

**Program Approval and
Notice of Intent
*Instructions and Application***

October 2013

OVERVIEW:

The program approval process outlined by the California Community College Chancellor’s Office requires that all requests to add new programs or certificates and/or to make substantial changes to any existing college’s inventory of Career Technical Education (CTE) programs include a recommendation from the Regional Consortia. Instructions and the application form for the regional consortia recommendation are posted on our website at LAOCRC.org.

The process for obtaining recommendation from the Regional Consortia is intended to inform and engage our region in creating programs for the Los Angeles and Orange County colleges, and to foster a spirit of collaboration and coordination that results in viable choices for Career Technical Education (CTE) courses/programs across the region.

The Los Angeles and Orange County Voting Members should submit **Requests for Program Approval and Notice of Intent** by the deadlines below:

Deadlines for application submissions (Program Approval and Notice of Intent)	
Submission Deadline:	LAOCRC Meeting Date:
September 6, 2013	September 19, 2013
October 11, 2013	October 24, 2013 (CCCAOE Oct.23-25)
November 8, 2013	November 21, 2013
December 6, 2013	December 19, 2013
January 3, 2014	January 16, 2014
February 7, 2014	February 20, 2014
February 28, 2014* (*note- March deadline is in February)	March 13, 2014 (CCCAOE March 12-14)
April 4, 2014	April 17, 2014
May 2, 2014	May 15, 2014
June 6, 2014	June 19, 2014

APPLICATION FOR PROGRAM APPROVAL:
NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED
(This application may not exceed 3 pages)

<u>Steel string guitar making and Design</u> PROPOSED PROGRAM TITLE <u>Orange Coast College</u> COLLEGE <u>Coast Community Colleges</u> DISTRICT <u>Fall semester, 2014</u> PROJECTED PROGRAM START DATE	<u>Tim Peters</u> CONTACT PERSON <u>Assoc. Professor</u> TITLE <u>714-432-5684</u> PHONE NUMBER <u>tpeters@occ.cccd.edu</u> E-MAIL ADDRESS
GOAL(S) OF PROGRAM (CHECK ALL THAT APPLY): <input checked="" type="checkbox"/> CAREER TECHNICAL EDUCATION (CTE) <input type="checkbox"/> TRANSFER <input type="checkbox"/> OTHER	
TYPE OF PROGRAM (CHECK ALL THAT APPLY): <input type="checkbox"/> A.A. DEGREE <input type="checkbox"/> A.S. DEGREE <input checked="" type="checkbox"/> CERTIFICATE OF ACHIEVEMENT: <input checked="" type="checkbox"/> 18+ semester (or 27+ quarter) units <input type="checkbox"/> 12-18 semester (or 18-27 quarter) units	
REASON FOR APPROVAL REQUEST: <input type="checkbox"/> NEW PROGRAM <input checked="" type="checkbox"/> SUBSTANTIAL CHANGE – [addition to an existing program] <input type="checkbox"/> LOCALLY APPROVED	

<i>Recommended T.O.P. Code</i>	0952.00
<i>Units for Major-Degree</i>	
<i>Total Units for Degree</i>	
<i>Required Units-Certificate</i>	23

1. Insert the description of the program, as it will appear in the catalog.
Steel string guitar making and design is an intensive CTE foundation course in acoustic stringed instrument design and fabrication that covers all basic areas of guitar construction and design theories, with additional emphasis on instrument tuning and simple repair.
2. Provide a brief rationale for the program.
The southern California region is home to more than 100 enterprises that have stringed instrument design, construction, repair, sales and instrument tuning as the primary focus of the business. The Technology Department has received numerous requests for well trained and certified students with these specific skills. It should be noted for the benefit of the Consortium that this is a “Substantial Change” to an already existing and successful Woodworking program. As an alternative for students who wish to choose a specific pathway with applicability to several skill areas, the Guitar Making program will develop OCC students into well-rounded and accomplished Craftsmen not only suited to design, build and repair musical instruments, but have the capacity to participate in a number of vocations including:
 - 1) **Furniture making and design** – Student will have the opportunity to work in two areas of furniture making and design including design and fabrication. Furniture making often falls into the 0952 construction pot as cabinetmaking or millwork.
 - 2) **Small Structures** – Students in this area would have the opportunity to primarily work in traditional timber frame construction for small residences or resort home building. This skill set provides ability for traditional residential home carpentry which is a “booming” opportunity. The LMI data clearly shows growth in this area boasting some 8,470 jobs, a growth of 6% meaning 1,379 openings by 2018.
 - 3) **Guitar making and stringed instruments** – A clear need exist for beginning to intermediate skilled Craftsmen who as part of their

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development, will require level classes in guitar construction and design theory. As Guitar making is a specialty and focused craft, the LMI data does not exist to address this field; but rather is included in the broad based field of “Fine Woodworking Occupations” which overall show a clear increase (majority of areas) in employment opportunities. The skills sets developed by students in this area of expertise show opportunities within careers that will grow between 4% to 23% between now and 2018 and boasting over 14,877 jobs and some 2,303 openings. Our students who complete this training as part of our Woodworking program (Guitar Making focus) will be qualified to fill these positions. An anticipated 15 completers a year (60 over four years) to fill what will be 2,303 openings; means we are on track to assure these students have employment opportunities.

3. List all courses required for program completion, including core requirements, restricted electives and prerequisites.

The proposed certificate program will include the 1) Required core curriculum and 2) Required electives listed below.

COURSES	Course No.	Course Title	Units
Required core curriculum:			
Intro to fine woodworking			3 units
Guitar Making 1			4 units
Guitar Making 2			4 units
Electric Guitar Making and design			4 units
Fine woodworking Design elements			2 units
Business Education (w/emphasis on entrepreneurial studies)			3 units
Required electives. Please choose one:			
2D color and design			3 units
Traditional hand tools and joinery			3 units

4. Summarize the Labor Market outlook (including citation of the source of data) for students exiting the program.

Most of the data collected and distributed by the BLS and LMI administrative authorities utilize data that has a significant lag time from actualities of a fairly fluid staffing needs marketplace. Our recent interviews and job search fact-finding (from prospective employers) proved very illuminating when the question of anticipated personnel needs was discussed against the backdrop of availability of highly competent new employees.

In the interest of using LMI to support opportunities for students, and as stated earlier in this document, Guitar Making at OCC will fall under an existing program in the area of “Fine Woodworking Occupations”. Current LMI data in this occupational area suggests growth between 4% to 23% between now and 2018 and boasting over 14,877 jobs and some 2,303 openings. And when we focus on specific areas such as carpentry, the LMI data clearly shows growth boasting some 8,470 jobs, a growth of 6% meaning 1,379 openings by 2018.

What this means is that an anticipated 60 completers over the next four years will have the opportunity to fill what will be 2,303 openings. This is compelling rationale to allow the approval of this program change.

Please note, of the dozen interview conducted, every single potential employer stated a need to hire candidates with the skill base we hope to provide.

5. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (complete the chart)

There are no programs of this sort in the Los Angeles or Orange county areas.

6. Include other information you would like to share.

Employer surveys (see results below) show a need for competent new professional makers and repairpersons.

Survey Question/Statement	Full Time	Part Time	Contractual	Not Applicable
1. What is the number of individuals you employ/or contract to make guitars or other musical instruments?	33% of respondents indicated that they currently had between 1 – 3 full time employees.	25% of respondents indicated that they currently had between 1 – 4 part time employees.	25% of respondents indicated that they currently contracted 1 – 5 Guitar Makers or repairmen.	50% of respondents indicated that this question did not apply but they would use the applicable “skill set.
2. Please identify the <u>minimum required</u> education level for those involved in guitar (instrument) making responsibilities, as well as the educational level <u>preferred</u> for that position.	50% of respondents required a HS diploma, while 16% preferred a HS diploma.	8% of respondents required a 3-12 month certificate, while 16% preferred a 3-12 month certificate.	8% of respondents required a 12-18 month certificate, while 8% preferred a 12-18 month certificate.	8% of respondents required a two-year degree (or more), while 33% preferred a Craftsmen with a two-year degree or higher.
	None	Less than one year	One to two years	More than two years

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3. How much previous work experience does your organization require for those with guitar (instrument) making responsibilities and how much previous work experience is preferred ?	41% of respondents required no experience, while 16% preferred no experience.	25% of respondents required less than one year of experience, while 25% preferred less than one year of experience.	8% of respondents required one to two years of experience, while 16% preferred one to two years of experience.	8% of respondents required more than two years of experience, while 25% preferred more than two years of experience.
	Full-Time		Part-Time	
4. Please indicate the number of immediate and future job openings (or contract opportunities) you anticipate for guitar (instrument) making positions at your organization, or graduates with these specific skill sets. Please include new job openings due to growth above current staffing levels as well as job openings due to retirements.	A survey of all respondents indicated: Immediate job (contract) openings = 5 Projected job (contract) openings in 2014 = 22 Projected job (contract) openings in 2016 = 33		A survey of all respondents indicated: Immediate job (contract) openings = 4 Projected job (contract) openings in 2014 = 9 Projected job (contract) openings in 2016 = 15	
	Serious Shortage	Moderate Shortage	No Shortage	Minor Oversupply
5. Is there a shortage of qualified individuals for these positions?	66% of respondents indicated a serious shortage.	25% of respondents indicated a moderate shortage.	NR	NR
	% Responding		Number of Interested	
6. Please estimate the number of employees within your organization who would be interested in attending a program in Guitar Making on a voluntary basis.	75% of respondents indicated that they had employees would be interested in attending a program in Guitar Making on a voluntary basis.		The combined number of those interested on a voluntary basis is: <p style="text-align: center;">24</p>	
	% Responding		Number of Interested	
7. Please estimate the number of employees your organization would be likely to send to the program to meet your training/upgrading requirements.	66% of respondents indicated that they had employees they would likely send to this program for training.		The combined number of those that would be sent for training is: <p style="text-align: center;">18</p>	
	Day	Evening/Weekend	Online	Seminars
8.* How should we schedule courses to make the program accessible?	50% of respondents indicated they would prefer day classes.	100% of respondents indicated they would prefer evening or weekend classes.	16% of respondents indicated they would prefer online classes.	16% of respondents indicated they would prefer seminars.
*Note: Question 8 allowed respondents to choose more than one answer. Therefore each category can receive up to a 100% response.				
9. Would you or a member of your organization be interested in serving on an advisory committee to the College to develop a college certificate for this occupation so that program graduates will have the skills that your organization needs?	50% of the respondents indicated that they would serve on an advisory committee. 50% of respondents indicate they would not serve on an advisory committee. (It should be noted that on a follow-up question, each respondent suggested their answer was based on time constraints and job responsibilities; not on their desire to serve.)			
Comments – The following are direct comments/quotes from survey participants; for which, we receive permission to reprint.				
"I Anthony Grayson need more trained people in the Woodworking/Finishing Industry to fill positions in the construction and trades industry." A. Grayson				
"Having trained Craftsmen available to hire is the absolute life-blood of any growing business, especially businesses that are high skill intensive." K. Ryan				
"This program would be very instrumental and helpful in our industry. I support it and in favor." Tinley Construction Inc.				
"Make this program happen!" Fountain Valley Music				
"Please make this happen. Trained employees with this type of knowledge are impossible to find." Emeralds of Tethys.				
"From personal experience, without industrial arts education, I would probably standing on the center divider with a sign saying, 'will work for food'. This is a huge deal that you make this happen." Harbour Woodworking				
"This program would be critical in teaching people the Craftsman-type skills that are necessary before they can learn how to design and work with the materials using new-technology tools such as CNC and laser machines. Those skills are invaluable in this new-technology industry." Pirona Design Group				

PROGRAM APPROVAL & NOTICE OF INTENT

REQUEST FOR NOTICE OF INTENT TO EXPLORE A NEW PROGRAM PROCESS:

Step 1 (Optional):

Colleges have the option to submit a written Notice of Intent to the Los Angeles/Orange County Regional Consortia at laocrc@sccollege.edu at the onset of discussions regarding the development of a new CTE program. Submission deadlines for Notice of Intent are the same deadlines as for Program Approval. The Notice of Intent will be distributed to all the voting members as an information item.

Your email subject line should read:

- **Request for Notice of Intent**

Submit the Notice of Intent as a one page PDF. It should include:

- Name of the Program
- Name of College
- List of other Colleges that currently offer the program your College is proposing
- Contact person, phone number, and email address

The Notice of Intent is valid for 60 calendar days.

REQUEST FOR PROGRAM APPROVAL PROCESS:

Step 2:

Complete the 3 page Program Approval application. To access the current application, visit the LAOCRC website by clicking [here](#).

Email each application as one PDF to the following:

- laocrc@sccollege.edu, LAOCRC Program
- Glyer.Steven@gmail.com, Steven Glyer, LAOCRC Chair
- Shaw_Lynn@sccollege.edu, Lynn Shaw, LAOCRC Vice-Chair

Your email subject line should read:

- **Request for Program Approval**

The date of your email constitutes the date by which your request has been received, and will be processed for the next LAOCRC meeting.

The LAOCRC staff will:

1. Confirm receipt of your request (if you do not receive a confirmation please contact us as it may mean we did not receive it.)
2. Review it for completeness
3. Process and forward your request to the Voting Members for review and vote

Step 3 (online):

If no discussion is requested from a Voting Member during the open voting time, your application is approved and will appear on the LAOCRC meeting Consent Agenda and in the minutes as approved.

Step 4:

If any Voting Member requests discussion, you will be notified before the LAOCRC meeting. The Voting Member who requests discussion should contact the applicant college directly in an attempt to resolve their concerns before the Regional Consortia meeting. It is recommended that your college representatives attend the Regional Consortia meeting.

Step 5:

LAOCRC staff must sign the signature page. LAOCRC staff will forward via email, a PDF of the approved program including the signature page with an electronic signature to the Voting Member.

Step 6:

This signed copy of the approved program will be posted on the LAOCRC website www.laocrc.org under the Programs Endorsed to Date link.

QUESTIONS:

If you have any questions on this process, please contact us at 714-628-5041 or laocrc@sccollege.edu.

Chancellor's Office Approval

In order to receive Chancellor's Office approval, additional documentation must be submitted directly to the Chancellor's Office. Complete instructions on the requirements are in the Program and Course Approval Handbook (PCAH- Sept. 2013). You can access the PCAH by clicking [here](#).

SIGNATURE PAGE

Proposed Program _____

College _____

PROGRAM WAS RECOMMENDED FOR APPROVAL BY THE LOS ANGELES/ ORANGE COUNTY REGIONAL CONSORTIA (LAOCRC):

Date Name Signature, Regional Consortium Chair

CAREER TECHNICAL EDUCATION (CTE) PROGRAMS ONLY:

The program fulfills the requirements of employers in the occupation, provides students with appropriate occupational competencies, and meets any relevant professional or licensing standards.

Date Name Signature, Administrator of CTE

CURRICULUM & INSTRUCTIONAL ADMINISTRATION:

The program and courses have been approved by the curriculum committee and instructional administration, and satisfy all applicable requirements of the California Code of Regulations, Title 5.

Date Name Signature, Chair, Curriculum Committee

Date Name Signature, Articulation Officer

Date Name Signature, Chief Instructional Officer

Date Name Signature, President, Academic Senate

LIBRARY AND LEARNING RESOURCES:

Library and learning resources needed to fulfill the objectives of the program are currently available or are adequately budgeted for.

Date Name Signature, Chief Librarian/Learning Resources Manager

Revised October 2013



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Steven Glycer, Chair • Dr. Lynn Shaw, Vice Chair

laocrc@sccollege.edu • 714.628.5041 • www.laocrc.org