

ADMINISTRATIVE REGULATION 4102

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

CAREER TECHNICAL EDUCATION PROGRAMS

I. PROGRAM ELIGIBILITY FOR FINANCIAL AID

- A. Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice Presidents for 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 Vice Presidents for Instruction shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment program.

II. ADVISORY COMMITTEE FUNCTIONS

Each college shall utilize program advisory committees to assist them in the development and review of their career technical education programs. Program advisory committees should include representatives who are recognized and respected experts in their fields.

- A. A career technical education program advisory committee is advisory and performs its functions by making recommendations to the program faculty, their respective department chair, and division/school dean.
- B. A career technical education program advisory committee may perform all or some of the following functions:
1. Review existing and proposed program curriculum;
 2. Research and provide information concerning program needs, costs, instructional facilities and equipment required, and potential enrollment;
 3. Recommend subject-matter changes for new or revised curriculum;
 4. Recommend entrance standards for specific curriculum;
 5. Provide input for publicizing the content and aims of the curriculum and for program marketing strategies;
 6. Inform the college of changes in the labor market (i.e. specific needs, surpluses, etc.);
 7. Serve as a labor market resource for faculty during the program review process;
 8. Assist faculty in identifying and articulating expected program/course outcomes as a component of Student Learning Outcomes;

Adopted: 01-20-11
Revised: 04-14-16
Revised: 05-06-21

9. Review and endorse program content to ensure that the program complies with requirements of any external licensing/accrediting organizations;
10. Facilitate the donation of equipment to the program to ensure that students are learning with state-of-the-art technology;
11. Assist in recruiting students for the program;
12. Host work-based learning opportunities for students enrolled in the program or provide job leads and employment opportunities for program graduates; and/or
13. Provide input and support for grant and funding source applications and activities.

III. APPOINTMENT AND MEMBERSHIP

- A. At the time program advisory committee members are sought, the following points should be used as guidelines:
 1. Appointees have the time, interest, and experience to qualify for service;
 2. Appointees understand the nature of the assignment, the duties performed, and the role of the program advisory committee;
 3. Appointees are aware of the amount of time and number of meetings involved;
 4. Appointees shall be sought so that program advisory committee membership is representative of the community and the occupations, both employer and employee, and who are knowledgeable of the education needs of students, disadvantaged populations, business, and industry; and
 5. Current and former students, now employed in the field, may be appointed to the program advisory committee.
- B. To ensure continuity in membership, newly organized program advisory committees or restructured program advisory committees should select members for one, two, or three years. Program advisory committee members may be re-appointed.
- C. The department chairperson or faculty designee will personally contact any proposed new members to ensure their willingness to be nominated for membership.
- D. During the first semester of each academic year, each career technical education program department chair shall send to their respective school/division dean an updated program advisory committee list, which includes:
 1. committee members' names,
 2. companies and/or organizations,
 3. mailing address,
 4. e-mail address,
 5. telephone numbers, and
 6. beginning and ending dates of service on the committee.

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IV. MEETINGS

- A. The department chair or faculty designee will be responsible for developing a schedule of meeting dates for each program advisory committee. Each program advisory committee shall meet at least once during each academic year.
- B. The department chair or faculty designee, in collaboration with the program advisory committee chair, will prepare meeting agendas.
- C. Full and part-time instructors teaching in program areas of a particular program advisory committee are encouraged to attend as resource persons.
- D. Meetings are open to all interested faculty, or other college officials, and interested individuals.

V. MINUTES

- A. The department chairperson or faculty designee will be responsible for obtaining minutes of each program advisory committee meeting.
- B. Minutes will be submitted to the program advisory committee members, appropriate school/division dean, department chair, and program faculty in a timely manner.
- C. Minutes should contain a list of members in attendance and a review of the discussion on agenda items, as well as a record of all recommendations and actions taken to clearly document recommendations for curriculum changes.
- D. Minutes will be stored in a centralized location determined by the school/division office.

References:

California Code of Regulations, Title 5, Sections 55600 et seq.
ACCJC Accreditation Standard 2

Adopted: 01-20-11
Revised: 04-14-16
Revised: 05-06-21