

Procedures for the establishment of an appointment process for related advisory committees and the provisions for documenting the competence of students completing vocational and occupational programs are as follows:

- A. Career education faculty seek industry partners to serve on career education program advisory committees. Those committees meet at least once per year with all committee rosters, agendas, and meeting minutes retained on file in the office of the dean of career education.
- B. Biannual program reviews are completed for all career education programs. Program reviews document the viability of programs in relation to the local labor market and job availability. Statistics provided by the State Chancellor's Office are used to determine ongoing labor market need and job availability. Ensuring completion of career education program reviews is the responsibility of the dean of career education.

Consistent with federal regulations pertaining to federal financial aid eligibility, the chief instructional officer will ensure that the district complies with the U.S. 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.

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Periodic Review: 3/18/16

Reference Update: 4/15

References: Title 5, §§55600 et seq.

34 Code of Federal Regulations, Part 600 (US 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)

Accrediting Commission for Community and Junior Colleges  
Accreditation Standard II.A.14

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