

# SDIC Community Colleges Regional Program Recommendation Presentation

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**COMMUNITY COLLEGES**

SAN DIEGO & IMPERIAL COUNTIES

**CAREER EDUCATION**

# AGENDA

- Program & Course Approval Handbook (PCH)
- Local/Regional Curriculum Process & Labor Market Information



# The Program & Course Approval Handbook (PCAH)



# Why are required to have a recommendation process?

- By law, the California Community College's Chancellor is required to prepare and distribute a handbook for program and course approval (California Code Regulations, Title 5, § 55000.5).
- The Program & Course Approval Handbook (PCAH) 8<sup>th</sup> Edition
- Outlines Program and Course Approval
- Regional Program Recommendation Process:
  - Ensure labor market demand
  - Increase efficiencies
  - Avoid unnecessary duplication of other employment training programs in the region

# CTE Degree and Certificate Requirements



# CTE Associate Degree Approval Criteria

Associate degrees classified as CTE must meet the following standards applicable to the development and approval of all AA and AS degrees submitted in this category:

1. Minimum of 60 semester units or 90 quarter units;
2. Minimum 18 semester units or 27 quarter units in major or area of emphasis as described in title 5, section 55063(a);
3. Must be offered in a vocational TOP Code;
4. **Labor Market Information and Analysis from COE**
5. Advisory Committee Recommendation-includes advisory committee membership, minutes and summary of recommendations
6. **Recommendation by appropriate Regional Consortium**
7. May be designed for both CTE and transfer preparation.

# CTE Certificates of Achievement Approval Criteria

Certificates of Achievement classified as CTE must meet the following standards applicable to the development and approval of all Certificates of Achievement submitted in this category:

1. Minimum of 8+ semester units or 14+ quarter units of degree-applicable coursework
2. Must be offered in a vocational TOP Code;
3. **Labor Market Information and Analysis from COE**
4. Advisory Committee Recommendation-includes advisory committee membership, minutes and summary of recommendations
5. **Recommendation by appropriate Regional Consortium**

# Regional Program Recommendation Process & Labor Market Information (LMI)



# sdiregionalconsortium.org



- About
- Research & LMI
- Resources
- Strong Workforce Program
- Workforce Development



## Workforce Development

### SDI Regional Workforce Development

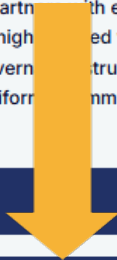
The San Diego and Imperial Regional Consortium (SDI RC) is part of an ecosystem committed to advancing the skills, knowledge, and potential of our workforce, fostering economic growth, and promoting innovation. We focus on advancing the social and economic mobility of individuals and their families by supporting innovative, high-quality Career Education (CE) programs, strategies, and activities that lead adults to more and better career opportunities in the region. Within a regional workforce ecosystem, the SDI RC partners with educators, workforce development, industry, and community-based organizations (CBOs) to prepare, bolster, and sustain a high-quality workforce as it builds capacity of the community colleges to meet the region's needs. Our efforts are guided by our internal governance structure, which allows us to support and collaborate with our 10 San Diego and Imperial community colleges, on behalf of the California Community Colleges Chancellor's Office.

[SDI Governance Structure](#)

[Program Recommendation Calendar](#)

[LMI Request Form](#)

[Program Recommendation Process \(COE\)](#)



educators, industry, and  
ably advance economic  
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# Quick Links

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## Quick Links:

- [Online LMI Request Form](#)
- [Employer Endorsement Letter Template](#)
- [Schedule](#)
- [Regional Program Recommendation Process \(PDF\)](#)
- [COE Program Recommendation Rubric \(PDF\)](#)
- [2020-2024 Program Recommendations](#)
- [2017-2019 Program Recommendations](#)

This page provides an overview of the Regional Program Recommendation Process for the San Diego & Imperial Counties Community Colleges. It 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."

The San Diego & Imperial Counties Community Colleges [Regional Consortium's](#) Regional Program Recommendation Process is described below. This process is intended to promote collaboration and coordination among the region's colleges that result in viable and accessible Career Education for all.

# REGIONAL PROGRAM RECOMMENDATION PROCESS



**CONCEPT  
DEVELOPMENT**



**LMI REQUEST AND  
SUPPLY GAP  
CONFIRMATION**



**REGIONAL DISCUSSION  
ABOUT PROGRAM  
INTENT**



**OFFICIAL REGIONAL  
PROGRAM  
RECOMMENDATION**



## PROGRAM IDEA/ PROGRAM CONCEPT DEVELOPMENT

A business, advisory board member, faculty member, or other industry expert recommends that one of the region’s community colleges develop a Career Education (or Career Technical Education) program to train for certain occupation(s) or a set of skills. However, before the college moves forward with program development, a needs assessment must be conducted.

According to the **Program and Course Approval Handbook (PCH)**, one of the criteria that the Chancellor’s Office uses to approve credit and noncredit programs and courses is demonstration of need (p. 26). In addition, “proposals for credit CTE [Career Education] programs must include a recommendation from the appropriate CTE [Career Education] Regional Consortium as per title 5, section 55130(b)(8)E” (p. 26). In addition, Ed Code 78016 requires that all Career Education programs meet a documented labor market demand through a biennial review.



The San Diego & Imperial Counties Community Colleges **Regional Consortium** will only recommend a proposed program or course if there is a needs assessment, which confirms that there is a supply gap in the labor market. In other words, after comparing labor market demand with program supply, if there is a supply gap in the region, then there is a demonstrated need for the proposed program or course.



The Regional Consortium designated the **San Diego-Imperial Center of Excellence for Labor Market Research (COE)** as the primary source of labor market information (LMI) for the needs assessment.

**What if Labor Market Information (LMI) from the COE already exists for the occupation(s) or skill(s) to be trained for?** +

**Can any labor market research be submitted for the Regional Program Recommendation Process?** +

**How long are COE labor market reports valid?** +



**PROGRAM IDEA/  
PROGRAM CONCEPT  
DEVELOPMENT**

**A business, an advisory board member, faculty member, or an industry expert recommends that a college should develop a program.**



## **LMI REQUEST AND SUPPLY GAP CONFIRMATION**

**The Career Education Dean must submit an online LMI request so the COE can research if there is a labor market supply gap for the occupation(s).**



**REGIONAL DISCUSSION  
ABOUT PROGRAM  
INTENT**

**College discusses with  
the region's other  
colleges to avoid  
duplication of efforts.**

# Regional Discussion about Program Intent

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## Discussion may include:

- Labor Market Demand - Supply Gap Discussion
- Duplication
- Wage Opportunities
- Educational Requirements
- Student outcomes
- Employer landscape, job postings, and industry engagement
- Skills

# Program Submission into regionalcte.org

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## Submissions must include:

1. Submitter's information
2. "Career Education Dean Contact" must reflect the current college-designated Career Education Dean for the institution
3. Program information (*title, submission type, TOP code, projected start data, description, and completer projections*)
4. Program attributes (*program type and goals*)
5. Course units and hours
6. Course report (*course requirements narrative and program requirements*)
7. COE labor market brief (*LMI must be uploaded—regardless of whether the COE endorses the proposed program; if the LMI does not confirm labor market need for the program, then the college must upload employer endorsement letters*)
8. Employer endorsement letters (if applicable)



**OFFICIAL REGIONAL  
PROGRAM  
RECOMMENDATION**

**Deans' Council provides  
official recommendation  
to the Chancellor's  
Office.**

# Official Regional Recommendation

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- **At the regularly scheduled Deans' Council meeting (usually the second Friday of each month), programs for recommendation will be placed on the agenda for open discussion and vote.**
- **COE reviews submissions and provides comments**
- **Lead Career Education Deans have two weeks to review and provide responses**

# Official Regional Recommendation

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## Voting Process

- Recommended
- Recommended with Edits
- Not recommended

# Lessons Learned

**THANK YOU**



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