



## Appointment of Career Education Industry Advisory Committee Members Process Summary

As mandated by Title V, Section 55601, which requires the governing board of each community college district to appoint industry advisory committee members, the SDCCD has established the following process to ensure compliance.

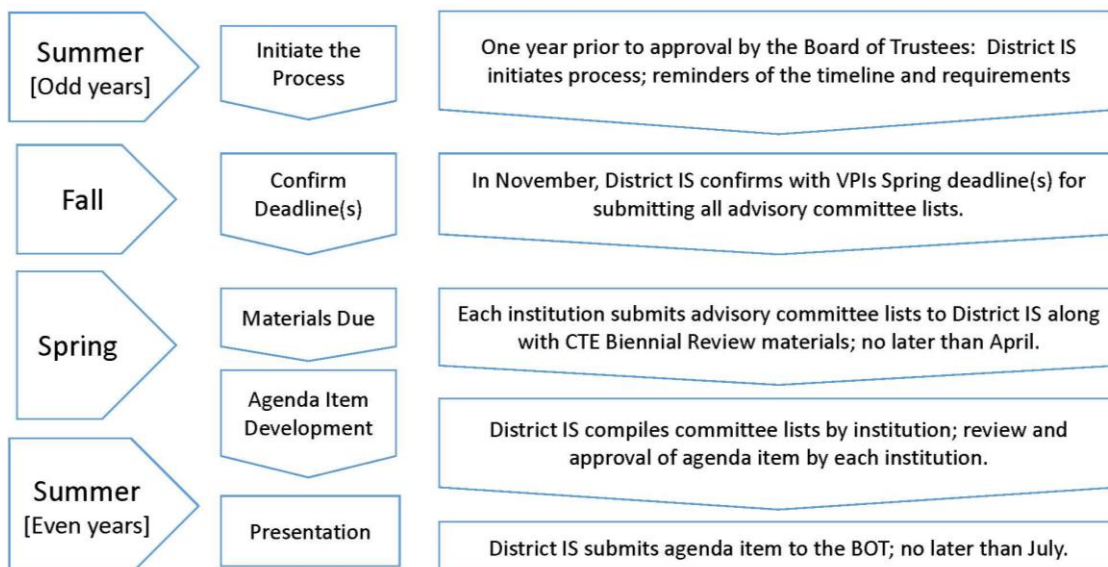
1. Career education advisory committee employer member lists will be compiled for submission, as one agenda item, to the Board of Trustees biennially in conjunction with the CTE Biennial Review.
2. Board Agenda item will include employer member lists for all Career Education programs by institution; employer name and company (at minimum) will be included.

Compilation of advisory committee membership lists coordinated by SDCCD Educational Services Division. Collection will include employer email address (per Chancellor’s Cabinet request). Contact information will not be included in board submission. Contact information will be shared with the Chancellor’s Office and the Office of PR and Communication.

Institutions must maintain annual records of advisory committee membership lists and meeting minutes.

*Note: Title 5 guidance does not include a frequency requirement. Most institutions do program specific committee list submission annually or biannually to their governing board.*

### Timeline





# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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*Title 5 55601*

*The governing board of each community college district participating in a vocational education program shall appoint a vocational education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.*