Description: The Career Technical Education Committee (CTEC) is a committee of the Academic Senate. The committee chair or designee will report to the Academic Senate on a monthly basis regarding curriculum development, emerging trends, financial reconciliation, and status of programs.

Mission: The Career Technical Education Committee is dedicated to fulfilling the college mission of developing student centered career technical education programs at Los Angeles Harbor College. CTEC shall work towards consistent program improvement through assessment of student learning and responsiveness to community needs.

Qualification for program: CTE is defined as providing a “technical skill proficiency, an industry-recognized credential, a certificate, or an associate degree”

CTE may include prerequisite courses that meet the requirements of the definition, as long as they are not remedial in nature

Purpose: The Career Technical Educational Committee will have primary oversight of the Career Technical Education Program at Los Angeles Harbor College. They will be responsible to:

- Assist in the development of degrees and certificates in CTE programs.
- At the postsecondary level, technical skill proficiency should include student achievement on technical assessments that are aligned with industry-recognized standards when possible. Also at the postsecondary level, student placement in high wage, high skill, or high demand occupations or professions should be measured.
- Oversee the reporting of required documentation for academic programs within the disciplines.
- Assist in the financial opportunities and program sustainability of the disciplines through distribution of CTE funding avenues and grant development.
- Recommend, review and assist in the development of new CTE programs.
- Report related materials to college, district, state and federal agencies.
- Assure the sustainability of CTE programs.
**Composition of Committee:** The composition of the Career Technical Education Committee shall be:

- (1) Representative from the office of Research / Planning
- (1) Dean of CTE
- (1) Representative from each of the CTE disciplines, as of spring 2011
  - Accounting
  - Administration of Justice
  - Architecture
  - Business
  - Child Development
  - CAOT
  - Computer Information Systems
  - Computer Technology
  - Culinary Arts
  - Drafting
  - Industrial Engineering
  - Electronic Engineering
  - Fire Technology
  - Music
  - Nursing
  - Physical Education
  - Real Estate
  - Process Plant Technology
  - Electrical Mechanical

**Support Services:**

Provide primarily counseling, periodicals and tutorial assistance to CTE students.

- Librarian
- Learning Assistance Center Director, or designee
- Counselor
- SPS director or designee

**Quorum:** A quorum will consist of one administrator and 50% of CTE representative programs.

**Voting:** 50% +1 or committee members present shall decide action items.

**Process:**

- All meetings shall be held in accordance to the Brown Act.
In the spring of each year, program unit plans will be submitted to the CTEC. These plans will include a description of the program, Assessed Student Learning Outcomes, Current Two Year program review, and minutes of annual Advisory Board meeting.

Programs will also submit an operational plan including requested expenses to be addressed by Perkins Act funding. This will hold for all CTE programs and any other college entity funded through Perkins act, such as; Library, Learning Assistance Center, Counseling, Academic Affairs, VTEA office.

The CTEC shall dispense an agreed upon amount of available funding throughout the CTE program. In addition, a portion of the Perkins funding will be set aside for program development and travel expenses. These funds will be made available upon agreement by the committee.