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

Proposal Overview:

The planning committee proposes streamlining the CTE Program 2-Year Update review process to align with essential requirements outlined in the bylaws and policies. This initiative aims to enhance efficiency and focus while maintaining compliance with California Education Code 78016, which mandates a program review every two years for CTE programs. The revised review form comprises three main sections: **Labor Market Demand**, **Student Success Evaluation**, and, optionally, the **Green Collar Act 2008 component**.

Proposal Justification:

I. Labor Market Demand Assessment:

This section entails a review of data provided by the Workforce Development Office to assess whether the program continues to meet labor market demand. Any discrepancies are documented for review.

II. Avoidance of Duplication:

The review ensures the program does not unnecessarily duplicate other training programs in the region. Changes to programs are reviewed by the Bay Area Community College Consortium to prevent duplication. Notably, this review **does not include** duplication assessment as it's already conducted during program creation.

III. Student Success Evaluation:

This section evaluates student completion success and employment outcomes. The department comments on methods and findings if the college tracks employment data.

IV. Green Collar Act 2008 (Optional): Per CCCCD Board policy 4008, programs may include a fourth component based on the Green Collar Act 2008. This optional component involves review and comments as established by Division 8 of the Unemployment Insurance Code. Given that not all CTE programs fall under the Green Collar workforce, inclusion of this component is optional

Rationale for Simplification:

The current comprehensive 2-year update process mirrors the 4-year review, consuming significant resources and time. Simplifying the update will allow for a more focused and streamlined assessment, ensuring effective resource allocation while upholding review integrity. The planning committee recommends implementing the revised form for all CTE programs **beginning the next review cycle**.

Approved by College Council on X/X/XX

Contra Costa College CTE Program 2-Year Update

Program Name: **Program Lead:**   **Update Year:**

I. Labor Market Demand:

After reviewing the labor demand data (provided by the Workforce Development Office), the program meets labor market demand.

- ☐ **Yes**
- ☐ **No** and the program suggests (select one or more of the following).
    - ☐ Advisory board disagrees with the labor demand (provide support documents).
    - ☐ Program Modification: The department can review and revise the program curriculum to align more closely with current labor market needs.
    - ☐ 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.
    - ☐ 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.
    - ☐ 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** provide 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.