

Academic Affairs

Due for review as part of the regular review cycle. Compared to model CCLC procedure. CCLC legal updates from 2015. This procedure is legally required. Mici 1-27-2023

NOTE: This procedure is legally required. Local practice may be inserted here, which must address:

1) Establishment of an appointment process for related advisory committees; 2) Provisions for documenting the competence of students completing career and technical programs; and 3) Written procedures mandated by The Federal Education Department General Administrative Regulations 2nd Edition.

Edits as noted below. Jonathan Eldridge/Alina 2-1-2023

To Academic Senate 2-10-2023

AP 4102 CAREER ~~AND~~ TECHNICAL PROGRAMS**References:**

Title 5 Sections 55600 et seq.;

~~U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended;~~

~~2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);~~

~~34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, amended);~~

~~ACCJC Accreditation Standard II.A.14~~

All career and ~~technical~~ programs must have regularly scheduled advisory committee meetings. Programs receiving grant or categorical funding and/or federal funding through Perkins must “have extensive business and industry involvement, as evidenced by not less than one formal annual business and industry advisory committee meeting” (Section 135(b) of Perkins IV[2]). Advisory committee membership should include working professionals, employers, workforce boards, economic development entities, and other workforce organizations. As a best practice, committees should also include students, alumni, community-based organizations, and high school stakeholders. ~~in the appropriate program field whose expertise would benefit the growth and development of the program.~~ Members may be recommended by the faculty in a particular program, an existing advisory member, or be recruited on behalf of the program. ~~and reviewed and appointed by the Division Dean. A meeting that includes only college faculty from the program will not demonstrate employer engagement or sufficient advisory.~~

Advisory committees are used for planning purposes, curriculum development, District relations, and maintaining relevant, industry informed career and technical education programs that lead to gainful employment and livable wages. ~~that are relative to job needs and up to date with current field practices.~~ Committees are meant to support the partnership between business, labor, the community, and education with recommendations that enhance and expand the curriculum and improve the quality of program(s). Members provide valuable input in areas such as curriculum development, student recruitment, student placement, staff development, and equipment and software recommendations. Advisory minutes must be submitted to the College’s local curriculum committee and, when applicable, to the regional consortium as part of any new and existing program curriculum development.

Functions of the Career ~~and~~ Technical Advisory Committee

- To study the educational needs of a specific career ~~and~~ technical program and to make recommendations to the District program faculty and administration relating to these needs. Such recommendations may be included in the program's academic program review.
- To interpret the program to the communities served and the communities' needs to the District.
- To furnish specialized information and advice on technical requirements for the effective operation of the program.
- To provide channels of communication between the District and the various organizations and agencies of the community interested in the program.
- To further a cooperative relationship between the District and the resource agencies of the community in support of the program.

Operations of the Committee

- A faculty member of the particular career ~~and~~ technical program or a member of the advisory committee may serve as chairperson of the committee and shall preside at all meetings.
- Subcommittees may be appointed, if and as desired by the committee.
- Committee responsibilities of individual members may be designated, as required.
- Meetings shall have prepared agendas that are sent to committee members and other appropriate parties in advance of the meeting and kept on file in the Division office.
- Minutes shall be taken at all meetings and shall become a permanent record of the meeting and be kept on file in the Division Office.
- It is recommended that meetings be held at least twice during the academic year.
- Additional meetings may be called by the committee chairperson or by the appropriate administrator, as necessary.

Provisions for Documenting the Competencies of Students Completing Career ~~and~~ Technical Programs

All programs are responsible for monitoring, documenting, and communicating with their advisory committee how students are progressing toward the competencies, objectives, and student learning outcomes identified for the particular program.

Students may demonstrate proficiency in one or more of the following ways:

- Achieving grades on all assignments and examinations in each course within the program that would enable them to receive a certificate of training, certificate of completion, and/or a degree in the particular field.
- Performing all identified skills needed to enter a particular profession at a level that indicates proficiency in the particular skill.
- Completing all required clinical rotations or internships as required by the program.
- Passing all required local, state, and or national certification or licensure tests or examinations.
- Achieving identified course, program, and institutional student learning outcomes.
- Demonstrating competency through approved alternative methods which award credit for prior learning.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Instructional Officer will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's gainful employment programs, by disclosing federally-mandated information about the programs to prospective students. The District shall make the required disclosures available to prospective students in promotional materials and on its website.

The Chief Instructional Officer shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

Office of Primary Responsibility: Office of Student Learning and Success; Workforce Development and Career Education

Date Approved: November 11, 2009

Date Revised: June 19, 2012

Date Reviewed/Revised: