ADVISORY COMMITTEES FOR INSTRUCTIONAL PROGRAMS

In fulfilling its function as a center of learning and in meeting the needs of a diverse community, Allan Hancock College offers occupational education. An occupational program is one whose primary goal is preparing students for employment immediately upon completing the program, and/or upgrading employment skills.

Each occupational program shall have an established advisory committee. Advisory committees may make recommendations to district/college staff regarding program improvement/future direction, course offerings, course standards, facilities, and equipment needs. Advisory committees may also assist district staff with identification of potential full-time and part-time faculty, placement of students after program completion, development of internship opportunities, evaluation of adequacy of training based on the performance of employees, and solicitation of program support. Advisory committees help the college develop and maintain a program of instruction that is relevant and consistent with the Secretary's Commission on Achieving Necessary Skills (SCANS) competencies.

Legal Reference: Title 5, Sections 55001 and 55600 et seq.
Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges - Standard 4.B.6
Program and Course Approval Handbook, Chancellor's Office
California Community Colleges

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Revised:
AP 4102  CAREER AND TECHNICAL EDUCATION PROGRAMS

Provisions for documenting the competence of students completing career and technical education programs are articulated in AP 4100 titled Graduation Requirements for Degrees and Certificates.

Board Approval of Programs
Career and Technical Education (CTE) programs offer a sequence of courses with coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for careers and/or further education in current or emerging professions. CTE programs provide technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree. The District shall approve all programs identified within this category.

Responsibility for Student Outcomes
Each CTE program shall determine the student learning outcomes necessary for entry into employment and determine the methodology for assessing and documenting that students have attained these outcomes and are competent to enter employment and/or continue academic pathways.

Gainful Employment Requirements
Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President, Student Services will ensure that the District complies with the United States Department of Education’s disclosure requirements of 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 website.

The Vice President, Student Services 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 CTE Programs

Membership
Advisory committees will be composed of members of the community appointed by the Superintendent/President as well as faculty members in the discipline and the supervising administrator.

Advisory Committee Duties
The purposes and duties of advisory committee(s) are to:

A. assure the program addresses employment and educational needs of apprenticeship, business, industry, labor, and/or professions or focus of the program such as pre-employment training, in-service and skills upgrade training, and short-term training.

B. assure the program addresses a realistic assessment of labor market needs and provides graduates with skills meeting employment needs.

C. serve as a communication link and advocate for the program in the community, including, business, industry, labor, professional groups, the local field office of the Employment Development Department, and educational institutions.

D. assist in assessments, evaluations, and reviews of the program including such factors as mission, program outline, course content, goals, objectives, competencies, catalog descriptions, instructional facilities, alignment of curriculum with employment needs, and specialized accreditation as appropriate.

E. review the program to assure it is meeting district and program goals and objectives.

F. assist in student recruitment/outreach, student cooperative education (work experience) sites, student job placement, and student follow up.

G. assist in setting program priorities with respect to equipment, supplies, and facilities.

H. assist in recruiting, through appropriate Board policies and administrative procedures, full-time and associate faculty, new advisory committee members, and expert resources for the program.

I. assist in the evaluation of program outcomes based on the performance of Allan Hancock graduates placed in jobs.

Selection of Committee Members
Names of prospective committee members shall be submitted by the department chair, director, coordinator or other designee to the supervising dean who will review and make
recommendations to the Chief Instructional Officer for the appointment. Names of recommended appointees shall be approved by the Superintendent/President. Official letters of invitation to advisory committee members will be sent by the Superintendent/President’s Office.

Meetings
A. The advisory committee will meet at least one time during the academic year.

B. The advisory committee chair or the discipline instructor responsible for the advisory committee may convene special meetings of the committee.

C. The discipline instructor responsible for the advisory committee shall provide notices of meetings to all members in advance of each meeting.

D. Minutes and attendance of each meeting will be recorded and provided to all members by the discipline instructor responsible for the advisory committee. A copy of the minutes will be sent to the supervising dean.

Reference: Title 5 Sections 55600 et seq.; Title 5 Section 55601; 2 Code of Federal Regulations Part 200 (The Federal Department General Administrative; Regulations, 2nd Edition; 34 Code of Federal Regulations Part 600 (U.S. Dept. of Ed Regulations; ACCJC Accreditation Standard II.A.14

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Revised: 5/9/17