

## Curricular Review Process for Career Education Programs

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.

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

Curriculum Secretaries will provide the list of programs due for curriculum review to 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
- In Fall semester, present course and program updates to Advisory Committee
- Submit in META and attach the required documentation:
  - LMI
  - Advisory Committee minutes
  - Narrative (required only if program requirements have changed or if narrative is not currently available in META)

**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 – CCCCCO 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](https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?sectionNum=78016.&lawCode=EDC)