

**AP 4102 CAREER AND TECHNICAL PROGRAMS**

**References:**

Title 5, Sections 55600 et seq.

**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 may be included in the program's academic 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.
4. Meetings shall have prepared agendas that are sent to committee members and other appropriate parties in advance of the meeting and shall be kept on file in the Division office.
5. 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.

6. Meetings should be held at least twice during the academic year.
7. Additional meetings may be called by the committee chairperson or by the Dean, 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 completion, certificate of achievement, 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.

Office of Primary Responsibility: Vice President, Academic Affairs

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