

**AP 4102 CAREER/TECHNICAL PROGRAMS****References:**

- Title 5 Sections 55600 et seq.;
- 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;
- 34 Code of Federal Regulations Part 600

All career/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 growth and development of the program. Members may be recommended by the faculty in a particular program and reviewed and appointed by the Division Dean.

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

**Functions of the Career/Technical Advisory Committee**

- To study the educational needs of a specific career/technical program and to make recommendations to the District program faculty and administration relating to these needs. Such recommendations may be included in the program's academic program review.
- To interpret the program to the communities served and the communities' needs to the District.
- To furnish specialized information and advice on technical requirements for the effective operation of the program.
- To provide channels of communication between the District and the various organizations and agencies of the community interested in the program.
- To further a cooperative relationship between the District and the resource agencies of the community in support of the program.

**Operations of the Committee**

- A faculty member of the particular career/technical program or a member of the advisory committee may serve as chairperson of the committee and shall preside at all meetings.
- Subcommittees may be appointed, if and as desired by the committee.
- Committee responsibilities of individual members may be designated, as required.
- Meetings shall have prepared agendas that are sent to committee members and other appropriate parties in advance of the meeting and kept on file in the Division office.
- 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.
- It is recommended that meetings be held at least twice during the academic year.
- Additional meetings may be called by the committee chairperson or by the appropriate administrator, as necessary.

### **Provisions for Documenting the Competencies of Students Completing 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 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 training, certificate of completion, 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.

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.

Office of Primary Responsibility: Office of Student Learning

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**Date Approved:** November 11, 2009

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