Program Recommendation Process (LARC)

FIRST STEP is to request a Labor Market Information (LMI) report. An LMI report is a notice of intent that will appear on the LARC Agenda.

The LARC relies on consistent LMI data provided by the region's Centers of Excellence (COE) in order to make a recommendation for a program.

The SMC LMI form can be filled out using the link

The Person requesting the LMI will receive the LMI directly from the Centers of Excellence.

The LMI is **ONLY** valid for one year from the date it was requested

Please remember the LMI must match the program application.

While waiting for the LMI

- Gather your Industry Advisory Board minutes showing this program/course/change is being requested and or recommended by your Advisory Board (IAB minutes are valid for two years)

- Begin to review the LARC Program application
  - Both the LMI and Industry Advisory Board minutes are required in order to submit the program application

Receiving the LMI

- Once you gather both the LMI and Industry Advisory Board minutes that are required to submit the program application

- Review the Program application and **await for the Academic Senate to approve your program.**

  - Once you have approval you are ready to submit your program application to the Regional consortium.

  - Keep in mind
    - Academic Senate meets every 2nd and 4th Tuesday of the month and
    - Curriculum meets the 1st and 3rd Wednesday
    - SM Board of Trustees meets 1ˢᵗ Tuesday of the month

Curriculum Timelines 2025-2026

All courses and programs must be approved by: the Curriculum Committee, Academic Senate, Board of Trustees, UC/Cal-GETC (if applicable), the Chancellor's Office, and published in the annual catalog, prior to offering.

Due to Tech Review Queue in META*	Curriculum Committee Meeting	Academic Senate Meeting	Board of Trustees Meeting	Start Date: • New Courses*** • New Program • Substantial Change	Start Date: • Non-Substantial Change • Distance Education • Global Citizenship
August 20, 2025 →	September 3, 2025 →	September 16, 2025 →	October 7, 2025	Fall 2026	Spring 2026
September 3, 2025 →	September 17, 2025 →	September 30, 2025 →	November 4, 2025	Fall 2026	Spring 2026
September 17, 2025 →	October 1, 2025 →	October 14, 2025 →	November 4, 2025	Fall 2026	Spring 2026
October 1, 2025 →	October 15, 2025 →	October 28, 2025 →	December 2, 2025	Fall 2026	Spring 2026
~~October 15, 2025~~ →	~~October 29, 2025**~~ →	~~November 18, 2025~~ →	~~January 20, 2026~~	~~Fall 2026~~	~~Spring 2026~~
October 22, 2025 →	November 5, 2025 →	November 18, 2025 →	January 20, 2026	Fall 2026	Spring 2026
November 5, 2025 →	November 19, 2025 →	December 2 2025 →	January 20, 2026	Fall 2026	Spring 2026
November 19, 2025 →	December 3, 2025** →	December 9, 2025 →	January 20, 2026	Fall 2026	Spring 2026
February 4, 2026 →	February 18, 2026 →	February 24, 2026 →	April 7, 2026	Fall 2027	Fall 2027
February 18, 2026 →	March 4, 2026 →	March 10, 2026 →	April 7, 2026	Fall 2027	Fall 2027
March 4, 2026 →	March 18, 2026 →	April 7, 2026 →	May 5, 2026	Fall 2027	Fall 2027
March 18, 2026 →	April 1, 2026 →	April 7, 2026 →	May 5, 2026	Fall 2027	Fall 2027
April 15, 2026 →	April 29, 2026 →	May 12, 2026 →	June 2, 2026	Fall 2027	Fall 2027
April 22, 2026 →	May 6, 2026 →	May 12, 2026 →	June 2, 2026	Fall 2027	Fall 2027
May 6, 2026 →	May 20, 2026 →	May 26, 2026 →	July 7, 2026	Fall 2027	Fall 2027
May 20, 2026 →	June 3, 2026** →	June 9, 2026 →	July 7, 2026	Fall 2027	Fall 2027

Please note: timelines may be subject to delays and are not a guarantee of start dates.

*Proposals are due to the Tech Review (Chair/Vice Chair) step in META for inclusion on the following agenda.
**Tentative Curriculum Committee meetings (if needed)
***Additional approval time is needed for UC and Cal-GETC approvals. For more information on transfer/GE, please contact the Articulation Officer.

Collegial Consultation (New Programs Only)

The collegial consultation requirement is for communication with other LARC community colleges with similar programs. If there are any LARC colleges with similar programs (**included in the LMI report**), they must be contacted, and the respective LA Workforce Council Voting Members must be included in the communication. The documentation included with the application must be an email communications that include the LAWC voting members, PDF attachments. If it is determined that there are no LARC colleges with similar programs, documentation indicating this should be submitted with the application. For additional information, please refer to the Collegial Consultation section.

For more information, please contact Steven Sedky
Sedky_steven@smc.edu

Once you gather all the proper documentation

- You are ready to submit the program application!

- Use the link to submit the [Program Application](#)

- You will need to upload the LMI, Industry Advisory Board Minutes, Course Requirement form, Collegial Consultation, and any other supporting documents.
  - Please contact Jazmin Guzman for the Course Requirement Form.

Once you have successfully submitted the program application

▶ (If all documents were submitted correctly) The program application will appear on the following month's LARC Agenda.

▶ The deadline to appear on the agenda is the 2nd to last Friday of the previous month.
For Example: If you submit the application by October 24th, it will appear on the November Agenda.

▶ Typically the LARC meets the 3rd Thursday of every month.

▶ You can find the LARC approved minutes using the link below (these minutes are required for SMC's local curriculum approval process)
https://losangelesrc.org/program-recommendation/

Thank you!

- If you have any questions, feel free to email

Jazmin Guzman or
guzman_jazmin@smc.edu

Voting Members

Steven Sedky
sedky_steven@smc.edu

Los Angeles Regional Consortia (LARC) Program Application

1. Section I: Program Information *

Program Title: Program title must match exactly what is going to be submitted to COCI

> Enter your answer

2. Is your submission a new program or are modifications (formerly substantial changes) being made to an existing program? *

○ New Program

○ Program Modifications (formerly substantial changes)

3. TOP Code *

> Enter your answer

4. Projected Start Date *

Please input date (M/d/yyyy)

5. Catalog Description *

Catalog Description includes program requirements, prerequisite skills or enrollment limitations, student learning outcomes, and information relevant to program goal.

Enter your answer

6. Enrollment Completer Projections *

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

Enter your answer

Section II: Program Proposal Attributes

7. Program Award Type(s) (Check all that apply) *

- [ ] Certificate of Achievement: 8 to fewer than 16 semester (or 12 to fewer than 24 quarter) units (B)

- [ ] Certificate of Achievement: 16 or greater semester (or 24 or greater quarter) units (C)

- [ ] A.S. Degree (S)

- [ ] A.A. Degree (A)

- [ ] A.A.-T Degree (Y)

- [ ] A.S.-T Degree (X)

- [ ] Noncredit Program (NIL)

- [ ] Baccalaureate of Science (B.S.) Degree

- [ ] Baccalaureate of Arts (B.A.) Degree

8. Program Goal *

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.

Enter your answer

Section III: Course Unit and Hours

9. Total Certificate Units (Minimum and Maximum) *

Enter your answer

10. Units for Degree Major or Area of Emphasis (Minimum and Maximum) *

Enter your answer

11. Total Units for Degree (Minimum and Maximum) *

Enter your answer

Section IV: Course Report

:::

12. Program Requirements Narrative/Summary *

> Enter your answer

13. Program Requirements *

Program Requirements includes course requirements and sequencing that reflect program goals.
Please include Course, Title, Units, Year/Semester (Y1 or S1)

Upload document "Course requirement"
can be found under
https://www.smc.edu/administration/governance/academic-senate/career-technical-education-committee/regional-program-approval.php

or email Jazmin Guzman for the form

[↑ **Upload file**]

File number limit: 4   Single file size limit: 10MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

14. Please attach Supporting Documents/LMI *

[↑ **Upload file**]

File number limit: 3   Single file size limit: 100MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

15. Reason for approval request. *

   ○ New Program

   ○ Program Modification

   ○ Locally Approved

16. Place of program in college's curriculum/similar program. *

   Where is your program located under the SMC curriculum

   Enter your answer

17. Please research the Los Angeles Regional community colleges' online catalog/websites and list similar programs at other colleges. *

   Enter your answer

18. Annual Enrollment projects (non-duplicative) *

   Enter your answer

19. Please attach Advisory Minutes *

⤒ **Upload file**

File number limit: 2   Single file size limit: 100MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

20. List of colleges contacted for collegial consultation *

Please include a copy of the email (PDF) sent to the LA 19 colleges that were contacted. (The Voting Members)
Please review the LMI that was emailed to you that list the colleges on the report.
For all voting members list click on link below

https://docs.google.com/document/d/1aZH-pn1I26EZc3VHnrxvz5Mhu6Olz0olHjlyVOIlgGg/edit?tab=t.0

⤒ **Upload file**

File number limit: 4   Single file size limit: 100MB   Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

21. What priority Sector does the program fall under *

Priority Sector - See page 6 - LARC Regional Plan 2024-2027 - https://issuu.com/arroyowest/docs/larc-regional-plan-2024-2027

○ Advanced Manufacturing

○ Business & Entrepreneurship/Global Trade

○ Health

○ Life Sciences & Biotechnology

○ Advanced Transportation & Logistics

○ Energy, Construction, & Utilities

○ Information & Communication Technologies (ICT) / Digital Media

○ Retail, Hospitality & Tourism

○ Other

22. If this is a program modification, please provide a brief description of the changes to the program. A bulleted list of key changes is acceptable. *

Enter your answer