

## **Proposed Santa Rosa Junior College Career & Technical Education (CTE) Liaison Summary of Responsibilities / 4 March 2026**

*The following proposal for consideration by the Academic Senate was developed [as inspired by the Allan Hancock College Career & Technical Education \(CTE\) Liaison Summary of Responsibilities](#)*

*and in consultation with the following CTE colleagues:*

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### **Proposed Santa Rosa Junior College Career & Technical Education (CTE) Liaison Summary of Responsibilities**

The Academic Senate appoints the Career and Technical Education (CTE) Liaison at Santa Rosa Junior College. This liaison serves as a central connector among CTE faculty, administration, industry partners, the Chancellor's Office, and regional/statewide initiatives. The following summary consolidates and clarifies the key responsibilities and functions based on the provided documents.

#### **Responsibilities**

- **Facilitation and Communication**
  - Serve as a main point of contact for CTE faculty, ensuring timely dissemination of information about events, initiatives, and opportunities from the college, region, and state.
  - Act as a conduit between local faculty, college administration, regional CTE Liaisons, and statewide bodies (e.g., Academic Senate, ASCCC), advocating for CTE interests and reporting on relevant issues.
  - Monitor and share updates from statewide CTE organizations and participate in local Senate meetings to represent CTE concerns.
  - Attend BACCC Regional Meetings and other regional career education events during faculty contracted days and attend the CCCAOE Statewide Conference each semester.
  
- **Program and Curriculum Coordination**
  - Support activities in CTE curriculum alignment and program development, with K-16 faculty and workforce partners, as appropriate.
  - Encourage Credit for Prior Learning (CPL) opportunities and processes.
  
- **Outreach, Recruitment, and Marketing**
  - Promote outreach and recruitment activities, such as campus tours, application workshops, and college fairs targeting prospective students and community members
  - Support the creation and distribution of promotional materials for CTE programs (flyers, banners, virtual resources, etc.)
  - Foster partnerships with local schools, industry, and community organizations to promote CTE pathways.

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- **Industry and Community Engagement**
  - Participate in employer engagement and attend the career education advisory committee meetings to support CTE programs alignment with workforce needs and industry standards
  - Encourage program faculty's engagement in advisory committee meetings.
  - Encourage and support work-based learning opportunities, such as internships and apprenticeships, for students.
  
- **Data, Reporting, and Resource Management**
  - Act as a data coach, supporting faculty with data resources, analysis, and reporting for program improvement and review.
  - Stay informed about grant opportunities, budget allocations, equipment prioritization, and the promotion of transparency in resource management.
  - Advocate for equitable allocation and effective use of Strong Workforce and Perkins funds.
  
- **Professional Development and Leadership**
  - Identify, promote, and facilitate professional development opportunities for CTE faculty and staff to stay current with workforce trends.
  - Recruit and encourage faculty participation in local and statewide committees, advisory boards, and leadership roles.
  - Share information about available grants and support faculty in pursuing funding for program enhancements.
  - Attend other relevant CTE-focused professional development opportunities as needed.

**Summary Statement**

The AHC CTE Liaison serves as a crucial bridge between Santa Rosa Junior College, the Academic Senate, its faculty, the Chancellor's Office, and the broader workforce and educational community. This role ensures that CTE programs are responsive to labor market needs, appropriately resourced, effectively promoted, and maintain strong partnerships within industry and education. The CTE Liaison sustains program relevance, supports faculty and student success, and strengthens the college's presence at local, regional, and statewide levels.