

From: [Federico Saucedo](#)
To: [Gray Rakow](#); [Sophia Possidon](#); [Meg Chil-Gevorkyan](#)
Cc: [Narineh Makijan](#)
Subject: RE: [EXTERNAL] Regional CTE: Collegial Consultation for HR Assistant, Financial Planning/Investment, Management Programs
Date: Thursday, February 6, 2025 1:06:07 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)

Gray, the colleges referenced in the LMI reports were contacted by me back on January 16th. Sophia can input that information in the program application portal if needed.

Federico Saucedo | Dean
Career Education and Workforce Development
Glendale Community College
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----- Original message -----

From: Gray Rakow <grakow@pasadena.edu>
Date: 2/5/25 2:58 PM (GMT-08:00)
To: Sophia Possidon <spossidon@glendale.edu>, Federico Saucedo <fsaucedo@glendale.edu>, Meg Chil-Gevorkyan <vcgilgev@glendale.edu>
Cc: Narineh Makijan <nmakijan@pasadena.edu>
Subject: [EXTERNAL] Regional CTE: Collegial Consultation for HR Assistant, Financial Planning/Investment, Management Programs

Good afternoon,

Thank you for submitting the Human Resources Assistant I, Financial Planning & Investment I, and Management I programs in Regional CTE. After reviewing the applications, additional information is required.

For the collegial consultation documentation required for new programs, the submitted documentation ([example](#)) for the applications indicated that the list of colleges “could be contacted.” Can you please confirm that these colleges were contacted? Please note that it is a requirement that the [LAWC voting members](#) at colleges with similar programs be included in the collegial consultation communication. I will attach your response as an additional document on the applications for the reference of other colleges. **Please provide your response by the end of the day tomorrow (Thursday, 2/6/25).** I have provided additional information regarding the collegial consultation requirement from the [Program Recommendation FAQ webpage](#) below for your reference. Please let me know if you have any questions. Thank you!

Collegial Consultation

What is collegial consultation?

The LA Workforce Council (LAWC), which is the recommending body of the Los Angeles Regional Consortium (LARC), requires that collegial consultation take place for all new programs prior to an application being submitted in Regional CTE. Collegial consultation is not required for modified programs.

Collegial consultation involves contacting all LA-19 community colleges with similar programs to discuss any potential concerns or recommendations for the respective program. The voting members at these colleges with similar programs must be included in the communication. [Contact information for the LAWC voting members](#) is always available on the [LARC Program Recommendation webpage](#).

Who should be contacted for collegial consultation?

For collegial consultation, all LA-19 community colleges with similar programs (per the issued LMI report) must be contacted for any new program applications. The LA Workforce Council (LAWC) voting members at these colleges must be included in the communication. Voting member contact information may be found on the [LARC Program Recommendation webpage](#).

Additional Information:

- Collegial consultation may take place through your preferred communication method (e.g. email, phone, in-person meeting), as long as the above requirements are met.
- The issued LMI report includes information regarding colleges with similar programs. The submitting college should determine which LA-19 colleges have similar programs and should consequently be contacted.
- The LAWC voting members must be part of the collegial consultation process. It is recommended that the respective faculty be included in the communication, if they are known. However, the LAWC voting member will be able to assist in facilitating the communication with their faculty members.

What documentation will be accepted for collegial consultation?

The documentation submitted with the [Regional CTE](#) application must list the colleges that were contacted for collegial consultation. It is preferred that the documentation submitted includes the communication sent to the colleges if completed by email (e.g. PDF of email thread), as well as any feedback or responses from the colleges.

If the documentation does not include confirmation that the LA Workforce Council voting members at colleges with similar programs were contacted, a reminder of this requirement will be included in the comments section of the Regional CTE application.

Thank you,

Gray Rakow, Grant Project Coordinator (they/them | she/her | [about pronouns](#))

Los Angeles Regional Consortium (LARC) | Pasadena City College

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