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**Allan Hancock Joint Community College District**  
**Administrative Procedure**  
Chapter 4 – Academic Affairs

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## **AP 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS**

Provisions for documenting the competence of students completing career and technical education programs are articulated in AP 4100 titled Graduation Requirements for Degrees and Certificates.

### **Board Approval of Programs**

Career and Technical Education (CTE) programs offer a sequence of courses with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare students for careers and/or further education in current or emerging professions. CTE programs provide technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree. The District shall approve all programs identified within this category.

### **Responsibility for Student Outcomes**

Each CTE program shall determine the student learning outcomes necessary for entry into employment and determine the methodology for assessing and documenting that students have attained these outcomes and are competent to enter employment and/or continue academic pathways.

### **Gainful Employment Requirements**

Effective July 1, 2020, the Department of Education rescinded all Gainful Employment (GE) regulations. Therefore, the College is no longer required to monitor gainful employment regulations.

### **Advisory Committees for CTE Programs**

Advisory committees help ensure program graduates demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification.

### **Membership**

Advisory committees will be composed of members of the community appointed by the Superintendent/President as well as faculty members in the discipline and the supervising administrator.

## **Advisory Committee Duties**

The purposes and duties of advisory committee(s) are to:

- A. assure the program addresses employment and educational needs of apprenticeship, business, industry, labor, and/or professions or focus of the program such as pre-employment training, in-service and skills upgrade training, and short-term training.
- B. assure the program addresses a realistic assessment of labor market needs and provides graduates with skills meeting employment needs.
- C. serve as a communication link and advocate for the program in the community, including, business, industry, labor, professional groups, the local field office of the Employment Development Department, and educational institutions.
- D. assist in assessments, evaluations, and reviews of the program including such factors as mission, program outline, course content, goals, objectives, competencies, catalog descriptions, instructional facilities, alignment of curriculum with employment needs, and specialized accreditation as appropriate.
- E. review the program to assure it is meeting district and program goals and objectives.
- F. assist in student recruitment/outreach, student cooperative education (work experience) sites, student job placement, and student follow up.
- G. assist in setting program priorities with respect to equipment, supplies, and facilities.
- H. assist in recruiting, through appropriate Board policies and administrative procedures, full-time and associate faculty, new advisory committee members, and expert resources for the program.
- I. assist in the evaluation of program outcomes based on the performance of Allan Hancock graduates placed in jobs.

## **Selection of Committee Members**

Names of prospective committee members shall be submitted by the department chair, director, coordinator or other faculty designee to the supervising dean who will review and make recommendations to the Chief Instructional Officer for the appointment. Names of recommended appointees shall be approved by the Superintendent/President. Official letters of invitation to advisory committee members will be sent by the Superintendent/President's Office.

## **Meetings**

- A. The advisory committee will meet at least one time during the academic year.
- B. The advisory committee chair or the discipline instructor responsible for the advisory committee may convene special meetings of the committee.
- C. The discipline instructor responsible for the advisory committee shall provide notices of meetings to all members in advance of each meeting.
- D. Minutes and attendance of each meeting will be recorded and provided to all members by the discipline instructor responsible for the advisory committee. A copy of the minutes will be sent to the supervising dean.

References: Title 5 Sections 55600 et seq.; Title 5 Section 55601;  
2 Code of Federal Regulations Part 200 (The Federal Department  
General Administrative Regulations, Annual Edition);  
34 Code of Federal Regulations Part 600 (U.S. Dept. of Ed Regulations);  
ACCJC Accreditation Standard II.A.14

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