

**IMPERIAL COMMUNITY COLLEGE DISTRICT  
AP 4102 Career and Technical Education (CTE) Programs**

Reference:

Title 5, Section 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

**I. ESTABLISHMENT OF AND APPOINTMENT PROCESS FOR RELATED  
PROGRAM ADVISORY COMMITTEES**

**A. Introduction**

The primary mission of the California Community Colleges is to empower the community colleges through leadership, advocacy, and support. The vision is for a better future for Californians by providing access to lifelong learning for all citizens and create a skilled, progressive, workforce to advance the State's interest. The Carl D. Perkins Career Technical Education Act (CTEA) of 2006 provides an increased focus on the academic achievement of career and technical education students, strengthen the connections between secondary and postsecondary education, and improve state and local accountability.

All California Community Colleges that participate in Career and Technical Education must appoint and have active program advisory committees to develop recommendations on the specific program and to serve as a liaison between the College and Business, Industry, Government, and Community potential employers.

To this end, the District has designed, adopted, and implemented the *Program Advisory Committee Handbook* to serve as a campus-wide resource, guide, and reference. All District personnel responsible for the development and maintenance of relevant and effective Career and Technical Education (CTE)

programs can use this document as a resource guide for their program advisory committees.

## **B. Definition of a Program Advisory Committee**

A program advisory committee is a group of volunteers selected to provide advice and/or support to the District, department chairs, faculty, and administration in a specific career technical education program and discipline.

## **C. Purpose of a Program Advisory Committee**

The primary purpose of any program advisory committee is to assist the District in maintaining career and technical education programs that match the realistic needs of Business and Industry. Since Business and Industry are in a constant process of change, maintaining an awareness of the nature and scope of such changes is almost impossible for the college instructional staff. Accordingly, it is absolutely necessary that the District, and its staff, maintain input from Business and Industry partners, which will allow the District to update its programs in accordance with current changes within any career and technical education field.

## **D. Qualifications of Program Advisory Committee Members**

The members of the program advisory committees should be individuals with a strong sense of responsibility and civic-mindedness who are willing to assume the responsibility of advising the faculty, staff, and administration on matters of educational concern related to their career. Committee members will commit to the following:

- 1. ADEQUATE TIME** - The person selected must be able to devote sufficient time and enthusiasm to the committee's work.
- 2. REPRESENTATIVE OF THE BUSINESS OR CAREER** - Employer representatives are selected from Business, Industry, and/or Government agencies that are recognized for their progressive practices and efficient operations. They may be owners, managers, or selected representatives from various careers and professions. The employee representatives are

professional and skilled craftspeople respected in their trades. A balanced representation of different aspects of the career is sought.

3. **LEADERSHIP** - Members of the committee have demonstrated leadership within their respective careers.

#### **E. Procedure for Appointment of Program Advisory Committee Members**

1. Committees are formed by program areas (specific disciplines) or by division responsibility, and are all under the management responsibility of the Dean of Economic and Workforce Development.
2. Prospective committee members may be recommended by faculty, department chairs, administrators, committee members, and members of the Board of Trustees.
3. The CTE administrator, in concert with the lead responsible for the CTE program for which the committee is formed, is responsible for contacting prospective committee members to confirm their willingness to serve.
4. The Dean of Economic and Workforce Development names the committees and notifies the individual members of their appointments.

#### **F. Membership of Program Advisory Committee Members**

Each program area should have its own advisory committee, which would be composed of the following representatives:

1. Business and Industry who manage and/or supervise in the CTE program
2. Business, Industry, Government who work in the career representing the CTE program.
3. The Employment Development Department (EDD).
4. Faculty members teaching in the CTE program.

5. The community who are aware of the needs of the disadvantaged and the handicapped.
6. Career and Technical Education students who are enrolled in the CTE programs.
7. District representatives on the committee may include an administrator, members from the teaching faculty, a member from the counseling staff, and other individuals, as appropriate.
8. District representatives do not act as officers of a committee. They serve in a capacity of consultant or resource persons in order to assist the committee in its work.

#### **G. Program Advisory Committee Functions**

The committees act in an advisory capacity. They have neither legislative nor administrative authority. Responsibility for decision and action rests with the Board of Trustees, the President, and the faculty and staff to whom responsibility for administration and implementation has been delegated.

Program advisory committees are extremely important in the development of a two-way system of understanding and communication between the District and its community. The confidence of the public is secured when the counsel of experienced and responsible citizens is solicited and acted upon by the college.

Although the power of a program advisory committee is based upon advisement and recommendations, the input of any active group is critical to the success of Career and Technical Education programs. Without such input, the District staff would be hard-pressed to make valid content decisions, program improvement, and program expansion. Historically, active program advisory committees have made significant contributions to program implementation and development.

#### **H. Responsibilities of the Program Advisory Committee**

1. Review, evaluate, and make recommendations concerning the content of instructional courses in the CTE program.

2. Review, evaluate, and recommend the courses to be included in the CTE program. This includes the addition, deletion, or revisions to any existing courses within the CTE program.
3. Assist in reviewing instructional techniques and instructional procedures within the CTE program.
4. Assist in the recruitment and screening of prospective employees for the instructional program, including full-time and part-time.
5. Make recommendations concerning use of instructional materials, including texts, audiovisual materials, lab assignment, etc.
6. Take recommendations concerning the availability of program facilities, equipment, and instructional supplies for the program.
7. Make recommendations concerning support services such as counseling, student placement, tutorial services, student clubs, etc.
8. Assist the District in its job placement services for students.
9. Assist with public relations efforts of CTE programs.

**I. Responsibilities of Program Advisory Committee Chair**

1. Prepare and mail agenda and attachments to be discussed.
2. Notify members and administration of the meeting.
3. Provide program status reports (statistical and descriptive info).
4. Mail minutes to all concerned.

**J. Responsibilities of College Representatives**

1. Arrange for a meeting place and parking permits if needed.
2. Keep and file minutes of all meetings.

## **K. Conducting Meetings**

The Program Advisory Committee chair and the District representatives will develop the agenda. The agenda, minutes of the previous meeting, and notices of future meetings will be distributed in a timely manner.

Program advisory committee meeting protocol should be consistent with Robert's Rules of Order and should include:

1. The matter of business to be acted upon should be presented to the committee in the form of a motion.
2. A motion, when moved, seconded, discussed, and carried, becomes a recommendation of the committee. The minutes should show who made the motion, who seconded it, and the nature of the vote.
3. The minutes should reflect a summary of discussion.
4. Draft minutes should be written promptly after the meeting and sent to members of the committee. Minutes are not official until approved at the next meeting.
5. Copies of the minutes should be filed with the CTE programs' department and with the Dean of Economic and Workforce Development.

## **L. Follow-up on Recommendations**

When the committees' recommendations have been discussed, addressed, and/or accepted and implemented by the District, committee members should be so informed, and receive follow-up reports on the outcome and/or effectiveness of their recommendations. They should also be advised if their proposals cannot be accepted by the District, and the reasons for not accepting the committees' proposals should be clearly stated.

## **M. Summary**

The program advisory committee is a source of public counsel. The judgments of committee members commonly reflect sound community thinking, and the suggestions for improvements that result from committee action should be

considered. Only through communication and close cooperation with the community can Imperial Valley College hope to develop quality career and technical education programs.

## **II. PROVISIONS FOR DOCUMENTING THE COMPETENCE OF STUDENTS COMPLETING CAREER AND TECHNICAL EDUCATION PROGRAMS**

### **A. Career Technical Education Curricula Programs**

The District has developed career programs which reflect employment opportunities of Imperial County and the region. Program advisory committees work closely with the District to assure each student the best in education and real employment opportunities upon graduation.

In developing a major program, each student should plan on completing graduation requirements for the Associate in Arts or Associate in Science degree. It is recommended that students plan a broad educational background, including general education courses.

It is most important that students consult with a counselor prior to or during their first semester in preparing programs to determine the appropriate sequence of courses. Further, it should be noted that the final responsibility for the selection of proper courses rests with the students.

### **B. Certificates**

College certificates are awarded to convey evidence that well-defined levels of proficiency have been attained in designated CTE fields. Certificate programs are available in some of the CTE areas for which the College offers the Associate Degree. To qualify for a College certificate, a student must:

1. Complete all courses listed with requirements for a particular certificate.
2. Achieve a "C" grade average (2.0 GPA) for all courses used to complete the certificate.

3. File a certificate petition with the Admissions Office no later than the end of the fourth week of each semester and the first week of the summer session (deadlines subject to change).

### **III. U.S. DEPARTMENT OF EDUCATION DISCLOSURE REQUIREMENTS**

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