Mission of Taft College

Taft College is committed to creating a community of learners by enriching the lives of all students we serve through Career Technical Education, transfer programs, foundational programs, and student support services. Taft College provides an equitable learning environment defined by applied knowledge leading to students’ achievement of their educational goals.

In supporting the mission of Taft College, the Career Technical Education Committee is charged with enhancing communication and transparency among CTE programs, non-CTE programs, management and administrators. To fulfill this assignment, the Career Technical Education Committee will provide a forum for continual dialogue amongst CTE-related stakeholders who will make recommendations to guide intentional CTE development, enhancement, planning and sustainability providing guidance via strategies and approaches to maximize CTE program success and funding.

Role of the Career Technical Education Committee:

The role of the Career Technical Education Committee, a standing committee of the Academic Senate and Taft College, makes recommendations to the Curriculum and General Education Committee, Management, and Administration regarding:

- Strong Workforce Funding
- Application of grant and outside funding opportunities relating to Career Technical Education
- Sustainability of Career Technical Education programs and positions
- Student, Staff/Faculty, Community, and Program impact of CTE-related decisions
- The creation/adoptions/proposition of CTE policies and agreements

Specific Responsibilities:

1. Enhances communication among CTE and non-CTE programs at TC.
2. Advocates for Taft College Career Technical Education programs using a transparent process to promote the development, expansion, and improvement of Career Technical Education programs on campus.
3. Reviews labor market trends for career pathways and skills development.
4. Makes recommendations regarding innovation in the development of new programs and the directions of existing programs.
5. Researches and discusses industry trends.
6. Gathers and utilizes labor market information.
7. Encourages information-sharing and the leveraging of resources whenever possible.
8. Determines the necessary skills, student recruitment needs, and overall costs of establishing new programs.
9. Reviews proposed policies, agreements, etc.
10. Recommends distribution of CTE related funding (Perkins funds, Transitions, Strong Workforce, Prop monies…. Etc.)
11. Provides guidelines for appropriate processes and protocols relating to CTE planning.
12. Identify job shadowing, field trip, guest speaker, internship, work experience, job placement, mentor, and similar opportunities for CTE students

Membership Representation:

The Career Technical Education Committee consists of:

Chair: Career Development Counselor (or Workforce Development Coordinator)

The following shall be voting members of the CTE committee:

Representative from each division, preferably CTE-related faculty (6)

Academic Senate Representative, preferably President, VP, or CTE related Faculty (is this necessary because it’s a sub-committee?)

Up to Six Faculty Members

Representative from Admissions and Records

Representative from Counseling, preferably CTE-related

Articulation Officer

The following shall be non-voting members of the CTE committee:

VP of Instruction

VP of Student Services

Director of CTE

Dean of Grants
Membership and Meeting Policies:

Quorum is based on 50%+1 of voting membership.

It is the responsibility of each member of the CTE Committee to attend each meeting and adhere to the College Code of Conduct.

Meeting Schedule

Regular, monthly meetings on ??? of the month at ??? during the academic year for the length of time to be determined by the committee with additional meetings during in-service at the beginning of each semester.

Relationship with Other Committees

The Career Technical Education Committee reports to the Academic Senate. The Right to Appeal the recommendations of the committee can be made directly to the Academic Senate.

The Career Technical Education Committee provides information to the Curriculum and General Education Committee regarding potential new CTE credit and non-credit courses and programs, Modifications to existing credit and noncredit CTE courses and programs, graduation requirements for CTE programs, etc.

(I’d like to have this committee involved with Strategic Planning Committee or IEPI)

Self-Evaluation

The Career Technical Education Committee shall:

- Review/evaluate their performance at the end of each academic year
- Review/evaluate the Committee Charter at the beginning of each academic year