

# Program Approval Faculty Packet

## College in Los Angeles and Orange County LAOCRC

Cerritos College  
Citrus College  
Coastline Community College  
Cypress College  
East Los Angeles College  
El Camino College  
Fullerton College  
Glendale Community College  
Golden West College  
Irvine Valley College  
Long Beach City College  
Los Angeles City College  
Los Angeles Harbor College  
Los Angeles Mission College  
Los Angeles Pierce College  
Los Angeles Southwest College  
Los Angeles Trade-Technical College  
Los Angeles Valley College  
Mt. San Antonio College  
Orange Coast College  
Pasadena College  
Rio Hondo College  
Saddleback College  
Santa Ana College  
Santa Monica College  
Santiago Canyon College  
West Los Angeles College

## SUMMARY OF PROGRAM APPROVAL PROCESS

This information packet is meant for faculty in the California Community College system. The Los Angeles and Orange County Regional Consortia (LAOCRC) is ready to assist you in getting your program approved.

### Starting a New Program?

You are reading this because you want to start a new or substantially change an existing program. In order to get approval by the California Community College Chancellor's Office you must first get approval from the Los Angeles and Orange County Regional Consortia (LAOCRC).

### What is LAOCRC?

The LAOCRC is a regional effort funded by the Chancellor's Office to connect the Community College System to business and industry, educational systems and other stakeholders in the workforce development community of practitioners.

LAOCRC is made up of Career and Technical Education professionals from the California Community College system and other workforce development and economic development system partners. Our partners include Workforce Investment Boards, High Schools, Middle Schools, Regional Occupational Programs, employers, business and industry.

#### Our goals are to:

1. Unify the Los Angeles and Orange County Region by reconstituting, rebuilding and resetting the framework to implement "Doing what Matters for Jobs and the Economy"
2. Continuously improve the regional program approval process
3. Implement processes to ensure greater regional awareness and participation
4. Connect faculty, staff, administrators and key workforce development leaders
5. Align regional educational and workforce systems
6. Implement professional development opportunities for all of our partners
7. Coordinate and leverage resources
8. Develop resources and tools that provide support to college leadership and other key stakeholders
9. Create a strategic plan of action to close the regional skills gap
10. Promote advocacy locally, statewide, and nationally through professional development

### Who are the LAOCRC Voting Members that Review and Approve Programs?

Your college is represented in the Program Approval process by a Voting Member selected by your Chief Instructional Officer. All 27 colleges in Los Angeles and Orange County are represented at LAOCRC. To find out who the Voting Member is for your college, go to our website at [www.laocrc.org](http://www.laocrc.org) for a contact list.

The intent for seeking approval of your new or substantially changed program from the LAOCRC is intended to inform and engage our region in creating quality programs for the Los Angeles and Orange County colleges. The approval process is meant to foster a spirit of collaboration and coordination that results in viable choices for Career Technical Education (CTE) programs across the region for our students.

### What specifically is LAOCRC looking for?

As directed by the California Community College Chancellor's Office, LAOCRC will be looking at only two issues; Unnecessary Duplication and Labor Market Information.

- Unnecessary duplication assesses whether your new or substantially changed program could adversely impact enrollment at other colleges in the region. The region is defined as Los Angeles and Orange County.
- Labor Market Information is data that shows that business and industry need your new or substantially changed program graduates to fill jobs. If your proposed program is so new that there is insufficient labor market data, then you must conduct an employer survey.

## How does the approval process work?

The voting member for your college has one vote in the program approval process. Voting takes place online, but if the proposed program is unable to clearly communicate unnecessary duplication and provide labor market data, the Program Approval Application will be pulled for discussion at the next Regional Consortia meeting. We work together to reach consensus.

If your application is forwarded to the Regional Consortia meeting to discuss its pending approval, it is strongly suggested that the faculty subject matter expert attend the meeting to answer any questions. It is helpful to the Regional Consortia to have the subject matter expert answer questions about the new or substantially changed program.

If consensus cannot be reached, a Consensus Working Group will be formed of the proposing college, the objecting college(s), and the LAOCRC staff. The next steps include:

- The Consensus Working Group will work to resolve any issues and attempt to come to consensus.
- If no consensus is reached, the proposed program will once again be presented to the Voting Members for voting. A majority vote will be required to approve the program.
- If the Consensus Working Group is able to come to consensus then the proposed program will once again be presented to the Voting Members for approval.

This process provides colleges across the region an opportunity to discuss the “Doing What Matters for Jobs and the Economy” framework initiative of the California Community College Chancellors Office [www.doingwhatmatters.cccco.edu](http://www.doingwhatmatters.cccco.edu). The framework provides colleges an opportunity to take a regional approach to streamline curriculum, create stackable short certificates, identify labor market trends, evaluate how each college or program is responding to market demands and determine how to support each other and align our efforts. As the needs of the [labor market](#) and our students change, we must continuously evaluate the effectiveness of our courses and programs of study. Every college wants to deliver to our region and local community, relevant Career Technical Education pathways.

## What are the deadlines?

Submission deadlines for Program Approval Applications are monthly and can be found on our website [www.laocrc.org](http://www.laocrc.org).

## What is included in this packet?

|    |                               |  |
|----|-------------------------------|--|
| 1. | Notice of Intent Instructions | Pages 4-5  |
| 2. | Notice of Intent Form         | Page 6 (Please note that you will need to download the Form from <a href="http://www.laocrc.org">www.laocrc.org</a> )      |
| 3. | Program Approval Instructions | Pages 7-9  |
| 4. | Submission Deadlines          | Page 10  |
| 5. | Program Approval Application  | Pages 11-12 (Please note that you will need to download the Form from <a href="http://www.laocrc.org">www.laocrc.org</a> ) |
| 6. | Blank Signature Page          | Page 13  |

## Who do I go to with questions?

The voting member at your college is the first place to ask questions and get assistance. You can also contact Dr. Lynn Shaw, Vice Chair of LAOCRC at [shaw\\_lynn@sccollege.edu](mailto:shaw_lynn@sccollege.edu).

## INSTRUCTIONS FOR NOTICE OF INTENT

Colleges shall submit a written Notice of Intent to the Los Angeles and Orange County Regional Consortia at [laocrc@sccollege.edu](mailto:laocrc@sccollege.edu) at the onset of discussions regarding the development of a new Career Technical Education program. Notices of Intent are not required but highly recommended. Notices of Intent will alert the colleges in the region of your intent to start a new program. If any college thinks your proposed program will create unnecessary duplication, this discussion can take place early in the development process. This process protects your college from investing in a program that may not get approved by the Los Angeles and Orange County Regional Consortia. (LAOCRC)

Submission deadlines for Notice of Intent are monthly. The deadlines are listed on our website. Notices of Intent have the same deadlines as Program Approval Applications. The Notice of Intent will be distributed to all the voting members as an information item. The Notice of Intent is valid for one year, dated from the date of the LAOCRC meeting it appears on the agenda.

### General Information

- Submit the Notice of Intent as a one page PDF.
- When you submit your Notice of Intent your email subject line should read:  
**Request for Notice of Intent (list the name of the program)**
- There is a Notice of Intent form on the [laocrc.org](http://laocrc.org) website for your convenience.

### Instructions for Filling in the Notice of Intent Form

Below are the different sections you will need to fill out in your application with instructions on how to fill each section out.

| SECTION ON FORM  | INSTRUCTIONS  |
|--|---|
| <b>Top of the Page (Header)</b>  | <i>The top of the page should have your college logo or letterhead.</i>   |
| <b>Title</b>   | <i>The Title should say "Notice of Intent" centered.</i>  |
| <b>College</b>   | <i>Give the full name of your college with no abbreviations</i>   |
| <b>Program</b>   | <i>Give the full name of your program with no abbreviations</i>   |
| <b>Contact person(s), phone number, and email address</b>                                | <i>List the name of the person who has the subject matter expertise and can answer questions about the program. It also is a good idea to list the contact information for your voting member.</i>  |
| <b>LAOCRC Voting Member, phone number, and email address</b>                             | <i>List the name of the LAOCRC Voting Member for your college. A current list can be found on the website or by <a href="#">clicking here</a>.</i>  |
| <b>List of other Colleges that currently offer the program your College is proposing</b> | <i>List all the community colleges in both Los Angeles County and Orange County that have programs similar to yours, not just the community colleges in your surrounding geographic area. Do not include universities or private schools. Similar program means that another college might call the program a slightly different name but the careers that the program trains for are similar to what your proposed program is doing. For example, your program is called Digital Multi-Media and another college calls it Digital Journalism. If there are no colleges that that offer similar programs, put "none" on the chart. Do not leave this chart blank.</i> |

### Ready to Submit?

- Email your Notice of Intent to your Voting Member for submission.
- The Voting Member will email each Notice of Intent as one PDF to the following:
  1. [laocrc@sccollege.edu](mailto:laocrc@sccollege.edu), LAOCRC Program
  2. [Glyer.Steven@gmail.com](mailto:Glyer.Steven@gmail.com), Steven Glyer, LAOCRC Chair
  3. [Shaw\\_Lynn@sccollege.edu](mailto:Shaw_Lynn@sccollege.edu), Lynn Shaw, LAOCRC Vice-Chair
- The subject line should read:  
**Request for Notice of Intent (list the name of the program)**
- The date of your email constitutes the date by which your request has been received, and will be processed for the next LAOCRC meeting.

## After Submission

The LAOCRC staff will:

1. Confirm receipt of your Notice of Intent (if no confirmation is received, contact us as it may mean we did not receive it.)
2. Review it for completeness
3. Your Notice of Intent will appear on the agenda and it will be posted on the LAOCRC website [laocrc.org](http://laocrc.org) following the LAOCRC meeting.

## Questions

If you have any questions on this process, please contact us at 714-628-5041 or [laocrc@sccollege.edu](mailto:laocrc@sccollege.edu).

(Place Your College Logo or Letterhead Inside the Header)

## Notice of Intent

**College:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Contact Person Name:** \_\_\_\_\_

**Contact Person Phone & Email:**    **P:** \_\_\_\_\_                      **E:** \_\_\_\_\_

**LAOCRC Voting Member Name:** \_\_\_\_\_

**Voting Member Phone & Email:**    **P:** \_\_\_\_\_                      **E:** \_\_\_\_\_

**Other community colleges in Los Angeles and Orange County (see list below) with similar programs:**

| College | Program |
|---------|---------|
|         |         |
|         |         |
|         |         |
|         |         |
|         |         |

Cerritos College - Citrus College - Coastline Community College - Cypress College - East Los Angeles College  
 El Camino College - Fullerton College - Glendale Community College - Golden West College - Irvine Valley College  
 Long Beach City College - Los Angeles City College - Los Angeles Harbor College - Los Angeles Mission College  
 Los Angeles Pierce College - Los Angeles Southwest College - Los Angeles Trade-Technical College  
 Los Angeles Valley College - Mt. San Antonio College - Orange Coast College - Pasadena College  
 Rio Hondo College - Saddleback College - Santa Ana College - Santa Monica College  
 Santiago Canyon College - West Los Angeles College

## INSTRUCTIONS FOR PROGRAM APPROVAL APPLICATION

### Need to Know

Colleges shall submit a written Program Approval Application to the Los Angeles and Orange County LAOCRC at [laocrc@sccollege.edu](mailto:laocrc@sccollege.edu). The LAOCRC will look at two issues;

**1. Unnecessary Duplication**

Unnecessary Duplication assesses whether your new or substantially changed program could adversely impact enrollment at other colleges in the region. All colleges in our region (Los Angeles and Orange County) are listed on the previous page.

**2. Labor Market Information**

Labor Market Information is data that shows that business and industry needs your new or substantially changed program graduates to fill jobs.

- Submission deadlines for Program Approval Applications are processed monthly; September through June. The deadlines are listed on our website: [www.laocrc.org](http://www.laocrc.org)
- The Program Approval Applications will be posted on our website for the voting members to review and vote. The public can also view proposed programs. Voting takes place online, but if any college asks for discussion, the Program Approval Application will be discussed at the next scheduled LAOCRC meeting.

### General Information

- Submit the Program Approval Application as a PDF.
- When you submit your Program Application your email subject line should read:  
**Request for Program Approval for (list the name of the program)**
- Access the Program Approval Application form on the LAOCRC website by clicking [here](http://www.laocrc.org). (www.laocrc.org)
- Do not leave any questions blank. You must at least put "none". Remember, most people reading your application are not aware of the history or any special issues related to your proposed program. You need to inform the readers of your proposed, the voting members.

### Instructions for Fill In Form

Below are the different sections you will need to fill out in your application with instructions on how to fill each section out.

| SECTION ON APPLICATION                                   | INSTRUCTIONS   |
|--|--|
| <b>Proposed Program Title</b>                            | List the name of your program  |
| <b>College</b>   | List the full name of your college, no abbreviations   |
| <b>District</b>  | List the full name of your community college district, no abbreviations  |
| <b>Voting Member, Title, Phone Number, Email Address</b> | List the LAOCRC Voting Member (a list of the Voting Members is on our website, <a href="#">click here</a> ).   |
| <b>Projected Program Start Date</b>                      | List the date you expect this new or substantially changed program to begin  |
| <b>Goal(s) of the Program</b>                            | Check all that apply. In some cases this might be all three goals; Career Technical Education, Transfer, Other. If you do check other, be sure to mention somewhere in the application, what you mean by "other". Remember if you only check Certificate of Achievement and then later decide you want this to be a degree program, you must go through the program approval process again. Many colleges choose to check both AA Degree and Certificate of Achievement or AS Degree and Certificate of Achievement. |
| <b>Recommended Taxonomy of Program (TOP) Code</b>        | This is a number found in the California Community College Taxonomy of Programs book. <a href="http://extranet.cccco.edu/Portals/1/AA/BasicSkills/TopTax6_rev0909.pdf">http://extranet.cccco.edu/Portals/1/AA/BasicSkills/TopTax6_rev0909.pdf</a>  |
| <b>Units for Major-Degree</b>                            | List the number of units required to receive a degree in this new or substantially changed program   |
| <b>Total Units for Degree</b>                            | List the total number of units required to receive a degree in this new or substantially changed program. This number may be the same number as you listed in the box above for Units for Major-Degree.  |
| <b>Required Units-Certificate</b>                        | List the total number of units required for a certificate. Normally this will be fewer units than the number of units required for the degree.   |



## Instructions for Written Form

Below are the 6 items you will need to complete on the Program Approval Application. Next to each item is a short description of what should be included in that item.

| ITEM  | DESCRIPTION   |
|---|---|
| 1. Insert the description of the program as it will appear in the catalog.  | <i>This is usually a few sentences that describe your program to potential students. This answer should be exactly the language you use in your college catalog.</i>  |
| 2. Provide a brief rationale for your program   | <i>Generally a program that comes to the LAOCRC is needed by business and industry. Los Angeles and Orange County want to be sure that the programs we offer lead to jobs and do not unnecessarily duplicate and existing program within the colleges of Los Angeles and Orange County.</i>   |
| 3. List all the courses required for program completion, including core requirements, restricted electives and prerequisites.                     | <i>Complete the chart with the <b>Courses</b> (the full name of the courses), the <b>Course Number</b> (the numbering system used by your college), <b>Course Title</b> (the title as it appears in the schedule) and <b>Units</b> (number of units).</i>   |
| 4. Summarize the Labor Market Information and employment outlook (including citation of the source of the data) for students exiting the program. | <i>This may be the most important question on the application. The LAOCRC is charged with verifying that there are enough jobs to warrant the training of students. There are many websites that offer Labor Market Information. You can also request assistance from the <a href="#">Center of Excellence</a>. This is a regional resource that can assist you with gathering data. If your program is so cutting edge that there isn't Labor Market Information available, you must conduct a survey of employers to determine the labor market need. You must include in your survey questions that answer: are they hiring, would they hire your students, how many employees do they expect to hire in the next year, 5 years and other questions that demonstrate the need for your program by business and industry. Please include the source information of your Labor Market Data. This may include website links to your supporting documentation. <b>DO NOT</b> leave this chart blank.</i> |
| 5. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (Complete the chart)      | <i>This chart is meant to assist in the dialogue between community colleges. Sometimes you may have a similar program, but because it is geographically so far from the other college there is no unnecessary duplication. <b>College</b>, list the full name of the college, no abbreviations; <b>Program</b>, list the full name of the program, no abbreviations; <b>Who you contacted</b>, list the first and last name; <b>Outcome of contact</b>, this could be supports program or has no objection or any short phrase that describes the result of the contact. Do not leave the chart blank. You may also add any other information that will assist the reader in understanding your proposed program.</i>   |
| 6. Include any other information you would like to share.   | <i>This is the place for you to add any other information that can help the voting members understand and support your program. The LAOCRC only looks at 2 things; unnecessary duplication and labor market information. Any additional information you can provide that shows how your program will offer students a career is helpful.</i>  |

## Ready to Submit?

- Email your application to your Voting Member for submission.
- The Voting Member will email each application as one PDF to the following:
  1. [laocrc@sccollege.edu](mailto:laocrc@sccollege.edu), LAOCRC Program
  2. [Glyer.Steven@gmail.com](mailto:Glyer.Steven@gmail.com), Steven Glyer, LAOCRC Chair
  3. [Shaw.Lynn@sccollege.edu](mailto:Shaw.Lynn@sccollege.edu), Lynn Shaw, LAOCRC Vice-Chair
- The subject line should read:  
**Request for Program Approval (list the name of the program)**  
 Example: Request for Program Approval Construction Technology
- The date of your email constitutes the date by which your request has been received, and will be processed for the next LAOCRC meeting.



## After Submission

The LAOCRC staff will:

1. Confirm receipt of your request (if no confirmation is received, contact us as it may mean we did not receive it.)
  2. Review it for completeness
  3. Process and post your application on our website for the Voting Members for review and vote
- Your email subject line should read:  
**Request for Program Approval (list the name of the program)**  
Example: Request for Program Approval (Construction Technology)
- The date of your email constitutes the date by which your request has been received, and will be processed for the next LAOCRC meeting.

## Online Voting Process

- All programs are posted to our website for the Voting Members to view. Voting Members have 2 options when voting, Approve or Send to Discussion.
- 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 Agenda and in the minutes as approved.
- 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 LAOCRC meeting. It is recommended that your college representatives attend the LAOCRC meeting to present their program and answer questions.
- Once your program is approved, the LAOCRC staff will 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. The signed copy of the approved program will be posted on the LAOCRC website [laocrc.org](http://laocrc.org) under the [Approved Programs Archived](#) tab.

## Questions

If you have any questions on this process, please contact us at 714-628-5041 or [laocrc@sccollege.edu](mailto: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. As part of your application to the Chancellor's Office you will need a copy of the minutes from the LAOCRC. The minutes are posted on our website at [laocrc.org](http://laocrc.org).

Complete instructions on the requirements for Chancellor's Office approval are in the Program and Course Approval Handbook (PCAH- Sept. 2013). You can access the PCAH at [http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook\\_5thEd\\_BOGapproved.pdf](http://extranet.cccco.edu/Portals/1/AA/ProgramCourseApproval/Handbook_5thEd_BOGapproved.pdf)

## PROGRAM APPROVAL APPLICATION

### 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](http://laocrc.org).

The process for obtaining a 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 (separate template available for Notice of Intent)** by the deadlines below:

### Deadlines for Program Approval and Notice of Intent Submissions

| Voting Cycle   | Application Deadline | Online Voting Window  | LAOCRC Meeting               |
|----------------|----------------------|-----------------------|------------------------------|
| September 2014 | September 2, 2014    | September 9-16, 2014* | September 18, 2014           |
| October 2014   | October 7, 2014      | October 14-21, 2014*  | October 23, 2014 (at CCCAOE) |
| November 2014  | November 4, 2014     | November 11-18, 2014* | November 20, 2014            |
| December 2014  | December 2, 2014     | December 9-16, 2014*  | December 18, 2014            |
| January 2015   | December 30, 2014    | January 6-13, 2015*   | January 15, 2015             |
| February 2015  | February 3, 2015     | February 10-17, 2015* | February 19, 2015            |
| March 2015     | March 10, 2015       | March 17-24, 2015*    | March 26, 2015 (at CCCAOE)   |
| April 2015     | March 31, 2015       | April 7-14, 2015*     | April 16, 2015               |
| May 2015       | May 5, 2015          | May 12-19, 2015*      | May 21, 2015                 |
| June 2015      | June 2, 2015         | June 9-16, 2015*      | June 18, 2015                |

**\*The Online Voting Windows opens at 8:00 a.m. on the first Tuesday of the Online Voting Window cycle and close at 5:00 p.m. on the following Tuesday.**

## PROGRAM APPROVAL APPLICATION

**NEW or SUBSTANTIAL CHANGE or LOCALLY APPROVED**  
**(This application may not exceed 3 pages)**

### Fill In Form

[Click here to enter text.](#)

Proposed Program Title

[Click here to enter text.](#)

College

[Click here to enter text.](#)

District

[Click here to enter text.](#)

Projected Program Start Date

[Click here to enter text.](#)

Voting Member

[Click here to enter text.](#)

Title

[Click here to enter text.](#)

Phone Number

[Click here to enter text.](#)

E-mail Address

### Goal(s) of Program (Check all that apply):

Career Technical Education (CTE)

Transfer

Other

### Type of Program (Check all that apply):

A.S. Degree

A.A. Degree

### Certificate of Achievement:

18+ semester (or 27+ quarter) units

12-18 semester (or 18-27 quarter) units

### Reason for Approval Request: (Check One)

New Program

Substantial Change

Locally Approved

### Program Information

Recommended Taxonomy of Program (TOP) Code

[Click here to enter text.](#)

Units for Major-Degree

[Click here to enter text.](#)

Total Units for Degree

[Click here to enter text.](#)

Required Units-Certificate

[Click here to enter text.](#)

**Written Form**

1. Insert the description of the program as it will appear in the catalog.  
 Click here to enter text.
2. Provide a brief rationale for the program.  
 Click here to enter text.
3. List all courses required for program completion, including core requirements, restricted electives and prerequisites. (Push Enter after each entry to begin a new line)

| Courses                   | Course No.                | Course Title              | Units                     |
|---------------------------|---------------------------|---------------------------|---------------------------|
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

4. Summarize the Labor Market Information and employment outlook (including citation of the source of the data) for students exiting the program.  
 Click here to enter text.
5. List similar programs at other colleges in the Los Angeles and Orange County Region which may be adversely impacted. (Push Enter after each entry to begin a new line)

| College                   | Program                   | Who you Contacted         | Outcome of Contact        |
|---------------------------|---------------------------|---------------------------|---------------------------|
| Click here to enter text. | Click here to enter text. | Click here to enter text. | Click here to enter text. |

6. Include any other information you would like to share.  
 Click here to enter text.

