

# CTE Biennial Review 2023-24 Worksheet

(For the Spring 2024 BOT submission)

## Institutional Processes and Procedures

Each Institution to provide a summary of the institution specific process and procedures utilized to ensure compliance of Ed Code 78016.

Institutional Specific Processes and Procedures in Place to Ensure That...	
	<i>Processes and Procedures</i>
Career Education programs are designed to meet labor market demand.	
Career Education programs do not represent unnecessary duplication of other manpower training programs in the area.	
Career Education Programs are effective as measured by no less than employment and completion.	
Programs not meeting requirements are terminated within one year.	

### Statewide Processes

- **Participation in Regional Consortium** – all new career education programs must be submitted to the regional consortium for recommendation prior to being submitted to the local and state curriculum committee.
- **Advisory Committee** – all Career Education programs must have an active Advisory Committee; meeting minutes are required as evidence of program recommendation
- **LMI Data** – must be included in new and modified program submissions to the Regional Consortium and to the State

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## Support Materials / Evidence

Each Institution to provide material(s) that meet Ed Code requirements. These materials will be uploaded as an attachment to the Board of Trustees agenda for the CTE Biennial Review. Materials must cover all career education programs.

Required Evidence for each Career Education Program	Material(s) to be provided by Institution
<i>Ed Code 78016</i>	<i>Please confirm what materials will be provided for each element. One material may cover multiple requirements.</i>
Labor Market Demand	<p><i>Suggested Evidence:</i></p> <ul style="list-style-type: none"> <li>• <i>Program Fact Sheets from the regional Dashboard for all programs</i></li> <li>• <i>Faculty Narratives for new programs and/or for programs that have low labor market demand</i></li> <li>• <i>High level written summary of Local process description for LMI requests, program review, etc.</i></li> </ul>
Does not represent unnecessary duplication of other manpower training programs in the area	<p><i>Suggested Evidence:</i></p> <ul style="list-style-type: none"> <li>• <i>Program Fact Sheets from the Regional Dashboard</i></li> <li>• <i>High level written summary of participation in regional program recommendation process</i></li> </ul>
Employment and completion success of its students	<p><i>Suggested Evidence:</i></p> <ul style="list-style-type: none"> <li>• <i>CTEOS data</i></li> </ul>

## Advisory Committees

Additionally, each institution will provide Career Education Program Advisory Committee membership lists. These will be compiled and included as a consent agenda item for the Board of Trustees biennially.

Advisory Committee Membership	
Committee membership for each program	Membership lists (names, companies, etc.) for each program. Recommended membership template available, but not required.

## Materials Provided by District Educational Services

- Program Area Fact Sheets and Guide – by TOP Code by Institution  
Includes data on:
  - Labor Market Information, Job Demand, and Program Supply (locally and regionally) - Annual Job Openings and Annual Program Awards
  - Enrollment Trends - Duplicated Headcount, Unique Headcount, Course Sections

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- Persistence and Retention (regional and statewide comparisons) - Course Retention Rate, Courses Success Rate, Term-to-Term Retention Rate, and Persistence Rate
- Completions by award type
- Employment - % of Students who obtained a job closely related to field of study, % of students who attained a living wage, and % median change in earnings
- Faculty Narrative Worksheets with five questions:
  1. Please describe the demand for workers that your program trains for in the region
  2. In the past two years, what specific program updates have been made in response to changing industry needs?
  3. Please describe how your program provides a unique, complementary, or collaborative training opportunity in the region?
  4. Please describe the supply gap or oversupply associated with your program. Please use this space to explain any data discrepancies and include any recommendations from your advisory committee.
  5. Please describe how your program's completion and employment outcomes demonstrate student success. If your completion or employment outcomes are low, please explain why and what you will do to improve them.
- Most Recent Advisory Committee Lists - SDCCD Educational Services will provide most recent membership lists to institutions for verification and updates. Chancellor Cabinet requests emails be included on membership lists; employer contact information will be removed prior to submission to the BOT.