

Long Beach Community College District
COMPUTER AND OFFICE STUDIES MEETING NOTES

APRIL 8, 2025

I. WELCOME

Attendees: Miriam Lynch (LBCC), JP Alameda (LBCC), Vincent Calip (LBCC), Dena Laney (LBCC), Clarissa Leiva (LBCC), Lorraine Blouin (LBCC), Kimberly Davis (LBCC), John Matlock (AEON), John Sicklick (LBCC), Garrett Whelan (LBCC), Zoila Rosillo (LBCC), Kyle Muldrow (LBCC), Charace Thompson (LBCC), Karen Thurston (LBCC), Paulette Baumgardner (LBCC), Bob Gill (Consultant), John Craig (LBCC), Malia Mason (Corvus), Rob Wong (Atomic Technology Solutions), Asher Downs (Booz Allen Hamilton), Richard Stroble, Sarah Saucedo (LBCC), Emily Woodman-Nance (At Their Side), Eddie Galang (Port of Long Beach), Melvin Cobb (LBCC), Paul Reiner (Goodwill of Southern California).

II. PROPOSED ADDITIONS/CHANGES/PROGRAMS

Artificial Intelligence Questions: Z. Rosillo discussed using Artificial Intelligence (AI) in the workforce. She posed a series of questions to the industry partners in the hopes of utilizing their responses to inform and strengthen the curriculum. A summary of the discussion will be provided below. (For complete responses, the meeting transcript, audio and video recording and chat transcripts are available upon request)

- 1. Do your employees (or you) currently use AI generative tools? If so, which tools?**
 - a) Chat GPT, Claude, Co-Pilot, Suno, Gamma, Beautiful AI, Land Bot, Ideogram
 - b) A variety of tools are needed for different purposes. For example, Chat GPT is an ideal app for brainstorming and/or bot creations. Claude can be used to assist with drafting policies and procedures.
- 2. In what ways/capacities do you use the AI tools?**
 - a) AI tools are used for grammar/syntax support, cleanup work in customer responses, marketing purposes, survey writing, presentations, SOPs, and policy writing.
- 3. What are your expectations for employee use of AI tools in your organization?**
 - a) Expectations for AI tools: ensuring employees do not include sensitive information.
- 4. What training (if any) do you expect or hope students possess when hired?**
 - a) The expectation is that students have critical thinking skills and understand how to use proper judgment when using AI for work purposes.
 - b) Hands-on experience with the tools is expected as well as knowledge on the effective uses of prompts.

III. CREATION OF NEW COURSES

- a. V. Calip proposed several new courses for review and approval.
- b. The first proposed course, ***Intro to Artificial Intelligence and Machine Learning***, introduces students to foundational Artificial Intelligence (AI) and Machine Learning (ML) principles, preparing them for workplace applications in business, marketing, education, and healthcare.

Topics include AI history, types of AI, machine learning basics, real-world applications, and ethical considerations. Students will analyze AI-powered tools and develop skills in evaluating AI technologies for responsible and effective use in professional environments. This course is a prerequisite to COSA 60 and is intended for non-technical learners needing AI literacy for workplace efficiency.

ACTION: Faculty recommended the creation of ***COSA-55: Introduction to Artificial Intelligence (AI) and Machine Learning (ML)*** and a parallel noncredit course

Moved by Malia Mason, seconded by Rob Wong. Motion carried.

- c. V. Calip proposed the development of five new courses (listed below). The courses will ultimately be part of a more extensive program (e.g., Associate of Science, AI for Digital Transformation).

COSA-XX: Natural Language Processing (NLP) & Chatbot Development: Covers AI-driven language models, voice assistants, and chatbot development, focusing on AI-human interaction

COSA-XX: Fundamentals of Computer Vision: Introduces AI-powered image processing, facial recognition, and object detection, key for automation and robotics

COSA-XX: AI Applications & Solutions: Covers AI's impact on business, healthcare, cybersecurity, and automation, helping students transition AI skills into real-world solutions

COSA-XX: Web Development with AI Integration: Covers AI-powered website automation, recommendation systems, and UX personalization

COSA-XX: AI for Business & Leadership: Explores AI-driven decision-making, automation, and innovation in business operations

ACTION: Faculty recommended the creation of five new credit and parallel noncredit courses: ***COSA-XX: Natural Language Processing (NLP) & Chatbot Development, COSA-XX: Fundamentals of Computer Vision, COSA-XX: AI Application & Solutions, COSA-XX: Web Development with AI Integration, and COSA-XX: AI for Business & Leadership***

Moved by Emily Woodman-Nance, seconded by John Matlock. Motion carried.

- d. J. Craig proposed developing a new course using Epic Systems' Lyceum Training Platform to provide students with hands-on experience in electronic health records system software and enhance job readiness in healthcare settings. The three-unit course will be titled

Introduction to Electronic Health Records Systems and meets the growing need for EHR software proficiency in healthcare roles.

M. Mason expressed interest in exploring a partnership, especially if the course is offered remotely. She shared that her department currently needs Epic Admins, and having this skill would be extremely beneficial for students.

ACTION: Faculty recommended creating a new course, Introduction to Electronic Health Records Systems, and a parallel noncredit course.

Moved by Malia Mason, seconded by Emily Woodman-Nance. Motion carried.

- e. M. Cobb emphasized the need to create a new course to replace the existing course COSA 2: Critical Thinking with Computers. The new course would include the impact of digital literacy on reasoning and critical thinking. It will also incorporate AI and social media's impact on digital culture. Additionally, the new course would satisfy the requirements for inclusion in Area 1B: Critical Thinking and Composition on the new Cal-GETC transfer pattern.

ACTION: Faculty recommended developing a new course, COSA 45: Critical Thinking in the Digital Age, and a parallel noncredit course. Once completed, COSA 45 will replace COSA 2: Critical Thinking with Computers.

Moved by Asher Downs, seconded by Rob Wong. Motion carried.

IV. NEW A.S. DEGREE – ARTIFICIAL INTELLIGENCE FOR DIGITAL TRANSFORMATION

V. Calip reported on the ***Associate of Science degree in Artificial Intelligence for Digital Transformation***. The degree program will introduce students to AI applications, data analysis, machine learning, and ethical considerations. The program will also prepare students for entry-level AI-related positions or transfer to a bachelor's program in AI or related fields.

ACTION: Faculty recommended the creation of a new ***Associate of Science degree in Artificial Intelligence for Digital Transformation***.

Moved by Asher Downs, seconded by Malia Mason. Motion carried.

V. CERTIFICATE OF ACHIEVEMENT/ ACCOMPLISHMENT (3)

V. Calip proposed three new certificate programs for review and approval.

- a. The ***Certificate of Achievement in Applied Artificial Intelligence for Digital Transformation*** is designed to equip students with foundational knowledge and practical skills in artificial intelligence, generative AI technologies, and modern data visualization tools. Tailored for non-technical learners, this certificate prepares individuals to apply AI-powered solutions and data analytics in business, education, healthcare, and other professional contexts.

Note: There were recommendations from several industry advisors to incorporate a course into the program that delves deeper into ethics and governance, as well as security and risk in Artificial Intelligence. V. Calip explained that ethics and the responsible use of AI are highlighted in the Fundamentals of Generative AI course. However, in response to the

feedback, he and the team will determine how to include and incorporate the recommendations from the industry for this program.

Program Requirements: Applied AI in Digital Transformation (Cert. Of Achievement)

Course	Title	Units
COSA 55	Intro to Artificial Intelligence and Machine Learning	3
COSA 60	Fundamentals of Generative AI	3
COSA XX	Natural Language Processing & Chatbot Development	3
COSA XX	Fundamentals of Computer Vision	3
COSA XX	AI Applications & Solutions	3
COSA XX	Web Development with AI Integration	3
COSA XX	AI for Business & Leadership	3
Concentration Total		21

ACTION: Faculty recommended the creation of a *Certificate of Achievement in Artificial Intelligence for Digital Transformation*. The motion included an addendum for faculty to consider incorporating an additional ethics course specific to Artificial Intelligence.

Moved by Bob Gill, seconded by Asher Downs. Motion carried.

- b. V. Calip explained that the *Artificial Intelligence Literacy Certificate of Accomplishment* introduces students to foundational concepts of Artificial Intelligence (AI) and Machine Learning (ML), preparing them for entry-level positions in industries utilizing AI-driven tools. The certificate focuses on non-technical, workforce-ready applications of AI, ensuring students gain literacy in AI-powered automation, data-driven decision-making, and ethical considerations.

Program Requirements: Artificial Intelligence Literacy (Cert. Of Accomplishment)

Course	Title	Units
COSA 55	Intro to Artificial Intelligence and Machine Learning	3
COSA 60	Fundamentals of Generative AI	3
Total		6

ACTION: Faculty recommended the creation of a *Certificate of Accomplishment in Artificial Intelligence Literacy*. The motion included an addendum for faculty to consider incorporating an additional ethics course specific to Artificial Intelligence.

Moved by Malia Mason, seconded by Emily Woodman-Nance. Motion carried.

- c. V. Calip provided context on the *Certificate of Achievement in Foundations of Artificial Intelligence and Digital Literacy*. The certificate provides students with essential knowledge and applied skills in information technology, artificial intelligence, and generative AI.

Designed for non-technical learners, this program prepares individuals to navigate digital tools, assess AI systems, and responsibly integrate emerging technologies into academic, business, and professional environments.

Program Requirements: Foundations of AI and Digital Literacy (Cert. Of Achievement)

Course	Title	Units
COSA 55	Intro to Artificial Intelligence and Machine Learning	3
COSA 60	Fundamentals of Generative AI	3
COSA 50	Intro to IT Concepts and Applications	4
Total		10

ACTION: Faculty recommended the creation of a *Certificate of Achievement in Foundations of AI and Digital Literacy*.

Moved by Emily Woodman-Nance, seconded by Bob Gill. Motion carried.

VI. CYBERSECURITY BACHELOR'S DEGREE

- a. G. Whelan explained that LBCC applied to develop a non-duplicative bachelor's degree in Cybersecurity in 2023 and 2024. Each time the program has scored well; so, in anticipation for an application with the state in 2025, faculty requested the support of the industry advisory committee.

ACTION: Faculty requested industry support for a *Bachelor's Degree program in Cybersecurity*.

Moved by Rob Wong, seconded by Emily Woodman-Nance. Motion carried.

VII. ADJOURNMENT

The meeting adjourned at 6:31pm

*Minutes recorded and submitted by Charace Thompson, pending approval.
Please retain copies for your Departmental records and district requirements.*