

### Current Program Recommendation Process

1. **College** submits data request through the COE online form
2. COE sends list of data requests LAOCRC (Maria Madrigal) every Friday if data request is for a new program
3. LAOCRC sends an email to all voting members every Monday with program announcements. (list COE provides)
4. The CRLC members review and share with appropriate college personnel
  - a. Concerns are addressed here, if any
5. COE sends LMI report to CRLC member
6. **College** downloads and completes the Program Application
  - a. Emails Program Application to LAOCRC (laocrc@rscdd.edu or madrigal\_maria@rscdd.edu ) before the deadline
    - i. Deadline to submit applications: 2 weeks prior to the CRLC Monthly Meeting
  - b. LAOCRC sends a preliminary agenda two Tuesdays before the CRLC Monthly Meeting
7. CRLC Monthly Meeting: CRLC Members vote to recommend programs
8. Recommended programs are posted on the LAOCRC website along with **signature pages** and CRLC monthly meeting draft minutes
9. Local College Approval
10. Submit Program to CCCCCO

### New Program Recommendation Process

1. **College** submits Labor Market Data request through the COE online form
2. COE sends list of data requests LAOCRC (Maria Madrigal) every Friday if data request is for a new program
3. LAOCRC uploads program announcements every Monday by noon on the LAOCRC website under the Notices of Intent webpage.
4. The CRLC members review the Notices of Intent webpage as needed and share with appropriate college personnel
  - a. Concerns are addressed here, if any
5. COE sends LMI report to CRLC member
6. **College** completes and submits the online Program Application form before the deadline
  - a. Deadline to submit applications: 2 weeks prior to the CRLC Monthly Meeting (please review calendar for exact dates)
  - b. Program Applications are posted two Tuesdays prior to the CRLC Monthly Meeting in the LAOCRC website (Programs To Review) for CRLC Members review
7. CRLC Monthly Meeting: CRLC Members vote to recommend programs
8. Recommended programs are posted on the LAOCRC website along with **signature pages** and CRLC monthly meeting draft minutes
9. Local College Approval
10. Submit Program to CCCCCO

## Pending Items for review

1. Lori (*items highlighted in green*)
  - a. Is it possible to get an updated Program LMI request list every Friday by 4pm?
2. DRA (*items highlighted in yellow*)
  - a. Who should have access in submitting LMI requests to the COE and submitting the Program Applications?
  - b. Should we set up a date for draft minutes to be uploaded online? **Yes, we need to flag when members can expect to see draft minutes**
  - c. Are signature pages still needed and who should sign them?