

Program Approval Minutes

December 18, 2014, 8:00 a.m. to 9:00 a.m.

Sheraton Cerritos- 12725 Towne Center Dr. Cerritos, CA 90703

Voting Members present:

- Nick Real, Cerritos College
- Jim Lancaster, Citrus College
- Nancy Jones, Coastline Community College
- Steve Donley, Cypress College
- Scott McKenzie, Fullerton College
- Jan Swinton, Glendale Community College
- Angela Allison, Golden West College
- Corine Doughty, Irvine Valley College
- Alex A. Davis, Los Angeles City College
- Cathy Brinkman, Los Angeles Mission College
- Rick Hodge, Los Angeles Southwest College
- Nicole Albo-Lopez, Los Angeles Trade-Tech College
- Laurie Nalepa, Los Angeles Valley College
- Jemma Blake-Judd, Mt. San Antonio College
- Von Lawson, Orange Coast College
- Bruce Noble, Rio Hondo College
- Tony Teng, Saddleback College
- Bart Hoffman, Santa Ana College
- Patricia Ramos, Santa Monica College
- Kari Irwin (Alternate), Santiago Canyon College

Voting Members absent:

- Paul De La Cerda, East Los Angeles College
- Virginia Rapp, El Camino College
- Ken Starkman, Long Beach City College
- Sandra Sanchez, Los Angeles Harbor College
- Jose Luis Fernandez, Los Angeles Pierce College
- Salomon Davila, Pasadena College
- Mark Pracher, West Los Angeles College

I. Meeting called to order at 8:00 a.m. by Lynn Shaw, Vice Chair, LAOCRC

II. Minutes from the November 20, 2014 meeting were approved

III. Notices of Intent:

1. Training and Development, *Cerritos College*
2. Human Resource Development, *Cerritos College*
3. Energy and Sustainable Technologies, *Cypress College*

IV. Approved Programs:

1. Coordinate Metrology, *Cerritos College*
2. CNC Woodworking, *Cerritos College*
3. Biotechnology: Biomanufacturing, *Citrus College*
4. Digital Media, *Los Angeles Trade-Technical College*
5. Water Management and Conservation, *Saddleback College*

V. Action Items:

1. Notice of Intents should be mandatory. **APPROVED**
 - The Notice of Intent good for one academic year, for example: If a Notice of Intent is submitted in Fall 2014, then it will be valid through Spring 2016.
 - This mandatory Notice of Intent will give time to encourage faculty dialogue with other colleges early in the development of a new program.
 - Add to the Notice of Intent Form
 - List up to 5 target occupations, not just the name of the program including Standard Occupational Classification (SOC codes optional) or Taxonomy of Programs (TOP codes)
 - Contacted/notified the Deputy Sector Navigator or Not Applicable
2. A college is able to put *no response* as answer to "List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted." **APPROVED**
 - A *no response* is not an approval, but it does not mean that the submitting college should be penalized.
 - Note: a phone call in addition to the email is strongly encouraged.

3. No Program Approval or official regional business conducted at CCCAOE **APPROVED**
 - For the months of October and March, when CCCAOE is hosted, program approval and other business requiring a vote, will take place within the region. Possibly by conference call.
 - At CCCAOE have the LAOCRC meeting be an informational, networking, and sharing meeting.
4. Invite Deputy Sector Navigators to submit a written report (optional) to the Voting Members meeting **REQUIRES FURTHER DISCUSSION**- *Lynn will work with the DSNs and the Voting Member Sub-Committee to determine a best practices for communicating information from the DSNs to the Voting Members.*

VI. Adjourn 9:00 a.m.