

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

- Title:** Career and Technical Education Programs
- Revision Date:** 3/2/10; December 10, 2013  
October 13, 2015; November 22, 2016
- Responsible Area:** Instruction Office
- Responsible Office:** Vice President, Instruction
- Policy Reference:** Title 5, Sections 55600 et seq.; 2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2<sup>nd</sup> 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

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

The District shall also:

- establish an appointment process for related advisory committees;
- establish provisions for documenting the competence of students completing career and technical programs and
- Establish written procedures mandated by The Federal Education Department General Administrative Regulations 2<sup>nd</sup> Edition.

The program approval process for new Career and Technical (CTE) programs is somewhat more encompassing than the approval for non-CTE programs as described in the following chart. Reference AP 4020 for the general program development procedure. The components in such a process include faculty participation in the appropriate area, a program proposal document, a labor market study, and an employer survey. The program approval process involves the regional CTE Consortia, the local Curriculum Committee and Board of Trustees, and the Chancellor's Office.

The attached chart indicates the tasks required to complete the process.

**CTE PROGRAM DEVELOPMENT PROCESS**

This is intended as a guide to be used in the development of new vocational programs. Due to the varying nature of individual programs specific timelines are not included. Generally, a program will take a year to two years from initial discussion to Chancellor's Office approval.

NO.	TASK	DESCRIPTION
1.	Initial Discussion and Research	Department level discussion and preliminary research necessary to justify further efforts.
2.	Develop Program Proposal	2-4 page description of proposed program. To include initial thinking about: Concept/Rationale                      Facilities Job Market                                      Curriculum Finances                                        Staffing Equipment                                      Other relevant info
2.1	Announce to regional CTE consortia	Each new program proposal needs to be "sun shined" at the first available regional CTE consortia meeting to avoid potential duplication within the region.
3.	Informing the Campus Community	Program abstract is shared with each of the following: Academic Area Dean/Director Chief Instructional Officer Curriculum Committee Academic Senate Learning Council Other potentially affected programs and services  Feedback on proposed program is sought, especially from those areas of the College likely to be impacted by the proposal.
4.	Proposal Development for the Community College Chancellor's Office	All of the steps and documentation necessary for the completion of a new program proposal to the California Community College Chancellor's Office are completed.
4.1	Establish Projected Starting Date	Through inclusion of program projection in planning documents, circulation of Program Proposal, and ongoing program development work, a projected date for the beginning of the program is developed. (This information may be included in the Program Abstract.)
4.2	Designate Level of Authorization	Define the Degree and Certificate Programs to be offered within the new program.
4.3	Regional CTE consortia Application completed	To include: TOP Code; Degree sequence(s) and number of units; Certificate sequence(s) and number of units; Projected annual enrollments (with rationale); Net labor demand (with rationale); Library/TLC impact; Staffing requirements (to include new proposed positions); Facilities plan; Equipment plan; Referenced inclusion in College planning process.
4.4	Required Documentation	Completion of required forms of application.
4.5	Statement of Goals and Objectives	Ties program goals and objectives to the College's mission.
4.6	Catalog Description	Description of the program as it will appear in the catalog.
4.7	Rationale	Role of the program in the College's curriculum.
4.8	Enrollment Projection Data	To include enrollment in current courses and results of student survey(s).

**CHAPTER 4: ACADEMIC AFFAIRS**  
**ADMINISTRATIVE PROCEDURE NO.: 4102**  
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<b>NO.</b>	<b>TASK</b>	<b>DESCRIPTION</b>
4.9	Place of Program in Curriculum/Similar Programs	Ties this program to existing programs. Places the program within the total college curriculum.
4.10	Similar Programs at Other Colleges in the Area	Does the same as the above within the Region.
4.11	Labor Market Information (LML Data)	Occupational demand survey information from medium to large employers, to be conducted every 5 years. To include: Net job market; Earning potential; Career potential; Emerging occupations information; Competitive fields; Supplementary occupational skills; and Entrepreneurial opportunities.
4.12	Employer Survey	Survey of employers in geographic region or explanation if survey not included.
4.13	Advisory Committee	Activities to include: Formation of committee; Curriculum development/Review activities; Equipment plan development participation; Experiential education plan participation.
4.14	Minutes of Key Meetings/Recommendations	Record of proposal preparation and other relevant meetings.
4.15	Recommendations of Regional Occupational Deans	A letter or copy of minutes of Regional Dean's meeting which indicates their support for the program.
4.16	Curriculum Development	Define coursework for each degree and certificate; Develop outlines of record for all required courses; Diagrams of all degree and certificate sequences. Develop course and program level SLO's and SLO assessment with input provided by industry and Advisory committee members.
4.17	Library and TLC Plan	Define program's need from Library/TLC and the plan to meet the needs.
4.18	Facilities and Equipment Plan	Defines the program's facilities and equipment needs and includes a plan for meeting the needs.
4.19	Financial Support Plan	Defines the program's financial support needs and includes a plan for meeting the needs.
4.20	Faculty Qualifications and Availability	Defines program's instructional staffing needs and includes a plan for meeting the needs.
4.21	Signatures	As required.
5.	Curriculum Committee	Curriculum Committee Approves: Newly developed curriculum; Modified curriculum; Certificate course sequence, and; Degree course sequences.
6.	Program Approved by Trustees	Trustees approve the proposed program.
7.	Regional CTE consortia Approval	Regional CTE consortia approve all new CTE programs
8.	Submission of Application	Date when application is submitted to Chancellor's Office.