

Orange County Regional Consortium College Resource Leadership Council Business Meeting

Approved **Amended** Full Discussion Minutes: November 21, 2024

Zoom Video-Call Details

Orange County Regional Consortium is inviting you to a scheduled Zoom meeting.

Topic: Nov 2024 OCRC Program Recommendation Meeting

Time: Nov 21, 2024 9:00 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://rscdd-edu.zoom.us/j/85183977074>

Meeting ID: 851 8397 7074

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Find your local number: <https://rscdd-edu.zoom.us/u/kbQzdKsNkM>

Voting Members present:

- Rick Hodge, Cypress College
- Ken Starkman, Fullerton College
- Dorsie Brooks, Golden West College
- Debbie Vanschoelandt, Irvine Valley College
- Lisa Knuppel, Orange Coast College
- John Jaramillo, Saddleback College
- Anthony Pagan (Alternate), Santa Ana College
- Denise Foley, Santiago Canyon College

Voting Members absent:

- Nate Harrison, Coastline College

- Tina McClurkin, North Orange Continuing Education

I. ***Call to Order – Meeting called to order at 9:01 a.m. by Ms. Dorsie Brooks, CRLC Chair and Dean Resource Associate, OCRC***

II. ***CRLC Member Roll Call – Ms. Maria Lepe, Executive Secretary, called roll – a Quorum of Voting Members was verified.***

III. ***Minutes from the October 2024 CRLC Business Meeting (full Discussion) were Approved***

a. ***Motion: Ken Starkman, Fullerton College: **Second:** Denise Foley, Santiago Canyon College; **APPROVED*****

IV. **Informational Items**

a. **Program Data Requests**

| Program Title | Top Code | College | Contact |
|---|----------|-------------------------|---|
| 1. Artificial Intelligence in Business Certificate | 0506.00 | Fullerton College | Gary Graves ggraves@fullcoll.edu |
| 2. Architecture Historic Preservation Certificate | 0953.10 | Fullerton College | Ken Starkman kstarkman@fullcoll.edu |
| 3. Polysomnography Technologist Certificate of Specialization | 1211.00 | Orange Coast College | Lisa Knuppel lknuppel@occ.cccd.edu |
| 4. Salon Management | 0506.40 | Saddleback College | Michelle Weckerly mweckerly@saddleback.edu |
| 5. Limited Radiology Technician Certificate of Achievement | 1226.00 | Santa Ana College | Catherine Emley emley_catherine@sac.edu |
| 6. Residential Electrician | 0952.20 | Santiago Canyon College | Denise Foley foley_denise@sccollege.edu |

➤ **Discussion:**

- Ms. Brooks confirmed with Mr. Jaramillo that the data request for Salon Management is a credit course.

b. Noncredit Vocational Programs

| Program Title | Top Code | College | Contact |
|---|----------|----------------------|---|
| 1. Investigations, Certificate of Completion | 2105.00 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu |
| 2. Patrol Operations, Certificate of Completion | 2105.00 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu |
| 3. Public Safety Administrative Certificate of Completion | 2105.00 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu |
| 4. Public Safety Leadership Certificate of Completion | 2105.00 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu |
| 5. Public Safety Management Certificate of Completion | 2105.00 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu |
| 6. Public Safety Supervisory, Certificate of Completion | 2105.00 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu |
| 7. Pharmacy Technician | 1221.00 | Orange Coast College | Sara Martinez shead@occ.cccd.edu |
| 8. Artificial Intelligence in Business Associate in Science | 0506.00 | Fullerton College | Gary Graves ggraves@fullcoll.edu |
| 9. Artificial Intelligence Foundations Certificate | 0506.00 | Fullerton College | Gary Graves ggraves@fullcoll.edu |

➤ **Discussion:**

- Ms. Brooks mentioned that all the Noncredit Vocational Programs listed are for Golden West College. A large portion of their public safety regional Criminal Justice training center classes is transitioning to noncredit, offering noncredit certificates that mirror or complement their post-certificate courses, but without providing credit.

v. Action Items

Ms. Dorsie Brooks, CRLC Chair and Dean Resource Associate, OCRC

- a. Program Recommendation: Motion:** John Jaramillo, Saddleback College; **Second:** Anthony Pagan, Santa Ana College.
Recommendations APPROVED

| Program Title | Program Award Type | TOP Code | College | Contact | Type of LMI Endorsement | LMI Criteria | | | Emerging* |
|---------------|--------------------|----------|---------|---------|-------------------------|--------------|-------|---------------|-----------|
| | | | | | | Supply Gap | Wages | Educ. Attain. | |

| | | | | | | | | | |
|---|---------------------------|---------|-------------------------|--|---|---|---|---|--|
| 1. Bachelor of Science in Dental Hygiene | B. S. Degree | 124020 | Cypress College | Rick Hodge rhodge@cypresscollege.edu | Unlike typical COE labor market analysis briefs used as part of the career education program recommendation process this report does not include the endorsement language nor corresponding endorsement table found in those briefs. See report for more details. | | | | |
| 2. Mastercam Certificate | Certificate | 095600 | Fullerton College | Ken Starkman kstarkman@fullcoll.edu | ES | ✓ | | ✓ | |
| 3. Computer Aided Manufacturing (CAM) Certificate | Certificate | 219900 | Fullerton College | Ken Starkman kstarkman@fullcoll.edu | ES | ✓ | | ✓ | |
| 4. Modern Policing, Associate Degree | A.S. Degree | 210500 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu | EA | ✓ | ✓ | ✓ | |
| 5. Certificate in Data Analytics for Business and Accounting Majors | Certificate | 050200 | Santa Ana College | Larisa Sergeyeva Sergeyeva_larisa@sac.edu | EA | ✓ | ✓ | ✓ | |
| 6. Clinical Genetics and Molecular Biologist Scientist | Certificate | 095500 | Santiago Canyon College | Denise Foley foley_denise@sccollege.edu | EA | ✓ | ✓ | ✓ | |
| 7. Modern Policing | A.S. Degree | 210500 | Santiago Canyon College | Denise Foley foley_denise@sccollege.edu | EA | ✓ | ✓ | ✓ | |
| 8. Public Safety Dispatch Program | Certificate | 219900 | Santiago Canyon College | Denise Foley foley_denise@sccollege.edu | ES | ✓ | | ✓ | |
| Noncredit Vocational Programs | | | | | | | | | |
| 9. Small Business Basics | Certificate of Completion | 0506.40 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu | EA | ✓ | ✓ | ✓ | |
| 10. Police Academy | Certificate of Completion | 2105.50 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu | EA | ✓ | ✓ | ✓ | |
| 11. Special Investigator Basic | Certificate of Completion | 2105.50 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu | EA | ✓ | ✓ | ✓ | |
| 12. Lifeguard Academy Basic | Certificate of Completion | 2199.00 | Golden West College | Dorsie Brooks dbrooks28@gwc.cccd.edu | ES | ✓ | | ✓ | |

VI. Update, Discussion, and/or Action Item

Ms. Dorsie Brooks, CRLC and Dean Resource Associate, OCRC

a. Regional Recommendations for Certificate Modifications

Mr. Ken Starkman, Fullerton College

- Mr. Ken Starkman conducted further research, and it became clear where the confusion originated. The chair of our curriculum committee, referred to page 88 of the 8th edition of the PCAH, which seemed to indicate that regional recommendations were not required for program

modifications. However, upon reviewing the same edition, he found that regional recommendations are indeed necessary. He also consulted the Curriculum Approval Handbook, which clearly states that regional approval is required. Mr. Starkman sent an email to the Curriculum chair with all the relevant documents, confirming that, according to the Chancellor's office, all program and certificate modifications must go through regional approval.

- Ms. Dorsie Brooks explained that Dr. Crete conducted research, providing her with the relevant information. The confusion arose when Ms. Brooks requested her noncredit certificates be added to the agenda for regional approval, only to discover that noncredit certificates can no longer be submitted through the regional CTE website. This led to further questions about noncredit certificates.
- Dr. Jesse Crete shared LA's Process on their website: [Los Angeles](#) and LA's language re: [program modifications](#) information that specifies how to obtain new COCI number.
- Ms. Dorsie Brooks suggested creating a document similar to LA's, outlining which programs are subject to regional recommendations, as it would be helpful for our process. She discussed substantial changes that affect the control number require program modifications to be submitted to the region. For instance, adjustments to program hours impact units and certifications. In contrast, non-substantial changes, such as course title updates, do not require a new control number.
- Mr. Ken Starkman suggested reviewing the technical guide and the curriculum approval guide, which outline the proper format for Advisory Committee meeting minutes. He recommended providing a link or a brief set of bullet points to clarify the required content, specifically regarding program recommendations from the Advisory Committee.
- Ms. Maria Lepe shared an email from the Chancellor's office in regards what constitutes a substantial change and noncredit programs.
- A Workgroup was created to discuss and clarify the curriculum approval guide: Ms. Dorsie Brooks and her CIO (possibly), COE, Mr. Ken Starkman and his Faculty Chair, Ms. Lisa Knuppel and CTE Curriculum Assistant, Ms. Debbie Vanshoelandt (non-credit), Mr. Michael Sacto, Ms. Maria Lepe, and Ms. Lorena Ruiz.

b. Strong Workforce Regional Application Discussion

Ms. Sarah Santoyo, Assistant Vice Chancellor

Ms. Dorsie Brooks, Dean Resource Associate, OCRC

Mr. Michael Sacoto, Interim Executive Director, OCRC

- Mr. Michael Sacoto shared that he, Ms. Brooks, and Ms. Santoyo discussed the timeline for the 25/27 SWP Regional applications. He proposed either providing suggestions now or waiting until the December 5th Dean's meeting to discuss updates from the Long Beach contract and the Center of Excellence. He mentioned a tentative Dean's meeting in February to brainstorm, review projects, and explore potential collaborations. The application release is expected in early February, with the due date in April, though it can be extended to May if needed. Final approval is expected in August from the Governance Council.
- Ms. Dorsie Brooks emphasized the importance of the group discussing and collaborating on regional projects to ensure alignment and avoid feeling disconnected, as she did last year. She expressed a desire for more transparency and group input on project selection, highlighting the need for discussions to identify areas of collaboration and avoid duplication. She suggested utilizing existing meetings, such as the OC Dean's meetings, to streamline the process and avoid scheduling additional meetings.

- Ms. Dorsie Brooks mentioned that Rancho expects about \$900,000 in unspent funds from recently submitted invoices. She proposed discussing potential uses for this funding and presenting options to the Governance Council for their decision, rather than leaving it solely to them.
- Ms. Lisa Knuppel suggested two options for utilizing the funds: one, as planning or supplemental grants, allowing colleges to apply for funds based on their specific needs; or two, a model previously used for employer engagement, where each college receives an equal share. She believes either approach would be beneficial.
- Ms. Dorsie Brooks inquired at the previous Governance Council, whether the State would allow them to retain the unspent funds or if they would be swept. Currently, they have not been informed of a sweep, and the funds are expected to be available for reallocation with one year to spend, as in previous years. This may change, but it is the current understanding. Additionally, she shared that there was significant discussion about the future of "Future Built." She requested a quote from Graduate Communication to maintain the website, suggesting that an allocation of the unspent funds may be for this purpose, as long as the cost is reasonable.
- Mr. Hodge proposed a project called "Career Job Ready," focused on engaging faculty, students, and industry to fast-track students into career opportunities. He emphasized the need for a career plan in the system, which would guide students from the start of their journey, helping them understand necessary certifications and credentials to secure good-paying jobs. He plans to present this idea at the next meeting. In addition, he shared that he plans to launch a pilot "Faculty Champions LinkedIn Learning" project at Cypress, similar to one he implemented in LA. Faculty will be given a stipend to provide students with access to LinkedIn Learning courses, which automatically post completion to students' profiles. The program will be open to faculty across other colleges as well and will include courses relevant to various disciplines.

VII. Updates

Colleges

1. **Coastline**-None
2. **Cypress**- *Mr. Rick Hodge provided an update on their expanding AI initiatives, including an upcoming AI event by Bulletin. They are planning to establish a focus group with faculty to explore various aspects of AI, develop best practices, and ensure ethical use. The conversation with faculty and departments is ongoing, with the goal of increasing faculty awareness and utilization of AI in their teaching.*
3. **Fullerton**-None
4. **Golden West**- None
5. **Irvine Valley**-None
6. **North Orange Continuing Education**-
7. **Orange Coast**-None
8. **Saddleback**- *The position for the Vice President of Administrative Services is currently open. Will be closing soon.*
9. **Santa Ana**- *Mr. Anthony Pagan shared his positive observations on faculty in legal studies effectively using AI tools, such as*

Notebook LM, which converts textbook text into podcasts. He suggested that professional development opportunities could help reduce stigma around AI technology, as some faculty are hesitant to embrace it. He also highlighted popular tools like Gamma and Canva, which improve workflow efficiency. He emphasized the importance of providing faculty with resources to integrate these tools into their teaching practices.

10. **Santiago Canyon-** *Ms. Elizabeth Arteaga informed the group that the Chancellor's office delayed the release of Round 3 of the apprenticeship LOI, which expects to offer \$99,000. She also mentioned that the CAI grant, estimated at \$120 million, is expected to be released next August 2025.*

VIII. Adjourn

IX. Action Item

Ms. Dorsie Brooks, CRLC Chair and Dean Resource Associate, OCRC

November 21, 2024, CRLC Business Meeting Action Item Minutes were APPROVED.

- **Motion to approve November 21, 2024, action item minutes: John Jaramillo, Saddleback College; Second: Ken Starkman, Fullerton College; APPROVED**