



REGIONAL PROGRAM RECOMMENDATION PROCESS AND RUBRIC

This document provides an overview of the [Regional Program Recommendation Process](#) for the San Diego & Imperial Counties Community Colleges. This document also provides a general rubric and specifies considerations reviewed by the COE for program endorsement or non-endorsement. A general description of program endorsement or non-endorsement is also provided.

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OVERVIEW

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REGIONAL PROGRAM RECOMMENDATION PROCESS

The **Centers of Excellence for Labor Market Research (COE)** are the number one source of regional labor market information (LMI) for the California Community Colleges. One of the San Diego-Imperial COE's functions is to produce LMI for the [Regional Program Recommendation Process](#). When the San Diego and Imperial Counties Community Colleges develop a new program, they start with a needs assessment, which includes a labor market demand and supply analysis from the San Diego-Imperial COE and endorsement or non-endorsement.

The Regional Program Recommendation Process for the San Diego and Imperial Counties Community Colleges includes criteria from the [Program and Course Approval Handbook \(PCAH\)](#), which is the primary reference for curriculum development and approval for the California community colleges. The PCAH describes the Chancellor's Office's requirements for adding a new program or certificate and for modifying an existing program in a college's inventory of Career Education programs. One of these requirements is a recommendation from the [Regional Consortium](#), which can be obtained through the "Regional Program Recommendation Process." After a regional discussion about the program, the college will follow its local curriculum review and approval process that will include the requirement of a Regional Consortium recommendation.

The Regional Consortium designated the San Diego-Imperial COE as the primary source of labor market information for the Regional Program Recommendation Process because COE reports adhere to PCAH requirements:

- **SOC codes and titles:** "The proposal must include projections from LMI for the most applicable [Standard Occupational Classification \(SOC\)](#) codes and geographical regions to be served by the program" (p. 93) The SOC system is used by federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating or disseminating data.
- **Regional and local data:** "Current LMI and analysis...must show that jobs are available for program completers within the local service area of the individual college and/or that job enhancement or promotion justifies the proposed curriculum" (p. 93).
- **Supply gap analysis:** "Program proposals will be evaluated in light of the data regarding expected job openings within the next five years and the number of students that will complete the program per year, taking into account the number of completers in similar programs at other institutions within the geographical region" (p. 93).

RUBRIC FOR PROGRAM ENDORSEMENT OR NON-ENDORSEMENT

The COE uses available labor market information to determine program endorsement or non-endorsement for a new program or program modification. The following is a general rubric framework and specifies considerations reviewed by the COE before program endorsement or non-endorsement. **Please note that this rubric is intended to serve as a general guide and may not apply across all labor market brief reports.**

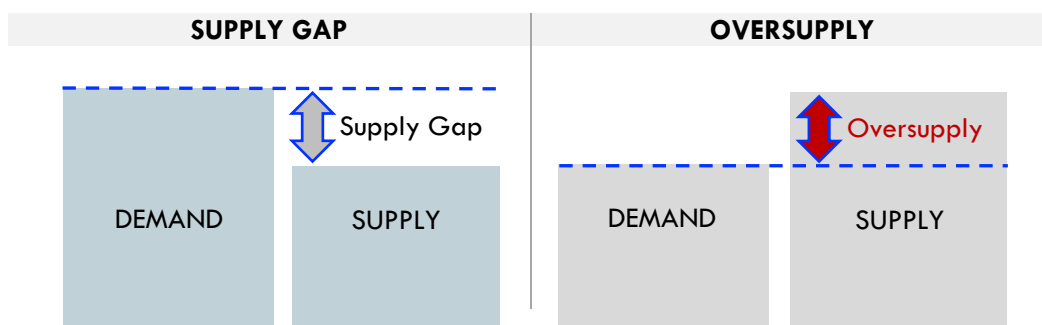
Is there evidence of a supply gap in the region? The COE compares labor demand (annual job openings) with labor supply (number of degrees awarded) to determine whether there is a **supply gap** or an **oversupply** in the region for the occupation(s). Please note that this is a basic analysis of educational supply and labor demand, and the data does not include workers currently in the labor force who could fill these positions or workers who are not captured by publicly available data. Additionally, educational supply could also include individuals that earn more than one award; to address this, a three-year average is used and the number of individuals who earn more than one award within a three-year timeframe is generally low.

Supply Gap Analysis: Demand – Supply = [Supply Gap] or [Oversupply]

Demand (or labor market demand) is the average number of annual job openings for the occupation(s) in the region. This includes the number of jobs that employers will need to fill new jobs and backfill jobs due to attrition caused by turnover and retirement, for example.

Supply (or educational supply) can be estimated by analyzing the number of awards (certificates and degrees) conferred by postsecondary institutions in related [Taxonomy of Programs \(TOP\)](#) or [Classification of Instructional Programs \(CIP\)](#) codes.

Figure 1. Representation of Supply and Demand Analysis.



A **supply gap** suggests that based on available data, there are more job openings than degrees being awarded by institutions in the region. This suggests there may be an opportunity to develop a new program or to modify an existing program that could train potential workers in the region.

An **oversupply** suggests that based on available data, there are more degrees being awarded by institutions in the region than there are jobs openings. This suggests that existing programs may be oversupplying the region with potential workers who may ultimately find it challenging to find employment in the occupation(s).

Are entry-level wages at or above the living wage for the occupation(s)? The COE reviews entry-level wages (25th percentile) for the occupation(s) to determine whether wages are above the living wage in the region. Entry-level wages (25th percentile) are earnings that workers might expect to earn with some training (i.e., an associate degree), and 25% of workers in that occupation make this amount or less. In 2021, the living wage for a single adult is \$18.43 in San Diego County and the living wage is \$15.24 for a household of two adults and two school-age children in Imperial County¹. As additional information, median wages (50th percentile) are also included in the report. Median wages are earnings that workers might expect to earn with some training and experience, and 50% of workers in that occupation make this amount or less.

What is the number of annual job openings for the occupation(s) in the region? Using available labor market information from [EMSI](#), the COE reviews the average number of annual job openings for the occupation(s) over a five-year period. A classification of low, medium, or high number of annual job openings is determined calculated from annual job openings and occupations in the region within a given year. For comparison, the COE's labor market briefs (2021) report that the average demand for a single occupation in San Diego County is 242 annual job openings, and an average demand of 12 annual job openings in Imperial County.




How many institutions provide training for the occupation(s) in the region? The COE evaluates the number of institutions that provide training for the occupation(s) across the region, and categorizes this number as low, medium, or high. The number of institutions that provide training include community colleges and non-community-college institutions, such as private universities or UC's, and the TOP and CIP codes are used to identify whether an institution has awarded degrees for those codes within the last three program years.

¹ "Family Needs Calculator (formerly the California Family Needs Calculator)," Insight: Center for Community Economic Development, last updated 2021. insightccd.org/family-needs-calculator/.

PROGRAM ENDORSEMENT OR NON-ENDORSEMENT

The COE's program endorsement or non-endorsement is informed by reviewing labor market demand, educational supply, conducting a supply gap analysis, living wage, and the number of institutions that provide training. Depending on the occupation(s) and proposed programs, additional points of consideration include: whether a proposed program has an entrepreneurship component as the nuances of this type of program may not be fully captured by available labor market information; whether labor market information is available for the occupation(s); or whether any community college in the region offers training for the occupation(s).

Figure 2. Description of Program Endorsement or Non-Endorsement.

-  **Proceed with new program (support for program modification):** Based on the metrics analyzed in the labor market brief, there is sufficient evidence that there is a labor market need for the program in the region. In other words, the COE endorses the development of a new program or a program modification.
-  **Proceed with caution (support for program modification):** Based on the metrics analyzed in the labor market brief, one or more metrics are important to consider in developing a new program or modifying a program. The COE encourages the region to discuss these considerations and to proceed with caution when developing a new program, but generally supports a program modification.
-  **Do not proceed with new program (defers to the region for a program modification):** Based on the metrics analyzed in the labor market brief, one or more metrics does not support endorsing the development of a new program in the region. For example, there may be an oversupply of workers in the region, there may be duplication of program efforts across multiple colleges, or students may not earn a living wage when completing the program, to name a few. The COE defers to the region for a program modification in these situations.

Important Disclaimers

This rubric is intended to serve as a guide for informational purposes, and recommendations may vary based on available labor market information. The COE examines the most recent data available at the time of an analysis for all labor market briefs; however, data sets are updated regularly and may not be consistent with previous reports. Efforts have been made to qualify and validate the accuracy of the data and the report findings; however, neither the Centers of Excellence for Labor Market Research (COE), COE host district, nor California Community Colleges Chancellor's Office are responsible for the applications or decisions made by individuals and/or organizations based on its recommendations.

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