Orange County Regional Consortium
College Resource Leadership Council Business Meeting

Approved Action Items Minutes: September 19, 2024

Zoom Video-Call Details

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

Topic: Sept 2024 OCRC Program Recommendation Meeting
Time: Sep 19, 2024 9:00 AM Pacific Time (US and Canada)

Join Zoom Meeting
https://rsccd-edu.zoom.us/j/88999224215

Meeting ID: 889 9922 4215

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Find your local number: https://rsccd-edu.zoom.us/u/kj8dprpFQ

Voting Members present:

- Andrea Gallyon (Alternate), Coastline Community College
- Rick Hodge, Cypress College
- Ken Starkman, Fullerton College
- Dorsie Brooks, Golden West College

- Tina McClurkin, North Orange Continuing Ed
- Lisa Knuppel, Orange Coast College
- Kari Irwin (Alternate), Saddleback College
- Larisa Sergeyeva, Santa Ana College
- Denise Foley, Santiago Canyon College

Voting Members absent:

- Debbie Vanschoelandt, Irvine Valley College

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.   **August 2024 CRLC Business Meeting Full Discussion Minutes were Approved**

  a.   **Motion:** *Dr. Larisa Sergeyeva, Santa Ana College**: Second**: Mr. Ken Starkman, Fullerton College;* **APPROVED**
   - **Abstention:** *Ms. Denise Foley, Santiago Canyon College*

IV.   **Informational Items**

  a.   **Program Data Requests**

Program Title	Top Code	College	Contact
1. Automotive Hybrid, Electric, and Alternative Fuel Technology Certificate	0948.40	Fullerton College	George Bonnand gbonnand@fullcoll.edu
2. Restaurant Entrepreneur Certificate *(Note: Listed on November 2023 CRLC Agenda as Culinary/Restaurant Entrepreneurship)*	0506.40	Fullerton College	Gary Graves ggraves@fullcoll.edu
3. Modern Policing, Associate Degree	2105.60	Golden West College	Dorsie Brooks dbrooks28@gwc.cccd.edu
4. Certificate in Data Analytics for Business and Accounting Majors	0502.00	Santa Ana College	Mark McCallick mccallick_mark@sac.edu
5. Certificate in Visual Basic .Net Programming	0707.00	Santa Ana College	Jason Sim sim_jason@sac.edu
6. Certificate in C# Programming	0707.00	Santa Ana College	Jason Sim sim_jason@sac.edu
7. Human Resources Management	0506.00	Santa Ana College	Gabriel Shweiri shweiri_gabriel@sac.edu
8. Human Resources Management Certificate	0506.00	Santa Ana College	Gabriel Shweiri shweiri_gabriel@sac.edu
9. Modern Policing AA Degree	2105.60	Santa Ana College	Timothy Winchell winchell_timothy@sac.edu

10. Apprenticeship Water Treatment/Water Distribution	0958.00	Santiago Canyon College		Jeffry Dennis dennis_jeffry@sccollege.edu
11. Apprenticeship Wastewater/Environmental Sanitation	0958.00	Santiago Canyon College		Jeffry Dennis dennis_jeffry@sccollege.edu
12. Clinical Genetics and Molecular Biology Scientist	0955.00	Santiago Canyon College		Denise Foley foley_denise@sccollege.edu
13. Modern Policing	2105.60	Santiago Canyon College		Denise Foley foley_denise@sccollege.edu

- **Discussion:**
  - Ms. Brooks noted that the data requests for Modern Policing associate degrees have been reinstated on the agenda due to a new TOP code provided by the Chancellor's Office. Ms. Brooks also indicated that two last-minute data requests (#7 and #8) from Santa Ana College were added yesterday. It was clarified that data request #7 pertains to an associate degree in Human Resources Management.

  - Mr. Starkman discussed their efforts to enhance the Automotive Hybrid, Electric, and Alternative Fuel Technology Certificate program, which involved a two-year process to renumber all associated courses. They are updating some hybrid courses and incorporating additional electric and hybrid content into existing curricula.

  - Dr. Foley explained that the Clinical Genetics and Molecular Biology Scientist program is a licensing initiative coordinated with the Orange County Department of Health. Currently, Santa Ana College is assessing this program, as the licensing requirements stipulate a bachelor's degree. This program aims to provide upskilling opportunities for incumbent workers and graduates. Dr. Crete shared that this program aligns with middle-skill technical occupations, specifically clinical laboratory technologists and technicians, and thus fits the educational framework for community colleges. Dr. Foley concurred but highlighted that the specific licensing requirements from the OC Department of Health necessitate a bachelor's degree, and the college is exploring its ability to develop the program under these constraints.

V. **Action Items**   *Ms. Dorsie Brooks, CRLC Chair and Dean Resource Associate, OCRC*

   a. **Program Recommendation**: **Motion;** *Mr. Ken Starkman, Fullerton College*; **Second**: *Dr. Larisa Sergeyeva, 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. Costume Design and Technology	Certificate	100600	Santa Ana College	Dr. Larisa Sergeyeva sergeyeva_larisa@sac.edu	ES		✓	✓	
2. Lighting Design and Technology	Certificate	100600	Santa Ana College	Dr. Larisa Sergeyeva sergeyeva_larisa@sac.edu	ES		✓	✓	
3. Survey of International Business	Certificate	050800	Santa Ana College	Dr. Larisa Sergeyeva sergeyeva_larisa@sac.edu	ES		✓	✓	

VI.   Update, Discussion, and/or Action Item   *Ms. Dorsie Brooks, CRLC and Dean Resource Associate, OCRC*

a.   TOP to CIP Codes

Ms. Brooks noted a prior discussion concerning the alignment of TOP and CIP codes and expressed her interest in understanding the colleges' current initiatives in this area. She mentioned that Golden West College is concentrating on correcting hours to unit conversions in their curriculum. Ms. Knuppel confirmed that Orange Coast College is undertaking similar efforts. Dr. Crete encouraged anyone with questions or concerns about this process to reach out to the COE, which is assisting with these initiatives. Ms. Brooks expressed her concern about the need to educate faculty and staff on selecting the appropriate CIP codes.

b.   Voting Member Responsibilities

Ms. Brooks reported that last week, she, Dr. Crete, and the OCRC team met and recognized that there are several new CRLC members who have not revisited the regional recommendation process in some time. She reviewed the responsibilities of the CRLC Voting Members and will be sending this information to the members via email for their review and feedback. Ms. Irwin suggested adding a section for Alternate Voting Members. Ms. Brooks then shared details about the Program Recommendation Process available on the ocregionalconsortium.org website. She encouraged members to provide feedback on any challenges they encounter regarding the program recommendation process.

Ms. Brooks proceeded to present the new COE request LMI form. She noted that she has not been receiving confirmation email notifications when requests are submitted using the new form. Dr. Crete acknowledged this issue regarding email confirmation notifications. Ms. Brooks then provided a detailed, step-by-step overview of the COE LMI form. For more information, members can view the recorded meeting at the following link: Zoom recorded link HERE. She reminded the members that the deadline for submitting an LMI request is the last day of each month. Ms. Brooks also provided a brief recap of the necessary steps for submitting a new program.

c.   Program Recommendation Process- Pain points/Process improvement

Ms. Brooks will be emailing the Program Recommendation Step-by-Step process documents to the members for their review and feedback.

d.   COE Updates   *Dr. Jesse Crete, OC COE Director*

COE has granted a one-time exception: if a request aligns with the same TOP code and occupation as another report completed within the past 12 months, they will reissue the report. This exception is in response to multiple requests from colleges facing imminent curriculum deadlines.

On a different note, Dr. Crete shared that when submitting an LMI request for a baccalaureate degree, it should be selected under the "New Program" category, where the option for "Baccalaureate Degree" is available. The Chancellor's Office has revised the workforce needs component of the baccalaureate degree program application, requiring COE to provide additional data points, such as evidence that employers offer higher salaries for individuals with a baccalaureate degree. The process for creating these reports differs from that of other college programs, and COE now has a shorter timeline of 2-4 weeks to produce these reports. Each report will also need to include a cover letter, which must be uploaded as part of the application. COE encourages members to submit their LMI requests for baccalaureate degree applications at least 90 days before the deadline, which is October 18th. An email with this information has been sent to all members.

VII. *Action Item*   *Ms. Dorsie Brooks, CRLC Chair and Dean Resource Associate, OCRC*

September 19, 2024, CRLC Business Meeting Action Item Minutes were APPROVED.

- ***Motion to approve September 19, 2024, action item minutes:*** *Dr. Larisa Sergeyeva, Santa Ana College**; Second**: Mr. Ken Starkman, Fullerton College;* ***APPROVED***