

Academic Senate

Career Education Committee Meeting

September 27, 2021 1:00 p.m. to 2:00 p.m. (Zoom Virtual Meeting)

Notification: *The meetings are audio recorded for note taking purposes. These recordings are deleted once the meeting summary is approved by the Career Education Committee.*

- 1) Approve Previous Minutes
 - a) August 30, 2021
- 2) Review and Recommendation for AP 4102 (*See Attachment Page 2 -4*) (Harriet)
- 3) Review CTE Tool Kit Option 3 (Gary & Regina)
- 4) CCCAOE Fall 2021 Conference (Harriet & Gary)
- 5) Would Faculty be interested in another ACUE Cohort, or some other professional development (Harriet & Gary)
- 6) Open Forum (15 minutes)

Announcements: Open Forum for Discussion

Future Agenda Items:

- 1) SWP Allocations
- 2) Program Review



AP 4102 Career and Technical Education

References:

- Title 5 Sections 55600 et seq.;
- 2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd 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

The purpose of career and technical education is to:

- provide accessible and equitable quality learning opportunities to students of all ages with the academic and technical skills, knowledge and training necessary to succeed in future careers and to become lifelong learners;
- respond to industry need and engage with employers to provide employees for employment in high-skill, high-demand positions with the knowledge and skills needed for success in the global economy; and
- advance the region and state's and economic growth and global competitiveness through education, training, and services that contribute to continuous workforce improvement.

The competence of students completing career and technical education shall be evaluated by the same local criteria used for all courses and in accordance with specific requirements established by the District.

Advisory Committees

Advisory committees are groups of local employers and community stakeholders who advise educators on the design, development, operation, evaluation, and revision of technical and occupational education programs. The workplace knowledge and resources provided by committee members help to ensure that all aspects of technical and occupational education reflect the needs and current conditions of the workplace and that program completers are capable of successfully completing the next step whether it be employment or further education.

Recognizing the high cost of vocational and career and technical education programs, the state has utilized federal funds (Carl D. Perkins) to help support the additional needs of these programs. Each program receiving Carl D. Perkins funds shall have an advisory committee comprised of a majority of members from business and industry that meet at a minimum of one time each academic semester. Members of the advisory committee are selected by the appropriate department chair in consultation with the related instructional deans, Workforce and Economic Development and Career Services.

Specific roles of the advisory committee include:

Industry

- Promote communication and partnerships between education and industry
- Assist in identifying new and emerging fields
- Validate labor market data
- Recommend program modifications for existing programs that align with changes in industry or industry standards for market relevancy
- Assist the program in identifying specific skills and knowledge needed to be successful in the workplace
- Assist in determining skills needed for particular jobs at entry, technical, and professional levels
- Help connect program faculty with other industry professionals and prospective students
- Provide pay ranges and job descriptions for entry-level positions
- Identify job vacancies, hiring practices, and industry trends

Students

- Be a student mentor
- Help obtain sponsors or resources for awards, scholarships, equipment or supplies
- Serve as a guest speaker, provide demonstrations, or site visits as needed
- Assist in marketing the program and recruiting students
- Recruit students for employment opportunities
- Participate in career and job fairs

Curriculum

- Assist in establishing curriculum and programs that are relevant to current industry standards and practices
- Assist in evaluating program effectiveness and reviewing student outcomes data
- Provide and/or identify training opportunities for educators
- Assist in keeping programs relevant by reviewing existing curriculum and programs

Facilities and Equipment

- Make equipment and facilities recommendations and connect programs with relevant vendors
- Help obtain sponsors or resources for equipment or supplies
- Donate equipment or supplies
- Assist in keeping programs relevant by reviewing existing facilities and equipment

Compliance with United States Department of Education Gainful Employment Requirements

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