

HARTNELL COMMUNITY COLLEGE DISTRICT

AP 4102 Career and Technical Education Program

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 2

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President of Academic Affairs will ensure that Hartnell College 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. Hartnell College shall make the required disclosures available to prospective students in promotional materials and on its website.

The Vice President of Academic Affairs shall establish procedures to ensure that Hartnell College meets the reporting requirements whenever Hartnell College intends to add a new gainful employment program.

Each career technical education discipline requires regularly scheduled advisory committee meetings to develop recommendations on the program and to provide liaison between Hartnell College and potential employers. The committee shall consist of one or more representatives of the general public knowledgeable about the workforce needs, including business and industry representatives, students, faculty, school administration, and the field office of the Employment Development Department.

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

Functions of a Career/Technical Education Committee

- To study the educational needs of a specific career technical education program and to make recommendations to Hartnell College program faculty and administration relating to these needs. Such recommendations may be included in the program's instructional program review.
- To interpret the program to the communities served and the communities' needs to the college.
- To furnish specialized information and advice on technical requirements for the effective operation of the program.
- To provide channels of communication between Hartnell College and the various organizations and agencies of the community interested in the program.

- To further a cooperative relationship between Hartnell College and the resource agencies of the community in support of the program.

Operation of the Committee

- The chairperson of the advisory committee shall be elected from the membership of the committee. This election should take place at least every two years.
- 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.
- Minutes shall be taken at all meetings and shall become a permanent record of the meeting and shall be kept on file.
- Committees are required to meet once a year as recommended.
- Additional meetings may be called by the committee chairperson or by the appropriate administrator as necessary.
- All programs are responsible for monitoring, documenting, and communicating with their advisory committee how students are progressing.
- Student outcomes will be reviewed by the advisory committee annually.

Approved by the Superintendent/President: November 8, 2016