

Book VCCCD Administrative Procedure Manual

Section Chapter 4 Academic Affairs

Title AP 4102 Career Technical Education Programs

Number AP 4102

Status Under Consideration

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

ACCJC Accreditation Standard II.A.14

34 Code of Federal Regulations Part 600 (U.S. Dept. of Ed Regulations) California Education Code, Section 78016

Title 5, Sections 55600 et seq.

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Adopted July 14, 2009

Last Revised April 14, 2015

This Administrative Procedure applies only to programs with a Taxonomy of Programs (TOP) code that designates them as vocational or career technical in nature.

**I Career Technical Education (CTE) Program Development and Approval**

All CTE program development must follow the steps outlined in AP 4020: Program, Curriculum and Course Development. However new CTE program development and CTE program review must also include additional elements as stated below; see A and B. CTE programs must also follow new rules and regulations as established by the California Community College Chancellor’s Office as appropriate.

1. New CTE Program Development

New CTE programs and substantially revised CTE programs must follow AP 4020 and also include the following:

1. South Central Coast Regional Consortium submission (SCCRC): Prior to local Board of Trustees approval the proposed CTE program must be submitted to the South Central Coast Regional Consortium (SCCRC) for review and support.
2. Additional supporting documentation as guided by the most recent Program and Course Approval Handbook, including, but not limited to:

* Labor Market Information and analysis
* Regional Consortium minutes showing program endorsement
* Membership roster, minutes, and summary of recommendations from the most recent advisory committee meeting

1. CTE Program Review

CTE program review is required every two years (California Education Code Section 78016), in accordance with AP 4020 and the established program review practices at each District College. In addition to the established program review elements, the review process must address:

* Current viability of the CTE program
* Continuing market relevance

These two factors are satisfied by, as applicable:

* Demonstration of student completion, transfer, and/or demonstration of student success in obtaining employment
* Demonstration of student success in state of regional licensure, certification, or comparable examinations (if applicable)
* Continuing review by Advisory Committee identifying skills and competencies needed in the local workforce
* Does not represent unnecessary duplication of similar career programs in the area

II CTE Advisory Committees

Members of CTE Advisory Committees shall be employees selected from business or industry related to the program, high school/university representatives, students or alumni of the program, parents of students, representatives of labor organizations, Deputy Sector Navigators (DSNs), or other interested individuals with expertise in the area, or agency representatives. A balance should exist of faculty and staff representatives and together the faculty and staff should be no more than 20% of the committee membership. Advisory committees must meet at least once a year.

III CTE Gainful Employment Programs

# 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.

Last Modified by Andrea Rambo on July 6, 2017