

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

## Minutes: December 10, 2020

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

### Zoom Video-Call Details

LAOCRC is inviting you to a scheduled Zoom meeting.

Topic: December 2020 Program Recommendation (CRLC Business Meeting)

Time: Dec 10, 2020 08:30 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/98556977921>

Or iPhone one-tap (US Toll): +16699006833,98556977921# or +13462487799,98556977921#

Or Telephone:

Dial:

- +1 669 900 6833 (US Toll)
- +1 346 248 7799 (US Toll)
- +1 253 215 8782 (US Toll)
- +1 312 626 6799 (US Toll)
- +1 646 876 9923 (US Toll)
- +1 301 715 8592 (US Toll)

**Meeting ID: 985 5697 7921**

International numbers available: <https://cccconfer.zoom.us/j/98556977921>

Or Skype for Business (Lync):

SIP:98556977921@lync.zoom.us

### Voting Members present:

- Michael Wangler, Citrus College
- Nick Real, Cerritos Community College
- Merry Kim, Coastline Community College
- Lynell Wiggins (Alternate), Compton College
- Kathleen Reiland, Cypress College
- Kendra Madrid, East Los Angeles College
- Ken Starkman, Fullerton College
- Jan Swinton, Glendale Community College
- Marla Uliana, Los Angeles Mission College
- Wiley Brown, Los Angeles Pierce College
- Lawrence Bradford, Los Angeles Southwest College
- Marcia Wilson, Los Angeles Trade-Tech College
- Laurie Nalepa, Los Angeles Valley College
- Jennifer Galbraith, Mt. San Antonio College
- Lisa Knuppel, Orange Coast College
- Julie Kiotas (Alternate), Pasadena City College

- Christopher Whiteside, Golden West College
- Debbie Vanschoelandt, Irvine Valley College
- Gene Carbonaro, Long Beach City College
- Armando Rivera-Figueroa, Los Angeles City College
- Mercy Yanez, Los Angeles Harbor College

- Mike Slavich, Rio Hondo College
- Anthony Teng, Saddleback College
- Kimberly Mathews (Alternate), Santa Ana College
- Sasha King (Alternate), Santa Monica College
- Elizabeth Arteaga, Santiago Canyon College
- Carmen Dones, West Los Angeles College

**Voting Members absent:**

- Virginia Rapp, El Camino College

**I. Call to order – Meeting called to order at 8:33 a.m. by Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC**

**II. CRLC Member Roll Call – Marbella Ruiz, Administrative Secretary, called roll – a Quorum of Voting Members was verified.**

**III. Minutes from the November 19, 2020 CRLC Business Meeting were Approved**

- a. Motion:** Jennifer Galbraith, Mt. San Antonio College; **Second:** Mercy Yanez, Los Angeles Harbor College  
**APPROVED**

**IV. Informational Items**

**a. Program Data Requests**

Program Title	Top Code	College	Contact
1. Administration of Justice Certificate (Essentials 1/2/3)	2105	Cerritos College	Fernando Jimenez <a href="mailto:fjimenez@cerritos.edu">fjimenez@cerritos.edu</a>
2. Data Management Certificate	0707.20	Cypress College	Peter Molnar <a href="mailto:pmolnar@cypresscollege.edu">pmolnar@cypresscollege.edu</a>
3. Pre-Physician/Medical Assistant	1208	East Los Angeles College	Monica Thurston <a href="mailto:Thurstmm@elac.edu">Thurstmm@elac.edu</a>
4. Pre-Physician/Pharmacy Technician	1221	East Los Angeles College	Monica Thurston <a href="mailto:Thurstmm@elac.edu">Thurstmm@elac.edu</a>
5. General Engineering Technician Certificate of Achievement	924	East Los Angeles College	Kamy Khashayar <a href="mailto:Khashak@elac.edu">Khashak@elac.edu</a>
6. Emergency Management	2199	El Camino College	Jeff Baumunk <a href="mailto:jbaumunk@elcamino.edu">jbaumunk@elcamino.edu</a>
7. Screenwriting	612.2	Los Angeles City College	Dan Wanner <a href="mailto:wannerda@lacitycollege.edu">wannerda@lacitycollege.edu</a>
8. Entertainment Industry: Production Assistant	612.2	Los Angeles City College	Dan Wanner <a href="mailto:wannerda@lacitycollege.edu">wannerda@lacitycollege.edu</a>



									ging *
1. <a href="#">Income Tax II (Income Tax Preparer)</a>	050200	Citrus College	Michael Wangler <a href="mailto:mwangler@citruscollege.edu">mwangler@citruscollege.edu</a>	EA	✓	✓	✓		
2. <a href="#">Income Tax I (Income Tax Assistant)</a>	050200	Citrus College	Michael Wangler <a href="mailto:mwangler@citruscollege.edu">mwangler@citruscollege.edu</a>	EA	✓	✓	✓		
3. <a href="#">Payroll Accounting</a>	050900	Citrus College	Michael Wangler <a href="mailto:mwangler@citruscollege.edu">mwangler@citruscollege.edu</a>	EA	✓	✓	✓		
4. <a href="#">Real Estate Appraisal Certificate</a>	061420	Citrus College	Michael Wangler <a href="mailto:mwangler@citruscollege.edu">mwangler@citruscollege.edu</a>	EA	✓	✓	✓		
5. <a href="#">Custody Assistant Training</a>	210500	East Los Angeles College	Kendra Madrid <a href="mailto:madridk@elac.edu">madridk@elac.edu</a>	EA	✓	✓	✓		
6. <a href="#">Automotive Chassis Specialist Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓		
7. <a href="#">Automotive Service Advisor Certificate</a>	094800	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓		
8. <a href="#">CNC Operator Certificate</a>	095600	Fullerton College	Ken Starkman <a href="mailto:KStarkman@fullcoll.edu">KStarkman@fullcoll.edu</a>	ES	✓		✓		
9. <a href="#">Costume Design Level 1</a>	100600	Los Angeles City College	Armando Rivera-Figueroa <a href="mailto:riveraa@lacitycollege.edu">riveraa@lacitycollege.edu</a>	ES		✓	✓		
10. <a href="#">Game Art &amp; Design Production</a> *Originally requested as "Electronic Game Design – 2 <sup>nd</sup> year" on September 2020.	061420	Los Angeles City College	Armando Rivera-Figueroa <a href="mailto:riveraa@lacitycollege.edu">riveraa@lacitycollege.edu</a>	ES	✓	✓		✓	
11. <a href="#">Game Art &amp; Design Foundation</a> *Originally requested as "Electronic Game Design Foundation" on September 2020.	061420	Los Angeles City College	Armando Rivera-Figueroa <a href="mailto:riveraa@lacitycollege.edu">riveraa@lacitycollege.edu</a>	ES	✓	✓		✓	
12. <a href="#">Chemical And Materials Engineering Technology</a>	092400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓		
13. <a href="#">Chemical And Materials Engineering Technology Level 1</a>	092400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓		
14. <a href="#">Chemical And Materials Engineering Technology Level 2</a>	092400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓		
15. <a href="#">Civil Engineering Technology</a>	092400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓		
16. <a href="#">Civil Engineering Technology Level 1</a>	092400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓		
17. <a href="#">Civil Engineering Technology Level 2</a>	092400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓		
18. <a href="#">Computer Networking Technology Fundamentals</a>	093410	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓		

<b>Key:</b> EA = Endorsed: All Criteria Met ES = Endorsed: Some Criteria Met NE = Not Endorsed PA = Pre-Approved			<b>NOTE:</b> A check mark (✓) denotes that specific LMI Criteria was met. *Emerging denotes there are gaps in the traditional labor market information.					
19. <a href="#">Electrical Engineering Technology Level 1</a>	092400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓	
20. <a href="#">Electrical Engineering Technology Level 2</a>	092400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓	
21. <a href="#">Electronics Technology Level 1</a>	093400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓	
22. <a href="#">Mechanical Engineering Technology Level 1</a>	094500	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	ES	✓		✓	
23. <a href="#">Mechanical Engineering Technology Level 2</a>	094500	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	ES	✓		✓	
24. <a href="#">Software Engineering Technology Level 1</a>	092400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓	
25. <a href="#">Software Engineering Technology Level 2</a>	092400	Mt. San Antonio College	Jennifer Galbraith <a href="mailto:jgalbraith@mtsac.edu">jgalbraith@mtsac.edu</a>	EA	✓	✓	✓	
26. <a href="#">Certified Baker</a>	130600	Pasadena City College	Salvatrice Cummo <a href="mailto:scummo@pasadena.edu">scummo@pasadena.edu</a>	ES	✓		✓	
27. <a href="#">Certified Culinarian</a>	130600	Pasadena City College	Salvatrice Cummo <a href="mailto:scummo@pasadena.edu">scummo@pasadena.edu</a>	ES	✓		✓	
28. <a href="#">Law Office Management</a>	051440	Santa Ana College	Larisa Sergeyeva <a href="mailto:Sergeyeva_larisa@sac.edu">Sergeyeva_larisa@sac.edu</a>	EA	✓	✓	✓	

**b. Modified Programs**

1. [Associate in Science, Baking And Pastry Arts](#), Long Beach City College

- Decreased program requirement units from 39 to 32.5 units
- Changed subject from CULAR to BAKE
- Modified program course requirements by adding and removing several classes

2. [Certificate Of Achievement, Baking And Pastry Arts](#), Long Beach City College

- Decreased program requirement units from 39 to 25 units
  - Changed subject from CULAR to BAKE
  - Modified program course requirements by adding and removing several classes
3. [Associate in Science, Culinary Arts](#), Long Beach City College
- Decreased program requirement units from 38 to 29.5 units
  - Modified program course requirements by adding and removing several classes
4. [Certificate Of Achievement, Culinary Arts](#), Long Beach City College
- Decreased program requirement units from 38 to 24.5 units
  - Modified program course requirements by adding and removing several classes
- **Discussion and questions:** Dr. Marcia Wilson asked what the group wants to do with modified programs that have unit and term changes, when there are surrounding colleges that may be affected. In addition, she asked how faculty can communicate because there is not a formal process yet. Ms. Jennifer Galbraith pointed out that in every meeting there are several questions regarding the process, and suggested that the workgroup outlines all the details of the process and discuss each individually to come up with a clear process. Various CRLC members support Ms. Jennifer Galbraith's recommendation. Mr. Freddy Saucedo shared that there is a flow chart of the process and shared the document with the group. He added that when there are various programs that require modifications, it can be cumbersome and requires much orientation with faculty to ensure they are submitting the modification applications correctly. He also mentioned that there is no statewide website issue with the region coming up with a consensus on a process to simplify the modification process, and as a member of the workgroup, he will bring that topic up at their next meeting. Ms. Priscilla Lopez asked if an elective is added, should it come back to the workgroup. This will also be an item for discussion with the workgroup. Ms. Mercy Yanez also asked if there will be a discussion regarding the district CTE, ITTP pre-approved program. Dr. Marcia Wilson explained that the ITTP was a pre-approved program, but it expired. In addition, colleges were not putting any ITTP programs through; therefore, there had not been further interest in it. The only pre-approved programs currently are Cloud Computing, BIW Worker, and BIW Worker II and III. Dr. Audrey Childers pointed out that the AWS Certificate is pre-approved; however, the BIW and ITTP had LMI that was over two years old. She added that if there is a demand for these programs again, either the lead college or college interested in the program, would need to request new LMI and redo the approval with the regular process of program recommendation. Dr. Jesse Crete shared that Cypress College recently requested the BIW program data, which should appear on the next meeting agenda, and that is an example of a college submitting it independently. Dr. Gene Carbonaro asked if the associate of science, AWS was also a pre-approved program with the 2018 LMI data still valid for use. Dr. Gustavo Chamorro responded with confirming that it is not valid and would require new LMI data request as a new program recommendation process. Dr. Marcia Wilson indicated that there were questions of whether separate submission forms are required when a certificate of achievement and associates degree are requested. Dr. Gustavo Chamorro mentioned that the current applications have the option to check a box for all that apply. Mr. Luke Meyer added that COE can work with their LMI request form to do something similar where the college can select all that apply for a certificate of achievement and associate degree to avoid redundancy in request forms. He will speak with Laura, COE's statewide director to clearly indicate what award type the college is looking to offer. Dr. Audrey Childers asked for clarification on when there needs to be a new program data request, top four or top six? Mr. Luke Meyer responded that when there is a different top six, it triggers a new LMI request. Dr. Jesse Crete added that there are some programs where although may have the same top code, there will be different occupations; therefore, she suggested that all occupations are listed from the lower to higher end to include in a single report. Ms. Margaret Fernandez mentioned she does not agree with combining the application process for certificates of achievement and associates degrees because they can create a lot of confusion. Ms. Jennifer Galbraith explained that although LMI should be valid for 6 months, when requesting additional programs that would fall under the same top and SOC codes, her college has been asked to go through the complete program data request process in order for the programs to appear on a previous agenda, and be considered for recommendation; this is the reason for requesting to combine the program application and LMI to select "all degree types that apply" to avoid redundancy in the requests. Mr. Luke Meyer pointed out that while COE requests the new process for LMI having the option of choosing multiple degree types, each college should clearly emphasize that their request is for multiple awards, if it is the case. Dr. Jesse Crete requested that all program names be listed and separated by a comma to indicate the different program titles.

- **Recommendation** that the same top six is allowed on one request form for multiple degrees as long as indicated by selecting the check boxes for all degrees that apply and listing the multiple program titles.
  - **Motion:** Mike Slavich, Rio Hondo College; **Second:** Kendra Madrid, East Los Angeles College; **APPROVED**
- **Recommendation** to use the form and checkboxes with all titles within one application, and see them all reflect on the agenda for the group to approve.
  - **Motion:** Jennifer Galbraith, Mt. San Antonio College; **Second:** Mike Slavich, Rio Hondo College; **APPROVED**

**c. Pre-Approved**

1. [Amazon Web Services](#), Los Angeles Trade-Technical College

**II. Update, Discussion, and/or Action Item**

**III. Updates**

**a. Districts**

- i. Cerritos
- ii. Citrus – Today is the last day of in-person instruction.
- iii. Coastline
- iv. Compton
- v. Cypress – Cypress just signed a contract with their faculty.
- vi. East Los Angeles
- vii. El Camino
- viii. Fullerton – Fullerton just signed a contract with their faculty.
- ix. Glendale – Welcomed Maricela Canela to replace Freddy Saucedo as the Alternate Voting Member, and Freddy Saucedo will be replacing Ms. Jan Swinton as the Voting Member.
- x. Golden West
- xi. Irvine Valley
- xii. Long Beach
- xiii. Los Angeles City
- xiv. Los Angeles Harbor
- xv. Los Angeles Mission
- xvi. Los Angeles Pierce
- xvii. Los Angeles Southwest
- xviii. Los Angeles Trade-Technical – In the final stages of getting permanent staff for VP of Academic Affairs and VP of Student Services.
- xix. Los Angeles Valley
- xx. Mt. SAC

- xxi.** Orange Coast
- xxii.** Pasadena City
- xxiii.** Rio Hondo – Rio Hondo just finished up all lab classes for the semester without any COVID-19 cases. Also, they are working on their CTE 2-year review and working on spending all the Perkins funds. In addition, they are losing their CIO to Pasadena City College.
- xxiv.** Saddleback – Finished labs last week and are currently in finals.
- xxv.** Santa Monica
- xxvi.** Santiago Canyon
- xxvii.** West Los Angeles

#### **IV. Adjourn**

**The next CRLC Meeting will be a Conference Call on January 21, 2021 from 8:30 A.M. – 9:45 A.M.**