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

Approved Minutes: March 19, 2020
8:30 a.m.-9:45 a.m.

Zoom Video-Call Details

LAOCRC is inviting you to a scheduled Zoom meeting.
Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/152517209
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Dial:
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Meeting ID: 152 517 209
International numbers available: https://cccconfer.zoom.us/u/advbRZKFeJ

Voting Members present:
- Nick Real, Cerritos Community College
- Michael Wangler, Citrus College
- Nancy Jones, Coastline Community College
- Lynell Wiggins, Compton College
- Kathleen Reiland, Cypress College
- Kendra Madrid, East Los Angeles College
- Virginia Rapp, El Camino College
- Ken Starkman, Fullerton College
- Jan Swinton, Glendale Community College
- Christopher Whiteside, Golden West College
- Debbie Vanschoelandt, Irvine Valley College
- Armando Rivera-Figueroa, Los Angeles City College

- Mercy Yanez, Los Angeles Harbor College
- Marla Uliana, Los Angeles Mission 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
- Salvatrice Cummo, Pasadena City College
- Mike Slavich, Rio Hondo College
- Anthony Teng, Saddleback College
- Kimberly Mathews (Alternate), Santa Ana College
- Patricia Ramos, Santa Monica College
- Elizabeth Arteaga, Santiago Canyon College
- Carmen Dones, West L.A. College

Voting Members absent:
- Gene Carbonaro, Long Beach City College
- Mon Khat, Los Angeles Pierce College
- Lawrence Bradford, Los Angeles Southwest College

I. **Call to Order - Meeting called to order at 8:46 a.m. by Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCRC**

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

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III. **Minutes from February 20, 2020 CRLC Business Meeting were Approved**
   a. **Motion:** Lynell Wiggins, Compton College; **Second**: Virginia Rapp, El Camino College; **Approved**

   Abstain:

   1. Christopher Whiteside, Golden West College
   2. Marcia Wilson, Los Angeles Trade-Technical College

IV. **Informational Items**

   a. **Program Data Requests**

Program Title	Top Code	College
1. Biomanufacturing Technician Certificate	0430.00	Compton College
2. Forensic Crime Scene Investigation - AS Degree	2105.40	East Los Angeles College
3. Acting and Performance Level I Certificate	1099.00	Fullerton College
4. Business of Electronic Gaming Certificate	0506.40	Fullerton College
5. Finance Certificate	0504.00	Fullerton College
6. Finance Management Associate of Science	0504.00	Fullerton College
7. Finance Skills Certificate	0504.00	Fullerton College
8. Marketing Management Skills Certificate	0509.00	Fullerton College
9. Mobile Applications Entrepreneur Certificate	0509.70	Fullerton College
10. Stage and Screen Combat Level I Certificate	1099.00	Fullerton College
11. Engineering Technology - Water Technology	0958.00	Glendale Community College
12. Full Stack	NO TOP	Los Angeles City College
13. Hospitality/Restaurant Management	1307.00	Los Angeles Harbor College
14. Teacher's Assistant/Paraprofessional	0802.00	Los Angeles Pierce College
15. Biological Technology - Laboratory Skills	0430.00	Pasadena City College
16. Heavy Equipment Maintenance Technician	0947.20	Rio Hondo College
17. Optometry Technician	1219.00	Rio Hondo College
18. Cosmetology AA	3007.00	Saddleback College
19. Alternative Fuels and Hybrid/Electric Vehicles Certificate	0948.40	Santa Ana College
20. Law Office Management Certificate	0514.40	Santa Ana College
21. Manufacturer Specific Technologies Certificate	0948.00	Santa Ana College
22. Pharmacy Informatics Certificate for Pharmacy Technicians	NO TOP	Santa Ana College
23. Smog and Emissions Diagnosis Certificate	0948.00	Santa Ana College
24. Entry Level Business Information Assistant	0514.40	Santa Monica College
Existing low-unit, local certificate for state chaptering		
1. Computer Game Programming Skills Certificate	0614.20	Fullerton College

b. **Exploratory**

1. Elementary Education Degree (Pre-Professional), Long Beach City College
2. Business Information Worker 2, Santa Monica College
3. Receptionist - Noncredit Program, Santa Monica College
4. Fire Technology, Pasadena City College

c. **Program Modification**

1. Welding, Pasadena City College

d. **Discussion and Questions**

1) <u>Informational Items on Agenda</u> - Dr. Marcia Wilson reminded the group that due to the CRLC Sub-work group that looked at our processes, we now have exploratory requests on the agenda.

2) <u>BIW Pre-Approval</u> - Dr. Marcia Wilson had a question regarding the BIW (submitted by SMC) and if we still at the point where the BIW is still regionally pre-approved; Dr. Gustavo Chamorro answered yes, we are still operating the same process but LMI information needs to be updated; Maria Madrigal added that several years ago there was a vote for the BIW, the vote had an end date. A new vote is required in order to make it a pre-approved program once again; Maria will take a deeper look and will notify Dr. Marcia Wilson of the status.

3) <u>Name Changes for Mission College Programs</u> - Dr. Marcia Wilson received a message from Marla Uliana who indicated she emailed some name changes to Lupe Aramburo, yet she did not see them on the agenda; Lupe Aramburo did not receive the email, so Dr. Wilson asked her to make the changes verbally and forward the email to Lupe again; programs in drafting engineering were noticed in October 2019 and approved by the region in January 2020, yet the Industry Advisory Committee requested a change in the name of the programs. The courses, TOP and occupations were not changed.

> Surveying Aide I as changed to **Land Surveying Technician I**
>
> Surveying Aide II changed to **Land Surveying Technician II**
>
> Engineering Drafting Aide changed to **Engineering Drafting Technician**

Dr. Marcia Wilson clarified that these programs and curriculum were already approved; this is just to notify the region of the name change; Dr. Wilson asked if the CRLC members had any questions or objections to the name changes; No objections from the region; Dr. Marcia Wilson asked Marla Uliana if these changes needed to be noted on this month's minutes in order to be able to send it to the state; the answer was affirmative so Dr. Wilson Dr. Marcia Wilson requested for the minutes to reflect the new changes. In addition, she asked the region if a vote is required. Dr. Gustavo Chamorro clarified that if it's already reflected on the minutes that these programs were previously approved and the body is okay with the name change, this should be sufficient for the Chancellor's Office.

4) <u>Clarification of the Different Types of Data Requests on the Agenda</u> - Mike Slavich commented that program data request #17 Optometry Technician was not requested by Rio Hondo; Juan Madrigal confirmed that Shari Herzfeld from Rio Hondo College did request LMI for Optometry Technician on February 3, 2020;

Shari Herzfeld stated that she requested the information due to a statewide conversation and was looking for any regional need; this request was not made on behalf of Rio Hondo College but as a Regional Director in the Health sector; Juan Madrigal clarified the reason why it comes up as Rio Hondo is because the college was selected in the form Rio Hondo College; Shari Herzfeld responded that Rio Hondo is her host college yet the college itself has no specific engagement on the Optometry Technician program. This discussion led to a longer discussion about the different types of data requests that are received by the COE and how they can more accurately be reflected on the agenda. Marbella Ruiz responded that LAOCRC office receives list of information from OC and LA Centers of Excellence. Dr. Marcia Wilson suggested that any regional directors that request information, should mark the request as "exploratory."

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In addition, we are using these program data request in various ways. We decided to include "exploratory" LMI requests so that we could begin to engage faculty earlier. However, now we have confusion for the team putting together this agenda due to the multiple types of requests and determining ow they should be listed. It was agreed that we need to be extra careful on the selection of the boxes when requesting the data, in order for the information to be listed correctly in the agenda.

Jesse Crete agreed with Dr. Marcia Wilson's suggestion. Also, Jesse requested for Regional Directors to select the exploratory box instead of new program. This will help because they are able to see the notes on the comment section, and can be listed in the correct section prior to sending the file to LAOCRC for the purpose of the agenda.

Shari Herzfeld suggested that perhaps an additional box can be added that states "not to be agendized."

Jesse Crete mentioned that the CRLC workgroup did talked about having a completely different form/process for someone who is just testing the waters and will not be listed on the agenda. Jesse Crete and Juan Madrigal are currently developing this process and will notify the field once it's completed.

Dr. Marcia Wilson stated that this will be very helpful when people are requesting information for grants and for other planning purposes.

5) Program Review LMI Requests on the Agenda - Dr. Marcia Wilson asked the LAOCRC workgroup if they intended to have the new section of the agenda "Program Review" listed under informational items that appeared on this month's agenda. Marbella Ruiz answered that this category was included because it is listed on the program data request list, along with the exploratory requests and so it was presumed that these too should be listed on the agenda. Dr. Marcia Wilson responded that if we include "program review" to the agenda, there will be a long list due to numerous requests for data since all colleges and programs need to be reviewed. Further, program review is an internal college process and it is not clear how this impacts the region. Jennifer Galbraith added that she was part of the workgroup and confirmed that the discussion did not include program review data requests. Jennifer agrees with Dr. Marcia Wilson; program review is an internal college matter; these requests will no longer be included on the agenda in subsequent meetings.

6) Program Presentations at the Business Meeting – Jennifer Galbraith asked if there was still an expectation that colleges provide a quick description of the programs included in the Data Request list. Dr. Gustavo Chamorro responded that we will start this new program data request dialog at our next meeting in April. Dr. Marcia Wilson and Jennifer Galbraith both suggested that for March and April, since we are on Zoom calls for the meetings, the CRLC members should instead ask if they have any questions for the colleges submitting data requests as the college should be prepared to answer. Lynell Wiggins asked the work group and the CRLC if they could provide some details of what we are looking for in the presentations, to make sure we are preparing what others want to hear. Dr. Marcia Wilson asked the CRLC workgroup to discuss a little about what they think are key pieces of information that needed to be shared at that point, to help us through this process. Lisa Knuppel responded that there were two things; a very short context-setting summary about the program and the goals and to invite any other colleges that may have a questions to ask them during the meeting. Overall, the goal is to ignite more active and robust discussion around new programs at the developmental stage. Jennifer Galbraith agreed with Lisa Knuppel. Further, Dr. Marcia Wilson recommended for the name of the contact person to be shared in case anyone has further questions and so that faulty can be connected as desired.

7) Locally Approved Programs Converting to State-Approved Certificates - Marla Uliana asked if the Child Development Administration program that was locally approved and now is going to be submitted to the state, should be listed as an informational item or action item? Dr. Marcia Wilson asked Gustavo Chamorro for clarification. Jennifer Galbraith that she recalls the CRLC members decided to put these types of programs through the same program recommendation process.

Jennifer Galbraith stated that the last she recalls the CRLC members decided to put it through Program Data Request and continue the same program recommendation process. Dr. Patricia Ramos added that she knows from experience that if you are converting from locally approved to a state Chancellor's Office certificate of achievement, it has to be submitted to the COE as new program and that gets agendized as informational items and then later as an action item. This needs to be reflected on the minutes for the Chancellor's Office. Dr. Marcia Wilson reiterated the advice from the field and told Marl Uliana she will need to follow the new program process. Because of this, Dr. Marcia Wilson requested that the last section for Information Items - "Locally Approved" - be removed from the Agenda since these programs must be carried

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through as "new items." The description and list should include a notation that it is a locally program moving to a state-approved program. Dr. Marcia Wilson summarized the discussion from items i through vii. above: we have a shared understanding of what is expected in the short presentation; the short presentations will not be done until we are meeting in person – until then, colleges should be prepared to answer questions; we will remove "program review" from the LAOCRC Business Meeting agenda. Program modification will remain on the agenda. Locally approved programs will also stay on the agenda, but will be included in the list of new programs for recommendation (including the requirement of a data request) with a notation of "locally approved," in order to be considered for state approval.

8) <u>Verification of a Correction Made to the Data Request List</u> - Ken Starkman added that Avionic Certificate of Specialization should be listed as program data request as # 25. Marbella Ruiz indicated this would be added.

9) <u>Ramifications of a Cautious Endorsement from COE</u> – Lisa Knuppel asked a question about the COE reports what it means when the reports indicates that a program is "cautiously endorsed." What is the impact of this designation when submitted to the state? Jesse Crete indicated that, as far as they are aware throughout the state, it is still considered as an endorsement. The COE uses this designation to reflect that there might be some issues with the LMI .

10) <u>Items on List with No TOP Codes</u> - Mike Slavich pointed out that items #12 and #22 from the Program Data Request list have no top codes listed. How is this going to be submitted? It was suggested that perhaps these were non-credit programs, yet Dr. Wilson thought that non-credit programs do not require LAOCRC recommendations. Dr. Adriene Davis confirmed that non-credit programs are not required to come through LAOCRC. Jesse Crete responded on behalf of Santa Ana College, Santa Ana College is planning to move this program through as credit, however, they are not sure what TOP code that will be selected for the program by the faculty.

V.   Action Items   *Dr. Marcia Wilson, CRLC Chair and Dean Resource*
                                                 Associate Chair, LAOCRC

   a. **Program Recommendation; Motion:** Mike Slavich, Rio Hondo College; Second: Christopher Whiteside, Golden West College; **APPROVED**

   1. Chemical Technology - Polymers, Cerritos College
   2. Business Economic Certificate, Fullerton College
   3. Stage Management Certificate of Achievement, Irvine Valley College
   4. Certificate of Achievement - Jewelry Entrepreneurship, Long Beach City College
   5. Fashion Historical Costuming, Mt. San Antonio College
   6. Athletics Coaching Certificate of Achievement, Orange Coast College
   7. Avionics Certificate of Specialization, Orange Coast College
   8. Biotechnology, Rio Hondo College
   9. Integrative Health for Fitness and Wellness Professionals, Saddleback College
   10. Holistic Health Studies, Saddleback College

1) Dr. Marcia Wilson clarified that Avionics Certificate of Achievement needs to be removed from locally approved section and added into Program Recommendation due to that it was previously submitted as program data request.

2) Marbella Ruiz verified and confirmed that program data request was submitted properly on December 2019 agenda.

VI. Update, Discussion, and/or Action Items

   a. **20/21 Draft Timeline**   *Dr. Adriene Davis, LAOCRC Executive Director*

   1) Dr. Adriene Davis informed the field that they will soon be receiving an email for 20/21 Timeline. The deadline has been extended by at least two months, April 3rd deadline for collaborative partners will now be moved to a June date.

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2) Dr. Adriene Davis communicated that LAOCRC offices are open, the team is currently working remotely due to COVID-19. All in person meetings and travel have also been cancelled. We will continue operating our meeting via Zoom calls to stay connected and to help all to move forward all SWP.

3) Dr. Adriene Davis reminded the field to please answer all four questions that were sent on behalf of Sheneui Weber.

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

a. Districts
   i. Cerritos - All lectures and labs are online. They are currently working on a plan for those classes that are challenging to transfer online. College is completely close to all students and administration.
   ii. Citrus – All instruction has been moved online including CTE programs. College expects to be back fully functioning by April 20th.
   iii. Coastline – College is currently closed, only essential personal is allowed entrance. All instruction and labs are online, including all CTE programs.
   iv. Compton – Initially the college did not shut down, this allowed them to move into their pandemic outbreak emergency plan. This week instructors have been training to move their courses to canvas. The college is struggling with lab portions of CTE programs in terms of how to structure. They also looked into purchasing some Z Space 3D computers, this may give students opportunities to utilize some of the functions in a laboratory type structure.
   v. Cypress – 50% of the college programs are CTE top coded, they are struggling with the hands-on requirement especially for nursing, health programs and automotive. All courses have been transferred online and hoping that some relief after spring break for students to complete labs. If not, the backup plan is to offer students incomplete and come back at some point to do the competency checks and lab hours that are required.
   vi. East Los Angeles
   vii. El Camino
   viii. Fullerton
   ix. Glendale – College is closed. Faculty and students are training to do all their classes online and that will begin Monday, March 23rd. College has been lending Chromebook and laptops to students and helping faculty to get video cameras or any equipment that they may need. Jan Swinton thanked Shari Herzfeld and Ozzie Lopez for coordinate what everybody is doing in the health science programs. Only essential staff is allowed on campus, all others are working remotely.
   x. Golden West – College is completely shut down. Staff is on campus working on training and getting people into online modalities. CTE courses are in the process to be moved online. We are having the same issue as everyone else with our nursing program and cosmetology. Everything is fluid and we are trying to be as flexible as we can.
   xi. Irvine Valley – College is currently on Spring Break but beginning Monday, March 23rd they will be 100% online through the end of the term, this includes CTE courses and labs. As of today, everyone is working remotely through March 31st if not longer.
   xii. Long Beach
   xiii. Los Angeles City
   xiv. Los Angeles Harbor – Non-credit side is being moved online. This week is training for everyone, we should be remotely by March 30th.
   xv. Los Angeles Mission – College is taking the same actions as other LACCD colleges. This week faculty will train to learn how to take the classes online by March 30th. They are finishing construction non-credit programs and that will take another 2/3 weeks and will finish that cohort. Developing a rotation basis to continue to move the business of the college forward and plans to be in the office a couple of mornings of the week to sign, organize and prioritize.

xvi. Los Angeles Pierce

xvii. Los Angeles Southwest

xviii. Los Angeles Trade-Technical – College is taking the same actions as other LACCD colleges. Spring break was moved to next week, this week has been training for faculty. It has been very challenging to transition online because 80% of the college is CTE and many of the programs require certain number of hours in order to be certified. The college has not gone to working remotely, they are preparing to do so. Welcomed new President, Dr. Katrina VanderWoude, who started on February 24th, she is doing her best to keep everyone informed.

xix. Los Angeles Valley

xx. Mt. SAC – All classes will resume on Monday, March 30th. They are in the process of transferring courses remotely. Managers and staff are on campus, working remotely is not available currently. In terms of labs, college may need to keep the campus open maintaining social distancing. Non- credit programs are being transitioned to remote learning but some of the programs are not conducive to going online. The Chancellor's Office directors are open and very reasonable about how to retrieve attendance, but also how to calculate. They will contact their partners to discuss best practices and how to deal with this monumental shift for non-credit because this is critical for non-credit. This could really impact a population that really needs their coursework.

xxi. Orange Coast

xxii. Pasadena City – Similar situation as everyone else, last week they spent preparing our instructors to remote instruction and IT department has been working very hard in getting everyone the equipment they need, including lending Chromebooks and laptops to students. Remote instruction will start from March 18th through April 20th. As far as labs, health science did cancel all the clinicals.

xxiii. Rio Hondo – Spring break starts Monday, March 23rd. Mike Slavich will have a division meeting today to discuss what are the next steps. Also, Mike mentioned that on Listserv nationwide for CTE are discussing about given incomplete down the road because they can meet the objectives. Deans are still to report Monday when return from Spring break, campus has been transitioned online. Police and Fire are still meeting and academies are moving forward.

xxiv. Saddleback – Starting Monday, March 23rd they will be 100% online. They were able to get almost every course online, except for 50 and were able to identify. These courses will either extend their Spring semester or give them an incomplete. College found some alternatives for hands on components, especially in advance manufacturing where you can do virtual machining. CIOs received a document that stated they could get a temporary approval for taking live classes to distance Ed. College file that with the Chancellor's Office and obtained approval. In addition, the college distributed laptops for students and faculty.

xxv. Santa Ana – Primarily transition to temporary remote instruction with a handful of hybrid classes that are staggering students' attendance. They started this yesterday and will continue through April 27th. Also, classified and management are still on campus and faculty are remotely.

xxvi. Santa Monica

xxvii. Santiago Canyon

xxviii. West Los Angeles – All faculty and staff are working remotely. Currently having lots of issues with labs because aviation has taken all faculty to remote learning. Carmen Dones thanked Lynell Wiggins for the tip on Z Space. Dental and Clinics have been canceled by the industry. Spring semester will be extending to help these students.

b. Other

i. Shari Herzfeld mentioned per regulations, ADN programs must have 75% of their clinical in direct patient care. The Board does not have the authority to change this, it must be legislated. While a course must have concurrent theory and clinical, the balance of the clinical portion may be delayed for the current, in-progress classes. The Board of Registered Nursing is not directly issuing any guidance at this time. Each program Director is instructed to contact their Nursing Education Consultant (NEC) to get approval for any change. NCLEX and CNA exams are suspended at this time.

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The Hospital Association of Southern California (HASC) is expecting an acute shortage of nurse. I am working with them to develop a message to Registered Nurse faculty who may be available to help in the crisis. Shari and Ozzie are available to assist the programs; focusing on Nursing and Ozzie on Allied Health. Statewide Health Sector team is posting current information and resources at https://ca-hwi.org/blog/

VII.   **Adjourn**

The next CRLC Meeting will be via Zoom call on **April 16, 2020** from 8:30 A.M. - 9:45 A.M.