

Academic Affairs

1 AP 4102 CAREER AND TECHNICAL PROGRAMS

2 References:

- 3 Title 5, Sections 55600 et seq.;
- 4 34 C.F.R. Part 600 (U.S. Department of Education regulations on the Integrity of
- 5 Federal Student Financial Aid Programs under Title IV of the Higher Education
- 6 Act of 1965, as amended);
- 7 ACCJC Accreditation Standard II.A.14

8 Career and Technical Program Advisory Committees

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

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

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

- 18 1. To study the educational needs of a specific career and technical program and
- 19 to make recommendations to the College program faculty and administration
- 20 relating to these needs. Such recommendations may be included in the
- 21 program's academic program review.
- 22 2. To interpret the program to the communities served and the communities'
- 23 needs to the College.
- 24 3. To furnish specialized information and advice on technical requirements for the
- 25 effective operation of the program.
- 26 4. To provide channels of communication between the College and the various
- 27 organizations and agencies of the community interested in the program.
- 28 5. To further a cooperative relationship between the College and the resource
- 29 agencies of the community in support of the program.

30 B. Operation of the Committee

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

- 36 4. Meetings shall have prepared agendas that are sent to committee members
37 and other appropriate parties in advance of the meeting and shall be kept on
38 file in the Division office.
- 39 5. Minutes shall be taken at all meetings and shall become a permanent record
40 of the meeting and be kept on file in the Division office.
- 41 6. Meetings should be held at least twice during the academic year.
- 42 7. Additional meetings may be called by the committee chairperson or by the
43 Dean, as necessary.

44 **Provisions for Documenting the Competencies of Students Completing Career and**
45 **Technical Programs**

46 All programs are responsible for monitoring, documenting, and communicating with their
47 Advisory Committee how students are progressing toward the competencies, objectives,
48 and student learning outcomes identified for the particular program.

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

- 50 • Achieving grades on all assignments and examinations in each course within the
51 program that would enable them to receive a certificate of completion, certificate
52 of achievement, and/or a degree in the particular field.
- 53 • Performing all identified skills needed to enter a particular profession at a level that
54 indicates proficiency in the particular skill.
- 55 • Completing all required clinical rotations or internships as required by the program.
- 56 • Passing all required local, state, and or national certification or licensure tests or
57 examinations.
- 58 • Achieving identified course, program, and institutional student learning outcomes.

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

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

68 Office of Primary Responsibility: Vice President, Academic Affairs

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