



ADMINISTRATIVE PROCEDURE

4102

DESERT COMMUNITY COLLEGE DISTRICT

CAREER AND TECHNICAL EDUCATION PROGRAMS

Consistent with federal regulations pertaining to federal financial aid eligibility, the Vice President of Instruction 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 Vice President of Instruction 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 play an integral part in shaping occupational curricula development at College of the Desert. Their purpose is to strengthen the career and technical education (CTE) programs they serve by helping ensure that programs remain in touch with the needs of local business and industry so students receive relevant information.

Advisory committee members are recognized by the Desert Community College District Board of Trustees and are invited to advise program faculty in the areas of curriculum, career guidance, facilities, funding, and staffing. Advisory committees are limited to making recommendations and giving advice. They are not empowered to set policy.

A potential advisory committee member is recommended to the advisory committee chair by other advisory committee members, faculty members, or college administration. A letter formally inviting the individual to join the advisory committee will be sent, and an updated list of advisory committee members will be submitted to the appropriate Dean who will forward it to the Superintendent/President or designee.

The competence of students completing CTE programs is documented through program learning outcomes (PLOs) and student learning outcomes (SLOs) established for these programs. See also Board Policy and Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates. Students completing programs that are additionally approved by third-party regulatory agencies will have additional program competencies established under the District's program approval on file in the Office of Instruction from third-party regulators.

The District follows written procedures mandated by the United States Department of Education in the administration of its career and technical education programs in accordance with 2 Code of Federal Regulations Part 200 (the Federal Education Department General Administrative Regulations, 2nd Edition).

See also:

- Board Policy/Administrative Procedure 4100 Graduation Requirements for Degrees and Certificates

References:

Title 5 Sections 55600 et seq.;
2 Code of Federal Regulations Part 200 (The Federal Education Department General Administrative Regulations, 2nd Edition);
34 Code of Federal Regulations Part 600 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard 2

Administrator: VP Instruction
Executive Cabinet Review/Approval: August 20, 2024
Educational Policies and Practices Committee, 1st Reading: September 5, 2024
Educational Policies and Practices Committee, 2nd Reading: October 3, 2024
Educational Policies and Practices Committee, 3rd Reading: November 7, 2024
Academic Senate, 1st Reading: November 14, 2024
Academic Senate, 2nd Reading: December 12, 2024
College Planning Council, 1st Reading: February 28, 2025
College Planning Council, 2nd Reading: March 14, 2025
Board Review/Information Item: April 10, 2025
Next Review: 2026-2027