

# CITRUS COMMUNITY COLLEGE DISTRICT

## ACADEMIC AFFAIRS

### AP 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS

#### References:

- Title 5 Sections 55600 et seq.;
- 2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations 2<sup>nd</sup> Edition);
- 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);
- ACCJC Accreditation Standard II.A.14

#### Career and Technical Program Advisory Council

Section 55601 in Title 5 of the California Code of Regulations requires that all career and technical programs have regularly scheduled advisory council meetings. *Career and technical education programs:*

- A. Offer a sequence of courses that
  - 1. Provide individuals with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for careers and further education in current or emerging professions;
  - and
  - 2. Provide technical skill proficiency, an industry recognized credential, a certificate, or an associate degree.
- B. Include competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of an industry, including entrepreneurship, of an individual. [Carl D. Perkins Career and Technical Act of 2006, Section 3.5 Definition of Career and Technical Education.]

Advisory council membership shall include working professionals, and employers, in the appropriate program field whose expertise would benefit the program. These professionals shall be the majority of the council membership, selected by the faculty in a particular program, and reviewed and appointed by the division dean. Additional membership on the council may include full-time faculty, adjunct faculty, the director and/or dean, current students, program alumni, secondary partners and undergraduate institutions.

Advisory councils are used for planning purposes, curriculum development, college relations, and maintaining career and technical programs that are relevant to occupation(s), and up-to-date with current field practices.

## A. Functions of the Career and Technical Program Advisory Council

- To study the educational needs of the occupation(s) aligned with a specific career and technical education 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.
- To provide up-to-date information related to emerging trends, current and future employment needs, and future directions for the subject area.
- To assist in identifying the need for and the development of new programs and review existing programs for possible modification to meet the changing needs of the workplace.
- To recommend program quality indicators, including standards for completers, to ensure successful entry-level employment in the subject area.
- To furnish specialized information and advice on technical requirements needed for changes in facilities, equipment, materials and staffing required for effective, up-to-date, and relevant program instruction.
- To assist in marketing the program, recruiting students, and job placement of graduates of the program.
- To further a cooperative relationship between the College and the resource agencies of the community in support of the program.

## B. Operation of the Council

- Meetings must be conducted at least once per academic year. It is recommended that the council meet twice a year, once in the fall and once in the spring.
- An industry representative or faculty member of the particular career and technical education program shall serve as chairperson of the council and shall preside at all meetings. If an industry representative or faculty member is unable or the council elects, a director or dean may serve as the chair.
- The council may appoint subcommittees as needed.
- Council responsibilities of individual members may be designated as needed.
- Meetings shall have prepared agendas that are sent to council members and other appropriate parties in advance of the meeting.
- Minutes of each meeting shall be kept on file in the Division office and recorded in the Office of Academic Affairs. Minutes should reflect the names, title and company or organization of each member.

## Provisions for Documenting the Competencies of Students Completing Career and Technical Education Programs

All programs are responsible for monitoring, documenting, and communicating with their Advisory Council 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.

### **Gainful Employment**

Consistent with federal regulations pertaining to federal financial aid eligibility, the Superintendent/President will ensure that the District complies with the United States Department of Education's disclosure requirements for each of the District's career and technical 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 Superintendent/President shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new career and technical education program.

Board Approved	05/18/10
Revised	05/01/12
Desk Review	06/06/13
Revised	05/17/16