Meeting called to order at 9:12am
Welcome and thank you for coming to today's discussion

A.  Review of AP 4021 Program Viability and Discontinuance
- Reviewed criteria for program discontinuance
- Criteria A4 and A6 are under consideration for both programs discussed today
- None of the programs are out of compliance

Review of roster
Regular Faculty Members who each teach at least one course per academic year in the Program:
- James Finley and Cathy Brotherton Mobile Application Development (MAD)
- Dr. Sarah Burnett for Infant and Toddler Specialization (ITS)

The Department Chair overseeing the Program:
- Dr. Gail Zwart for MAD
- Peter Boelman for ITS

The Dean of Instruction supervising the Program:
- Colleen Molko for Dr. Fleming

A representative of the Research and Planning (Institutional Effectiveness) Office:
- Dr. Greg Aycock

A representative of Counseling who does not teach in the Program:
- David Payan for Ladylyn Dominguez

A representative of the local (college) Academic Senate who does not teach in the Program
- Peggy Campo

A representative of the local (college) Program Review Committee who does not teach in the Program
- Dr. Fleming

A representative of the local (college) Curriculum Committee who does not teach in the Program
- Brian Johnson

The Vice President of Academic Affairs, or designee, shall chair the Task Force as a non-voting member but may vote in the case of a tie:
- Dr. Fleming for Dr. Dieckmeyer

The Vice Chancellor Educational Services – position vacant

It was noted that there is no CTA representation.  Issues related to faculty schedules are addressed in the contract and by Board Policy.

B.  Role of the Task Force

The Task Force will inform the college community that the Program is being considered for discontinuance and will convene a public comment session, to be followed later by a closed Task Force meeting, to decide on one of three directives:

- **Directive A-Program Continuance**.  The Program is accepted in its current state.
- **Directive B-Revitalization Effort**:  The Task Force will assist Program faculty and other involved parties in developing a process/plan and associated time table to revitalize the Program.
- **Directive C-Program Discontinuance:**  The Program is discontinued in a manner that respects the needs of students and fulfills contractual obligations to faculty and staff.  The discontinuance procedure will allow currently enrolled students to complete their Program(s) of study in accordance with the rights of students as stipulated in the college catalog.

C.  Public Comment Session Summary

Board Policy requires us to have a public hearing.  An email was sent to Nor-all and the announcement was posted on our website's public calendar.  A Public hearing was held this morning in ST 107 at 8:00am.  There were no attendees.

Recommendations by the Task Force Committee for future public meetings include:

- Allow at least 2 weeks' notification before a public meeting is held
- Work through ASNC for announcement to students
- Consider using Grad Guru for announcements to students

D.  Discussion of Programs under Consideration:

1. Mobile Application Development (NCE725/NAS725/NAS725B/NAS725C)
   Primary reason for discontinuance.  No completers

   a.  Data review
   Looked back at four (4) semesters (two years) of data to see who was in the pipeline. Four (4) courses CIS 66, 67, 68 and 69 create the pipeline of the Mobile Apps Program.  577 students took courses in the Program. Most took CIS-5.  CIS 67, 68, 69 and 75 were all cancelled due to low enrollment.  CIS 67 has never filled.  CIS 67 has not been offered for at least  one year.  CIS 68 and 69 have never been offered.  Of the 10 required courses in the Program, only five (5) students have completed four (4) or more courses.  Only two (2) students have completed 50%.

   Students don't seem to be interested in the program in the current format.  Considering a different format.  Are these courses offered elsewhere in the district?  No
   Motion to discontinue - Directive C Gail/James
   - If a student has already taken 3-4 courses and it is listed in the catalog are we obligated to offer the course?  If a class is low enrolled, we can't be held to offer the course even if it is in a Program.
   - It is a challenge to counsel students that have started a program.   What if a class is not offered?  Consider course substitution.  Work with the Department Chairs.  Consider looking at RCC for course substitution.  These are Important questions because they deal with degrees and certificates.  Over the last few years 17 programs of study have been discontinued.  We have an obligation to those five (5) students to review units and offer suggestions.
   - Email will be sent to all students in the program.

- Work with Counselors to make sure the language is accurate and tight.
- Review catalog rights
- We are not sure if the five (5) students are still in the program and pursuing these CIS courses.
- How easy is it to pivot to alternative-other options are available. Pivot towards short 8 week courses. Summer Coding Camp is a possibility.
- Will some of these courses be deleted-yes. 67, 68, 69 & 75 to be deleted
- Process for deletion is to go through META . Needs department and discipline approval first then go to deletion in META.
- Counselor and Faculty-Ladylyn and Cathy to work on wording to students. Colleen will email sample of wording used in the past. Recommend emailing all 577 students involved.

Dr. Fleming acknowledges the efforts of James, Cathy, Judy, John, and Gail They worked hard to create the curriculum. This is not a failure and should not be perceived as not working. We should always be open to the possibility that a program might not go.

b. Directive Recommendation for Curriculum Committee
   **Directive C-Program Discontinuance**
   M/S 2 abstentions

2. Early Childhood Education Infant and Toddler Specialization (NCE681)
   Motion        Peter /Peggy Directive C  M/S
   Primary reasons for discontinuance-RCC created this certificate 12 years ago when both "campuses" had Childhood Development Centers. As a single disciple faculty member it is too hard to manage. It is logistically impossible with one (1) FT faculty member. It is a 12 unit certificate. EAR 20 is shared with all ECE programs EAR 35 requires students to have 55 hrs of supervised field study. Quality of programing is low. EAR 35 may have already been discontinued at RCC. QRIS-quality rating is very specific. Reviewed current permit. The possibility of getting into the field with no experience is going away. We are looking at deleting the EAR-35 course and certificate from the catalog. We don't need the certificate. New faculty will be focused on Special Ed. This program is busy work.

- How many students are in the pipeline? 16 students have taken two (2) of the four (4) courses. Two (2) have taken EAR-33 and 34.
- RCC offers EAR-35 every two years. Course has been cancelled multiple times.
- Thirty-six (36) students have enrolled in 34. If one of these students want this certificate they would/could go to RCC.
- Norco cannot offer the practicum here. Students must take at RCC.
- Counselor Marrisa and Dr. Burnett to work on language for email to be sent to students
- Send email to students that have completed EAR 33 or 34
- Make sure Counseling has the correct language to use for students
- Dr. Burnett will talk to students
- Send 1 page write up to Tech Review as information item and to District Curriculum committee
- Delete/exclusion of EAR-35 in META

Thank you Dr. Burnett for working with industry.

    b.   Directive Recommendation for Curriculum Committee
       **Directive C-Program Discontinuance**
       M/S  3 Abstentions

E.  Next Steps
    Send 1 page write up to Tech Review as information item and send report to District Curriculum committee

F.  Good of the Order

What communications should we do?  After they have gone through the proper channels for discontinuance recommend sending an email to nor-all.  Email should come from Dr. Burnett.  Send update on Early Childhood.  Make sure counseling staff are informed.

# Program Discontinuance Task Force Report

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|---|---|
| **Program:** | Early Childhood Education Infant and Toddler Specialization (NCE681) |
| **College:** | Norco College |
| **Task Force Recommendation:** | Program Discontinuance (Directive C) |
| **Date forwarded to Curriculum Committee:** | March 24, 2017 |

| Steps for consideration of Program Discontinuance | Complete |
|---|---|
| 1. **Does the Program fulfill one or more of the criteria to be considered for Program discontinuance?**<br>*Comment:* Criteria 4 and 6<br>"There are insufficient resources to realistically support the Program at a sufficient level of quality and the Program has experienced either consistent low enrollment (an average of 50% or more below maximum seat load capacity for courses in the Program over four consecutive semesters) or statistically significant declining Program persistence and completion rates each semester for four semesters, as evidenced by reliable, longitudinal data." And<br>"There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program." | Yes |
| 2. **Has the Program Discontinuance Task Force been appropriately assembled?**<br>*Comment:* See below | Yes |
| 3. **Did the Task Force inform the college community that the Program is being considered for discontinuance?**<br>*Comment:* An email was sent to nor-all and the Public Comment session was publically advertised on the main college calendar. | Yes |
| 4. **Was the public comment session convened?**<br>*Comment:* The public comment session was convened on March 24, 2017 from 8:00 to 9:00 AM in ST-107.  One faculty and two administrators were present. No one from the campus or local community came to provide public comment. | Yes |
| 5. **Did the Task Force convene after the public comment session to provide directive to the Curriculum Committee?**<br>*Comment:*<br>The Task Force convened on March 24, 2017 at 9:00 AM in ST-107.<br>See attached Task Force Minutes for Task Force composition/membership.<br><br>[M/S/passed unanimously  Boelman/Campo]<br><br>1. Infant and Toddler Specialization  (NCE681)<br>    a) Associate Dean, CTE, Colleen Molko started the discussion by stating that of the four courses in the program, only EAR 35 is unique to the program.  EAR-20 is required in every ECE program and EAR-33 and EAR-34 are electives in others.  EAR-35 has never been offered at Norco College.  Dr. Burnett gave a lot of background about the program and the reasons why she felt the program should be discontinued.  Dr. Aycock presented data that showed that only 16 students completed two of three courses (EAR-20 and/or EAR-33 and/or EAR-34) in the 2015-16 and 2016-17 academic year.  There doesn't seem to be much interest in this program and Dr. Burnett stated that that was her feeling as well.  Students who do have an interest in the certificate can take it at Riverside City College or Moreno Valley College.<br>    b) Directive Recommendation for Curriculum Committee:  Committee selected Directive C.<br>*In alignment with RCCD Administrative Procedure 4021 the following actions were recommended:*<br>1) Spring 2017 will be the final semester to offer courses specifically for the Infant and Toddler Specialization program<br>    a) Responsible Parties: Department Chair Peter Boelman and Dr. Burnett<br>2) All students identified in the program of study by Dr. Aycock will be contacted via email with the background of the discontinuance and a suggested plan for completing their program of study<br>    a) Responsible Party: Dr. Fleming<br>3) The college webpage, catalog, and program flyers will be updated accordingly.<br>    a) Responsible Party: Dr. Fleming | Yes |

# Program Discontinuance Task Force Report

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|---|---|
| **Program:** | Mobile Application Development (NCE725/NAS725/NAS725B/NAS725C) |
| **College:** | Norco College |
| **Task Force Recommendation:** | Program Discontinuance (Directive C) |
| **Date forwarded to Curriculum Committee:** | March 24, 2017 |

| Steps for consideration of Program Discontinuance | Complete |
|---|---|
| **1. Does the Program fulfill one or more of the criteria to be considered for Program discontinuance?**<br>*Comment:* Criteria 4 and 6<br>"There are insufficient resources to realistically support the Program at a sufficient level of quality and the Program has experienced either consistent low enrollment (an average of 50% or more below maximum seat load capacity for courses in the Program over four consecutive semesters) or statistically significant declining Program persistence and completion rates each semester for four semesters, as evidenced by reliable, longitudinal data." And<br><br>"There is universal agreement among regular faculty in a Program that it be merged with or replaced by another related Program." | **Yes** |
| **2. Has the Program Discontinuance Task Force been appropriately assembled?**<br>*Comment:* See below | **Yes** |
| **3. Did the Task Force inform the college community that the Program is being considered for discontinuance?**<br>*Comment:* An email was sent to nor-all and the Public Comment session was publically advertised on the main college calendar. | **Yes** |
| **4. Was the public comment session convened?**<br>*Comment:* The public comment session was convened on March 24, 2017 from 8:00 to 9:00 AM in ST-107.  One faculty and two administrators were present. No one from the campus or local community came to provide public comment. | **Yes** |
| **5. Did the Task Force convene after the public comment session to provide directive to the Curriculum Committee?**<br>*Comment:*  The Task Force convened on March 24, 2017 at 9:00 AM in ST-107.<br>See attached Task Force Minutes for Task Force composition/membership.<br><br>[M/S/passed unanimously  Zwart/Finley]<br><br> 1. Mobile Application Development  (NCE725/NAS725/NAS725B/NAS725C))<br>    a) Associate Dean, CTE, Colleen Molko stated that the primary reason the faculty have brought this program up for discontinuance consideration is that although it has been in existence for more than four years, there have not been any completers.  Of the four courses unique to this program, CIS-67 and CIS-75 have had to be cancelled numerous times due to low enrollment.  CIS-68 has never been scheduled because its pre-requisites are CIS-67 and CIS-75 and since CIS-68 is the pre-requisite for CIS-69, we have never been able to offer CIS-69 either.  Dr. Aycock presented data that showed that only 1 student has completed 5 of the 10 courses required for the program and only 34 students have taken 3 or more courses applicable to the program.  Through this experience and feedback from many different stakeholders, we have come to the conclusion that students are interested in this type of program, but not in the format in which it is currently delivered.<br>    b) Directive Recommendation for Curriculum Committee:  Committee selected Directive C. | **Yes** |

*In alignment with RCCD Administrative Procedure 4021 the following actions were recommended:*

1) Spring 2017 will be the final semester to offer courses specifically for the Mobile Application Development program
   a) Responsible Parties: Department Chair Dr. Gail Zwart and Dean of Instruction, CTE Dr. Fleming
2) All students identified in the program of study by Dr. Aycock will be contacted via email with the background of the discontinuance and a suggested teach-out plan for completing their program of study in accordance with their Catalog rights.
   a) Responsible Party: Dr. Fleming
3) The college webpage, catalog, and program flyers will be updated accordingly.
   a) Responsible Party: Dr. Fleming
4) The College shall explore a summer coding camp in lieu of a longer program of study to teach mobile application skills.
   a) Responsible party: CIS faculty