Curricular Review Process for Career Education Degrees and Certificates

In accordance with California Education Code, §78016, *Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district…**

To maintain compliance with Ed Code, the process below has been identified to assist our Career Education programs with their two-year curricular review.

The Office of the Dean of Academic Affairs will prepare CE Programs Report and distribute to all division deans/division curriculum secretaries and CIC representatives at the end of January (prior to the beginning of the Spring semester).

Curriculum Specialists will provide the list of programs due for curriculum review to respective department chairs.

Role of Faculty:

- In February, request Labor Market Information (LMI) from Center of Excellence (COE) to confirm program demand.
- Review programs with Advisory Committee in the spring semester.
- Update class/program requirements in META during Spring/Summer based on input from Advisory Committee.
    - Rationale – two-year CE curricular review – changes/no changes
    - Department Chair - approval include Rationale in Comments
- For **each** CTE course in your program, ensure that the CB09 SAM Code properly indicates the degree to which each course is <u>occupational</u>.
- Present course and program updates to Advisory Committee.
- Submit in META and attach the required documentation:
    - LMI
    - Advisory Committee minutes
    - Narrative

Approvals – Once all requirements have been met as outlined above, the program updates move through the following approvals:
- Advisory Committee input & approval
- Confirmation of Demand – LMI
- Review – Division Curriculum Committee
- Approval – CIC
- District Approval – BOT submission
- Two-Year Update – CCCCO submission
- Substantive Change – ACCJC submission by CIO, if necessary

*California Education Code, §78016.
https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=78016.&lawCode=EDC