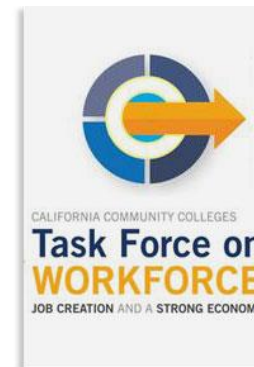# Regional Consortium Update
Online Submission Tool for Proposals

ASCCC CTE Regional Meeting

Fall 2017
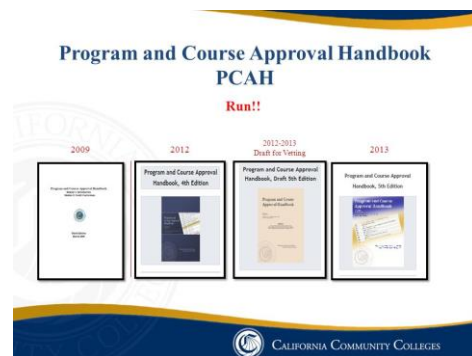
In the beginning….

- 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.
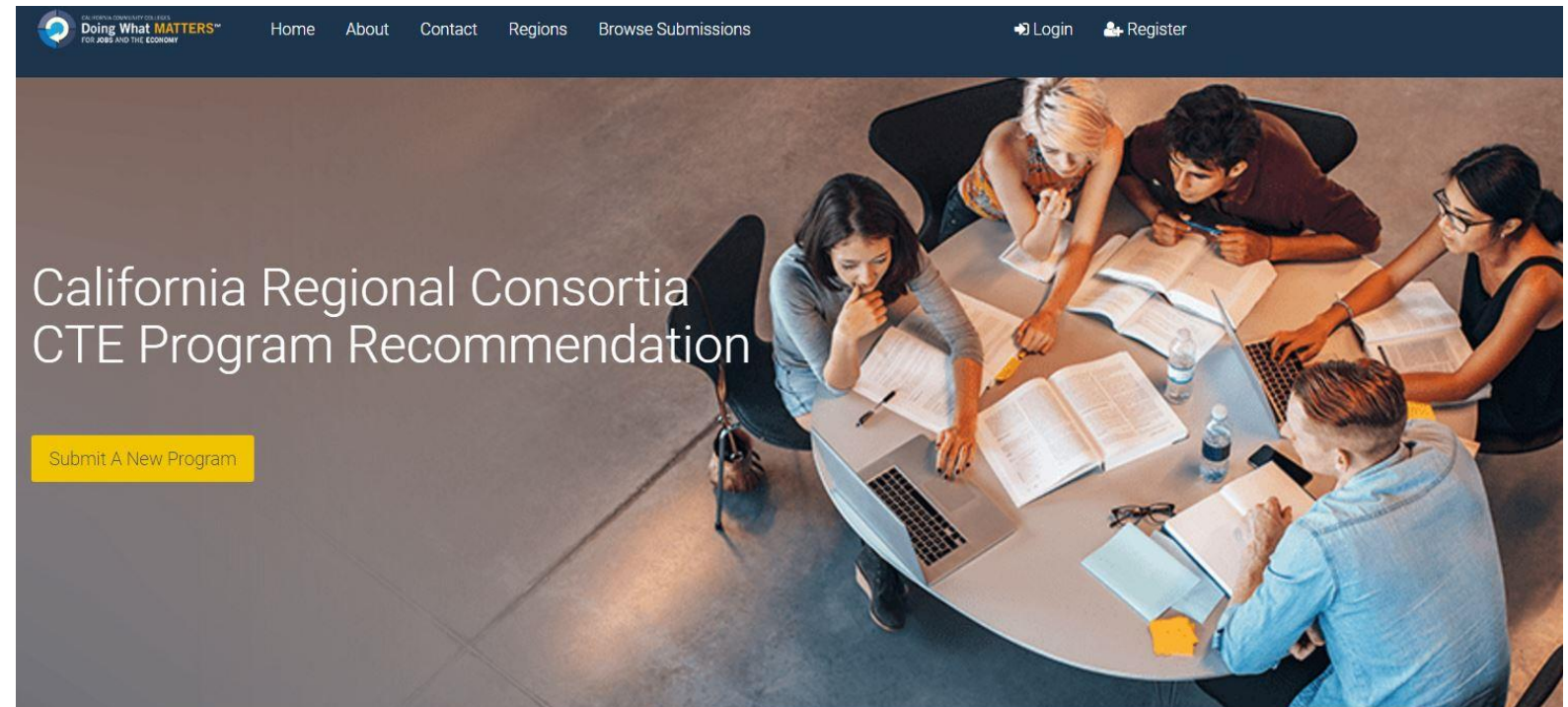
And then there was a meeting of the minds......

- 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

C·O·E
CENTERS OF EXCELLENCE
Inform Connect Advance

Before you get started, 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

Please note, the following regions require LMI data be produced by the Centers of Excellence: Central/Mother Lode Region, Inland Empire/Desert Region, North/Far North Region. Additional LMI data may also be submitted.

#2 Have your Advisory Committee Minutes ready to attach

Different Consortium Have Different Requirements…

Enrollment Completer Projections are projections of number of students to earn certificate annually.

- **Labor Market Information (LMI)**

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
  - AS Degree
  - Certificate of Achievement - 18+ semester (or 27+ quarter (units)
  - Certificate of Achievement 12-18 semester (or 18-27 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

#3

Program Submissions Drafts

Start a new Submission

○   New Program Submission

Or Select a Draft

○	Program	Date	Time	Action
○	Untitled Program	10/03/17	09:10 AM	🗑 Delete
○	Untitled Program	10/13/17	01:10 PM	🗑 Delete

Continue

#4

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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

#5

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Information

hing doesn't look right? Update your settings.

Name	Marie Boyd
Email	marie.boyd@chaffey.edu
Phone	(909) 652-6968
Title	Curriculum Chair
Region	Inland Empire/Desert
College	Chaffey College

Dean's Information

CTE Dean's Name	Joy Haerens ✔
CTE Dean's Email	joy.haerens@chaffey.edu ✔

to come back at a later time? Click 'Save'.

#6

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Program Submission Information

All 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, civic education, or lifelong learning purpose. Regional recommendation is 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 0 HOTFS482 Industry Internship: Hospitality Management 1 Total Units 22

Enrollment Completer 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 Public and Private Events new course 2017/2018 NA new course 2017/2018 NA HOTFS 451 Social Events and Convention Planning new course 2017/2018 NA new course 2017/2018 NA 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)

LMI Event Planning_Oct2017.pdf

Inland Empire/Desert Region Specific Questions

Advisory Minutes

LMI Event Planning_Oct2017.pdf

Submit Program

#8

#9

Leave a Comment

Post Comment

Comments

Diann Thursby · 10/09/17

Received regional recommendation at 9-25-17 IE/DRC Deans Meeting.

Kristine Di Memmo · 10/09/17

Reviewed and approved.

Albert Maniaol · 09/24/17

Reviewed and approved by A. Maniaol - 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.