Designing a Simplified Review Form for the CTE Program 2-Year Update

2/27/24 Cile, Katie and Chao; 3/11/24 Chao added the Green Collar Act 2008

Proposal: We propose simplifying the 2-year update program review to align with the basic requirements outlined in the bylaws and policies. The new suggested CTE 2-year update structure is composed of **Labor Market Demand, Student Success Evaluation,** and **Green Collar Act** sections.

Contra Costa College CTE Program 2-Year Update

I. Labor Market Demand:

The Workforce Development Office provides labor demand data and the program reviews data and checks one of the following

☐ agrees with the demand data.

☐ disagrees with explanation: _____.

The program meets labor market demand Checkboxes:

☐ Yes

☐ No with suggestions: _____.

1. Program Modification: The department can review and revise the program curriculum to align more closely with current labor market needs.
2. Program Consolidation: If there is significant overlap with other programs or if resources are limited, the department may consider consolidating or merging the program with another related program to optimize resources and better meet market demands.
3. Program Suspension or Discontinuation: In cases where there is a clear lack of demand or where the program no longer aligns with the goals and objectives of the institution, the department may recommend suspending or discontinuing the program.
4. Program Redirection: The department may explore opportunities to redirect resources from the underperforming program towards other high-demand programs or emerging fields where there is greater demand and potential for student success.

II. Effectiveness:

Use Tableau data C1 and C2 to evaluate the completion success of students (graduates) and at least one of the following to support employment outcomes.
- The number of students who participated in internships, research, and projects.
- Employment rates of program graduates.
- The percentage of graduates who obtain relevant professional licensure or certifications required for their field of study.
- Other relevant evidence to demonstrate the success of its students.

III. Green Collar Act 2008 (Optional):

If the CTE program is categorized as the green-collar workforce **AND** requested by the Green Collar Jobs Council (GCJC) to report, please summarize here.

Proposal Justification:

The CTE 2-year update ensures compliance with [California Education Code 78016](#), which mandates a program review every two years for CTE programs. The update comprises three key components:

I. Labor Market Demand Assessment:

The Workforce Development Office provides labor demand data for the program. The department reviews this data and checks whether the program continues to meet labor market demand or if there's no longer a need. If discrepancies arise, the department provides documentation for review.

II. Avoidance of Duplication:

The update ensures that the program does not represent unnecessary duplication of other training programs in the area. The Bay Area Community College Consortium reviews changes to programs to prevent duplication.

III. Student Success Evaluation:

The update evaluates student completion success **AND** employment outcomes. If the college tracks employment data, the department comments on the methods and findings.

Additionally, [CCCCD Board policy 4008](#) adds the 4th report component based on the [Green Collar Act 2008](#): The review process required by this section shall include the review and comments as established pursuant to Division 8 (commencing with Section 15000, Green Collar Job Act 2008) of the Unemployment Insurance Code. This review and comments shall occur prior to any decision by the appropriate governing body.

A written summary of the findings of each review shall be made available to the public.

Currently, the CTE 2-year update requires completion of all fields, mirroring the comprehensive 4-year review process. This approach consumes considerable resources and time, potentially leading to inefficiencies. Simplifying the update process for the 2-year review will allow for a more focused and streamlined assessment, ensuring that resources are allocated effectively while maintaining the integrity of the review process. The **duplication of the program** will not be included since this process occurs during the initial creation of the programs. Not all CTE programs are categorized as Green Collar workforce, so it is an optional report item in this revision.