

## Career Education Committee

Proposed Meetings are 1<sup>st</sup> and 3<sup>rd</sup> Mondays from 1:00pm-2:30pm

**Purpose:** To guide Career Education (CE) including prioritizing 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. Some examples include Strong Workforce (SWP) and Perkins.
- Use data to drive decision making and guide funding recommendations for CE.
- Facilitates or monitors the process of prioritization and recommendations for funding allocations including Strong Workforce and Perkins.
- Conduct an annual evaluation of all funding allocations and impact on student success.
- Integrate funding into overall college-wide implementation plan.

### **Membership/Composition:**

The CE committee shall consists of:

- **Chairs:** Tri Chairs: CE Dean, one faculty appointed by the Academic Senate and one Classified professional appointed by the Classified Senate.

- **Representation:**

<i>Tri-Chairs</i>	3
<i>Administration (Deans plus 1 VP)</i>	10
<i>Academic Senate</i>	
Language Arts	1
Academic Pathways	1
Counseling	1
Special Programs	1
Math/Science	1
Social Sciences	1
Arts/Media/Communication	1
Health/Kin/PE	1
Applied Tech/Business	1
Classified Senate	6
Student Senate	1
Faculty Association	1
Classified Union	1

- **Ex-officio members:** VP of Student Services, VP of Administrative Services and all CTE Managers.

Members encouraged to be part of a CE program, but it is not required.

### **Proposal Process:**

The proposal cycle will be aligned with Program Review and SWP incentive funds that the College will receive mid-year will be set aside for innovative projects. Innovative projects may not include permanent personnel. Voters may not vote for proposals that include their salary.

### **Process:**

1. Project Leads submit proposals to CE committee with managers' approval.
2. Proposals will be posted to CE Canvas website 5 days prior to presentations.
3. 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 (including start and end date)
  - Expected outcomes
  - How does this positively impact the funding formula
  - Advisory Committee agenda/minutes indicating need.
4. Presentations will be made to the committee prior to ranking and posted 5 days before presentation date.
  - No more than 5 slides
    - Demand - LMI
    - Current program status
    - Project description
    - Funding request and expected outcomes
  - 5 minutes in length
5. 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, and
  - Programmatic improvements.
6. Voting ballots will be sent to voting members before ranking with breakdown of requests.
7. 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.

**Implementation Guidelines:**

1. Projects must be started within 3 months of approval.