LAOCRC Program Recommendation Application Elements
Beginning: September 2017 CRLC Agenda

CRLC members are responsible to check the application for completion prior to submission. The CRLC member will submit the application directly to the LAOCRC for inclusion on the next available CRLC business meeting. Applications will be due two weeks prior to the meeting to provide CRLC members time to review before voting.

Colleges are encouraged to submit the application packet to the LAOCRC prior to beginning their official local approval process or at the time the local approval process begins. The intent is to have a decision regarding regional program recommendation before the program is too far into the local approval process.

LAOCRC application elements will include:

1. District
2. College
3. Submitting CRLC Member
   a. Name, email, phone
4. Program Lead
   a. Name, email, phone
5. Program information
   a. Title
   b. Anticipated start date
   c. Type of Award
      i. Certificate, Degree, or both
   d. Units
   e. TOP code
   f. Program Catalog Description (as it will appear in catalog)
   g. Program Level SLOs (or goals and objectives)
   h. Program requirements (list of courses, prerequisites, and prior credentials)
   i. Place of program in college's curriculum/similar program
6. Demonstrated Need
   a. List similar programs at other colleges in the regional service area
   b. Annual enrollment projections for the program (non-duplicate)
   c. Annual completer projections for new program (non-duplicate)
   d. Labor Market Analysis (Attach/link to COE report or provide narrative)
   e. Advisory minutes (link or attachment)