

Program Recommendation Process











3



4



College has a program idea

 College submits a program data request through the COE online form.

Note: LMI data must come from LA Center of Excellence ■ COE emails confirmation of receipt of the progragm data request to the submitter. For new or modified programs, COE copies the LA Workforce Council.

■ LA Workforce Council members review program data requests and share with Faculty. ■ LA Workforce Council members discuss data requests at monthly LARC Business Meeting.









8



7







 Program application status is updated to "Recommended," "Not recommended," or "Informational."

- Minutes reflecting only attendance and vote are created and approved prior to the end of the Business meeting.
- Full minutes of the Business Meeting are approved at the next Business Meeting.

LA Workforce Council votes to recommend Programs at monthly LARC Business Meeting.

A preliminary agenda containing Program Applications and program data requests is sent to the LA Workforce Council by the fifth business day of the month. College submits Program Application on Regional CTE website before the deadline (last business day of the month).

■ For new programs, submitter attaches a list of the colleges that were contacted.

- COE sends LMI data report to the college and uploads LMI report on the COE website.
- For new programs, submitter contacts all colleges listed on the LMI report that have a similar program.
- Faculty develops curriculum.