



## **Funeral Services Education Program Improvement and Viability Report**

**Presented to the SMCCCD Board of Trustees  
June 25, 2025**

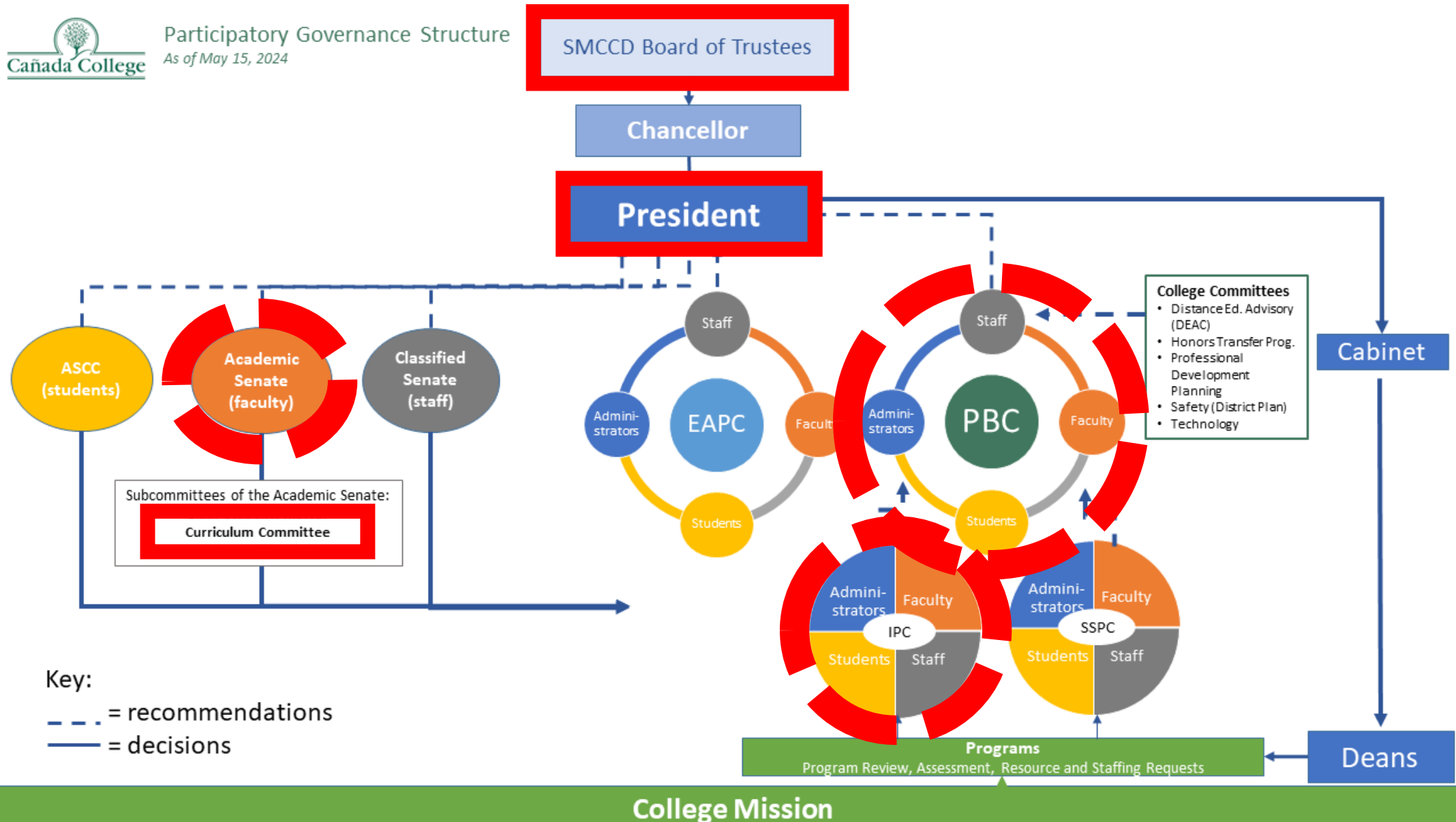
# Funeral Services Education PIV Report & Process

- Complete PIV Task Force Report
- Funeral Services Education PIV Task Force website
- **Background:**  
Cañada College's Program Improvement and Viability (PIV) Process

# Participatory Governance Flow



Participatory Governance Structure  
As of May 15, 2024



# Participatory Governance Timeline

- **March 20, 2025:** The PIV Task Force completed the [PIV Recommendation Report](#)
- **March 21, 2025:** [IPC approved](#) the PIV Recommendation Report, with additional recommendation to explore not-for-credit option.
- **April 10, 2025:** [Academic Senate approved](#) the PIV Recommendation Report.
- **April 16, 2025:** [PBC and College President approved](#) the recommendation and IPC additional recommendation.
- **May 1, 2025:** Curriculum Committee approved sending program discontinuance to Board of Trustees.
- **May 13, 2025:** Notify advisory board.
- **May 14, 2025:** Notify students.
- **June 2025:** Presentation to the Board.
- **July 2025:** The Board to approve the AS Degree and Certificates Discontinuance.
- **July/August 2025:** Implement teach-out plans

# Key Factors in the PIV Task Force Report

## Section 1.2 of the Task Force Report

- a) loss of accreditation
- b) enrollment and completion concerns
  - Additionally, another enrollment factor is that only 35% of FSE students through Fall 2024 were from San Mateo County (section 5.4 Projected Future Demand)
- c) financial constraints
- d) shifting labor market

# PIV Task Force Recommendations

- Overall Report Recommendations
  1. Unanimous recommendation to discontinue the A.S. FSE Degree
  2. Majority recommendation (4 of 7 members) to discontinue both FSE Certifications of Specialization after a Teach Out Plan
- Main reasons for discontinuing the Certificates:
  1. The cost of continuing to run the program,
  2. entry-level jobs in the Funeral Services industry don't require certification and don't provide a living wage for the Bay Area,
  3. potential confusion for students if the College continues to offer the Certificates of Specialization but not the A.S. degree,
  4. difficulty of developing a program that lacks a full-time faculty member.

# PBC & College President's Recommendations

1. Discontinue the A.S. Funeral Services Education Degree
2. Discontinue both Certificates of Specialization after Teach Out Plan
3. Explore Alternative Pathways
  - Explore not-for-credit “upskill” certificates

# ACCJC Teach Out Plan Steps for FSE Pending on Board Approval

Plan for students with an FSE program of study

1. Identify number of currently enrolled **students** in the program
2. **Provide list of institutions** with similar programs
  - Verify program content, structure, scheduling, accreditation status, and institutional stability at institutions with similar programs
3. **Notify students of their options** and provided access to necessary records (such as, transcripts)
4. **Continue to offer certificates through Spring 2026** until existing students can complete their programs of study and also obtain their necessary records to transfer. This would offer FSE classes through the two years that the Board of Trustees directed in June 2024.



# Student Options

Information workshop for transfer to American River College for continuing FSE A.S. Degree

- American River College Contact: **Valarie Rose**
  - Email: [RoseV@arc.losrios.edu](mailto:RoseV@arc.losrios.edu)
  - Phone: 916-607-8912
- Cañada College Contact: **Gina Hooper**
  - Email: [HooperG@smccd.edu](mailto:HooperG@smccd.edu)
  - Phone: 209-410-3061
  - Appointment scheduler: [calendly.com/canadafse](https://calendly.com/canadafse)
- Cañada Academic Counselor: **Nadya Sigona**
  - Email: [sigonan@smccd.edu](mailto:sigonan@smccd.edu)

## Information Workshop

**Wednesday,  
July 23 at 6 p.m.**

[Zoom Meeting Link](#)

Zoom Meeting ID:

**810 6679 3741**

Passcode: **609295**

# Questions





## Current Status

- **26** students passed the courses for Attendance Certification (certificate 1) as of 4.29.2025. (None of these have applied for the certificate with Admission and Records)
- **40** students identified Funeral Service Education AS Degree Program as their primary or secondary program of study.

# ACCJC Teach-out Plan & Completing the 2nd-year Certificates Pilot

- **Fall 2025: (certificate 1—funeral attendance)**
- FSE 200 – Introduction to Funeral Services (CRN: 97540)
  - FSE 210 – Funeral Directing I (CRN: 98458)
  - FSE 225 – Psychology of Death and Dying (CRN: 98390)
- **Spring 2026: (certificate 2—funeral arranger)**
  - FSE 220 – Funeral Service Laws and Ethics
  - FSE 230 – Merchandising in Funeral Service
  - FSE 270 – Funeral Service Counseling
- Each student will receive guidance from college personnel such as the Funeral Service Education program director and an academic counselor. They will be equipped to assist students with academic planning and identifying potential transfer institutions.

# New Instructional Program Development Process—Draft

[www.canadacollege.edu/academicsenate/program\\_devtodiscontinue.php](http://www.canadacollege.edu/academicsenate/program_devtodiscontinue.php)

## Draft of New Instructional Program Development Process

**Academic Senate plans to work more on the draft, including additional guidance on working with external advisory boards and early program review milestones**

1. Faculty/Dean **identifies need**
2. Faculty/Dean develop a **new program proposal** (Criteria A-R)
  - Consult with Articulation Officer, Curriculum Chair, Workforce Development Director, PRIE, Marketing, Outreach, Budget Office
  - Identify faculty minimum qualifications
  - Identify initial advisory team members to assist in developing proposal
3. Task Force (with IPC, Curriculum, Senate reps) **reviews and approves proposal**
4. **PBC** reviews and makes recommendation to President
5. **College Presidnet** authorizes program implementation
6. **Pilot program** development begins
  - Faculty with Minimum Qualifications begins curriculum development
  - College engages market research to conduct focus groups to validate student demand
  - Marketing/outreach plan begins implementation
  - Space and equipment acquisition
  - Hiring of personnel
  - Establishing advisory board
7. **Curriculum Committee** approves curriculum and program certificates/degrees
8. Curriculum and program approval by **BACCC, CCCCCO, Accreditation**
9. Begin 3 or 4 year **pilot**
10. At the end of the pilot, Task Force recommends to PBC program institutionalization or discontinuance

# Workshop and Job Opportunities

## Career Workshop with Northstar Memorial Group June 18, 2025



- Resume tips and best practices
- Current job opportunities in the field
- A Q&A segment

## Job Opportunities available with Precoa



### VALUES

Kindness  
Progression  
Craftsmanship



### MISSION

*Develop* lasting partnerships  
with leading funeral homes  
*Strengthen* the ProActive  
model  
*Create* impactful consumer  
experiences



### VISION

Prearrange all families



### PURPOSE

Enriching life through  
meaningful connection



*Cody Federmann*

Regional Director | Business Development | 812-756-8151

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