

**Academic Affairs**

**AP 4102 CAREER AND TECHNICAL EDUCATION PROGRAMS**

**References:**

Title 5 Sections 55600 et seq.

Consistent with federal regulations pertaining to federal financial aid eligibility, the Chief Instructional Officer 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.

The Chief Instructional Officer at each college 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 career and technical education programs shall be established by the colleges to assist in maintaining relevant curriculum, technology, equipment, and course content, and to serve as liaison with potential employers.

Members of advisory committees are appointed in accordance with processes established by the colleges and should include appropriate program instructors, employers, and employees in the field for which the program is designed to train students; former and current students; the Discipline Coordinator or Program Director; and the Division Dean.

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**Date Approved:** February 18, 2014

*(This is a new procedure recommended by the  
Policy and Procedure Service)*