



## Administrative Procedure 4270 Review of Occupational Programs

Reference: *Education Code Section 78016*

### Section 1 – Procedure if Program Meets Established Criteria

Each January, the appropriate Dean of Educational Services shall begin the occupational review process required by Section 78016 of the California Education Code for fifty percent (50%) of the total occupational programs offered by the district, alternating with the other fifty percent (50%) each year. Each occupational training program will complete an occupational program review each year.

As part of the program review process, information will be gathered from the VTEA Core Indicator Reports and County Labor Market Information on the Chancellor's Office web site, as well as Central Valley Workforce information on the Fresno and Kings County Workforce Investment Board web sites, to ensure that the program meets the following criteria:

1. Meets a documented labor market demand;
2. Does not represent unnecessary duplication of other manpower training programs in the area; and
3. Is of demonstrated effectiveness as measured by the employment and completion success of its students.

The appropriate Dean of Educational Services shall submit a written summary of the findings with the program review documents to MARC (Master Plan, Accreditation and Research Committee) for approval. This summary will include review and comments by the appropriate Workforce Investment Board. If MARC determines that the program meets the required criteria, the written review will be presented to the Governing Board for approval and made available to the public.

### Section 2 - Procedure if Program Does Not Meet Established Criteria

If MARC determines that the program does not meet the criteria, the following procedures for the at-risk program shall be implemented:

1. Discipline faculty, vocational administrators, advisory committees and the local Academic Senate will analyze the following: enrollment statistics over a minimum of a five (5) year period; labor market information; VTEA core indicator reports for as many years as available; curriculum; pedagogical issues; student support services; physical resources; industry support; faculty adequacy; budget support.

A written report will be generated delineating the analysis performed.

2. If low enrollment is a major factor, the discipline faculty, vocational administrators, advisory committees and the local Academic Senate will develop a plan that

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emphasizes recruitment, partnerships with industry, counseling services, changes in course scheduling, and articulation of programs to boost enrollment.

If funding is a problem, needs will be identified, prioritized and presented to the district's budget committee.

If labor market information indicates that the program is no longer in demand, consideration will be given to curriculum modifications to add certificate/degree options that make the program viable.

If effectiveness of the program is an issue, a plan will be developed to improve student performance measures.

A written plan will be generated identifying specific steps to strengthen the at-risk program and the level of performance expected in each identified weak area.

3. The program will have until January 1<sup>st</sup>, one year later, to show steps taken toward improvement and levels of improvement attained in the specific areas. This analysis will be documented in a written report and returned by the appropriate Dean of Educational Services to MARC for review.
4. If the program then meets the criteria specified in Section 78016 of the California Education Code, a favorable written summary of the findings of the review will be presented to the Governing Board for approval and made available to the public. This summary will include the review and comments by the appropriate local Workforce Investment Board.

If the program still does not meet the criteria specified in Section 78016 of the California Education Code, a favorable written summary of the findings of the review will be presented to the Governing Board with a recommendation for termination of the program within one year. This summary should include provisions for the affected students and faculty members.

When a decision to phase out a program is made, it should be done so that students currently taking courses toward a certificate or degree can finish their program either at the district or at a neighboring institution. If this proves impossible, the district should assist students in revising their education plan and assure application of any credits earned in the discontinued discipline to a related discipline if possible.

The district should provide transfer and/or retraining opportunities for the affected faculty whenever possible.

Board approval date: 5/21/02

# OCCUPATIONAL PROGRAM TWO-YEAR REVIEW

Date: \_\_\_\_\_

College: \_\_\_\_\_

Program: \_\_\_\_\_

## 1. Purpose of this Program

Significantly Changed Purpose in the Last Two Years  -----  Minor Changes in Purpose in the Last Two Years  -----  No Changes in Purpose in the Last Two Years

(Description, mission, target population, etc.)

## 2. Demand for this Program

High Demand  -----  Adequate Demand for our Students  -----  Low Demand

(Labor market data, advisory input, etc.)

## 3. Quality of this Program

Highest Quality  -----  Meets Student Needs  -----  Needs Significant Improvement

(Core indicators, student outcomes, partnerships, certificates, degrees, articulation, faculty qualifications, diversity, grants, equipment, etc.)

## 4. External Issues

Benefits From and Contributes to External Issues  -----  Complies with External Issues  -----  Not Consistent with External Issues

(Legislation, CCCC Mandates, VTEA, Tech Prep, CalWORKs, WIA, BIG Career Ladders, etc.)

## 5. Cost of this Program

Income Exceeds Expenditures  -----  Income Covers Expenditures  -----  Expenditures Exceed Income

(Enrollment/FTEs generated & in-kind contributions of time/resources minus salaries/equipment/supplies, etc.)

## 6. Two-Year Plan

Significant Growth Anticipated  -----  On Track for Next Two Years  -----  Need Significant Changes and/or Increased Resources to Continue

(Recommendations, project future trends, personnel and equipment needs, etc.)

### Signatures:

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty

\_\_\_\_\_  
Date

To Board of Trustees on \_\_\_\_\_  
Date