

TECHNICAL EDUCATION PROGRAMS

AP No. 4102

Board Reviewed: 8-15-07; 12-14-11; 5-8-19

Page 1 of 2

This procedure is legally required.

- I. Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice-President of 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.
- II. The Vice-President of 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.
- III. Career and Technical Education Programs are a sequence of courses that prepares students with the knowledge and skills that leads to entry level employment. Rio Hondo College Board of Trustees shall approve all programs identified within this category. The Superintendent/President shall, to the extent applicable, incorporate the integration of competency based learning and academics into the development of curriculum that meets minimum standards.
- IV. The Superintendent/President or designee will ensure the distribution of career information, resources, and training materials to high school counselors, educators, and administrators.
- V. Each program receiving Carl D. Perkins funds shall have an advisory committee comprised of a majority of members from business and industry that meet at a minimum of one time each academic year. The advisory committee shall comprise employers, members of labor as appropriate, student graduates, and current students. Per Carl D. Perkins IV funding, each program receiving funding must undergo a program evaluation every 24 months.
- VI. The role of the business/industry advisory committee shall be to ensure that vocational programs meet current industry standards and maintain a minimum academic rigor that meets state graduation requirements.
- VII. The advisory committee should be comprised of business or industry professionals to serve as liaisons between industry and school officials.
- VIII. Rio Hondo College staff should take and transcribe minutes of all formal meetings and these should be on file with the Vocational Technical Education Act (VTEA) Local Plan.

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Page 2 of 2

IX. Each Career and Technical Education program should determine the methodology for documenting the competence of students completing the program as well as the level of preparation for entry level employment.

X. References/Sources:

Title 5 Sections 55600 et seq.;

34 Code of 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.

Education Code Sections 51226 et seq., and 53086;

ACCJC Accreditation Standard II.A.14.