

Process for CTE Program Development

Developed for AP&P: Spring, 2022

Introduction

The California Community College Chancellor's Office (CCCCO) requires that all requests to add new credit Career and Technical Education (CTE) programs must include a recommendation from the appropriate CTE Regional Consortium as per Title 5 §55130(b)(8)E.

California Community Colleges (CCC's) are organized into ten economic regions, served by seven regional consortia of CTE faculty and administrators from colleges in that region. This regional recommendation process ensures program offerings meet local and/or regional labor needs and do not unnecessarily duplicate programs in the region.

For additional information, see the **Chancellor's Office Program and Course Approval Handbook (PCAH), 7th Edition, October 2019**

Regional Program Recommendation Process

AVC is part of the South Central Coast Regional Consortium (SCCRC). If you are you a CTE faculty member who has been tasked with developing a new CTE certificate or degree (program) for your college, you will need to secure a regional consortium recommendation from the SCCRC before you submit your program approval documents to the State Chancellor's Office for formal approval (chaptering).

The CTE Dean can advise you on the regional recommendation process. You can contact your dean and/or the co-Chairs of AP&P for help and advice on the curriculum approval process. You should also consult any or all early in the development process.

South Central Coast Regional Consortium Program Recommendation Workflow (May 2020)

Part 1: Notice of Intent

- Reach out to the CTE Dean responsible for Regional Consortium Submissions and let them know what new program you are wanting to develop.
- The Dean submits a Notice of Intent via a Google Form on SCCRC website (sccrcolleges.org).

Part 2: LMI Data Request

- The Dean will provide you with the contact information to request LMI (Labor Market Information) from the Centers of Excellence.

Part 3: Program Information Required for Submission

Program Title

- Program title must match exactly what is submitted to the Chancellor's Office Curriculum Inventory (COCI) system.

Submission Type

- Is your submission a New Program or a Program Modification (formally substantial changes) to an existing program? Program modifications **do not** require regional approval. See [CCCCO October 18, 2018 Memo](#).

TOPs Code

Projected Start Date

Catalog Description

- Catalog Description includes program requirements, prerequisite skills or enrollment limitations, learning outcomes, and information relevant to program goals.

Enrollment Completer Projections

- Enrollment Completer Projections are projections of the number of students likely to earn certificates or degrees annually.

Program Award Type(s)

- Certificates of Achievement:
 - 8 to fewer than 16 Units
 - 16 or Greater Units
- A.S. Degree
- A.A. Degree
- A.A.-T Degree
 - Does not require regional recommendation.
- A.S.-T Degree
 - Does not require regional recommendation.
- Noncredit Program
 - Does not require regional recommendation.

Program Goals

- Program Goals and Objectives must address a valid transfer, occupational, basic skills, civic education, or lifelong learning purpose.
- Regional recommendation is only needed for programs with an occupational goal.

Course Units

- Total Certificate Units (Minimum and Maximum)
- Units for Degree Major or Area of Emphasis (Minimum and Maximum)
- Total Units for Degree (Minimum and Maximum)

Course Report

- Program Requirements Narrative
- Program Requirements
 - Program Requirements include course requirements and sequencing that reflect program goals.

Supporting Documents

- Labor Market Information (LMI)
 - File uploads are limited to text, word, excel, PowerPoint, and pdf.
 - Attached documents must be smaller than 2MB.

SCCRC-Region Specific Requirements

- Upload any additional information/justifications for your program such as Advisory Committee Meeting Notes, Employer Surveys, Environmental Scans, etc.
 - Attached documents must be smaller than 2MB.