

Los Angeles Orange County Regional Consortium College Resource Leadership Council Business Meeting

Minutes: February 18, 2021

8:30 a.m.-9:45 a.m.

Zoom Video-Call Details

LAOCRC is inviting you to a scheduled Zoom meeting.

Topic: February 2021 Program Recommendation (CRLC Business Meeting)

Time: Feb 18, 2021 8:30 AM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/91846454666>

iPhone one-tap (US Toll): +16699006833, 91846454666# or +12532158782, 91846454666#

Telephone / Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

Meeting ID: 918 4645 4666

International numbers available: <https://cccconfer.zoom.us/j/91846454666>

Or Skype for Business (Lync):

[SIP:91846454666@lync.zoom.us](https://cccconfer.zoom.us/j/91846454666)

Voting Members present:

- Nick Real, Cerritos Community College
- Michael Wangler, Citrus College
- Merry Kim, Coastline Community College
- Lynell Wiggins (Alternate), Compton College
- Kathleen Reiland, Cypress College
- Kendra Madrid, East Los Angeles College
- Virginia Rapp, El Camino College
- Ken Starkman, Fullerton College
- Freddy Saucedo, Glendale Community College
- Mon Khat, Los Angeles Pierce College
- Lawrence Bradford, Los Angeles Southwest College
- Marcia Wilson, Los Angeles Trade-Tech College
- Laurie Nalepa, Los Angeles Valley College
- Jennifer Galbraith, Mt. San Antonio College
- Lisa Knuppel, Orange Coast College
- Salvatrice Cummo, Pasadena City College

- Christopher Whiteside, Golden West College
- Debbie Vanschoelandt, Irvine Valley College
- Anthony Pagan (Alternate), Long Beach City College
- Armando Rivera-Figueroa, Los Angeles City College
- Mercy Yanez, Los Angeles Harbor College

- Mike Slavich, Rio Hondo College
- Anthony Teng, Saddleback College
- Kimberly Mathews (Alternate), Santa Ana College
- Sasha King (Alternate), Santa Monica College
- Elizabeth Arteaga, Santiago Canyon College
- Carmen Dones, West Los Angeles College

Voting Members absent:

- Marla Uliana, Los Angeles Mission College

I. **Call to order** – Meeting called to order at 8:31 a.m. by Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCCRC

II. **CRLC Member Roll Call** – Ms. Lupe Aramburo, Administrative Secretary, called roll – a Quorum of Voting Members was verified.

III. **Minutes from the January 21, 2021 CRLC Business Meeting were Approved**

- a. **Motion:** Mercy Yanez, Los Angeles Harbor College; **Second:** Mike Slavich, Rio Hondo College
APPROVED

IV. **Informational Items**

a. **Program Data Requests**

Program Title	Top Code	College	Contact
1. Automotive Electric Vehicle 1 Certificate of Achievement	0948.00	Cypress College	Luciano Orozco Lorozco@cypresscollege.edu
1. Electric Vehicle Prep 2 Certificate of Achievement	0948.00	Cypress College	Luciano Orozco Lorozco@cypresscollege.edu
2. Electric Vehicle Prep 3 Certificate of Achievement	0948.00	Cypress College	Luciano Orozco Lorozco@cypresscollege.edu
3. Integrative Health and Wellness Studies Associate in Science Degree	1201.00	Cypress College	Silvie Grote sgrote@cypresscollege.edu
4. Yoga Teacher Training Certificate (200-hour)	0835.20	Cypress College	Silvie Grote sgrote@cypresscollege.edu
5. Certified Nursing Assistant Certificate of Completion	1230.30	East Los Angeles College	Monica Thurston thurstmm@elac.edu
6. Early Childhood Assessment Tools Certificate of Achievement	1305	East Los Angeles College	Amanda Andrade andrada@elac.edu
7. Family and Consumer Studies Associate of Science & Certificate of Achievement	1308	East Los Angeles College	Amanda Andrade andrada@elac.edu

8. Social Justice and Equitable Practices Certificate of Achievement	1305	East Los Angeles College	Amanda Andrade andrada@elac.edu
9. Associate of Health Sciences Paramedicine	1251	Glendale Community College	Abraham Baca abaca@glendale.edu
10. Cloud Computing - Associate of Science and Certificate of Achievement	0702	Long Beach City College	Miriam Lynch mlynch@lbcc.edu
11. Certified Tax Practitioner Certificate of Achievement	0502.1	Los Angeles Harbor College	Dorothy Presley presledl@lahc.edu
12. Digital Marketing Certificate of Achievement	0509.7	Los Angeles Harbor College	Dorothy Presley presledl@lahc.edu
13. Marketing Certificate of Achievement	5090	Los Angeles Harbor College	Dorothy Presley presledl@lahc.edu
14. Supply Chain Management Certificate of Achievement	0510	Los Angeles Harbor College	Dorothy Presley presledl@lahc.edu
15. Commercial Photography Certificate of Achievement	1012	Los Angeles Mission College	Curtis Stage stagecj@laccd.edu
16. Embedded Systems Technician Certificate of Achievement	0934.00	Orange Coast Community College	Lisa Knuppel lknuppel@occ.cccd.edu
17. Embedded Systems Technician Associate Degree	0934.00	Orange Coast Community College	Lisa Knuppel lknuppel@occ.cccd.edu
18. Industrial Electronics Technician Certificate of Achievement	0935.00	Orange Coast Community College	Lisa Knuppel lknuppel@occ.cccd.edu
19. Industrial Electronics Technician Associate Degree	0935.00	Orange Coast Community College	Lisa Knuppel lknuppel@occ.cccd.edu
20. Industrial PLC Technician Certificate of Achievement	0935.00	Orange Coast Community College	Lisa Knuppel lknuppel@occ.cccd.edu
21. Industrial Robotics Technician Certificate of Achievement	0934.00	Orange Coast Community College	Lisa Knuppel lknuppel@occ.cccd.edu
22. Corrections Certificate of Achievement	2105.1	Rio Hondo College	Margaret Fernandez mfernandez@riohondo.edu
23. Investigations Certificate of Achievement	2105.40	Rio Hondo College	Margaret Fernandez mfernandez@riohondo.edu
24. Parole Certificate of Achievement	2105.20	Rio Hondo College	Margaret Fernandez mfernandez@riohondo.edu
25. Banking and Finance AS	0504.00	Saddleback College	Barbara Cox bcox@saddleback.edu
26. Banking and Finance COA	0504.00	Saddleback College	Barbara Cox bcox@saddleback.edu
27. Barber Crossover COA	3007.00	Saddleback College	Laura Pope lpope@saddleback.edu

28. Cosmetology, Barbering, Esthetician Instructor Preparation Associate of Science	3007.00	Saddleback College	Laura Pope lpope@saddleback.edu
29. Cosmetology, Barbering, Esthetician Instructor Preparation COA	3007.00	Saddleback College	Laura Pope lpope@saddleback.edu
30. Hospitality Management AS	1307.00	Saddleback College	Lisa Inlow linlow@saddleback.edu
31. Hospitality Management COA	1307.00	Saddleback College	Lisa Inlow linlow@saddleback.edu
32. Human Resources Associate in Science	0506.00	Saddleback College	Barbara Cox bcox@saddleback.edu
33. Human Resources Certificate of Achievement	0506.00	Saddleback College	Barbara Cox bcox@saddleback.edu
34. Manicuring Certificate of Achievement	3007.00	Saddleback College	Laura Pope lpope@saddleback.edu
Existing Low-Unit, Local Certificates For State Chaptering			
1. Residential/Commercial Framing Helper	0952	Los Angeles Trade-Technical College	Sue Blumenfeld blumens@lattc.edu

- Informational Items:** The following CRLC members requested to have degree type added to the title of their programs listed on the program data request list: Mr. Anthony Teng, Ms. Lisa Knuppel, Ms. Kendra Madrid, Ms. Mercy Yanez, and Dr. Kathleen Reiland. Dr. Jesse Crete suggested it be updated on the unapproved minutes - all above mentioned lined programs will reflect the update. Dr. Marcia Wilson asked if anyone had questions about the Residential/Commercial Framing Helper program listed under existing low-unit certificates. The program is the lowest certificate in the carpentry program at Los Angeles Trade Tech, and it includes OSHA safety, allowing students to get into labors union to work as framing helpers. It was previously locally approved, and now it is to be state chaptered.

 - Dr. Jesse Crete requested for colleges to include the degree type intended for the program data request, in the program title, as well as on the comments. She added that this step will provide COE with clarity on whether the program data request is for a certificate and/or an associate degree. Ms. Lisa Knuppel asked if the program data request can have a checkbox. Ms. Luke Meyer responded by pointing out that COE is currently working on the application process; however, in the meantime Dr. Crete's request to include the degree type(s) in the program title and comment section would be helpful. Ms. Kendra Madrid asked if a college has requested LMI for a specific program and another college is putting a program in, where the same LMI will apply, does the new college also need to request LMI. Dr. Crete mentioned that oftentimes LMI reports are redone considering the changes that have been made with endorsement and format as part of the process.
- Program Modifications:** Program Modifications: Dr. Marcia Wilson suggested to move modified programs under action items for recommendation approval. Ms. Kendra Madrid agreed and mentioned that every time ELAC sends modified programs to the state, they are asked to have the programs recommended. Ms. Lisa Knuppel asked if updated LMI is necessary for modified programs. Dr. Gustavo Chamorro pointed out that the Chancellor's Office will ask for updated LMI and Advisory Minutes. In order to avoid any issues with the state, it is requested that modified programs go through an approval process of recommendation.

 - Dr. Marcia Wilson spoke on Ms. Marla Uliana's behalf with sharing that Ms. Uliana is drafting a letter of advocacy regarding the modified program process. She added that currently colleges need to go through the same process as when putting a new program in, and Ms. Uliana is working on the draft letter to bring to the group for review, to see if anyone would like to join in on her advocacy efforts. Dr. Adriene Davis mentioned she has an advocacy letter template and will share with the group.

- Dr. Audrey Childers indicated that there is a need to look at a schedule for modifying the meeting agenda, considering that it currently changes almost monthly. She suggested to make changes part of a process to make it less confusing. This will be discussed with the work group.
 - **Modified Programs for Submission moved to action items “b”**; **Motion:** Kendra Madrid, East Los Angeles College; **Second:** Mercy Yanez, Los Angeles Harbor College; **APPROVED.**

V. Action Items

Dr. Marcia Wilson, CRLC Chair and Dean Resource Associate Chair, LAOCCRC

a. Program Recommendation; Motion: Mon Khat, Los Angeles Pierce College; **Second:** Kendra Madrid, East Los Angeles College; **APPROVED**

Program Title	TOP Code	College	Contact	Type of LMI Endorsement	LMI Criteria			Emerging*
					Supply Gap	Wages	Educ. Attain.	
1. Applied Photography Certificate	101200	Cerritos College	Nick Real yreal@cerritos.edu	ES	✓		✓	
2. Automotive Collision Repair Structural Damage Certificate	094900	Cerritos College	Nick Real yreal@cerritos.edu	ES	✓		✓	
3. Automotive Multi-coat and Custom Paint Certificate	094900	Cerritos College	Nick Real yreal@cerritos.edu	ES	✓		✓	
4. Media Arts	061400	Citrus College	Michael Wangler mwangler@citruscollege.edu	ES	✓	✓		
5. Business Information Worker Certificate	051400	Cypress College	Kathleen Reiland kreiland@cypresscollege.edu	ES	✓		✓	
6. Real Estate Broker	051100	El Camino College	Virginia Rapp vrapp@elcamino.edu	EA	✓	✓	✓	
7. Real Estate Escrow	051110	El Camino College	Virginia Rapp vrapp@elcamino.edu	EA	✓	✓	✓	
8. Real Estate Finance	051100	El Camino College	Virginia Rapp vrapp@elcamino.edu	EA	✓	✓	✓	
9. Real Estate Investments	051100	El Camino College	Virginia Rapp vrapp@elcamino.edu	EA	✓	✓	✓	
10. Real Estate Property Management	051100	El Camino College	Virginia Rapp vrapp@elcamino.edu	EA	✓	✓	✓	
11. Live Entertainment Technician Certificate of Achievement	100600	Irvine Valley College	Debbie Vanschoelandt dvanschoelandt@ivc.edu	ES	✓		✓	

12. Associate in Science, Nutrition Assistant	130600	Long Beach City College	Gene Carbonaro gcarbonaro@lbcc.edu	ES	✓		✓	
13. Certificate of Achievement, Building Information Modeling (BIM) Coordinator	020100	Long Beach City College	Gene Carbonaro gcarbonaro@lbcc.edu	EA	✓	✓	✓	
14. Certificate of Achievement, Personal Trainer	083520	Long Beach City College	Gene Carbonaro gcarbonaro@lbcc.edu	ES	✓		✓	
15. Digital Interior Design	130200	Los Angeles Mission College	Marla Uliana ulianamr@lamission.edu	ES	✓	✓		
16. Health Occupations Fundamentals	120100	Los Angeles Mission College	Marla Uliana ulianamr@lamission.edu	ES	✓		✓	
17. Health Foundation Career Program	120100	Los Angeles Trade-Tech College	Marcia Wilson wilsonMR@lattc.edu	ES	✓		✓	
18. Computer Networking Technology Industry Certifications	093410	Mt. San Antonio College	Jennifer Galbraith jgalbraith@mtsac.edu	EA	✓	✓	✓	
19. Airline Transport Pilot	302020	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓	✓		
20. Automation Fundamentals	093420	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES		✓	✓	
21. Commercial Pilot	302000	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓	✓		
22. Environmental Resource Management	030300	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓	✓		
23. Network Technician	070800	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓	✓		
24. Private Pilot Training	302020	Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓	✓		
25. Web Design		Orange Coast College	Lisa Knuppel lknuppel@occ.cccd.edu	ES	✓	✓		

Key:

EA = Endorsed: All Criteria Met
 ES = Endorsed: Some Criteria Met
 NE = Not Endorsed
 PA = Pre-Approved

NOTE: A check mark (✓) denotes that specific LMI Criteria was met.

*Emerging denotes there are gaps in the traditional labor market information.

- **Actions Items:** Mr. Mike Slavich pointed out that Applied Photography Certificate submitted by Cerritos has the incorrect top code. Dr. Nick Real mentioned that it may be a typing error from faculty and he will go back to ask and correct as needed. Ms. Kendra Madrid asked if the action items need to reflect the degree type in the title as they do on the program data requests. Dr. Wilson clarified that the program application title needs to mirror what is listed in the minutes. The reason program data requests have flexibility with adding the degree type into the title, is because they are listed on the agenda only as informational for the CRLC to review. She added that in order for programs to move forward with a specific degree type, they had to have been requested from COE notating each. This means each program with its degree type will appear on the program data request list twice on the agenda, if for example, a program is submitted for both a certificate and associate degree. Furthermore, allowing the college to submit the application for each degree type when ready to send it to the Chancellor's Office. In addition, when submitting an application, there is an option to mark the degree type(s) that apply; therefore, it is not necessary to add in the title. Ms. Lisa Knuppel suggested to have standardization of the naming convention of the program titles for alignment. Dr. Gustavo Chamorro indicated that next week, the work group will meet and look at all the recommendations and suggestions made today. Ms. Kendra mentioned that it is important to match the titles of all submissions including LMI request, program data requests, and program recommendation to avoid problems. She added, ELAC has experienced issues in the past due to the lack of consistency with titling.

b. Modified Program Recommendation; Motion: Mon Khat, Los Angeles Pierce College; **Second:** Virginia Rapp, El Camino College;

APPROVED

i. Associate in Science (A.S.) Architectural Design, Long Beach City College

- The program was modified to more closely align with the first two years of University Architectural programs, thus allowing for greater transfer success rates. Specifically this award adds more program electives that are, in many cases, preventing students from successfully transferring with advanced standing. By including a well-rounded 2-year degree that will result in advanced placement at the 3rd year, students will be more motivated to complete the award.
- Modified Courses - Updated course description/course title to better align with university transfers, align course enrollment caps with facilities accommodations (30), modify outdated recommended preparation/requisites and get rid of material fees.
- New Courses - These new classes are designed to reflect local school's first and second year of architecture school, ensuring students are best prepared for subjective transfer (portfolio based) and future articulation.

ii. Certificate of Achievement, Architectural Design, Long Beach City College

- The program was modified to more closely align with the first year of University Architectural programs, thus allowing for greater transfer success rates. This award adds more program electives that are, in many cases, preventing students from successfully transferring with advanced standing. Like the A.S, this is designed for successful placement in the 2nd year of architecture school (some schools, like private schools, only offer this option). This will again result in more completions, as the former certificate took 2.5 years to complete.
- Modified Courses - Updated course description/course title to better align with university transfers, align course enrollment caps with facilities accommodations (30), modify outdated recommended preparation/requisites and get rid of material fees.
- New Courses - These new classes are designed to reflect local school's first and second year of architecture school, ensuring students are best prepared for subjective transfer (portfolio based) and future articulation.

iii. Mortgage Loan Brokering and Lending, El Camino College

- Meets the state exam licensing qualifications for the NMLS license (National Mortgage Loan Securities) with the following courses: RE11 Principles, RE13 Practice, RE31 Mortgage Loan Brokering and Lending.

iv. [Real Estate Appraisal](#), El Camino College

- Meets state licensing guidelines: RE11 Principles, RE13 Practice, RE40 Beginning Appraisal, RE 41 Advanced Appraisal

v. [Real Estate Salesperson](#), El Camino College

- Is in line with State exam qualifications: RE11 Principles, RE13 Practice, One elective course (RE12A Law in this case is used for the certificate)

VI. Update, Discussion, and/or Action Item

i. SWP Proposal Application Recommendations

Dr. Audrey Childers, Los Angeles Director, LAOCRC

Dr. Gustavo Chamorro, Orange County Director, LAOCRC

- Discussion: Dr. Audrey Childers shared her screen and indicated the group had a chance to review the proposal template and comment on it. All responses were compiled into one document and are being reviewed for additional feedback. Dr. Adriene Davis asked if Dr. Childers and Dr. Chamorro can review the timeline before. Dr. Childers shared in chat the link to the document where the comments were submitted for the group to follow. Dr. Marcia Wilson asked if currently there is a way to indicate how many colleges are participating. Dr. Davis pointed out where on the template partners are listed. She added the metrics are in the link and the language in the table is directly from the Chancellor's Office and cannot be changed. Dr. Wilson pointed out that the concern is on the noncredit area. Dr. Davis recommended to add "unit/hour accumulation". Ms. Kendra Madrid added that unit accumulation is around decreasing the average number of units and will not work for hours. Dr. Childers agreed. Dr. Davis suggested to add a note underneath the table and make it a modification or adjustment. She added that Ms. Sheneui Weber spoke to the CEO's at the last Governance Council Meeting and there was a concern for part-time students with having access to The Vision for Success and the College Promise Program. The region is asking for a definition change for The Vision for Success and with that, the noncredit area can be included. Furthermore, Dr. Davis pointed out that The Vision for Success is aligned with transfer and not supporting CTE. She will add language in the advocacy letter that speaks to the noncredit side as well. Considering that the certificates in the noncredit area are Chancellor's Office approved, it makes sense to make that modification, therefore, a note will be added below, that for projects that are embedding a noncredit short-term training, will be in a way aligned with the metrics for The Vision for Success. Dr. Madelyn Arballo indicated that the Mt. SAC can provide some language, considering they have been working on bringing this for years. She added that The Vision for Success has specific metrics but they do not include noncredit students; however, there is no way to specifically mention how a noncredit project can indirectly support those metrics, considering that it is possible to support them. Dr. Davis mentioned that there is a strong argument to bring when the advocacy begins. Ms. Kendra Madrid asked how a college is able to select all the metrics that align to The Vision for Success. Dr. Davis suggested to put it in equity since for noncredit is reducing equity gaps across all of the above measures. She asked Dr. Childers to add an asterisk to include noncredit students/programs. Dr. Arballo mentioned that just adding equity is limiting. Dr. Davis recommended to keep noncredit in the notes section. Dr. Davis mentioned she will work with Dr. Arballo to get language from Mt. SAC to add as a note. Dr. Childers read a comment that recommended breaking the information out into a rubric instead of a text box. Dr. Davis asked what the thought behind the rubric was. Dr. Childers responded that the comment recommended reformatting the rubric section since all will need to be addressed. She added that three of the proposals can be chosen to address. Dr. Marcia Wilson asked for colleges to not contact faculty before contacting the CRLC member.

VII. Updates

a. Districts

- I. Cerritos
- II. Citrus
- III. Coastline
- IV. Compton
- V. Cypress
- VI. East Los Angeles
- VII. El Camino
- VIII. Fullerton
- IX. Glendale
- X. Golden West
- XI. Irvine Valley
- XII. Long Beach – If there is anyone who has a fall re-open plan to share. Dr. Davis mentioned that she will ask some of the CEO's who are discussing that currently.
- XIII. Los Angeles City
- XIV. Los Angeles Harbor
- XV. Los Angeles
- XVI. Los Angeles Pierce
- XVII. Los Angeles
- XVIII. Los Angeles Trade-Technical – Finishing up a video about Entrepreneurship and CTE areas. If there are success stories of students who received their AA in Entrepreneurship and started a business in any of the CTE areas, send Dr. Marcia Wilson and email. There is also a CTE Entrepreneurship Workshop Series that starts on March 20th.
- XIX. Los Angeles Valley
- XX. Mt. SAC
- XXI. Orange Coast
- XXII. Pasadena City
- XXIII. Rio Hondo
- XXIV. Saddleback
- XXV. Santa Ana College
- XXVI. Santa Monica
- XXVII. Santiago Canyon
- XXVIII. West Los Angeles

VIII. Adjourn

The next CRLC Meeting will be a Conference Call on March 18, 2021 from 8:30 A.M. – 9:45 A.M.