

ADMINISTRATIVE PROCEDURE 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS**I. Advisory Committees**

All career/ technical education programs are to have regularly scheduled advisory committee meetings. Advisory committee membership should include working professionals in the appropriate program field whose expertise would benefit the growth and development of the program.

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

II. Functions of a Career/Technical Education Advisory Committee

- A. Advisory committees are used for planning purposes, curriculum development, District relations, and maintaining career/ technical education programs that are relative to job needs and up-to-date with current field practices.
- B. To interpret the program to the communities served and the communities' needs to the college.
- C. To furnish specialized information and advice on technical requirements for the effective operation of the program.
- D. To provide channels of communication between a College and the various organizations and agencies of the community interested in the program.
- E. To further a cooperative relationship between a College and the resource agencies of the community (including local industries) in support of the program.

III. Operation of the Advisory Committee

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

IV. Documenting Competencies of Students in Career/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 from the particular program. Students may demonstrate proficiency in one or more of the following ways:

- A. Achieving grades on all assignments and examinations in each course within the program that would enable them to receive a certificate of proficiency, certificate of achievement, and/or a degree in a particular field.
- B. Performing all identified skills needed to enter a particular profession at a level that indicates proficiency in the particular skill.
- C. Completing all required clinical rotations or internships as required by the program.
- D. Passing all required local, state, and or national certification or licensure tests or examinations.
- E. Achieving identified course, program, and institutional learning outcomes.

V. Compliance with United States Department of Education Gainful Employment Requirements

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice Chancellor of Educational Services 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 Vice Chancellor of Educational Services shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

References:

- California Code of Administrative Regulations Sections 55600 et seq.
- 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, as amended
- Title 5 Sections 55600 et seq.
- 2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations. 2nd Edition)
- ACCJC Accreditation Standard ii.A.14

Approved by the Chancellor: August 20, 2012

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