

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

Approved Minutes: June 21, 2018

Sheraton Cerritos- 12725 Towne Center Dr., Cerritos, CA 90703
8:30 a.m.-9:45 am

Voting Members present:

- Nick Real, Cerritos Community College
- Rocky Cifone, Citrus College
- Nancy Jones, Coastline Community College
- Rodney Murray, Compton College
- Kathleen Reiland, Cypress College
- Mercedes Yanez, East Los Angeles College
- Virginia Rapp, El Camino College
- Doug Benoit, Fullerton College
- Jan Swinton, Glendale Community College
- Christopher Whiteside, Golden West College
- Gene Carbonaro, Long Beach City College
- Marla Uliana, Los Angeles Mission College
- Tom Vessella, Los Angeles Pierce College
- Marcia Wilson, Los Angeles Trade-Tech College
- Laurie Nalepa, Los Angeles Valley College
- Jemma Blake-Judd, Mt. San Antonio College
- Lisa Knuppel, Orange Coast College
- Salvatrice Cummo (Alternate), Pasadena City College
- Mike Slavich, Rio Hondo College
- Anthony Teng, Saddleback College
- Kimberly Mathews (Alternate), Santa Ana College
- Frank Dawson (Alternate), Santa Monica College
- Von Lawson, Santiago Canyon College
- Carmen Dones, West L.A. College

Voting Members absent:

- Debbie Vanschoelandt, Irvine Valley College
- Sandra Sanchez, Los Angeles Harbor College
- Rick Hodge, Los Angeles Southwest College
- Fabiola Mora, Los Angeles City College

I. Meeting called to order at 8:33 a.m. by Dr. Adriene "Alex" Davis, Assistant Vice Chancellor of Economic & Workforce Development (EWD), LAOCRC

II. Roll call by Maria Madrigal, LAOCRC Administrative Secretary

III. Minutes from the May 17th, 2018 CRLC Business Meeting were APPROVED

- a. Motion: Carmen Dones, West Los Angeles College; Second: Rodney Murray, Compton College; APPROVED
 - i. Abstain: Von Lawson, Santiago Canyon College

IV. Informational Items

a. Notices of Intent

1. Stationary Power Generation -- Certificate of Achievement, *Citrus College*
2. Nursing Upward Mobility (LVN-RN Option) A.S. Degree, *El Camino College*
 - a. For program Modification/Review purposes
3. Nursing A.S. Degree College, *El Camino College*
 - a. For program Modification/Review purposes
4. Advanced ARC Welding (SMAW and FCAW) , *Long Beach City College*
5. Alcohol & Chemical Dependency, *Long Beach City College*
6. Athletic Coaching, *Long Beach City College*
7. Child Development-Early Childhood Education Associate Teacher, *Long Beach City College*

8. CISCO Certified Network Associate, *Long Beach City College*
 9. Co-Occurring Disorders- Level One, *Long Beach City College*
 10. Criminal Forensics, *Long Beach City College*
 11. Cyber Security, *Long Beach City College*
 12. Fire Technology, *Long Beach City College*
 13. Formula Room Technician, *Long Beach City College*
 14. Foundations Of Accounting, *Long Beach City College*
 15. Foundations of Business, *Long Beach City College*
 16. Foundations of International Business, *Long Beach City College*
 17. Foundations of Management, *Long Beach City College*
 18. Foundations Of Marketing, *Long Beach City College*
 19. Fundamentals of Digital Media Arts, *Long Beach City College*
 20. Logistics, *Long Beach City College*
 21. Microsoft Windows Networking Technician, *Long Beach City College*
 22. Personal Trainer, *Long Beach City College*
 23. PHP Web Programmer, *Long Beach City College*
 24. Real Estate Broker, *Long Beach City College*
 25. Real Estate Salesperson, *Long Beach City College*
 26. Robotic Welding Automation, *Long Beach City College*
 27. Shielded Metal ARC Welding (SMAW) , *Long Beach City College*
 28. UNIX Network Administrator, *Long Beach City College*
 29. Vocational Media: Commercials and Voice Overs, *Long Beach City College*
 30. Web Developer, *Long Beach City College*
 31. Certified Dietary Manager, *Los Angeles Mission College*
 32. Sustainable Interior Design, *Los Angeles Mission College*
 33. Early Intervention and Inclusion Certificate, *Mt. San Antonio College*
 34. Fashion Historical Costuming, *Mt. San Antonio College*
 35. Nutrition, *Mt. San Antonio College*
 36. Geographic Information Systems: Low Unit Certificate of Achievement, *Pasadena City College*
 37. Child Development Specialization: Infant/Toddler, *Rio Hondo College*
 38. Child Development Specialization: Language and Literacy, *Rio Hondo College*
 39. Child Development Specialization : Special Education, *Rio Hondo College*
 40. Elementary Teacher Education, *Rio Hondo College*
 41. Jiggle Bells, *Rio Hondo College*
 42. Real Estate Salesperson (Certificate of Achievement), *West Los Angeles College*
 - a. Submitted Original NOI in February 2018
- b. Substantial Changes**
- i. N/A
- c. Re-institution of Compton College Programs**
- i. Compton College was re-accredited last year. They were in communication with the Chancellor's Office and Dr. Davis, Assistant Vice Chancellor of EWD, to ensure a smooth transition of curriculum from El Camino College to Compton College. The classes transferred from El Camino College to Compton College are listed below:

ii. **AA-T**

1. Communication Studies for Transfer
2. English for Transfer
3. History for Transfer
4. Elementary Teacher Education for Transfer
5. Kinesiology for Transfer
6. Political Science for Transfer
7. Psychology for Transfer
8. Sociology for Transfer
9. Spanish for Transfer

iii. **AA-S**

1. Administration of Justice for Transfer
2. Business Administration for Transfer
3. Early Childhood Education for Transfer
4. Mathematics for Transfer

iv. **AA**

1. Music

v. **Certificates of Achievement/ Accomplishment**

1. Administration of Justice
2. Air Conditioning and Refrigeration
 - a. Air Conditioning
 - b. Air Conditioning & Refrigeration Electric Controls
 - c. Heating, Ventilation and Air Conditioning
 - d. Refrigeration
3. Automotive Collision Repair/Painting
 - a. Automotive Collision Repair/Painting I
 - b. Automotive Collision Repair/Painting II
 - c. **Automotive Accident Reconstruction**
 - d. **Automotive Collision Investigation**
4. Automotive Technology
 - a. Automotive Brakes/Suspension Transmission/Drive Train Technician
 - b. Automotive Engine Rebuilding/Repair Technician
 - c. Automotive Technician I
 - d. Automotive Technician II
 - e. Automotive Tune-Up Technician
 - f. **Automotive Air Conditioning Technician**
 - g. **Automotive Brakes and Suspension Technician**
 - h. **Automotive Engine Rebuilding and Repair Technician**
 - i. **Automotive Transmission and Drive Train Technician**
5. Business
 - a. Business Management
 - b. Marketing
 - c. Retail Management
6. Child Development
 - a. Early Childhood Education
 - b. Early Intervention Assistant

- c. Special Education Assistant
7. Computer Information Systems- Computer Systems Application
8. Cosmetology
 - a. Cosmetology Level I
 - b. Cosmetology Level II
9. Machine Tool Technology
 - a. CNC Machine Operator
 - b. Machinist
 - c. Numerical Control Programmer
10. Music-Commercial Music
11. Transfer Studies
 - a. CSU General Education Breadth
 - b. Intersegmental General Education Transfer Curriculum (IGETC)
12. Welding

V. Action Items

a. East Los Angeles College would like to pull the following Program Applications for discussion: 4-8 and 10-12

b. **Vote to approve the following Program Applications: 1-3, 9, and 13-17**

i. **Motion: Kathleen Reiland, Cypress College; Second: Von Lawson, Santiago Canyon College;**

RECOMMENDED

1. Medical Coding Specialist-CoA, *Golden West College*
2. Big Data Analytics-CoA, *Mt. San Antonio College*
3. Community Health Worker-CoA, *Rio Hondo College*
4. Computer Information Technology/ Information Systems and Technology-AS, *Rio Hondo College*
5. Computer Information Technology/Cybersecurity-AS, *Rio Hondo College*
6. Computer Information Technology/Cybersecurity-CoA, *Rio Hondo College*
7. Computer Information Technology/Cybersecurity Technician-CoA, *Rio Hondo College*
8. Computer Information Technology/Ethical Hacker-CoA, *Rio Hondo College*
9. Elementary Teacher Education-CoA, *Rio Hondo College*
10. Graphic Art and Design-AA, *Rio Hondo College*
11. Graphic Design: Packaging Design-CoA, *Rio Hondo College*
12. Graphic Design-CoA, *Rio Hondo College*
13. Pipe Welding and Fabrication-CoA, *Rio Hondo College*
14. Strength and Performance Coach-CoA, *Rio Hondo College*
15. Yoga Teacher Training Certification-CoA, *Rio Hondo College*
16. Real Estate Appraiser II Certificate of Achievement-CoA, *West Los Angeles College*
17. Real Estate Broker Certificate of Achievement-CoA, *West Los Angeles College*

c. **Items pulled for discussion: 4-8 and 10-12**

- i. Mercy Yanez, East Los Angeles College (ELAC) Voting Member, has been in communication with Rio Hondo College regarding these programs; they would like to request more time to discuss these programs before moving forward for a recommendation vote.
- ii. Rio Hondo explains that they have been communicating with East Los Angeles College for a few months
 1. Mike Slavich, Rio Hondo College Voting Member, describes the great job demand in Cybersecurity

- iii. Jan Swinton, Glendale College Voting Member, would like to emphasize that this is a Program from a Regional Strong Workforce project initiative
- iv. Marla Uliana, Los Angeles Mission College Voting Member, asked ELAC's Voting Member if she was aware of her faculty's concern regarding Rio Hondo College's Cybersecurity Program
 - v. Nancy Jones, Coastline Community College's Voting Member, describes that she has been working directly with Rio Hondo College for the past 3 years ; In addition, they have been trying to move this regionally and encourages all the colleges to create this program as there is a great need for Cybersecurity professionals
 - vi. Mercy Yanez explained that the concern is the communication between faculty to faculty from both colleges
 - vii. Rio Hondo Colleges intent was to include the programs in the Fall 2018
 - viii. Marla Uliana emphasized that the programs Rio Hondo College is submitting are SWP driven programs and Mike Slavich is the lead
 - ix. It was recommended to make these types of program Regional Programs
 - x. Rio Hondo College assures that they will be communicating with ELAC's faculty
 - xi. **Move forward vote for recommendation of the following Program Applications: 4-8 and 10-12**
 - 1. **Motion; Von Lawson, Santiago Canyon College; Rodney Murray, Compton College; RECOMMENDED**
 - a. Opposed: Mercy Yanez, East Los Angeles College

VI. Update, Discussion, and/or Action Items

a. Program Recommendation Process

- i. The Program Recommendation Workgroup is composed of 10 members: Alex Davis, Gustavo Chamorro, Marcia Wilson, Richard Verches, Lori Sanchez, Juan Madrigal, Lorraine Vega, Shari Herzfeld, Dorsie Brooks, and Maria Madrigal
- ii. The workgroup focused on implementing the feedback that LAOCRC had received regarding the current Program Recommendation Process
- iii. Dr. Chamorro presented the new Draft Program Recommendation Chart and walked through the outlined steps
 - 1. Recommendation 1: Use COE as the starting point for LMI data; a data request should be submitted as soon as the college has an idea of creating a new program
 - a. COE is working to add a field to upload documents to provide supplemental data when submitting a data request
 - b. The "shelf life" of the program data request is two years
 - 2. Recommendation 2: "Notices of Intent" is changing to "program data request/s;" Requests submitted by the deadline are included on the agenda of the next CLRC meeting each month.
 - 3. Recommendation 3: The process indicates that a program that is listed on a CLRC Business Meeting agenda, as having completed a data request form, cannot be on the agenda for Program Recommendation in the same month.
 - 4. Nick Real, Cerritos College Voting Member, had a concern in regards to Step #4 on the chart because the every college has a different system in creating the curriculum
 - a. In addition, he had concerns in regards to Step #5b on the outline process document
 - i. Nick reminds everyone that all the information is available online and faculty can have access to everything; Cerritos College faculty does not

depend on the CRLC member to stay informed of programs being submitted

1. The faculty at Cerritos College contacts the colleges directly when they have a questions or concern regarding any program; they do not rely on the CRLC member
 - ii. Dorsie Brooks from Golden West College shares with Nick that the step shown on the Program Recommendation Process outline is a process to ensure your faculty is having a discussion with other colleges
 - iii. It was agreed that colleges can decide to grant access to their faculty as desired, but the CLRC members are expected facilitate the faculty to faculty interaction
5. Rocky Cifone, Citrus College Voting Member, asked if COE includes a list of colleges with the same program on the LMI report
- a. COE does include the list of colleges that have the same program by Top Codes
 - b. If the report provided by COE does not list a college, but the college would like to be contacted (i.e. they might have a similar program in another Top Code or are perhaps planning to develop a program as well), they must reach out to the requesting college.
 - c. COE will also be using the official Top Code name as the header of the report
6. Marcia Wilson, CRLC Chair and Voting Member for Los Angeles Trade-Tech College, emphasizes that if the steps are followed like listed on the outline, there should not be reason to pull any items since issues would likely be resolved by faculty during the program development process
- a. Mercy Yanez has a concerned about Step 7d; she believes that there needs to be additional clarification in regards to pulled items for discussion. CRLC members can technically pull items for discussion the day of the business meeting. The issue with pulling items the day of the meeting is that the colleges can be taken by surprise and not have time to prepare for a discussion. We want to ensure that the college has enough time to prepare for a discussion on the item being pulled, including inviting relevant faculty.
7. Technically an item could be pulled the day of the meeting, as per Robert's Rules of Order, however, we would like to have a mutual agreement that voting members will pull items the Monday before the meeting, out of courtesy and respect to give the college time to prepare for the discussion; this shall be a best practice
- b. College Resource Leadership Council 2018-2019 Calendar**
- i. Dr. Chamorro reviewed the CRLC Business Calendar for the 2018-2019 fiscal year.
 - ii. There are no monthly meetings on the months of July and August.
- c. Approve the Program Recommendation Process outline, College Resource Leadership Council 2018-2019 Calendar, and Program Recommendation Chart** with the following changes: take out the second bullet point from Step 4 of the chart and change Step 7d from the outlined process to "Strongly recommend to pull items for discussion by the Monday deadline to be discussed at the CRLC Business Meeting"
1. **Motion: Rodney Murray, Compton College; Second: Marla Uliana, Los Angeles Mission College; Unanimously APPROVED**
- d. Regional Pre-Approval Process**
- i. Marcia Wilson would like to recommend a streamline process for Pre-Approved programs (e.g. BIW/ITTP) specially programs that are part of a SWP initiative

- ii. Rocky adds that he would like to see more involvement and collaboration with the DSNs when creating the curriculum for Pre-Approved Programs similar to ITTP and BIW
- iii. The CLRC agreed that Pre-Approved Programs would be streamlined; no objections noted.

e. LAOCRC Website

- i. Maria Madrigal, presented the new LAOCRC Beta version website.
- ii. It is recommended that project leaders send their meeting dates and documents to upload them on the new LAOCRC website
- iii. Several members complimented Maria and the team on the excellent work on the website.
- iv. The website will go live by the next CRLC Business meeting in September 2018.

f. Special Recognition

- i. Special recognition to Jemma Blake-Judd, Mt. San Antonio College Voting Member. This is her last meeting, as she will be retiring. Thank you for all that you have done for our region.

VII. Updates

a. Districts

- i. Cerritos
- ii. Citrus
 - 1. Citrus College has been identified as the #7 Hispanic college serving Hispanics in the nation #1 in California
- 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
- xiii. Los Angeles City
- xiv. Los Angeles Harbor
- xv. Los Angeles Mission
 - 1. The Vice President of Student Services position has re-opened
 - 2. They will be posting a position for Dean of Academic Affairs by July 5th
- xvi. Los Angeles Pierce
- xvii. Los Angeles Southwest
- xviii. Los Angeles Trade-Technical
- xix. Los Angeles Valley
- xx. Mt. SAC
 - 1. Jennifer Galbraith is the new Dean of Business Division and Voting Member for Mt. San Antonio College
- xxi. Orange Coast
- xxii. Pasadena City

- xxiii. Rio Hondo
- xxiv. Saddleback
- xxv. Santa Ana
- xxvi. Santa Monica
- xxvii. Santiago Canyon
- xxviii. West Los Angeles

b. Other

VIII. Meeting adjourned at 10:05 a.m.

- a. Motion: Rocky Cifone, Citrus College; Von Lawson, Santiago Canyon College; APPROVED

The next CRLC Meeting will be at Sheraton Cerritos on September 20, 2018 from 8:30 A.M. – 9:30 A.M.

WiFi Password: **Sheraton2020**