



Book	VCCCD Administrative Procedure Manual
Section	Chapter 4 Academic Affairs
Title	AP 4102 Career Technical Education Programs
Code	AP 4102
Status	Active
Legal	California Education Code, Section 78016 Title 5, Sections 55600 et seq.
Adopted	July 14, 2009
Last Revised	February 25, 2022
Last Reviewed	February 25, 2022

Career Technical Education (CTE) Program Development and Approval

This procedure applies only to programs with a Taxonomy of Programs (TOP) code that designates it as vocational or career technical in nature. All CTE program development must follow the steps outlined in [AP 4020](#) Program, Curriculum, and Course Development. Additionally, new CTE program development must also include the following:

1. South Central Coast Regional Consortium (SCCRC) Recommendation: The proposed CTE program must be submitted to the SCCRC for review and support by the CTE designee, where applicable. The submission timeline must ensure the opportunity for proper vetting of the new CTE program by each District College curriculum committee.
2. Additional supporting documentation as guided by the most recent Program and Course Approval Handbook (PCAH), including, but not limited to:
 - Labor market information (LMI) and analysis. LMI must be obtained from the Center of Excellence.
 - If LMI is not available, then the following alternative data sources may be included as supporting documentation:
 - Employer survey
 - Explanation of employer relationship
3. Membership roster and minutes from most recent advisory committee meeting indicating recommendation for the program.

Advisory Committee Membership

Members of the advisory committee shall be employees selected from business or industry related to the program, high school/university representatives, students or alumni of the program, or other interested individuals with expertise in the area, or government agency representatives. A balance of representation should exist between the members from industry and the members from college, with the college's faculty and staff representatives making up no more than 20% of the committee membership.

CTE Program Review

CTE program review is required every two years ([California Education Code Section 78016](#)), in accordance to established program review practices at each District College, and the requirements in the latest edition of Program and Course Approval handbook (PCAH). In addition to the established program review elements, the review process must include at a minimum:

- Current program narrative with updated Program Student Learning Outcomes (PSLOs)
- New LMI and analysis which should address:
 - Current viability of the CTE program
 - Continuing market relevance of CTE

- Demonstration of student completion of the program
- Demonstration of student success in state or regional licensure, or comparable examinations
- Demonstration of student success in obtaining employment
- Evidence of continuing review by Advisory Committee identifying skills and competencies needed in the local workforce
- Updated SCCRC recommendation

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

[See Board Policy BP 4102.](#)

Governance Review

2022 02.25 Consultation Council

2022 02.14 Chancellor's Cabinet

2022 02.10 DTRW-I