Regional Consortium Update
Online Submission Tool for Proposals

ASCCC CTE Regional Meeting
Fall 2017
In the beginning....

• There was confusion...
  • “APPROVALS” vs “RECOMMENDATIONS”
  • MISSION CREEP

• Then there were the Strong Workforce Recommendations
  • #7-12 dealt with curriculum
    • Evaluate, strengthen, and revise the curriculum development
    • process to ensure alignment from education to employment.
    • Evaluate, revise and resource the local, regional, and statewide
    • CTE curriculum approval process to ensure timely, responsive,
    • and streamlined curriculum approval.
    • Improve program review, evaluation, and revision processes to
    • ensure program relevance to students, business, and industry
    • as reflected in labor market data.
    • Facilitate curricular portability across institutions.
    • Develop, identify and disseminate effective CTE practices.
    • Clarify practices and address issues of course repetition for
    • CTE courses when course content evolves to meet changes in
    • skill requirements.
And then there was a meeting of the minds......

• Chancellor’s Office Academic Affairs
• Chancellor’s Office Workforce and Economic Development
• ASCCC CTE Leadership Committee
• Regional Consortia
And great collaboration reigned throughout the lands...

- Which led to peace and harmony
- And a wonderful online submission tool for regional consortia review of programs...
Before You Start A Submission

#1 You must have your Labor Market Information. If you do not have your labor market information, please contact the Centers of Excellence to submit an LMI request.

Request Labor Market Information from the Centers of Excellence – use the link: Required Information

#2 Have your Advisory Committee Minutes ready to attach
Different Consortium Have Different Requirements...

Region Specific Questions and Required Documents

In addition to the information and documents listed above, your region may require additional information or documents.

- **Bay Area Region**
  - **Goal of Program**
    - CTE, Transfer, or Other
  - **Type of Program**
    - AA Degree
    - AD Degree
    - Certificate of Achievement: 18+ semester or 27+ quarter units
    - Certificate of Achievement 9-18 semester or 15-27 quarter units
  - Include any other information you would like to share

- **Central/Mother Lode Region**
- **Inland Empire/Desert Region**
- **Los Angeles/Orange County Region**
- **North/Far North Region**
- **San Diego/Imperial Counties Region**
- **South Central Coast Region**

View each Region's Program Recommendation Process and Contact Information
Submitting Your Program

- If you do not have an account, create an account.
- Check your email to verify your account.
- Sign into your account.
- Navigate to your Dashboard by pressing the Dashboard link on the navigation bar.
- Click on the button that says, "Submit a New Program".
- Fill out the form and attach the required documents. Depending on your region, you may be required to answer additional questions or attached additional documents.
- If you are unable to complete your programming during one session, you can save your program submission and complete it at a later time.
- Submit your Program.
- Once your program has been submitted, you and your dean will receive and email. Your program will also be added to the database.
New Submission Tool

#1 – Create a login for yourself
#2 – Complete login page
Program Submissions Drafts

Start a new Submission
- New Program Submission

Or Select a Draft

<table>
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Continue

Before You Get Started

Do you have your Labor Market Information?
- Yes, I have my Labor Market Information
- No, I do not have my Labor Market Information

Continue

Program Submission Information

UI fields below are required.

Program Name: Fashion Merchandising

Type of Program (Check all that apply):
- Certificate of Achievement 12-17 (or 17-27 quarter) units
- Certificate of Achievement 18+ semester (27+ quarter) units
- Associate of Science Degree
- Associate of Arts Degree

Certificate Required Units

Units for Major Degree: 27
Total Units for Degree: 60
TOPS Code: Hospitality (130700)
Projected Start Date: 09/17/2018

Program Goals and Objectives
Program Goals and Objectives must address a valid transfer, occupational, basic skills, dual education, or lifelong learning purpose. Regional recommend only needed for programs with an occupational goal.
necessary skills to identify event goals and objectives. 4. Students will employ professional
marketing skills for their event.

Catalog Description
Event Management is a growing field, which includes planning and execution of successful
conferences, meetings, trade shows and social events hosted both locally and globally.
Coursework covers principles of public and private events, social events and convention planning,
catering sales and marketing, hospitality law, catering operations, principles of culinary
techniques and safety and sanitation.

Program Requirements
Requirements for the Event Planning Certificate of Achievement: Units CUL15 Sanitation, Safety,
and Equipment Management 3 CUL17 Principles of Food Preparation 3 CUL22 Restaurant and
Catering Operations 3 HOTFS10 Introduction to Hospitality Management 3 HOTFS32 Hospitality
Law 3 HOTFS450 Principles of Public and Private Events 3 HOTFS451 Social Events and
Convention Planning 3 HOTFS452 Event Sales, Marketing and Financial Management 6 HOTFS482
Industry Internship: Hospitality Management 1 Total Units 22

Enrollment Projections
Event Planning Certificate of Achievement CB01: COURSE DEPARTMENT NUMBER CB02: COURSE
TITLE Year 2015/16 ANNUAL # SECTIONS Year 2015/16 Successful Completion Year 2016/17
ANNUAL # SECTIONS Year 2016/17 Successful Completion CUL 15 Sanitation, Safety &
Equipment Management 4 87 4 77 CUL 17 Principles of Food Preparation 3 46 2 41 CUL 22
Restaurant & Catering Operations new course NA new course 2017/2018 NA HOTFS 10 Intro to
Hospitality Management 4 77 4 73 HOTFS 32 Hospitality Law 1 29 1 30 HOTFS 450 Principles of
HOTFS 452 Event Sales, Marketing and Financial Management new course 2017/2018 NA new
course 2017/2018 NA HOTFS 482 Industry Internship: Hospitality Management 2 21 2 22

Labor Market Information (LMI)

Inland Empire/Desert Region Specific Questions

Advisory Minutes
Comments

**Diann Thursday**  ·  10/09/17
Received regional recommendation at 9-25-17 IE/DRC Deans Meeting.

**Kristine Di Memmo**  ·  10/09/17
Reviewed and approved.

**Albert Manlaol**  ·  09/24/17
Reviewed and approved by A. Manlaol - SBVC
Still to Come...

- Searching for Similar Programs at Nearby Colleges:
  - Search feature on COCI.....
  - Your regional consortium may be compiling a database of previous submissions and approval. Inland Empire/Desert Region has compiled a list of approved programs back to 2015.