

Los Angeles Harbor College
Career Technical Education Committee
Policy and Procedure Manual

Original prepared by: Mark Wood. Approved by the LAHC Academic Senate, May 5, 2011
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Description: The Career Technical Education Committee (CTEC) is a committee of the Academic Senate. The Faculty Co-Chair or designee will report to the Academic Senate on a monthly basis regarding curriculum development, emerging trends, financial reconciliation, and status of programs.

Mission: The Career Technical Education Committee is dedicated to fulfilling the college mission of developing student centered career technical education programs at Los Angeles Harbor College. CTEC shall work towards consistent program improvement through assessment of student learning and responsiveness to community needs.

Qualification for program: CTE is defined as providing a “**technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree**”

CTE may include prerequisite courses that meet the requirements of the definition, as long as they are not remedial in nature

Purpose: The Career Technical Educational Committee will have primary oversight of the Career Technical Education Program at Los Angeles Harbor College. They will be responsible to:

- Assist in the development of degrees and certificates in CTE programs.
- At the **postsecondary level, technical skill proficiency should include student achievement on technical assessments that are aligned with industry-recognized standards when possible.** Also at the postsecondary level, student placement in high wage, high skill, or high demand occupations or professions should be measured.
- Oversee the reporting of required documentation for academic programs within the disciplines.
- Assist in the financial opportunities and program sustainability of the disciplines through distribution of CTE funding avenues and grant development.
- Recommend, review and assist in the development of new CTE programs.
- Report related materials to college, district, state and federal agencies.
- Assure the sustainability of CTE programs.

Composition of Committee: The composition of the Career Technical Education Committee shall be:

- The Dean of Economic Workforce and Development
- Representative from the Office of Research and Planning
- Representative from AFT Staff Guild
- Representative from each of the CTE Disciplines, as of spring 2013

Top Code	Program
0201	Architecture
0501	Business
0502	Accounting
0511	Real Estate
0514	CAOT (Computer Applications Office Technology)
0701	Info Tech (CSIT-Computer Systems/ Info Tech)
0702	Computer Information Systems (Computer Technology)
0924	Engineering Technology
0934	Computer Technology (Electronics and Electric Technology)
0935	Industrial Engineering
0953	Drafting Production Design
0945	Process Plant Technology
1005	Commercial Music
1230	Nursing
1250	EMS-Emergency Medical Services
1305	Child Development
1306	Culinary Arts
2105	Administration of Justice
2133	Fire Technology

Support Services:

Provide primarily counseling, periodicals and tutorial assistance to CTE students.

- Librarian
- Learning Assistance Center Director, or designee
- Career Counselor
- SPS director or designee

Chair of the Committee

The Committee will be Co-chaired by:

The Dean of Economic and Workforce Development

One Faculty Member of a CTE Program, confirmed by the Academic Senate

Quorum: A quorum will consist of one administrator and 50% of CTE representative programs.

Voting: 50% +1 or committee members present shall decide action items.

Process:

- All meetings shall be held in accordance to the Brown Act.
- In the spring of each year, program unit plans will be submitted to the CTEC. These plans will include a description of the program, Assessed Student Learning Outcomes, Current Two Year program review, and minutes of annual Advisory Board meeting.

Perkins Grant:

- Programs may submit a Perkins Mini-grant Proposal for Perkins funding. Proposals shall be submitted early in the Spring semester for the following academic year. The Co-Chairs of the Committee shall provide an application form and timeline for submission.
- Eligible Perkins Programs: Programs eligible for Perkins funding include “CTE Disciplines” and “Support Services,” as listed above.
- Review and Allocation Process:
 - A Subcommittee to review Perkins Mini-grant Proposals shall consist of:
 - The CTE Committee member from each of the “CTE Disciplines” listed above.
 - The CTE Committee member from each “Support Services” Program listed above.
 - The Co-Chairs of the CTE Committee.
 - Midway through the Spring semester, the Subcommittee will hold a Review Meeting, at which Programs shall present their proposal, ask/answer questions, review proposals, and allocate funding.
 - Prior to the Review Meeting, copies of all proposals shall be made available to each member of the Subcommittee. Members shall review each proposal and prepare questions, etc.
 - Prior to the Review Meeting, the Co-Chairs will consult the Dean of Academic Affairs to verify that Programs have completed necessary program documentation, in accordance with Academic Senate rules.
 - A portion of funds shall be designated by the Co-Chairs to serve All Programs, such as travel/conference attendance and program development. The remainder of funds shall be allocated to Programs by the Subcommittee.

The Dean of Economic and Workforce Development shall determine compliance of proposed items with Perkins Grant regulations as well as other College, District, State, and Federal procedures, rules and laws.