

Streamlining and Aligning Regional Consortia Program Endorsement Processes

The chairs of the seven regional consortia have agreed to align their regional program endorsement process in the areas identified. This alignment will ensure that colleges seeking regional endorsement can complete the regional process in 30 days (or less). The agreements reached by chairs require approval and adoption of each regional consortia decision making body.

An unintended but noteworthy outcome of this streamlining conversation among regional chairs was an agreement to rely upon regional Centers of Excellence to provide LMI data to colleges for the purpose of program development. This assistance will ensure that both colleges and the regional consortia are using consistent and reliable data and it should facilitate both the regional and CCCCCO decision making process.

Unmet need is a significant factor in new CTE program development and endorsement.

Having LMI data provided by COE will benefit colleges who may otherwise struggle to obtain this data due to lack of college-level resources available to conduct labor market research, resulting in delays in program development at the college-level. The CCCCCO may also find the use of consistent source for LMI data helpful in their statewide review and approval of new CTE programs. While the COE's have agreed to this in concept, and it is already being implemented in some regions, the larger regions, specifically LA/Orange, need to address the issue of COE capacity before it can be fully implemented.

Here are the agreements that the regional chairs reached related to streamlining the program endorsement process:

- ☑ Adopt a process that will take no more than 30 days. This includes regions that have both an “announcement” phase and an “endorsement” phase.
- ☑ Program endorsement processes and documents will be published on region website.
- ☑ Regions may also establish and publish an accelerated process for program endorsement for special cases; i.e., to meet an important Board Meeting deadline?
- ☑ LMI: Regions will use consistent **LMI data provided by the COE's** to evaluate CTE programs seeking regional endorsement. (COE capacity issues need to be addressed before full implementation.) It is understood that in some cases, standard LMI data will be insufficient for decision making (for example, an emerging field where standard labor market data is unavailable).
 - ✓ **Standardize LMI request form, make available online**
 - ✓ **Standardize LMI output**
 - ✓ **Reduce turn-around time to no more than two weeks**
- ☑ Other than general information (college name, contact, TOPS, etc.), regions will not require colleges to provide any information that is not already required in the PCAH's program narrative. (Design of regional forms will vary by region. For future consideration: a shared online platform for submission.)
- ☑ Colleges will only be required to submit information that is already included as part of their regional new program application to the CCCCCO, and is limited to the following items from the program narrative:

- ✓ Program goals and objectives
 - ✓ Catalog description (as it will appear in catalog—no course level detail information)
 - ✓ Program requirements
 - ✓ Enrollment and completion projections
 - ✓ Similar programs at other colleges in service area.
 - ✓ LMI and analysis.
- Optional:
- Master planning
 - Place of program in curriculum/similar programs
 - Advisory committee recommendation

- ☑ For regions that elect to have a two-part process, “announcement” will occur online/ electronic and will be open for comments or concerns for no more than two weeks. If concerns are expressed by colleges during this phase, the program announcement will automatically be included on the next formal meeting agenda.

*Some regions have elected to split the endorsement process into two phases. The first phase is announcement. The purpose of announcement is to front-load the process in order for regions to address potential issues related to unmet need and unnecessary duplication early in the program development process. If potential issues/concerns are brought forth during the announcement phase, they can be addressed during program development. Otherwise, if no concerns are brought forth at Announcement, colleges have a reasonable expectation to have their programs receive regional endorsement.

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Final document will be approved December 6, 2016, which provides an opportunity for each region to revise processes and approve regionally.