

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

APPROVED Minutes: May 17, 2018

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

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

Voting Members present:

- Rick Miranda (Alternate), Cerritos Community College
- Marti DeYoung (Alternate) Citrus College
- Nancy Jones, Coastline Community College
- Lynell Wiggins (Alternate), 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
- Merry Kim, Irvine Valley College
- Gene Carbonaro, Long Beach City College
- Sandra Sanchez, Los Angeles Harbor College
- Marla Uliana, Los Angeles Mission College
- Tom Vessella, Los Angeles Pierce College
- Rick Hodge, Los Angeles Southwest College
- Marcia Wilson, Los Angeles Trade-Tech College
- Jemma Blake-Judd, Mt. San Antonio College
- Laurie Nalepa, Los Angeles Valley College
- Lisa Knuppel, Orange Coast College
- Salvatrice Cummo (Alternate), Pasadena City College
- Bruce Nobel (Alternate), Rio Hondo College
- Anthony Teng, Saddleback College
- Kimberly Mathews (Alternate), Santa Ana College
- Patricia Ramos, Santa Monica College
- Elizabeth Arteaga (Alternate), Santiago Canyon College
- Carmen Dones, West L.A. College

Voting Members absent:

- Fabiola Mora, Los Angeles City College

I. Meeting called to order at 8:40 a.m. by Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC

II. Roll Call by Maria Madrigal, LAOCRC Administrative Secretary

III. Minutes from the April 19, 2018 CRLC Business Meeting were APPROVED

a. Motion: Kathleen Reiland, Cypress College; Second: Tom Vessella, L.A. Pierce College; Approved.

i. Yes – 26, Oppose: 0, Abstention: 0

IV. Update, Discussion, and/or Action Items

a. **2018-2019 LAOCRC Top Priorities Discussion with Governance Council**

i. Dr. Adriene "Alex" Asst. Vice Chancellor of Economic, and Workforce Development, LAOCRC, presented her 2018-2019 top priorities, which she is sharing in meetings with the CEOs in Los Angeles and Orange County through the end of May. She emphasized the importance of strengthening the identity and branding of LAOCRC, given our over 577K students, and importance to get our students across the finish line. She outlined four elements of the strategic plan for the LA/OC Region: Operations and Systems, Programs and Initiatives; Legislation and Policy, and Internal and External Relations. Work groups will be created for each. A plan is expected by spring 2019 and a retreat with the CEOs will be planned.

b. Dean Resource Associates (DRA)

- i. The DRA met on Monday, May 14, 2018, Dr. Marcia Wilson, Chair of the DRA, announced that Mike Slavich, Dean, Career Technical Education, Rio Hondo College was elected by the DRA as Vice Chair to fill the vacancy created by the resignation from the DRA by Dr. Patricia Ramos. The DRA drafted proposed amendments to Article, 6.1 and 6.2 of the LAOCRC Bylaws, which were discussed and substantial comments and input was provided by many Voting Members.
 1. **Current:** 6.1 Membership. The Dean Resource Associates (DRA) shall be selected by a simple majority vote of the College Resource Leadership Council (CRLC) and comprised of five (5) appointed members of the CRLC. The members shall include one (1) from LACCD, two (2) from the Los Angeles Ring districts, and two (2) from the Orange County districts. Each member shall serve a term of two (2) academic years and may be reappointed to additional terms. Appointments shall occur every other year at the June meeting of the CRLC by simple majority vote. Vacancies shall be filled at the next scheduled CRLC meeting by simple majority vote. The appointee will complete the remainder of the term vacated.
 2. **Proposed (underlined text):** 6.1 Membership. The Dean Resource Associates (DRA) shall be comprised of five elected members of the College Resource Leadership Council (CRLC). The members shall include one (1) from LACCD, two (2) from the Los Angeles Ring districts, and two (2) from the Orange County districts. Each constituency shall elect their own representative(s) by implementing a transparent and documented process to be determined by the voting members of that constituency. Each member shall serve a term of two (2) academic years and may be re-elected to additional terms. Elections must be held every other year and announcements of election results shall occur at the June meeting of the CRLC. Vacancies shall be filled using the same established process and be announced at the next scheduled CRLC meeting and the elected replacement will complete the remainder of the term vacated.
 3. **Rationale:** The DRA believes that each of the three constituencies should have the discretion to decide how to elect their respective representatives on the DRA.
 4. **Comments:**
 - a. Patricia Ramos: Is the DRA going to establish a general process or is each constituency going to have their own process to elect DRA members? Concerns were expressed about ensuring the transparency of the processes.” would more accurately reflect what occurred
 - b. Marcia Wilson: Every constituency can have their own process as they have their own culture as long as it is transparent and documented
 - c. Sandra Sanchez: LACCD has their own internal processes and each constituency should be allowed to decide how they elect their DRA representative.
 - d. Marti DeYoung: Suggested that the candidates should be identified to the CRLC at least one month before the next CRLC meeting so all Voting Members are aware of the candidates and they can be prepared.
 - e. Marla Uliana: We should share every sub-region’s process, but not be an open discussion to the whole body because each “region” should have their own process

5. **Current:** 6.2 The Dean Resource Associates shall represent the interests of the CRLC and communicate, advise and collaborate with the Executive Committee and the Page 3 of 8 College Presidents. The DRA shall review draft Bylaws amendments and other policy and funding matters from the CRLC, Assistant Vice Chancellor and/or LA and OC Directors and make recommendations to the CRLC for action.
6. **Proposed:** 6.2 The Dean Resource Associates shall represent the interests of the CRLC and communicate, advise and collaborate with the Executive Director, Executive Committee and the College Presidents. The DRA shall review draft Bylaws amendments and other policy and funding matters from the CRLC, Assistant Vice Chancellor and/or LA and OC Directors and make recommendations to the CRLC for action.
7. **Comments:**
 - a. Sandra Sanchez: Proposed to also add LA and OC Directors to this language
 - b. Marcia Wilson: Proposed that further action on the proposed amendments should wait for the updated language given all the input at the meeting before there is a vote.

- ii. **Bylaws Workgroup:** An email will be sent to all to seek volunteers to be a part of an ad-hoc body to look at the bylaws and needed amendments.

c. OC Regional Researcher

- i. Dr. Gustavo Chamorro, OC Director, announced plans to hire a Regional Researcher to collaborate with the region and run regional data reports. Another role would be collect institutional data and compile the data into aggregate reports. Maria Madrigal will post the job announcement on the LAOCRC website and send an email to all CRLC Members with the job description.

d. Program Recommendation Workgroup

- i. At the May LAOCRC meeting, it was decided to create a Program Recommendation Work Group to look at some of the pending issues with the transition from program approval to the current program recommendation process. There was an initial conference call with good discussion and input. One issue that was identified was the need for more time for faculty to provide input. The Work Group will meet again on June 4 at Rio Hondo College. Members include: Marcia Wilson (Trade-Tech), Mercy Yanez East L.A.), Monica Thurston (East L.A. faculty), Lori Sanchez (COE), Dorsie Brooks (Golden West College), Shari Herzfeld (DSN) and LAOCRC staff. Proposed areas for the working group to discuss include:

1. Comments:

- a. Rick Hodge noted that in last month's minutes he commented that three of the guidelines we need to think about are: Do the courses have rigor?, Is there over arcing competition? Is there regional demand presence?
- b. The focus needs to be on faculty engagement
- c. Need to clarify the timeline for the entire process submission and recommendation

- d. Jim Lancaster: When you have similar occupational outcomes for programs with different names, there needs to be consideration of the close proximity of colleges in our region.
- e. Patricia Ramos: These conversations are faculty to faculty. Curriculum is created by the faculty. Deans are not the experts in program development process.
- f. Laurie Nalepa: Referenced a Program Recommendation flow chart that she created and will disseminate to all.
- g. Sandra Sanchez: Faculty are focused on working with students, but deans are focused on metrics so Deans also need to be included in the process.
- h. Dorsie Brooks: We could do a better job as leaders for our faculty in providing them professional development opportunities on how to negotiate and evaluate programs.

e. Perkins Technical Assistance Workshop

- i. A Perkins Technical Assistant Workshop will take place on Thursday, May 31, 2018 from 9:00am – 3:30pm at the Sheraton in Cerritos. Two different sessions will occur in the morning and afternoon. You and anyone from your college are encouraged to attend. Please register at <https://goo.gl/e1PgVm>

V. Informational Items

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

a. Notices of Intent

1. Children's Book Illustration Specialization- CoA, Fullerton College
2. Storyboarding Specialization: Level II- CoA, Fullerton College
3. Theme Park Technology Specialist- CoA, Fullerton College
4. Theme Park Technician- CoA, Fullerton College
5. Computer Information Systems, Glendale Community College
6. Information Technology, Glendale Community College
7. Health Information Technology, Golden West College
8. Automotive Technology, Long Beach City College
9. Construction Technology, Long Beach City College
10. Foundations of Entrepreneurship, Long Beach City College
11. Costume Design, Los Angeles Trade-Tech College
12. Animation (Augmented Reality & Virtual Reality), Mt. San Antonio College
13. Big Data Analytics, Mt. San Antonio College
14. Drone Camera Operator, Mt. San Antonio College
 - a. Original NOI submitted under a different name as "UAV/UAS Still and Motion Photography" inn December 2016
15. Engineering Technology, Mt. San Antonio College
16. News and Information Broadcasting, Mt. San Antonio College
17. Social and Multi-Media in Broadcasting, Mt. San Antonio College
18. Technical Theater, Mt. San Antonio College
 - a. NOI submitted June 2016
19. Television (Video Engineering), Mt. San Antonio College
20. Virtual Reality Designer, Mt. San Antonio College

21. Yoga Instructor Professional Training, Orange Coast College
22. Accounting for Government and Nonprofit Organizations-CoA, Rio Hondo College
23. Community Health Worker-CoA, Rio Hondo College
24. Computer Information Technology/Cybersecurity Technician-CoA, Rio Hondo College
25. Computer Information Technology/Cybersecurity-AS, Rio Hondo College
26. Computer Information Technology/Cybersecurity-CoA, Rio Hondo College
27. Computer Information Technology/Ethical Hacker-CoA, Rio Hondo College
28. Computer Information Technology/Information Systems and Technology-AS, Rio Hondo College
29. Elementary Teacher Education-CoA, Rio Hondo College
30. Graphic Art and Design-AS, Rio Hondo College
31. Graphic Design: Packaging Design-CoA, Rio Hondo College
32. Graphic Design-CoA, Rio Hondo College
33. Pipe Welding and Fabrication-CoA, Rio Hondo College
34. Strength and Performance Coach-CoA, Rio Hondo College
35. Yoga Teacher Training Certification-CoA, Rio Hondo College
36. Homeland Security, Santa Ana College
37. Code Enforcement and Compliance-CoA, Santiago Canyon College
 - a. Original NOI submitted in February 2018.

b. Substantial Changes

- a. None

VI. Action Items

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

Action:

- a. Motion to approve 29 programs as submitted (1, 3-7, 9-14, 16, 18 and 20-34): Tom Vessella, L.A. Pierce College; Second: Doug Benoit, Fullerton College; **RECOMMENDED: YES**
- b. Approved:26; Opposed: 0; Abstentions: (1) Sandra Sanchez, L.A. Harbor College Abstained on items 10, 11, 13
 1. Addiction Studies: Substance Abuse Assessor-CoA, East Los Angeles College
 2. Chemical Technology, East Los Angeles College
 3. Cloud Computing-CoA, East Los Angeles College
 4. Commercial Music: Music Arranging-CoA, East Los Angeles College
 5. Commercial Music: Music Notation-CoA, East Los Angeles College
 6. Commercial Music: Music Technology-CoA, East Los Angeles College
 7. Commercial Music-AA, East Los Angeles College
 8. Costume Design & Technology-CoA, East Los Angeles College
 9. Electrocardiogram Technician / Telemetry Technician Programs, East Los Angeles College
 10. Enrolled Agent: Advanced Tax Professional-CoA, East Los Angeles College
 11. Enrolled Agent: Tax Specialist-CoA, East Los Angeles College
 12. Fitness Specialist-CoA, East Los Angeles College
 13. Hospitality Management Pathway-CoA, East Los Angeles College

14. Instrumental/Vocal Performer-CoA, East Los Angeles College
15. Jazz Studies-CoA, East Los Angeles College
16. Law, Public Policy, and Society, East Los Angeles College
17. Pharmacy Technician, East Los Angeles College
18. Physical Therapy Aide-CoA, East Los Angeles College
19. Physical Therapy Assistant, East Los Angeles College
20. Technical Theatre-CoA, East Los Angeles College
21. Theatre in the Community, East Los Angeles College
22. Unmanned Aerial Vehicle (UAV) Program, East Los Angeles College
23. Gas and Electric Welding-AS, Los Angeles Pierce College
24. Gas and Electric Welding-CoA, Los Angeles Pierce College
25. Photography-AS, Los Angeles Pierce College
26. Photography-CoA, Los Angeles Pierce College
27. Audio Arts-AS_CoA, Mt. San Antonio College
 - ii. The NOI for this application was submitted under a different name as “Audio Technology” in May 2017
28. Drone Camera Operator-AS, Mt. San Antonio College
29. Drone Mapping, Inspection, and Thermal Operator-CoA, Mt. San Antonio College
30. Drone Still and Motion Camera Operator-CoA, Mt. San Antonio College
31. Technical Theater-CoA, Mt. San Antonio College
32. Virtual Reality Designer-CoA, Mt. San Antonio College
33. Unmanned Aircraft Systems-CoA, Orange Coast College
34. Code Enforcement and Compliance-AS_CoA, Santiago Canyon College

b. Items pulled for discussion

1. Rick Miranda requested that Program Applications 17 and 19 be pulled for discussion

Discussion:

- a. They have both programs in Cerritos at this time and they are only 13 miles away; Cerritos needs a little more time to work with faculty for more input.
- b. Rick Hodge: When we are considering when we compete we should consider how the student choose campuses and this is regardless of the distance
- c. Monica Thurston: Faculty from both colleges have been engaged in productive conversations; Rick Miranda acknowledged this, but would need more time for this process to be completed before he would feel comfortable in recommending the program.
- d. Jemma Blake-Judd: If we are relying on supply and demand data; there could be productive conversations

Action:

- a. Motion to recommend program applications 17 and 19 by Doug Benoit, Fullerton College. Second, Patricia Ramos, Santa Monica College; **RECOMMENDED: YES**
- b. Approved: 14; Opposed: 4; Abstentions: 6

2. Jim Lancaster requested that Program Applications 2 & 8 be pulled for discussion

Discussion:

- a. Jim Lancaster #8: We are 7.5 miles apart, yet LMI is not an issue; data indicates a need in the region; however, we are developing a costume design program and these programs are going to have the same occupational outcomes, yet the curriculum is not aligned and are very different; ELAC faculty were unwilling to engage in conversation with LATTC faculty about this program.
- b. Jim Lancaster #2: we have a program in this area; we are going to abstain because we need more time to discuss the issue; this program seems more like a transfer program in Chemistry and not a Chem Tech program; Allan Khuu, ELAC faculty representative, indicated that ELAC's program is aligned with national descriptions of Chem Tech Programs; discussion has occurred between the faculty and the Deans from both colleges
 - 1. Marla Uliana: We should be focusing on what the local and regional industry needs are, not the national needs. There should be alignment between local programs that are offered.
 - 2. East LA's program is geared more towards transfer than CTE.

Action:

- a. Patricia Ramos calls for program recommendation of items (Program Applications) 2 and 8
 - 1. Motion: Patricia Ramos, Santa Monica College; Second: Doug Benoit, Fullerton College; **RECOMMENDED: YES**
 - 2. Approved: 19; Opposed: 0, Abstentions: 5
- 3. Jemma Blake-Judd requested that Program Application 15 (Jazz Studies-CoA, East Los Angeles College) be pulled for discussion

Discussion:

- a. Jemma Blake-Jude: What is the LMI on this and the title? The title does not sound "CTEish."
- b. ELAC: It's part of the conversion music program that our music department is putting forward and it's one of the certificate programs that they want to be able to have a specific focus on that specific area in Jazz. It's part of the whole AA series and also a specific certificate in Jazz, composition. We made it a Jazz studies, but if there is a recommendation for a title change, we can look into that.
- b. Anthony Teng: You have a music AA and you are trying to break down from that degree?
- c. ELAC: It is specialized
- d. Lori Sanchez, COE: It is missing LMI. This is part of the entrepreneur or free-lancer community that is hard to track LMI for. We could use external data
- e. Anthony Teng: My concern that there will be a certificate overflow; it is very specific
- f. Patricia Ramos: There needs to be employer demand to be justifiable
- g. Marcia Wilson: Confirming that you're changing the name to "Commercial Music: . . . Jazz Studies?"

Action:

- a. Move to approve item (Program Application) 15. Motion: Doug Benoit, Fullerton College; Second: Tom Vessella, L.A. Pierce College; **RECOMMENDED: YES**

b. Approved: 15; Opposed: 2, Abstentions:5

- c. Marty DeYoung: Recommend that we move the Program Recommendation agenda at the beginning of the meeting. When it is at the end, it does not allow enough discussion time. The Chair will take this under advisement.

VII. Updates

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

a. Colleges/Districts

1. Cerritos
2. Citrus
3. Coastline
4. Compton
5. Cypress
6. East Los Angeles
7. El Camino
8. Fullerton
9. Glendale
10. Golden West
11. Irvine Valley
12. Long Beach
13. Los Angeles City
14. Los Angeles Harbor
15. Los Angeles Mission
16. Los Angeles Pierce
17. Los Angeles Southwest
18. Los Angeles Trade-Technical
19. Los Angeles Valley
20. Mt. SAC
21. Orange Coast
22. Pasadena City
23. Rio Hondo
24. Saddleback
25. Santa Ana
26. Santa Monica
27. Santiago Canyon
28. West Los Angeles

b. Other

- VIII. Motion to Adjourn;** Tom Vessella, L.A. Pierce College, Second Rick Miranda, Cerritos, Approved-All; Meeting was adjourned at 10:05am

The next CRLC Meeting will be at Sheraton Cerritos on June 21, 2018 from 8:30 A.M. – 9:30 A.M.

WiFi Password: **Sheraton2020**