

Current Program Recommendation Process

1. College submits LMI request through the COE online form
2. COE sends list of LMI requests to LAOCRC (Maria Madrigal) every Friday for Program Intents
3. LAOCRC sends an email to all voting members every Monday with program announcements. (list COE provides)
4. The CRLC members review and share with appropriate college personnel
 - a. Concerns are addressed here, if any
5. COE sends LMI report to CRLC member
6. College downloads and completes the Program Application
 - a. Emails Program Application to LAOCRC (laocrc@rscdd.edu or madrigal_maria@rscdd.edu) before the deadline
 - i. Deadline to submit applications: 2 weeks prior to the CRLC Monthly Meeting
 - b. Program Applications are posted two Tuesdays prior to the CRLC Monthly Meeting in the LAOCRC website (Programs To Review) for CRLC Members review
 - i. Preliminary CRLC Agenda and notice sent to CRLC members
7. CRLC Monthly Meeting: CRLC Members vote to recommend programs
8. Recommended programs are posted on the LAOCRC website along with *signature pages* and CRLC monthly meeting draft minutes
9. Local College Approval
10. Submit Program to CCCCCO

New Program Recommendation Process

1. College submits LMI request through the COE online form
2. COE sends list of LMI requests to LAOCRC (Maria Madrigal) every Friday for Program Intents
3. LAOCRC uploads program announcements every Monday by noon on the LAOCRC website under the Notices of Intent webpage.
4. The CRLC members review the Notices of Intent webpage as needed and share with appropriate college personnel
 - a. Concerns are addressed here, if any
5. COE sends LMI report to CRLC member
6. College completes and submits the online Program Application form before the deadline
 - a. Deadline to submit applications: 2 weeks prior to the CRLC Monthly Meeting (please review calendar for exact dates)
 - b. Program Applications are posted two Tuesdays prior to the CRLC Monthly Meeting in the LAOCRC website (Programs To Review) for CRLC Members review
 - i. Preliminary CRLC Agenda and notice sent to CRLC members
7. Last day to pull items from the CRLC Agenda is on Tuesday before the meeting by noon.
8. CRLC Monthly Meeting: CRLC Members vote to recommend programs
9. Unapproved Minutes are posted within 2 business days after the CRLC meeting
10. Local College Approval
11. Submit Program to CCCCCO