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# Program Recommendation

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## Introduction

If you are you a CTE faculty member who has been tasked with developing a new CTE certificate or degree (program) for your college, you will need to secure regional consortium recommendation from the LA/OC Consortium before you submit your program approval documents to the State Chancellor's Office for formal approval (chaptering).

Your college CTE Dean can advise you on the regional recommendation process and your college's own curriculum approval process. You should also consult your college's curriculum committee chair (or designee) early in the development process.

[Chancellor's Office Program and Course Approval Handbook (PCAH), 7th Edition](https://www.cccco.edu/-/media/CCCCO-Website/Reports/CCCCO_Report_Program_Course_Approval-web-102819.ashx) (https://www.cccco.edu/-/media/CCCCO-Website/Reports/CCCCO_Report_Program_Course_Approval-web-102819.ashx)

## The LA/OC Consortium

The LA/OC Consortium is comprised of the 28 community colleges in Los Angeles and Orange County Region. The California Community College Chancellor's Office requires that all requests for new CTE program approvals include a recommendation from the

"appropriate CTE Regional Consortium" (PCAH 6th Edition, page 17). This recommendation ensures program offerings meet regional labor market needs and do not unnecessarily duplicate programs.

The LAOCRC vested responsibility for recommending new programs, program revisions, and other program matters with its College Resource Leadership Council composed of Voting Members. Read the LAOCRC Bylaws (http://laocrc.codestorm.io/program-recommendation) (Link coming soon).

Colleges seeking regional recommendation must submit their request online at RegionalCTE.org. The process is described on the next tab, "Process (https://www.laocrc.org/program-recommendation#tabs-2)".

# Guiding Principles for LAOCRC Recommendation

- **Format for Submitting a Request:** Colleges seeking regional recommendation of new or substantially changed programs must do so by completing the online request form. Before submitting the request form, they must obtain LMI information from the region's Center of Excellence (COE) (https://www.laocrc.org/member-resources/coe).
- **Timeline:** The region is committed to review and act on all requests for regional recommendation within 30 days, provided the request is complete at the time it is submitted. The College Resource Leadership Council (CRLC) Members, also known as Voting Members, hold regular monthly meetings between September and June. Meeting dates, meeting format (online or in-person) and agendas can be found on the LAOCRC website under "Meetings (https://www.laocrc.org/calendars/regional-meetings)".
- **Voting:** A vote to recommend a new program will occur at the CRLC Business meeting. Each college present at the meeting will receive one vote. The college's Voting Member (or their alternate) will place the vote for their college. A minimum of 15 colleges must participate in any meeting where a vote is to be taken. 20 votes are required to pass any action. The college requesting recommendation should be present at the CRLC Business meeting in order to discuss their request. College faculty responsible for the development or revision of the program are also encouraged to attend the meeting.
- **Minutes:** Minutes will be reviewed and approved at the conclusion of each meeting and will be posted to the LA/OC website within five (5) business days. The outcome of the vote, along with any discussion, including any substantive comments or concerns voiced by the CRLC members, will be recorded in the meeting minutes. The college's CRLC member is responsible for communicating those comments and/or concerns to their college's appropriate program personnel. Minutes for the current academic year can be found on the LAOCRC website on the Program Recommendation page under the "Minutes

(https://www.laocrc.org/program-recommendation#tabs-4)" tab.

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## Los Angeles Office

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## General Links

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