

Los Angeles Orange County Regional Consortia Voting Member Business Meeting

APPROVED Minutes: March 16th, 2017

8:30 a.m. – 10:00 a.m.

Sheraton Cerritos- 12725 Towne Center Dr., Cerritos, CA 90703

Voting Members present:

- Nick Real, Cerritos CCD
- Marti DeYoung, Citrus CCD
- Jim Lancaster, Citrus CCD
- Nancy Jones, Coast CCD
- Lisa Knuppel, Coast CCD
- Rodney Murray, Compton CCD
- Abiodun Osanyinpeju, Compton CCD
- Randal Davis, El Camino CCD
- Virginia Rapp, El Camino CCD
- Jan Swinton, Glendale CCD
- Melissa Infusino, Long Beach City CCD
- Mollie Smith, Long Beach CCD
- Alex A. Davis, Los Angeles CCD
- Madelyn Arballo, Mt. San Antonio CCD
- Jemma Blake-Judd, Mt. San Antonio CCD
- Douglas Benoit, North Orange County CCD
- Steve Donley, North Orange County CCD
- Rocky Cifone, Pasadena Area CCD
- Barbara Freund, Pasadena Area CCD
- Von Lawson, Rancho Santiago CCD
- Bruce Noble, Rio Hondo CCD
- Mike Slavich, Rio Hondo CCD
- Patricia Ramos, Santa Monica CCD
- Corine Doughty, South Orange County CCD

Voting Members absent:

- Rick Miranda, Cerritos CCD
- Michael Ritterbrown, Glendale CCD
- Monte Perez, Los Angeles CCD
- Bart Hoffman, Rancho Santiago CCD
- Frank Dawson, Santa Monica CCD
- Anthony Teng, South Orange County CCD

- I. Meeting called to order at 8:32 a.m. by Jim Lancaster, *Program Approval Lead; Interim Chair Voting Members*
- II. Voting Member Roll Call- Maria Madrigal, *LAOCRC Administrative Secretary*
- III. [Minutes from February 16th, 2017](#) Program Recommendation APPROVED as submitted
- IV. Information/ Presentations & Discussion (~40 min)
 - a. Program recommendation process (cont.)
 - i. [Flow Chart](#): COE is being asked to be more involved in the Program Recommendation process
 - a. Statewide initiative to make sure our program recommendation process is no longer than 30 days
 - ii. [COE intake form](#):
 1. COE engagement should be early in the program development process
 2. Lori Sanchez along other COE directors throughout the state created an intake form to request LMI data and we (LAOCRC) would use as a Notice of Intent
 - a. Lori Sanchez explained the components of the COE intake form:

- b. Select region>select district>college> voting member and contact information from person submitting the request
 - c. Requestors will provide TOP codes and the occupations
 - d. It will be a shorter timeline on request for occupations with established SOC (2 weeks) and a longer timeline for emerging occupations (6 weeks)
 - e. Feedback is welcomed regarding the COE intake form
3. Using the COE for your LMI data is not required; you may use other entities that provide the LMI needed to support your program coming through the region. Nevertheless, it is recommended, by the Chancellor's Office, to use the COE service.
- a. There are two services COE offers:
 - i. Review supporting data from other resources you are submitting for the program
 - ii. Provide data for a program
 - b. Will COE provide a gap analysis?
 - i. They will provide supply and demand data
 1. To view an example, please [Click Here](#)

iii. Calendar/timeline

1. [Calendar](#)

- a. COE data (LMI) request
 - i. If there are no matching SOC codes, it will be around a 6 week window
 - ii. If there are matching SOC codes, it will be about 2 weeks window
- b. Every Monday
 - i. Monday emails: You will be able to see who filed with the COE, we will use the COE intake form as the notice of intent.
 - ii. Colleges, deans, and faculty encouraged to raise concerns at this point regarding destructive competition, discuss curriculum alignment, and other program issues.
- c. Program Recommendation-Example: October Agenda (assume October 19th VM meeting)
 - i. As soon as you have an idea you submit a COE LMI data request.
 - ii. Emerging occupations: COE would need to receive request by August.
 - iii. Established matching SOC codes: two weeks prior to agenda deadline would suffice. For the imaginary October 20th meeting this would be September 21st.
 1. This keeps us within the 30 days max for regional recommendation
 - iv. VM Business Meeting Agenda
 1. Will be created 2 weeks in advance of the meeting
 2. Online voting could be eliminated.
 - v. Program recommendation applications would be submitted by the voting member to be placed on the agenda. An agenda will be created with all the attachments as links
 1. Agenda would go out to VMs approximately 10 days in advance of meeting.
 2. For example, you would have from October 10th- 19th to review the agenda and have college to college discussions regarding the proposed programs
 3. This process eliminates having a Program Approval/Recommendation lead.

- vi. Submitting college would then receive notification of regional recommendation.
 - vii. Concerns:
 - 1. The program is voted/recommended on as soon as the packet is done
 - 2. Very important to share this process with faculty
 - d. College profiles:
 - i. Recommended to change the College Profile to District Profile
 - ii. Create a District Profile containing the following information:
 - 1. CEO
 - 2. Vice chancellor of academic affairs or educational programs
 - 3. College information:
 - a. CTE dean
 - b. Voting Member
 - c. Economic Workforce Dean
 - d. Vice President of Academic Affairs
 - e. Curriculum Chair
 - f. CTE Academic Liaison
 - g. Curriculum Assistant
 - h. Academic Senate President
 - 4. Email to all college stakeholders regarding program recommendation
 - 5. Concerns
 - a. Letter of intent and expiration
 - b. July 1, 2017 is the anticipated implementation date from the Chancellor's Office
- b. LAOCRC Awards-- [Nomination Forms](#)
- i. There are four forms
 - 1. LAOCRC Career Technical Education Program Innovation of the Year Award
 - 2. LAOCRC Workforce Development Innovation of the Year Award
 - 3. LAOCRC Regional Collaboration Leader of the Year Award
 - 4. LAOCRC Regional Partner of the Year Award
 - ii. Complete form
 - 1. Name of nominee
 - 2. Explain why this individual deserves the award
 - 3. Qualitative or quantitative data: please include
 - 4. Nominees have to be from the LAOCRC region
 - 5. No longer than 2 pages
 - 6. Requirements are included in the nomination form
 - 7. Working on a drop box the LAOCRC website to submit the nomination form
 - 8. All nominations turned in by May 15, 2017
 - a. LAOCRC will send out reminders on these
 - b. The nomination forms are a work in progress-- might have changes
 - i. If there are major flaws please let Jim Lancaster know
 - ii. Non-credit is included on the Career Technical Educational Program Award
 - iii. LA and OC Directors will choose date for the awards
 - iv. It does not have to go through the Voting Member only; it may from anyone as long as it stays within the LA and OC region
 - v. We will send out a reminder via eBlast/eUpdates

V. Reports (Those with * are expected to report) (~30 min)

- a. Los Angeles Director*
 - i. Last month
 1. Great level of engagement and collaboration between LA and Orange County
 - a. DSNs
 - b. Industry
 - c. Partners
- b. Orange County Director*
 - i. OC has been working in finishing year one of the Strong Workforce Program initiative and now have begun the planning for year 2
- c. Dean Resource Associate Chair
 - i. None
- d. Strong Workforce Director/Fiscal Agent
 - i. Sarah
 1. At the last meeting there was a timeline to finish Participation Agreements and Master Agreements this month of March
 - a. Master Agreements have been approved in February
 - b. The participation Agreements have been received and the fiscal agent will be reviewing the agreements for technical review
 - i. Technical review will take place in order to ensure everything is in place, workplan consist of allowable items, and the funds line up
 - c. Concern: If there is a disconnection between the lead and participating colleges, how are we dealing with situations like these?
 - i. Technical review will take care in identifying those discrepancies and communicate with the appropriate people to fill in those gaps
 - d. A summary sheet will be provided to the leads of all participation colleges
- e. Districts
 - i. Cerritos
 1. None
 - ii. Citrus
 1. [Human Resource Manager Survey: A Brief Survey of High School Diploma Relevancy Among San Gabriel Valley Employers](#)
 - a. Shared research: Is a High School diploma still valid if applicant has an AA degree, a credential or certificate from community college?
 - b. Results: ~40% of employers require a High School Diploma
 - c. Jim will be working with San Gabriel Economic Partnership to expand the study: increase industry sectors and compare industry sector results.
 - iii. Coast
 1. None
 - iv. Compton
 1. Their college was evaluated last week and hoping to hear great news in June
 - a. Looking forward to becoming independent again
 - v. El Camino
 1. None
 - vi. Glendale
 1. None
 - vii. Long Beach
 1. None

- viii. Los Angeles
 - 1. 3rd Annual Regional CTE Symposium: April 27-28, 2017
 - a. Student focused":
 - i. Students develop portfolios and websites to show their developed content
 - ii. There will be a creative space breakout session and entrepreneur session
 - b. To register, [Click Here](#).
 - 2. 9th Annual Los Angeles Construction and Associated Careers Awareness Day: March 23, 2017
 - a. Located at Los Angeles Trade Tech College
 - b. About 3,000 LAUSD students attending to learn more about construction careers
- ix. Mt. SAC
 - 1. Completed their accreditation
- x. North Orange
 - 1. Cypress College will be celebrating their 50th Anniversary on April 1, 2017
 - a. Dr. Simpson, President of Cypress College, will be retiring by the end of the fiscal year; they will be in search of a new President
- xi. Pasadena
 - 1. Acknowledged Dr. Wendie Johnston for her support on the L.A. Bioscience Strong Workforce Program project that was submitted
 - 2. New Voting Member for Pasadena City College: Barbara Freund, Dean of Health Sciences
- xii. Rancho Santiago
 - 1. None
- xiii. Rio Hondo
 - 1. Bruce mentioned he met with executives from the Energy, Construction, and Utilities; they discussed the importance of students creating a portfolio to be prepared for the workforce
- xiv. Santa Monica
 - 1. None
- xv. South Orange
 - 1. Irvine Valley College just finished their accreditation visit
- f. Center of Excellence Director
 - i. None
- g. Program Recommendation Lead*
 - i. Pre-Recommended programs
 - 1. IT Technician Pathway I- *Citrus College*
 - 2. IT Technician Pathway II- *Citrus College*
- h. Ad-hoc Committees
 - i. None

VI. Action Items

a. Consent

i. Program Notices of Intent/Announcement

- 1. Architecture, Civil, Engineering Design Drafting, *Rio Hondo College*
 - a. *Cypress College, Irvine Valley College (drafting), Santa Monica College, Los Angeles Southwest College, Pasadena City College (tech)*
- 2. Graphic Design: Advertising Design, *Rio Hondo College*
 - a. Los Angeles Southwest College
- 3. Graphic Design: Branding and Identity Design, *Rio Hondo College*
 - a. *All*
- 4. Graphic Design: Publication Design, *Rio Hondo College*

- a. *All*
5. Graphic Design: Web Design, *Rio Hondo College*
 - a. *All*
- ii. **Program Recommendation (Motion: Rocky Cifone, Pasadena Area CCD; Second: Virginia Rapp, El Camino CCD; APPROVED: Yes)**
 1. CISCO Networking Administration-CoA, *El Camino College*
 2. Computer User Support Specialist-CoA, *El Camino College*
 3. Computer Technician Analyst-CoA, *Fullerton College*
 4. Computer Technician Apprentice-CoA, *Fullerton College*
 5. Office Applications Apprentice-CoA, *Fullerton College*
 6. Office Applications Technician-CoA, *Fullerton College*
 7. CNC Machine Tool Technology-AS_CoA, *Long Beach City College*
 8. Digital Characters-CoA, *Rio Hondo College*
 9. Digital Environments-CoA, *Rio Hondo College*
 10. Medical Coding Specialist-CoA, *Saddleback College*
 11. Transitional Kindergarten-CoA, *Saddleback College*
 12. Cloud Computing-CoA, *Santa Monica College*
- b. Other
 - i. Change cut off to online voting time to 12 a.m.

VII. Adjourn

The LAOCRC Collaborative Meeting will meet at 10:30 A.M. – 12:00 P.M. in Room Artesia/La Palma
The Los Angeles Collaborative Luncheon Meeting will meet @ 12:00 A.M. - 1:30 P.M. in Room Artesia/La Palma
Next Voting Member Business Meeting will be on April 20th, 2017 at Sheraton Hotel- Cerritos.

WiFi Password: **Sheraton2016**