

## **Program Recommendation Process**

1. College must submit Labor Market Data (LMI) request through the Center of Excellence(COE) online form:<https://goo.gl/78W5F2>
  - a. Program data requests must be submitted at the point at which the college determines if they are interested in developing a program, before the curriculum has been developed. This replaces the old “Notice of Intent” language, yet it still signals to the other colleges that a college may be interested in developing a program in this TOP Code.
  - b. Colleges are encouraged to contact the respective sector’s Deputy Sector Navigator (DSN), or Sector Navigator (SN) if no regional DSN, to inquire about available resources that can be used in the program development process (e.g. industry connections, curriculum, skills set/competency, industry recognized credentials, additional LMI Data, etc.) <http://www.laocrc.org/about/partners>
  - c. Colleges that have additional occupational data and information (e.g., employer advisory minutes) are encouraged to submit it to the COE for inclusion in the LMI Report
2. The COE sends list of program data requests to LAOCRC on the last business day of the month
3. LAOCRC uploads the list of program data requests to the LAOCRC website on the first business day of the month by noon. Information can be found here:  
<http://www.laocrc.org/educators/program-approval/program-intents>

The program data request list will also be agendaed at the LAOCRC meeting the following month.
4. College Resource Leadership Council (CRLC) members and discipline faculty review the program data requests as needed and share with appropriate college personnel.
5. COE sends LMI report to CRLC member
  - a. The LMI report will remain relevant for two years
  - b. The LMI report will include a list of colleges that offer programs in the same TOP Code. The submitting college will contact the CRLC member for each of these colleges.
  - c. It is at this point that faculty engagement should occur and be facilitated by the CRLC Members. This is ideally a reciprocal process, with the goal of maximizing faculty engagement.
  - d. Colleges that are not listed in the data request report, yet have an interest in program development process, should contact the requesting college.

6. The college completes and submits the online Program Application form within two years of initiating the program data request ([www.regionalcte.org](http://www.regionalcte.org))
  - a. The deadline to submit applications is generally the last business day of the month prior to the CRLC meeting/call (please review calendar for exact dates)
  - b. Program Applications are reviewed; if accurate and complete, status is changed from “Submitted” to “Under Review” and are available to be reviewed by CRLC members and other interested parties.
  
7. A preliminary agenda containing Program Applications and program data requests are sent to the CRLC members on the first business day of the month, and are also posted on the LAOCRC website
  - a. *Program Applications cannot be submitted in the same month as the program data request is fulfilled*
  - b. CRLC members and their discipline faculty review programs on the regional CTE website ([www.regionalcte.org](http://www.regionalcte.org)). Programs should be reviewed by the Monday before the CRLC Business Meeting
  - c. All attempts should be made to address faculty concerns before the CRLC Business Meeting. If faculty concerns have not been successfully addressed, the item may be pulled from the consent agenda for discussion. This must be done by the Monday before the CRLC Business meeting via an email to the LAOCRC and the CRLC member of the submitting college
  - d. Only items pulled for discussion by the Monday deadline will be discussed at the CRLC Business Meeting
  
8. CRLC Members vote to recommend Programs at monthly Business meeting. Per LAOCRC Bylaws, “Fifty percent plus one (50% + 1) of the CLRC members entitled to vote, represented in person, shall constitute a quorum at a meeting of the members. If less than a quorum of the members entitled to vote is represented at a meeting, no action may be taken.”
  
9. The program application status will be updated to “Recommended” or “Not Recommended” based on the vote from the above referenced meeting. Draft CRLC Business Meeting minutes are uploaded to the LAOCRC website within 5 business days after the meeting (<http://www.laocrc.org/educators/programapproval/minutes>) for approval at the next CRLC Business meeting.