

Program and Curriculum Development and Planning AR 3120

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IV. Instructional Planning

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B. Career Technical Program Needs Assessment

1. A needs assessment will be conducted for each Career Technical Education program at least every two years or when conditions warrant it. This review shall demonstrate that the program continues to meet a documented labor market demand, does not represent unnecessary duplication of other workforce development programs in the college's service area, and is of demonstrated effectiveness as measured by the employment and completion success of its students. The Career Education and Economic Development Office, in cooperation with the divisions, will establish the schedule for the assessments.
2. The Planning and Research Office will conduct the needs assessment in consultation with the Career Education and Economic Development Office. Assessment of the labor market demand may be conducted by a review of published and online labor market information available from a variety of sources or a direct survey of local and regional employers may be carried out by the institutional researchers with the assistance of the appropriate department(s) or division(s).
3. The results of the needs assessment will be shared with the department, the Program Chair, the Division Dean and the Dean for Career Education and Economic Development.
4. When the findings of the needs assessment indicate the need for follow-up action, the Division Dean, the Dean of Career Education and Economic Development, the Program Chair, and members of the department will meet to discuss results and possible follow-up actions.
5. When follow-up action is appropriate the Program Chair, Division Dean, and Dean of Career Education and Economic Development will meet to recommend actions to be taken, or further research to be done, as a result of the needs assessment.
6. The Program Chair will submit a written summary of the assessment, findings, and any recommended follow-up actions to the appropriate deans and Vice President, Instruction for review and approval. The Vice President, Instruction will forward these reports to the Governing Board for review and approval.

Ed 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.