



CTE Biennial Review Process Summary

As mandated by Education Code 78016, which requires all occupational programs to undergo a biennial review, the SDCCD has established the following process to ensure compliance:

1. Districtwide CTE Biennial Review to the Board of Trustees - to be submitted to a summer BOT meeting.
2. Institution Specific CTE Biennial Review Reports included in one Board Agenda Item for BOT review.

Agenda materials collection and submission coordinated by SDCCD Educational Services Division.

Process and Procedures to Ensure Compliance - Each institution provides process and procedure notes regarding how they ensure compliance for the three required elements of Ed Code 78016:

1. *Career Education programs meet a documented labor market demand.*
2. *Career Education programs do not represent unnecessary duplication of other manpower training programs in the area.*
3. *Career Education programs are of demonstrated effectiveness as measured by the employment and completion success of its students.*

Evidence - Each institution provides evidence for the three required elements at the program, TOP code, and/or at the institution level.

Educational Services provides each institution with:

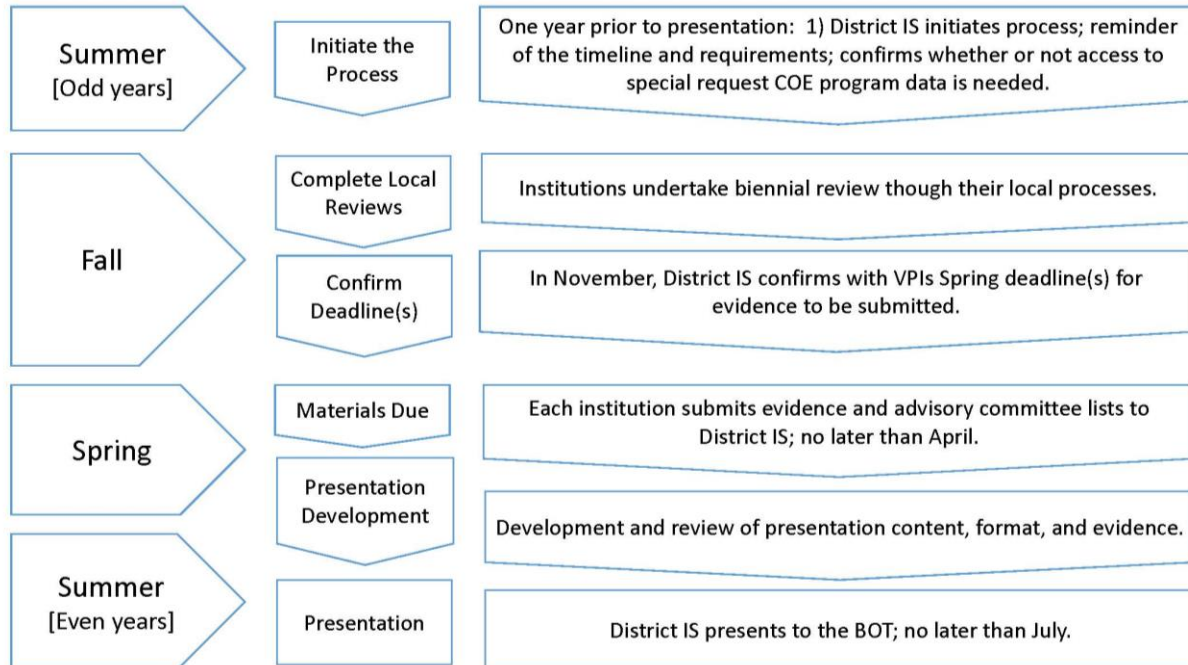
- Worksheet for the collection of process and procedures notes
- Recommended evidence list
- Program Fact Sheets and Faculty Narratives as optional evidence

Board Agenda includes

- Certificate and Degree Award counts by institution and career education program areas for the two-year period.
- New and deactivated career education program counts by institution across the two-year period.



Timeline



Education Code 78016.

(a) Every vocational or occupational training program offered by a community college district shall be reviewed every two years by the governing board of the district to ensure that each program, as demonstrated by the California Occupational Information System, including the State-Local Cooperative Labor Market Information Program established in Section 10533 of the Unemployment Insurance Code, or if this program is not available in the labor market area, other available sources of labor market information, does all of the following:

- (1) Meets a documented labor market demand.
- (2) Does not represent unnecessary duplication of other manpower training programs in the area.
- (3) Is of demonstrated effectiveness as measured by the employment and completion success of its students.

(b) Any program that does not meet the requirements of subdivision (a) and the standards promulgated by the governing board shall be terminated within one year.

(c) The review process required by this section shall include the review and comments by the local Private Industry Council established pursuant to Division 8(commencing with Section 15000) of the Unemployment Insurance Code, which review and comments shall occur prior to any decision by the appropriate governing body.

(d) This section shall apply to each program commenced subsequent to July 28, 1983.

(e) A written summary of the findings of each review shall be made available to the public. (Amended by Stats. 1998, Ch. 365, Sec. 2. Effective January 1, 1999.)