
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS

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

The Vice President of Academic Affairs shall be responsible for the overall coordination of these procedures.

The competence of students completing career and technical programs shall be evaluated by the same criteria that is used for all courses and in accordance with specific requirements established by the District.

Advisory Committees

Advisory committees for career and technical programs shall be established by the District to assist in maintaining relevant curriculum, technology, equipment, safety regulations, and course content, and to serve as liaison with potential employers.

- A. Members of advisory committees are appointed in accordance with processes established by the District regarding Advisory Committees for Occupational Education (below) and should include appropriate program faculty, employees, and employees in the field for which the program is designed to train students; former and current students; the department coordinator or program director; and the division dean.
- B. The District shall maintain a Handbook for Advisory Committees that includes best practices and guidelines.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President, 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, 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.

Advisory Committees for Occupational Education

The Vice President, Academic Affairs shall administer all procedures pertaining to the advisory committees for career and technical education.

Procedures

- A. The Vice President, Academic Affairs, shall approve the appointments of advisory committee members. The Board of Trustees shall have the responsibility of appropriately recognizing the service of advisory committee members to the college.
 - 1. Committee members shall be appointed from specific occupations or clusters of occupations.
 - a. An appropriate faculty member shall be appointed as liaison to and member of each advisory committee.
 - b. Program faculty shall be appointed as ex officio members of the program's advisory committee.
 - c. One or more students may be appointed as nonvoting members of advisory committees.
 - 2. Faculty in specific occupations or clusters of occupations and other interested parties shall select and nominate individuals for appointment to advisory committees.
 - 3. Appointments may be made for two, three, or four-year terms. Staggered terms are recommended.
- B. Each advisory committee shall meet at least once each academic year. Special meetings may be called at any time.
 - 1. Duties assigned to the faculty liaison shall be done in cooperation with the committee chair and include, but are not limited to:
 - a. Prepare agenda
 - b. Notify members of time and place of meeting
 - c. Arrange meeting place
 - d. Arrange appropriate hospitality (parking permits, etc.)

- e. Provide descriptive and statistical information about the program(s)
 - f. Keep minutes of all meetings
2. Duties assigned to community representatives include, but are not limited to:
- a. Reasonable attendance
 - b. One person to serve as chairperson
 - c. Another person to serve as vice chairperson
 - d. Participation in committee deliberations
- C. A handbook and directory for career and technical education advisory committees shall be provided to each advisory committee member.
- D. Advisory committee recommendations may be submitted in writing to the Vice President, Academic Affairs, for consideration and review.
- E. It shall be the responsibility of the Vice President, Academic Affairs, to report back to the originating advisory committee on the status of any recommendation submitted in writing.

Also see BP 4102 Career and Technical Education Programs.

Approved: April 11, 1989 (AR 4001) and November 18, 2020 (AR 4035)

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(Replaces former LBCC Administrative Regulations 4001 and 4035)