

Career Education Committee

Proposed Meetings are 3rd Thursday and 4th Tuesday 12-1

Purpose: To guide and prioritize Career Education (CE) including funding for college-wide state (Strong Workforce) and Federal (Perkins) funding in alignment with the regulations, data resources, professional development needs, and programmatic support in order to increase and improve Career Education program outcomes.

Responsibilities:

- Identify and prioritize funding for Career Education programs
- Understand the college-wide goals and objectives for state, and Federal, and grant funding. For example Strong Workforce (state) and Perkins (Federal)
- Use data to drive decision making and guide funding recommendations for CE Facilitates or monitors the process of prioritization and recommendations for funding allocations e.g. Strong Workforce, Perkins
- Conduct an annual evaluation of all funding allocations and impact on student success

Membership/Composition:

The CE committee shall consist of:

- **Chairs:** Tri Chair: The CE Dean and one faculty appointed by the Academic Senate and one Classified member appointed by the Classified Senate
- **Administration:** Dean of each academic division plus representatives based on the following criteria from the previous year:
 - 0-5 Full time CE personnel = 1 member
 - 6-10 Full time CE personnel = 2 members
 - More than 10 Full time CE personnel = 3 members

New: Members may be part of a CE program but it is not required

- **Ex-officio members:** VP of Academic Services, VP of Administrative Services and CE Managers

Voters may not vote for proposals that include their salary.

Voting Process:

The proposal cycle will be aligned with Program Review.

The incentive funds that the College received mid-year will be set aside for innovative projects.

1. Program Leads submit proposals to CE committee with managers' approval
2. Proposals will be posted to CE Canvas website prior to presentations
 - Proposals will include:
 - Labor Market Information (LMI), job outlook
 - Current completion (degrees/certificates) rates (3 years)
 - Employment rates 12 months after completion
 - Project scope
 - Funding request
 - Project timeline
 - Expected outcomes
 - How does this positively impact the funding formula
3. Presentations will be made to the committee prior to ranking
 - No more than 5 slides
 - Demand - LMI
 - Current program status
 - Project description
 - Funding request and expected outcomes
 - 5 minutes in length
4. After presentations, before voting the CE committee will review requests, recommend funding source and separate requests into 3 categories to be voted on:
 - Equipment, software, etc.
 - Professional development
 - Programmatic improvements
5. Voting ballots will be sent to voting members before ranking with breakdown of requests
6. The prioritization process will be weighted (Robert Yest method)

Timeline:

September	Sept./Oct.	Oct./Nov.	Nov./Dec.	Jan./Feb.	February	March	July
Project Evaluations	Evaluation Review/ Feedback	Initial proposals will be submitted in line with Program Review	Presentations to Career Education Committee	CE Committee Prioritization Process	Presentation to PRAC	President will review/ approve	Funding will be available
Perkins							
September		October		Feb. 28	March	April	May
Grant Approval		Purchasing may begin of approved expenditures		All purchased must be completed	Core Indicators available for review	Applications submitted	Grant submitted

Recommending to: CE Committee will report to PRAC as information/report out only.

Representation Scenarios

Background Information:

Current FTEF in CTE TOP Codes in each of the areas:

1. LA = 0
2. APSS = 0
3. Counseling = 0
4. Special Programs = 0
5. M/S = 1.96
6. SS = 6.08
7. AMC: 12.88
8. Heath/Kin/PE = 16.18
9. ATB = 39.78

Current full time FTEF with primary assignment in CTE discipline:

1. LA = 0
2. APSS = 0
3. Counseling = 0
4. Special Programs = 0
5. M/S = 2
6. SS = 3
7. AMC: 8-9
8. Heath/Kin/PE = 11
9. ATB = 21

Assumptions:

1. Administrative tri-chair is a CE Dean (responsible for all SWP, Perkins and BACCC representation).
2. Tri-chairs vote in tie-breakers only.
3. Tri-chairs represent at least two divisions, preferably three.
4. Representatives will be primarily CTE personnel to meet funding requirements.

Options:

1. Equal representation for each division (3 per division) plus three chairs – equivalent to Faculty Prioritization model.
2. By full time FTEF in CE TOP Codes based on a graduated scale (1 vote for 0-5, 2 votes 6-10, 3 votes for 11 and over).
3. By full time FTE with primary assignment in CE on a graduated scale (No CTE = 1 vote plus dean for 2 votes, CTE 2 votes plus dean for three votes (except in division where the dean is chair = 3 votes from division).
4. Equal representation from each division such as FIT/SASE with representatives from Classified Senate, Academic Senate and President.

Number on Committee				
	Option 1: Like Faculty Prioritization	Option 2: Top Codes graduated	Option 3: CTE/No- CTE	Option 4: Like FIT/SASE One rep per division & other representatives
<i>Tri-Chairs</i>	3	3	3	3
<i>Administration (Deans plus 2 VP)</i>	11	11	11	11
<i>Academic Senate</i>				
Language Arts	2	1	1	1
Academic Pathways	1	1	1	1
Counseling	2	1	1	1
Special Programs	0	1	1	1
Math/Science	2	1	2	1
Social Sciences	2	1	2	1
Arts/Media/Communication	2	1	2	1
Health/Kin/PE	2	2	2	1
Applied Tech/Business	2	2	2	1
<i>Classified Senate</i>	Inc. in division	Inc. in division	Inc. in division	6
<i>Student Senate</i>	1	1	1	1
<i>Faculty Association</i>	1	1	1	1
<i>Classified Union</i>	1	1	1	1
Total on Committee	35	28	31	32