

**Academic Affairs**

**AP 4102 CAREER AND TECHNICAL PROGRAMS**

**References:**

- Title 5, Sections 55600 et seq.;
- 34 C.F.R. 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, as amended);
- 2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2<sup>nd</sup> Edition);
- ACCJC Accreditation Standard 2

**Career and Technical Program Advisory Committees**

Section 55601 in Title 5 of the California Code of Regulations requires that all career and technical programs have regularly scheduled advisory committee meetings. Advisory committee membership should include working professionals in the appropriate program field whose expertise would benefit the program. Members should be selected by the faculty in a particular program and reviewed and appointed by the Division Dean.

Advisory committees are used for planning purposes, curriculum development, college relations, and maintaining career and technical programs that are relevant to job needs and up-to-date with current field practices.

**A. Functions of the Career and Technical Program Advisory Committee**

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

**B. Operation of the Committee**

- 1. A faculty member of the particular career and technical program shall serve as chairperson of the committee and shall preside at all meetings.
- 2. Subcommittees may be appointed, if and as desired by the committee.
- 3. Committee responsibilities of individual members may be designated, as required.

- 38 4. Meetings shall have prepared agendas that are sent to committee members  
39 and other appropriate parties in advance of the meeting and shall be kept on  
40 file in the Division office. Meetings in person are preferred but virtual meetings  
41 are allowed.
- 42 5. Minutes shall be taken at all meetings and shall become a permanent record  
43 of the meeting and be kept on file in the Division and CTE offices.
- 44 6. Meetings should be held at least twice during the academic year.
- 45 7. A minimum of five industry representatives who are not teaching faculty in the  
46 program is preferred in each committee to provide breadth and depth in the  
47 feedback received from industry.
- 48 8. Additional meetings may be called by the committee chairperson or by the  
49 Dean, as necessary.

50 **Provisions for Documenting the Competencies of Students Completing Career and**  
51 **Technical Programs**

52 All programs are responsible for monitoring, documenting, and communicating with their  
53 Advisory Committee how students are progressing toward the competencies, objectives,  
54 and student learning outcomes identified for the particular program. This data must  
55 include student success, student retention, enrollment trends and provide disaggregated  
56 information including, but not limited to, student race/ethnicity and gender.

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

- 58 • Achieving grades on all assignments and examinations in each course within the  
59 program that would enable them to receive a certificate of completion, certificate  
60 of achievement, and/or a degree in the particular field.
- 61 • Performing all identified skills needed to enter a particular profession at a level that  
62 indicates proficiency in the particular skill.
- 63 • Completing all required clinical rotations or internships as required by the program.
- 64 • Passing all required local, state, and or national certification or licensure tests or  
65 examinations.
- 66 • Achieving identified course, program, and institutional student learning outcomes.

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

73 The Vice President of Academic Affairs shall establish procedures to ensure that the  
74 District meets these reporting requirements whenever the District intends to add a new  
75 gainful employment program.

**Date Approved:** August 20, 2007

**Dates Revised:** October 24, 2011, February 21, 2024

**Date Reviewed:** January 16, 2019