

## Program Approval Minutes

November 19, 2015, 8:30 a.m. to 9:30 a.m.

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

### Voting Members present:

- Sandy Marks (Alternate), Cerritos College
- Marty De Young (Alternate), Citrus College
- Dejah Swingle (Alternate), Coastline Community College
- Steve Donley, Cypress College
- Virginia Rapp, El Camino College
- Doug Benoit, Fullerton College
- Rory Schlueter (Alternate), Glendale Community College
- Corine Doughty, Irvine Valley College
- Michelle Grimes-Hillman, Long Beach City College
- Alex A. Davis, Los Angeles City College
- Priscilla Lopez (Alternate), Los Angeles Harbor College
- Mark Hobbs, Los Angeles Mission College
- Jose Luis Fernandez, Los Angeles Pierce College
- Rick Hodge, Los Angeles Southwest College
- Marcia Wilson, Los Angeles Trade-Tech College
- Laurie Nalepa, Los Angeles Valley College
- Jemma Blake-Judd, Mt. San Antonio College
- Salomon Davila, Pasadena College
- Bruce Noble, Rio Hondo College
- Anthony Teng, Saddleback College
- Bart Hoffman, Santa Ana College
- Patricia Ramos, Santa Monica College
- Von Lawson, Santiago Canyon College
- Mark Pracher, West Los Angeles College

### Voting Members absent:

- Chris Whiteside, East Los Angeles College
- David Gatewood, Golden West College
- Susan Coleman, Orange Coast College

### I. Meeting called to order at 8:30 a.m. by Jim Lancaster, LAOCRC Project Lead, Program Approval

### II. Minutes from the October 15, 2015 conference call were APPROVED

### III. Notices of Intent approved with corrections to colleges with similar programs:

1. Computer Programming: Applications and Gaming, *Citrus College*
2. Database Administrator, *Citrus College*
  - i. Additional colleges with similar programs: El Camino, Irvine Valley, and Santiago Canyon
3. Water Efficiency and Sustainability, *Citrus College*
  - i. Additional colleges with similar programs: Rio Hondo and Saddleback
4. Website Development, *Citrus College*
  - i. Additional colleges with similar programs: Cypress, Glendale, and Santa Monica
5. Theme Park Technician Certificate, *Fullerton College*
6. Theme Park Technology Specialist Certificate, *Fullerton College*
7. Medical Coding Assistant Program, *Glendale College*
8. Mind-Body Therapy Certificate of Achievement under the Dance Science area of the Dance Department, *Irvine Valley College*
  - i. Additional colleges with similar programs: Rio Hondo (Kinesiology)
9. Applied Robotics: Drone Technology, *Santiago Canyon College*
  - i. Additional colleges with similar programs: Cypress, Long Beach City
10. Early Childhood Education Administration, *Santiago Canyon College*:
  - i. Additional colleges with similar programs: Long Beach City, LA Mission, LA Trade-Technical, and Santa Monica
11. Public Works- Code Professional, *Santiago Canyon College*
12. Mobile Application Development, *West Los Angeles College*
  - i. Additional colleges with similar programs: Cypress and Saddleback

**IV. Programs Sent to Discussion (all APPROVED with changes):**

1. Acting and Film/ Video Production Certificate, *Cypress College*
  - i. Cypress: There is no LMI in the technical theater for Orange County, it is all Los Angeles County. This certificate will provide students the basic skills to perform on camera. Fundamentals in writing, directing, acting, create a website. Students are willing to commute and often times travel across the United States to shoot the films.
  - ii. Santa Ana College sees the need for this certificate as they have many students who take their courses locally and commute to Los Angeles for work.
  - iii. **Motion, Long Beach City; Second, Santa Ana; APPROVED**
2. Business Information Worker, *Irvine Valley College*
  - i. **Motion, Cypress; Second, Saddleback; APPROVED with additional information provided by the college post the voting period**
3. Certificate of Achievement- Database Management, *Long Beach City College*
  - i. **Motion, Citrus; Second, Rio Hondo; APPROVED**

**V. Consent Agenda/ Online Approved Programs (Motion, Fullerton; Second Pasadena; APPROVED)**

1. Certificate of Achievement- Computer Science, *Long Beach City College*
  - i. Corrections: add Santa Monica to the correction page; El Camino did respond (supports).
2. Certificate of Achievement- Computer Technology, *Long Beach City College*
  - i. Additional pages submitted by the college post the voting period were approved
3. Certified Nursing Assistant and Home Health Aide, *West Los Angeles College*

**VI. Notices of Intent Discussion**

1. Notices of Intent are mandatory and are valid for one academic year (please see December 2014 minutes)
2. Notices of Intent submitted November or December 2014 will expire on December 31, 2015
3. Notice of Intent Submission Tracker

**VII. Voting Member Roles and Responsibilities**

1. Add a sentence about the Alternates; make sure they receive all email correspondence

**VIII. Minimum Requirements for Program Application**

1. What is the minimum for Labor Market Information (LMI)? What should the Voting Member be looking for? Is there a need for training on LMI?
  - i. A training on LMI would be “awesome” to help teach faculty what LMI should look like
  - ii. Create a Frequently Asked Questions page or reference guide
  - iii. Webinar training- job aides, example of good reports (faculty want to see examples)
  - iv. It is difficult to get accurate and current LMI with newer industries because it doesn’t exist yet
  - v. Centers of Excellence has some trainings and should be posted on the LAOCRC website

**IX. Adjourn 9:30 a.m.**