los Angeles, State of California, Antelope Valley College, Lowes, Home Depot, Local

Nurseries and landscape suppliers as well as employees of various other public and private business. It also has graduates that have started their own gardening business, took and passed their landscape contractor’s license, and became landscape designers. It also allows transfer to 4-year institutions where the graduates can pursue careers in, Agriculture Teachers, Landscape Architects, Greenhouse Managers, and Soil Scientists. Retention rates are consistently above 90% well over the AC average of 87%. Similarly, success rates are in the high 80’s which is significantly higher than the AVC average of 73%.

The 2019-2020 program review identified the biggest risk as not having a full-time faculty member to oversee the program. Many classroom projects bridge classes from semester to semester or from class to class. The lack of coordination will be very difficult for the program to overcome.

The program goals also centered on having a better and safer facility (and equipment) and having staffing that will support the program. Furthermore, decreasing the time to certificate degree completion was identified as a goal for this program.

With changing requirements regarding water use in residential, commercial and agriculture use. The program and college could aid the research and train students for these emerging careers. This area is a great opportunity for this program to engage in. Finally, the program can benefit from more exposure in order to increase enrollment.

C. Core indicators from CA Chancellor’s Office

Degree/Certificate Completion								
Major	Major code	Degree/ Certificate	2014-15	2015-16	2016-17	2017-18	2018-19	2019-2020
Env Hort		Cert	5	4	1	2	5	7
Env Hort		Deg	4	4	3	2	4	5
Grounds M		Cert	1	4	1	1	1	2
Land Const		Deg	3	2	4	1	1	3
Land Const		Cert	3	3	3	1	1	2

The small number of certificates/degrees that illustrate the decline in demand and the subsequent cessation in offering the courses/program. The low completion numbers reflect the department’s commitment to support the students who were currently enrolled in the program who desired to complete the coursework and earn the certificate and degree.

FTEF by Contract Type					
	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
PT/Adjunct		0.5	0.6	0.8	1.1
FT/Adjunct		0.4	0.5		
Total FTEF		1	1.1	0.8	1.1

The program currently does employ a full-time instructor. All courses are taught by three adjunct professors.

d. Integration/Cross discipline in which the program is involved

Agriculture students must also take Biol 103 (Botany).

e. FTES generated by the program

See table on Enrollment Management and Declining Trends section above.

g. Local Labor Market

This program allowed students to prepared for careers as:

Grounds Maintenance, Landscape Architect, Landscape Construction Worker, Landscape Contractor, Landscape Designer, Landscape Gardener, Nursery Worker,

We could not locate local data disaggregated from the overall LA County data. A summary of findings based on the documents retrieved from the statewide Strong Workforce Center of Excellence (COE) is listed below:

- 1) There are 26 landscape contractors in Palmdale and 35 in Lancaster.
- 2) Reports regarding ornamental horticulture and landscape/groundskeeping workers, prepared by the COE for south central California, show that approximately 40% of the existing workers have less than a high school diploma. 31% have earned a postsecondary certificate.
- 3) The expected growth for these occupations is estimated to be between 5% and 10% for the period 2020-2030.
- 4) The median hourly earnings is between \$12.39 and \$14.63 which is below the *California Family Needs Calculator* hourly wage (\$15.04).
- 5) As a result, COE summarizes the state of those programs as follows: *“Based on the available data there appears to be a supply gap for these horticulture occupations in the region. However, these occupations typically require no formal education and the entry-level and median wages for these occupations are significantly lower than the counties’ living wages. Therefore, the COE does not endorse this proposed program.”*

- 6) In contrast, a similar report for landscape supervisors, states that the median earning is \$21.07 per hour which exceeds the CFNC wage.
- 7) The job outlook for landscape supervisors, according to the same report, is only expected to increase by 118 from 2018 to 2023.

Sources: Various reports by the Center of Excellence which are uploaded on this site.

The division and department conducted a telephone survey of local Landscape/Horticulture Contractors to Assess their needs for employees in relation to the local labor market.

During the week of November 1st, 2021, we conducted a telephone survey of 61 licensed contractors in the cities of Lancaster and Palmdale. The survey consisted of two questions:
Q1: What is your company's anticipated hiring needs for workers in the next 5 years? (Those should be unique employees not accounting for turnovers due to resignations, etc.)
Q2: Do you require that your employees have industry certification? Would you pay certificated employees a higher wage?

Of the 61 contractors 29 answered our calls. Of those, 76% (22) said they have no immediate needs for employees and are unsure about future needs. 24% (7) said they have an immediate need for employees.

28 contractors said that they do not require certification for their employees. Most do internal training. One contractor said that they would prefer certified employees and they would pay them higher if they had earned a certificate. Four contractors stated that if the state mandated certification for that type of job, they would pay a higher wage.

According to our faculty, 75% of our students are interested in starting their own business rather than pursuing a degree or certificate. The telephone survey results do not reflect that reality.

Task Force Recommendations:

The recommendation is for formal program discontinuance for the following reasons:

- The decline in enrollment with the previous program shows consecutive decline throughout and fell well below the maximum seat load capacity.
- The program and curriculum are obsolete and do not meet current and industry standards.
- The current program and curriculum did not satisfy the updated California State University transfer pathway.

Recommended Plan and Timeline:

The following plan and timeline is recommended for closing out the program. Early in the spring semester 2022, the dean, department chair and program faculty met to discuss a schedule for the next few semesters that would allow students who have already declared their desire to pursue a degree or certificate, complete their course requirements.

The full plan would look as follows:

Summer 2022	Fall 2022	Spring 2023
AGRI 130; AGRI 153	AGRI 134; AGRI 112; AGRI 104; AGRI 102	AGRI 100; AGRI 234; AGRI 132; AGRI 230; AGRI 212

The Institutional Effectiveness, Research, and Planning provided a list of students with Agriculture as their declared major. The list identified 25 students that had completed courses in the program prior to fall 2021. The Dean contacted each student individually to discuss their progress and discuss their options. Of the 25 students, 5 had already completed all the requirements for graduation and did not take any more courses. 5 students did not respond to voice messages or emails that were sent. Of the remaining students, 8 need only one or two courses and 7 need three or four courses.

The very small number of students creates a significant obstacle in offering the full schedule of courses as described above. For each course there would be only one to four or five students enrolled per course.

The division dean had a further consultation with the president and vice president of academic affairs to advocate for a special dispensation in allowing courses with very small numbers to be held. According to the CBA, a course must reach at least 80% of its max size to be offered. That translates to about 20 students per class. The president expressed his concern of conducting classes with less than 10 students because of the financial impact. Furthermore, offering a full

schedule to students and then canceling those courses due to low enrollment, would be a disservice to the students.

In consideration of the reality presented above the committee recommends the following plan of action:

- 1) The dean will contact every student and provide them with alternative options to enroll in other regional colleges to complete the few courses they need to complete their degree (we have already identified Pierce College, Bakersfield College, and Victor Valley College as the nearest and best candidates). In support of this effort, the counseling department is currently reviewing the transcripts of all students to identify which courses they need and what are the corresponding courses in the other three colleges.
- 2) On a case-by-case basis and after the agreement of the faculty, we will explore the possibility of offering independent study for the few students that need one or two courses.

To: Dr. Howard Davis, Vice President of Academic Affairs
Mr. Van Rider, President of the Academic Senate

CC: Mr. Shaminder Brar, Budget Committee Chair
Dr. Meeta Goel, Strategic Planning Co-Chair
Dr. Scott Lee, AP&P Faculty Co-Chair
Mr. Ty Mettler, Budget Committee Faculty Co-Chair
Dean Kathryn Mitchell, AP&P Co-Chair

From: Program Discontinuance Office Technology Program (OTP) Task Force
Dr. Aurora Burd
Mr. Luis Echeverria
Mr. Kent Moser
Ms. Gabrielle Poorman
Mr. Van Rider
Dean Duane Rumsey
Dr. Sventlana Deplazes

Date: 4/18/2022

Subject: Program Discontinuance Office Technology Program (OTP) Task Force

Introduction:

On October 14, 2021, the business department chair and faculty , and then acting dean of Social and Behavioral Sciences pursuant to AP 4021: Program Discontinuance, requested the initiation of the program discontinuance process for the following office technology programs:

- Administrative Assistant, Associate of Science Degree
- Administrative Assistant Certificate
- Office Specialist, Associate of Science Degree
- Office Specialist Certificate

The core faculty presented the position that the aforementioned programs are obsolete because they no longer contribute to our community and students. Antelope Valley College's Business Information Professional Certificate Programs and Associate Degrees are up-to-date to address the skills and aptitudes needed for positions in the office field. In addition, they allow students to be more competitive when applying for different jobs and promotions in this field.

The Business Information Professional certificates and degrees are based on model curriculum from the Chancellor's website. Students are offered the same type of courses from the office technology program, however, students are able to receive leveled certificates and/or degrees in half the time. As a result, the Business

Information Professional Program is an excellent replacement for the outdated office technology programs.

I. Enrollment Management and Declining Trends:

A. Declining Trends:

This area is not applicable because the programs above are not being discontinued due to the declining trend. The OT programs listed above are obsolete. Antelope Valley College already has four programs (the programs listed below) that are up to date with serving the community and workforce needs.

- BIP Level I - Business Information Professional Quick Start Certificate of Achievement
- BIP Level II - Business Information Professional Two Certificate of Achievement
- BIP Level III - Business Information Professional Three Certificate of Achievement
- BIP Business Information Professional AS

B. Obsolescence of Program

The Office Technology programs that are being discontinued are antiquated and are not preparing students for the demands of the current force. According to the most recent advisory committee, a community member of the Antelope Valley discusses the need for accelerated certificate programs that concentrate on office software and office procedures and practices. Antelope Valley College's Business Information discipline certificates are accelerated and allow students to complete a certificate every semester and work towards an associates degree. The office technology programs listed above would take students a minimum of two semesters to receive basic skills in the office environment and two semesters for a student to potentially wait to apply for an entry to a mid-level job position.

The BIP programs that Antelope Valley College is offering allow students to take entry-level QuickBooks and Adobe Acrobat, whereas the office technology programs above do not have these courses.

Lastly, the Business Information Professional certificates are based on have been chaptered by the chancellor and follow the chancellor's model curriculum where the office technology programs do not.

II. Workforce development

Students pursuing a business information professional degree are more likely to enter a secretary, administrative assistant, personnel services, customer service, and business services field. According to the Employment Development Department of the State of California, the annual increase in job openings in this field in Los Angeles, compared to 2018 employment, has increased by 10% ([Projections of Employment by Occupation, 2018 - 2028](#)).

TOP Code(s):

- 051400 Office Technology/Office Computer Applications
- 051440 Office Management
- 051800 Customer Service
- 059900 Other Business and Management

Geography: Los Angeles County Includes: Los Angeles County

Annual Job Openings by Occupation

SOC Code	Occupation Title (Linked to "Occupation Profile")	2018 Employment	Annual Job Openings (1)
131199	Business Operations Specialists, All Other	48,400	54,050
434051	Customer Service Representatives	55,210	70,590
436011	Executive Secretaries and Administrative Assistants	22,850	19,710
436014	Secretaries, Except Legal, Medical, and Executive	69,770	71,430
131199	Student Counseling and Personnel Services, Other	48,400	54,050
	Total	244,630	269,830

III. Program Review

According to the Tableau data, enrollment in the selected OT degrees and certificates has decreased by 37% from 2018 to 2021. The number of faculty needed to teach in this discipline has also reduced by 54% ([refer to the Tableau data](#)).

IV. Core indicators from CA Chancellor’s Office (?)

Degree/Certificate Completion								
Major	Major code	Degree/Certificate	2020	2021				
Administrative Assistant,	ADA	Associate of Science Degree	8	10				
Administrative Assistant	ADA1	Certificate	6	10				
Office Specialist	OFS	Associate of Science Degree	8	7				
Office Specialist	OFS1	Certificate	5	9				

The above data shows how many students were rewarded for the listed degrees and certificates ([refer to the Tableau data](#)). According to the counselors' data, there are 12 students that have declared the administrative assistant certificate. Out of the 12 students that have declared the administrative assistant certificate, only two students would benefit from completing the OT degree without changing majors. There are 21 students that have declared the Administrative Assistant associate's degree, and four out of 21 of the students would benefit from completing the OT degree. There are two students pursuing the office specialist certificate, both students need to work with counseling about their education plan. Lastly, there are 10 students that have declared the office specialist associates degree ([Counselors Data](#)).

FTEF by Contract Type OT Discipline					
	2017	2018	2019	2020	2021
PT/Adjunct	2.2	2.0	1.8	1.3	0
FT/Adjunct	1.5	0	0	0	0
Total FTEF	3.7	2.0	1.8	1.3	0

Based on the above results, faculty teaching in the OT discipline have been decreasing at a steady rate, and our instructors have not been teaching in the OT discipline in the year 2021 ([refer to the tableau data](#)). The few instructors that were teaching in the OT discipline are now teaching in the BIP discipline. Instructors that were teaching in the OT discipline are receiving

the same LHE load that they were receiving (based on parallel terms) and meet the minimum qualifications. In Fall 2022, we will be offering all of the [BIP courses](#) which will require additional faculty to meet the instructional load.

V. Integration/Cross discipline in which the program is involved

Catalog Rights to Majors No longer Offered with OT Courses				
Office Technology Courses		Business Information Professional Possible Equivalencies		
OT Course Name and Number Needed	Length /Units	BIP Course Name and Number Allowed	Length/ Units	
OT 102, INTERMEDIATE COMPUTER KEYBOARDING.	3	BIP 110, 120, 130 KEYBOARDING I, II, III (will be offered every semester)	3	OT 102 OR 103
OT 103, ADVANCED COMPUTER KEYBOARDING	3	BIP 110, 120, 130 KEYBOARDING I, II, III (will be offered every semester)	3	OT 102 OR 103
OT 113, ADVANCED MICROSOFT WORD	3	BIP 111, 121, 131 (Word)	3	
OT 199, WORK EXPERIENCE	UP TO 8	BIP 100, WORK EXPERIENCE	UP TO 8	
OT 121, SPREADSHEETS FOR THE OFFICE	3	BIP 112, 122, 132 (Spreadsheets)	3	
OT 201, ADMINISTRATIVE OFFICE PROCEDURES	3	BIP 100, INTRO. TO BUSINESS INFO. PROFESSIONAL	3	
OT 207, LEGAL OFFICE PROCEDURES	3	This course will not be replaced and will be deactivated due to low enrollment.		

Existing OT courses connected to Medical Assistant programs will be transitioned into BIP discipline. These classes are: OT 150, OT 152 and OT 205. Per discussions with division and department Health & Safety Sciences, mutual support of the medical office courses will continue to allow for instructional continuity.

VI. FTES generated by the program

FTES data is not currently available due to the recency of the transition between program coursework.

VII. Local Labor Market

According to EDD website these programs allow students to prepare for careers as:

- Business Operations Specialists
- Customer Service Representatives
- Executive Secretaries and Administrative Assistants
- Secretaries, Except Legal, Medical, and Executive
- Student Counseling and Personnel Services, Other

There are several local businesses, in the Antelope Valley, that would benefit from the positions listed above. Some of these businesses would include: Boeing, Northrop, Lockheed, Antelope Valley College, Antelope Valley Hospital, Palmdale Regional, Edwards Airforce Space, Virgin Galactic, various distribution centers and more. However, the Antelope Valley is known to be a commuter community. According to Kim Stringfellow from KCET, “Now 71,000 Antelope Valley residents commute daily into the greater Los Angeles area for work”, which mean that this positions listed above would benefit graduating students that are looking for a local job in the Antelope Valley but would also benefit graduating students that may have to commute ([KCET article](#)). According to the Employment Development Department of the State of California, the annual increase in job openings in the fields listed above in the Los Angeles country area, compared to 2018 employment, has increased by 10% ([refer to the Projections of Employment by Occupation, 2018 - 2028](#)).

Task Force Conclusion and Recommendations:

The recommendation is for formal program discontinuance for the following reasons:

- The program and curriculum are obsolete and do not meet current and industry standards.
- The current program and curriculum did not satisfy updated California State University transfer pathway

Recommended Plan and Timeline:

The following steps are recommended in relation to the discontinuance of the Office Technology Programs mentioned above:

1. Existing OT courses connected to medical assisting programs will be transitioned into BIP discipline. These classes are: OT 205, OT 152 and OT 150.
2. Deactivation of remaining OT courses by Fall 2022.
3. As referenced in the Core Indicator's section IV of this report, confirmation of students affected by the transition from OT to BIP coursework and degree/certificate programs by department and counseling by Fall 2022.