

# Los Angeles Orange County Regional Consortium College Resource Leadership Council Business Meeting

## APPROVED Minutes: May 16, 2019

Sheraton Cerritos, 12725 Center Court Dr. S, Cerritos, California 90703

8:30 a.m.-9:45 a.m.

### Voting Members present:

- Nick Real, Cerritos Community College
- Nancy Jones, Coastline College
- Kathleen Reiland, Cypress College
- Virginia Rapp, El Camino College
- Douglas Benoit, Fullerton College
- Freddy Saucedo (Alternate), Glendale College
- Gene Carbonaro, Long Beach City College
- Tom Vessella, Los Angeles Pierce College
- Rick Hodge, Los Angeles Southwest College
- Marcia Wilson, Los Angeles Trade-Tech College
- Jennifer Galbraith, Mt. San Antonio College
- Lisa Knuppel, Orange Coast College
- Julie Kiotas (Alternate), Pasadena City College
- Bruce Noble, Rio Hondo College
- Anthony Teng, Saddleback College
- Kimberly Mathews (Alternate), Santa Ana College
- Patricia Ramos, Santa Monica College
- Von Lawson, Santiago Canyon College

### Voting Members absent:

- Michael Wangler, Citrus College
- Rodney Murray, Compton College
- Kendra Madrid, East Los Angeles College
- Christopher Whiteside, Golden West College
- Debbie Vanshoelandt, Irvine Valley College
- Armando Rivera-Figueroa, Los Angeles City College
- Priscilla Lopez, Los Angeles Harbor College
- Marla Uliana, Los Angeles Mission College
- Laurie Nalepa, Los Angeles Valley College
- Carmen Dones, West Los Angeles College

I. Meeting called to order at 8:46 a.m. by Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC

II. Roll Call by Marbella Ruiz, LAOCRC OC Administrative Secretary

III. Minutes from April 18, 2019 CRLC Business Meeting were recommended unanimously

- a. Motion: Tom Vessella, Los Angeles Pierce College; Second: Von Lawson, Santiago Canyon College

IV. Informational Items

*Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC*

a. Program Data Requests

1. Recommendation: Dr. Marcia Wilson recommended best practices for items that are missing and/or corrections to be communicated in a timely matter, in order to be cohesive and to avoid faculty putting a lot work, only to later being stopped by an error. Please contact Dean or Voting Member.

<b>Program Title</b>	<b>Top Code</b>	<b>College</b>
1. Accounting	0502	Rio Hondo College
2. Income Tax and Payroll	0502	Rio Hondo College
3. Finance	0504	Rio Hondo College
4. Architectural Computer Applications Certificate	0201.00; 0953.10	Santa Monica College
5. Bookkeeping Certificate	0502	Santa Monica College
6. Child Development - Level I	1305.8	Mt. San Antonio College
7. Barbering AS Degree	3007	LA Trade-Technical College
8. Administration and Supervision of Early Childhood Programs	0802	West Los Angeles College
9. Health, Nutrition and Food Sanitation in Early Childhood Programs	0802	West Los Angeles College
10. Infant and Toddler Studies	0802	West Los Angeles College
11. Preschool Associate Teacher	0802	West Los Angeles College
12. School Age Programs	0802	West Los Angeles College
13. Meeting the Needs of Exceptional Children	0802	West Los Angeles College
14. Architectural CAD Technology Certificate	0201	Fullerton College
15. Small Business Tax Practice	0502.10	Santa Monica College
16. Supply Chain Management	N/A	Cerritos College
17. Architecture Associate Degree	0201	West Los Angeles College
18. Human Services	2104	Rio Hondo College
19. Digital Forensics & Incident Response	0707.30	Coastline Community College
20. Chemical Technician	0954.00; 0954.20	Cerritos College
21. Global Business Relations Certificate of Achievement	0508	East Los Angeles College
22. Machine Shop Technology	0956.3	Pasadena City College
23. Biotechnology Lab Assistant	0430	Los Angeles Harbor College
24. Associate In Science (A.S.)- Biotechnology	0430	Los Angeles Harbor College
25. Biotechnology Research Lab Assistant	0430	Los Angeles Harbor College
26. Animation	0614.4	Orange Coast College
27. Biotechnology Research Lab Assistant	0430	Los Angeles Harbor College
28. Audio and Visual Technician	1006	Santa Monica College
29. Scenic Design	1006	Santa Monica College
30. Stage Make-Up and Costuming	1006	Santa Monica College
31. Stage Lighting, Sound and Projection	1006	Santa Monica College
32. Machine Tool Technology	0956	Pasadena City College
33. Clinical Laboratory Assistant and Phlebotomy	120510	Saddleback College
34. Medical Scribe	120820	Saddleback College
35. Tax Preparer	0502.1	Santa Ana College

LAOCRC is supported by the CA Community College Chancellor's Office and Carl D. Perkins IV grant #13-150-003.  
 Adriene "Alex" Davis, Assistant Vice Chancellor of Economic & Workforce Development  
 Gustavo Chamorro, OC Director  
 Karen Childers, LA Director  
 Revised: 7/15/2019

**b. Modified Programs**

1. [Certificate of Achievement: Robotic Welding Automation](#), Long Beach City College
  2. [Certificate of Achievement: Gas Tungsten Arc Welding \(GTAW\)](#), Long Beach City College
  3. [Certificates of Achievement: Shielded Metal Arc Welding \(SMAW\)](#), Long Beach City College
  4. [Certificate of Achievement: Advanced Arc Welding](#), Long Beach City College
  5. [Certificate of Achievement: Human Services Generalist](#), Long Beach City College
- i. *Dr. Marcia Wilson reminded about last month's discussion with Mike Slavich about determining what would be the criteria to include for Modified Programs, listed as informational items on our agenda. There are questions now due to the lack of difference between substantial and non-substantial changes. Mike would be putting a small team to discuss and present; currently waiting for direction and information from Chancellor's Office. If anyone is interested to join, please contact Mike Slavich.*

**V. Action Items**

*Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC*

- a. [Program Recommendation](#); **Motion:** Tom Vessella, Los Angeles Pierce College; **Second:** Nick Real, Cerritos College; **Recommended unanimously**

Abstain: none / No: none

1. [Data Analytics](#), Coastline Community College
2. [3D Animation](#), Santa Monica College
3. [Visual Development](#), Santa Monica College
4. [3D Production](#), Santa Monica College
5. [Immersive Media \(AR/VR\) Certificate of Achievement](#), Orange Coast College
6. [Integrative Health Coach](#), Orange Coast College  
LMI request originally submitted as Community Healthcare Worker
7. [Surface Design](#), Saddleback College

- b. **Special Consideration Items for Recommendation**; **Motion:** Virginia Rap, El Camino College; **Second:** Jennifer Galbraith, Mt. San Antonio College; **Recommended unanimously**

Abstain: none / No: none

- i. [Esthetician](#): Locally Approved Certificate conversion to CoA, (Listed on April 18 agenda as an information item) Santa Monica College
- ii. [Nail Care](#): Locally Approved Certificate conversion to CoA, (Listed on April 18 agenda as an information item) Santa Monica College
- iii. [Salon Business](#): Locally Approved Certificate conversion to CoA, (Listed on April 18 agenda as an information item) Santa Monica College
- iv. [Mobile App iPhone](#): Locally Approved Certificate conversion to CoA, (Listed on April 18 agenda as an information item) Santa Monica College
- v. [Mobile App Android](#): Locally Approved Certificate conversion to CoA (Listed on April 18 agenda as an information item) Santa Monica College

- vi. **Information Systems Management:** Locally Approved Certificate conversion to CoA (Listed on April 18 agenda as an information item) Santa Monica College
- vii. **Web Development Management:** Locally Approved Certificate conversion to CoA (Listed on April 18 agenda as an information item) Santa Monica College
- viii. **Website Creator:** Locally Approved Certificate conversion to CoA; (Listed on April 18 agenda as an information item) Santa Monica College
- ix. **Animation Foundation:** Certificate of Achievement revised (Listed on April 18 agenda as an information item) Santa Monica College
- x. **Animation:** (A.S. Degree) Substantial changes (Listed on April 18 agenda as an information item) Santa Monica College

1. *Dr. Patricia Ramos opened the discussion by asking the audience how many colleges have started the process of converting locally approved certificates into Chancellor's Office Certificate of Achievement? Dr. Ramos now has five years in the making trying to do these conversions. After speaking to the Academic Affairs Office at the Chancellor's Office, they were informed to have those programs not listed as new programs, but listed as substantial changes or modified programs. These programs have gone through the entire process; they need to be listed under Action Items in order to be recommended as a new program.*
  - *Jennifer Galbraith mentioned that she is thankful this information was shared as she is currently facing these challenges, going back and forth. They will be bringing 11 locally approved certificates next month.*
  - *Dr. Gustavo Chamorro clarified that since the Chancellor's Office has no records of the certificates, they have to go to the Consortium.*
2. *Dr. Patricia Ramos suggested that LMI requests need to be part of this conversation moving forward. The Chancellor's Office was not very clear on their instructions.*
  - *Dr. Gustavo Chamorro shared that he had discussions with COE and the goal for the next meeting is to obtain some clarification from Jesse Crete and Juan Madrigal in regards to local certificates' LMI requests.*

VI. **Update, Discussion, and/or Action Items**

*Dr. Gustavo Chamorro, LAOCRC OC Director*

a. **Modify Programs Update**

1. *Dr. Gustavo Chamorro began the discussion by recalling that we all agreed that substantial changes were going to be listed as informational items. Substantial and non-Substantial changes are now being called Modified Programs, and do not need to be recommended by a Consortium. As a body, we agreed that we wanted to see those changes. Mike Slavich will be creating a committee to figure out what you really want to see, perhaps a complete list of the substantial/ modified changes or just a few. This will be determined by the committee that Mike Slavich will be spearheading. To clarify, The Chancellor's Office does not require for these Modified Programs to come to the Consortium for recommendation. As per our call last April, one of the tasks was to talk to the Chancellor's Office to obtain something in writing from them because some local curriculum offices require that information to be reflected in the Consortium minutes. Kevin Olson, Specialist Curriculum and Instruction at CCCCCO confirmed with Dr. Chamorro that all they want to see is a narrative of the change, old advisory minutes, and original recommendation to be submitted.*
  - *Nancy Jones has the same problem with the old programs. She asked if the CCCCCO would take the new advisory minutes.*
  - *Dr. Chamorro confirmed that they would accept new advisory minutes.*

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- Nancy Jones suggested if we can have all this information in writing to be able to present it to their curriculum office.
- 2. Dr. Gustavo Chamorro proposed the following action items:
  - Create a training for faculty members who submit program applications lead by LAOCRC Directors and COE.
  - Update the LAOCRC website: remove old documents, templates and procedures.
  - Develop a guidance document for Modified Programs.
- 3. Sandra Sanchez had the following question regarding the memo that came out, What is the overall intent, goal of the chancellor's office?
  - Dr. Gustavo Chamorro's understanding was to streamline the process, since there is a movement to expedite the Program Recommendation process. Some colleges decided to submit many local certificates under the original SWP metrics; however, under the current Simplified Metrics only Chancellor's Office approved certificates are counted.
  - Dr. Marcia Wilson mentioned that the Vision for Success goal was to reduce the overall number of units that our students accumulate. Our certificates do need to lead to a job outcome or industry certification that has meaning. The Chancellor's Office does not want to put it in a memo. The Regional Consortium is allowed to make them required, LAOCRC will try to put something together in regards to Modified Programs.
  - Dr. Patricia Ramos asked if we are consulting other regions. Dr. Chamorro responded that different regions are tackling different issues. For us, it's really determining what the membership wants to see? We will provide the region with a written memo with substance, and bring it back to the region for approval.

## VII. Updates

Dr. Marcia Wilson, CRLC Chair and Dean Resource  
Associate Chair, LAOCRC

- a. Districts
  - i. Cerritos
  - ii. Citrus
  - iii. Coastline
  - iv. Compton
  - v. Cypress
  - vi. East Los Angeles
  - vii. El Camino
  - viii. Fullerton
  - ix. Glendale
  - x. Golden West
  - xi. Irvine Valley

- xii. Long Beach
  - 1. Launching Introduction to Automotive Technology in the Fall 2019
  - 2. Looking for quality adjuncts, required AA Degree
- xiii. Los Angeles City
- xiv. Los Angeles Harbor
  - 1. Hosting 1<sup>st</sup> Annual Culinary Cup
- xv. Los Angeles Mission
- xvi. Los Angeles Pierce
- xvii. Los Angeles Southwest
  - 1. Friday, May 17<sup>th</sup> will be hosting Gig to Career event at LA downtown.
  - 2. Rick Hodge had a phone conference with Microsoft in regards Artificial intelligence, Microsoft to take the lead and develop a regional program: Interest from the region to collaborate with Microsoft – Artificial intelligence- all 28 / OC and LA.
- xviii. Los Angeles Trade-Technical
- xix. Los Angeles Valley
- xx. Mt. SAC
  - 1. Friday, June 7, 2019 Allied Health Convening (free event)
- xxi. Orange Coast
- xxii. Pasadena City
  - 1. Opening a career placement center today 5/16/19
- xxiii. Rio Hondo
  - 1. Friday, May 17<sup>th</sup> the First Cohort in Automotive degree will be graduating.
- xxiv. Saddleback
  - 1. This week we did an Odyssey Day, second year doing it independently and invited neighboring colleges to participate. We had over 300 High Schools, and we want to do it again and invite more regional colleges and make it a more regional effort.
- xxv. Santa Ana
- xxvi. Santa Monica
- xxvii. Santiago Canyon
- xxviii. West Los Angeles
  - 1. Sat. 5/18 we are launching awareness and industry enhancement at the West LA Campus

**b. Other**

**VIII. Adjourn**

- a. Motion:** Tom Vasella, Los Angeles Pierce College; **Second:** Virginia Rap, El Camino College; **Recommended unanimously**

The next CRLC Meeting will be at Sheraton Cerritos on June 20, 2019 from 8:30 A.M. – 9:45 A.M.