

Sonoma County Junior College District Board Policy Manual

Chapter 4: Academic Affairs

Title: Career and Technical Education Programs

Code: AP 4102 (SRJC Procedure 3.13P Career and Technical Education Programs Advisory Committees)

Adopted:

Last Revised:

Last Reviewed:

A. Board Approval of Programs

Career and Technical Education programs are sequences of courses that help students develop the knowledge and skills needed for entry-level employment, career advancement, or transfer. Santa Rosa Junior College Board of Trustees shall approve all new programs identified within this category.

B. Responsibility for Student Outcomes

Each Career and Technical Education program, in collaboration with related advisory committee input, shall determine the student learning outcomes necessary for entry into employment, career advancement, or transfer and determine the methodology for assessing and documenting that students have attained these outcomes and are competent to enter employment.

C. Advisory Committees

An advisory committee may perform all or some of the following functions:

1. Evaluate current and proposed curriculum and make recommendations for subject-matter and technological changes.
2. Provide information regarding program needs and costs, instructional facilities and equipment to effectively operate specific programs.
3. Recommend entrance standards for specific programs.
4. Assist in program marketing strategies.
5. Inform the District and program of changes in the labor market, specific industry needs and projected growth or decline in employment.
6. Serve as a labor market resource for faculty during the program review process.

7. Assist faculty in identifying and articulating expected program/course outcomes as a component of Student Learning Outcomes.
8. Review and endorse program content to ensure that program complies with requirements of any external licensing/accrediting organizations.
9. Assist in fundraising efforts to support new curriculum, acquisition of equipment and implementation of technology.
10. Assist in recruiting students and faculty for specific programs.
11. Host internships for students enrolled in the specific programs.
12. Provide job leads and employment opportunities for program graduates.

I. Guidelines for appointing members

Appointees should:

1. Have the time, interest, and **related industry** experience to be effective members.
2. Represent our broader community to address diversification and inclusivity of membership.
3. Understand the nature of the assignment, the duties required, the role of the committee, its size, membership, tenure and term of service.

II. Membership

1. Appointments are made for a three-year term. To ensure continuity in membership, newly organized committees or restructured committees should select members for one, two, or three years. Committee members may be re-appointed.
2. To avoid potential conflicts of interest, committee membership shall be encouraged to be non-instructional representatives of the community, business and industry; have recent related experience, be available to serve their full term, and have an interest in education. If it becomes necessary to use instructional faculty as committee members, said members shall recuse themselves from any vote that creates a conflict of interest for that person.
3. Current and former students now employed in the field or as required by external licensing/accrediting organizations, may also be appointed to the committee.
4. The department chairperson, program coordinator or designated faculty member will personally contact any proposed new members to **ensure** their willingness to serve as a member and forward names to the office of the Dean of Career ~~and Technical~~ Education and **Economic Workforce** Development.

5. Persons appointed to the advisory committees will be notified by letter from the office of the Dean of Career ~~and Technical~~ Education and ~~Economic Workforce~~ Development.

6. The department chairperson, program coordinator or designated faculty member will compile a list of active members and submit to their supervising administrator by the end of the first week of September. The supervising administrator will submit the current list of active members to the Dean of Career ~~and Technical~~ Education and ~~Economic Workforce~~ Development by the end of the second week of September.

7. Documentation of advisory committee membership will be prepared by the Dean of Career ~~and Technical~~ Education and ~~Economic Workforce~~ Development for the approval of the Vice President of Academic Affairs and forwarded to the Superintendent/President for submission to the Board of Trustees.

8. Membership will be revoked after the third consecutive absence.

III. Committee Chair

1. A chairperson for the advisory committee will be selected from the membership.

2. The committee chairperson is responsible for preparing the agenda in collaboration with the department chairperson, program coordinator or designated faculty member and forwarding to the Dean of Career and Technical Education and Economic Development.

IV. Meetings

1. The department chairperson, program coordinator or designated faculty member in collaboration with the committee chair, will be responsible for developing a schedule of meetings for each advisory committee. Each committee shall meet at least ~~twice~~ ~~once~~ per academic year. ~~(preferable once in the fall semester and once in the spring semester).~~ A quorum (50% of the official membership + 1) of the membership must be present in order for a meeting to be official and conduct business. Proxy voting will be allowed with written confirmation made with the committee chairperson.

2. The department chairperson, program coordinator and supervising administrator shall attend all meetings. ~~Contract and associate faculty members~~ teaching in subject areas of a particular committee are encouraged to attend the meetings as resource persons only.

3. Meetings are open to all interested faculty, staff, administrators or other college officials, educational partners and interested individuals.

4. A copy of the agenda must be submitted to the office of the Dean of Career ~~and Technical~~ Education and ~~Economic Workforce~~ Development at least 10 days in advance of all advisory committee meetings.
5. Meetings may be held online, using web conferencing software.

V. Minutes

1. The department chairperson, program coordinator or designated ~~faculty staff~~ member will be responsible for taking minutes at each meeting. Minutes will be submitted to the supervising ~~dean~~ administrator and the office of the Dean of Career ~~and Technical~~ Education and ~~Economic Workforce~~ Development within two weeks following each meeting.
2. Minutes should contain a list of members in attendance, those not present and a review of the agenda items discussed, as well as a record of all recommendations.
3. Minutes will be distributed to the following:

Committee Membership

College Community representatives
 President/Superintendent
 Vice President of Academic Affairs
~~Vice President Executive Dean~~ of the Petaluma Campus
 Vice President of Student Services
 Dean of Career ~~and Technical~~ Education and ~~Economic Workforce~~ Development
 Dean of Instruction ~~& Strategic Program Development~~, Santa Rosa Campus
 Dean of Instruction ~~& Enrollment Management~~, Petaluma Campus
 Dean of Counseling and ~~Student Success Support Services~~
 Dean of Students ~~Services~~
 Dean of ~~Disabled Student, Programs and Services-Disability Resources~~
~~Department or designated representative~~
 Department Chair
 Program Coordinator
 Instructional faculty
 Instructional support staff
 Work Experience Department representative
~~Coordinator, Student Outreach CE liaison Career and Technical Education Outreach Coordinator~~
 Counseling Department Chair or designated representative
 Director of Institutional Research or designated representative

Educational partners

Sonoma County of Education designated representatives

Sonoma State University designated representatives
Related/interested education organizations
North Bay Collaborative Partners
Local private four-year institutions

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President of Academic Affairs 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 President of Academic Affairs shall establish procedures to ensure that the District meets these reporting requirements whenever the District intends to add a new gainful employment 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 II.A.14

Legally Required