

Imperial Valley College

ECONOMIC AND WORKFORCE DEVELOPMENT

CTEA LOCAL PROCESS AND DEADLINES

Introduction

This document establishes local procedures and deadlines for Career Technical Education Act (CTEA) funded programs at Imperial Valley College (IVC). These programs were identified in the College's CTEA five-year plan in 2008 and are subject to review and re-authorization in 2012. The first year of the current five-year plan was an extension of the previous five-year plan for the State while it was pending Federal approval of their plan. CTEA funds are awarded to States by the US Dept. of Education. In California, the California Community Colleges Chancellor's Office (CCCCO) administers the funds that are awarded to college districts based on a formula distribution.

The CCCCO requires each college district to submit a yearly CTEA Local Application that outlines continuous improvement, expenditures, and objectives for all funded programs. Program success is measured by "core indicator" data. In addition, the CCCCO also requires the submission of quarterly financial and program reports and a yearly Final Report.

These procedures establish an accountability mechanism for programs to submit the necessary reports, budgets, and supportive documentation that the College needs to fulfill its own reporting requirements. CTEA is not an entitlement program; CTEA funds are intended to supplement Career Technical Education (CTE) and must be distributed based on local needs and priorities. Funds may not be used to supplant or pay for programs, salaries, services, or materials that would otherwise be paid by State or local funds. The recurring operation, equipment, and program sustainability should be a district responsibility.

In order for the College to meet State reporting requirements, it is critical that reports and information be provided by funded programs in a timely fashion. The reports are intended to create a path of continuous improvement, industry linkages, and student success. Programs that show a pattern of late reporting may be penalized by a reduction or suspension of CTEA funding.

CA Ed Code §78016 Program Review

All CTE programs must also be reviewed every two years to ensure that they document labor market demand, do not represent unnecessary duplication, and are effective as measured by the employment and completion success of their students.

(Federal) US Department of Education

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (CTEA) is a federal program aimed at increasing the quality of technical education in the United States and support programs that link academic and technical content across secondary and post-secondary education. The Act intends to strengthen local accountability provisions and continuous program improvement by providing supplemental funding for local CTE programs. Perkins funds may not be used to supplant non-federal funds.

(State) California Community Colleges Chancellor's Office (CCCCO)

Perkins funds are administered by the CCCCO's Career Technical Education Unit. Funds are restricted to these nine requirements. All CTEA-funded programs are required to have met all program activities within the five-year cycle, which currently ends on June 30, 2012.

- 1. Strengthen the academic and career and technical skills of students participating in CTE programs through the integration of academics with CTE programs.
- 2. Link CTE at the secondary and the postsecondary levels, including by offering elements of not less than one program of study described in §122©(1)(A).
- 3. Provide students with strong experience in and understanding of all aspects of an industry, which may include work-based learning experiences.
- 4. Develop, improve, or expand the use of technology in CTE, which may include training to use technology, providing students with the skills needed to enter technology fields, and encouraging schools to collaborate with technology industries to offer internships and mentoring programs.
- 5. Provide in-service and pre-service professional development programs to faculty, administrators, and career guidance and academic counselors involved in integrated CTE programs, on topics including effective integration of academics and CTE, effective teaching skills based on research, effective practices to improve parental and community involvement, effective use of scientifically based research and data to improve instruction. Professional development should also ensure that faculty and personnel stay current with all aspects of an industry; involve internship programs that provide relevant business experience; and train faculty in the effective us and application of technology.
- 6. Develop and implement evaluations of the CTE programs carried out with Perkins IV funds, including an assessment of how the needs of special populations are being met.
- 7. Initiate, improve, expand, & modernize quality CTE programs, including relevant technology.
- 8. Provide services of sufficient size, scope, and quality to be effective.
- 9. Provide activities to prepare special populations, including single parents and displaced homemakers enrolled in CTE programs, for high-skill, high-wage, or high-demand occupations that will lead to self-sufficiency.

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CTE programs are identified by their TOP Code and tracked by the State under their vocational education accountability system. Not all CTE programs are CTEA funded. Only programs identified by the district in its five-year plan or modifications thereto are eligible for funding.

IVC's current CTEA five-year plan identifies the following local programs for Perkins eligibility:

- Administration of Justice
- Agricultural Sciences
- Air Conditioning and Refrigeration
- Automotive Collision Repair
- Automotive Technology
- Building Construction Technology
- Child Development
- Computer Information Systems
- Correctional Science
- Fire Technology
- Peace Officer Standards Training (POST)
- Welding Technology
- Across Programs

IVC offers the following Career Technical Education programs (also known as vocational, occupational, and Applied Sciences programs), as identified by the CA TOP Codes handbook:

Economic and Workforce Division

Air Conditioning and Refrigeration

Technology

Automotive Collision Repair

Automotive Technology

Business Accounting Technician

Business Administration

Business Administrative Assistant

Business Financial Services

Business Management

Business Marketing

Business Office Technician

Computer Information Systems

Court Services Specialist

Legal Assistant

Multimedia and Web Development

Water Treatment Systems Technology

Water Treatment Systems Technology

-Wastewater Treatment Specialization

Welding Technology

Science, Math, and Engineering Division

Agricultural Business Management

Agricultural Crop Science

Agricultural Science

Behavioral and Social Science Division

Alcohol and Drug Studies

Child Development

Child Development-Associate Teacher

Child Development-Administration

Specialization

Child Development-Infant/Toddler

Specialization

Child Development-School-Age Specialization

Health and Public Safety

Administration of Justice

Correctional Science

Peace Officer Standards Training (POST)

Emergency Medical Services

Fire Technology

Firefighter I

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Medical Assistant (CNA)

Nursing-Registered (RN)

Nursing-Vocational (LVN)

Local Application

CTEA-funded programs are each required to submit their local plan to the Economic and Workforce (EWD) Division by the end of the 3rd Quarter of the academic year. Each element must be addressed, including elements not funded with Perkins. Expenditure amounts and projection dates must be provided. Each program must outline its plan for continuous improvement, program expenditures, and expected outcomes. A Budget Prioritization Sheet must accompany each program's local plan.

Activity Funding Forms

An Activity Funding Form must be submitted to the Economic and Workforce Development Division for each activity. Pertinent documentation must be provided, including quotes or travel requests. Activity Funding Forms must be submitted a minimum of two weeks prior to activity requests. All Perkins expenditures must be completed by the end of the 3rd Quarter (March 31st). Funds not spent by the end of the 3rd Quarter will be reallocated to other programs and/or funding priorities. Expenditures projected for the 4th Quarter must have prior approval by the Dean of Economic and Workforce Development.

Final Report

All Perkins-funded programs are required to submit a Final Report (Sections II A and II B – Final Report) to the Economic and Workforce Development Division by June 15th. It must include a description of objectives met, barriers that the programs may have encountered, and best practices learned. The Economic and Workforce Development Division will submit a completed Final Report to CCCCO in August, as required by the Chancellor's Office.

Program Advisory Committees

Involvement and input of local program advisory committees is to ensure the quality of CTE programs and their relevance to local industry needs. Their responsibility is to develop, implement, and evaluate CTE programs. The law specifies membership to include a minimum of 3 industry representatives, 1 CTE faculty member, 1 counselor, and 1 CTE student [Perkins IV §134(b)(5)]. Advisory committees must meet a minimum of twice per academic year (once per semester).

The fall advisory committee meeting must include the approval/ratification of program majors and certificates and certification that the programs meet industry needs and projections. Curriculum adjustments recommended by the advisory committees shall be submitted to C&I, when appropriate, for adoption for the following academic year.

The spring advisory committee meeting must include a review and approval of program performance, including current labor market information, core indicators, and mitigation recommendations where appropriate. The committees shall also review and approve the Perkins funding request and prioritization for the subsequent academic year.

Advisory committee meeting notices, agendas, and minutes shall be provided to the Economic and Workforce Development Division. Minutes shall be provided within two weeks of the advisory committee meeting. Minutes for the fall meeting must include the committee's local program approval. Minutes for the spring committee meeting must include the approval of performance data and recommendations for the following year's local plan.

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Local Planning Team (LPT)

CTEA also requires that districts appoint a Local Planning Team to assist in the evaluation of the CTEA-funded programs to ensure the programs' quality and their relevance to local industry needs in order to make recommendations for the following year. The law specifies membership to include business, industry, labor organizations, special populations, and both academic and CTE faculty. The satisfaction of reporting deadlines may be used as a criteria for the recommendation of funds.

The College's LPT will include at minimum the chair of each program advisory committee, a representative from labor, a faculty member from each CTEA-funded program, a CTE counselor, a CTE student, and a representative of secondary education.

The Economic and Workforce Development Division shall schedule a meeting of the LPT each spring semester and provide performance data for all CTEA programs, a review of State and local CTE priorities, and develop recommendations for the following year's local application.

Deadlines

The timely submission of reports by Perkins-funded programs is critical for the College to meet State reporting requirements. All CTEA-funded programs must adhere to the following deadlines.

<u>Event</u>	Responsible Party	Deadline*
FALL		
CTEA Meetings	EWD Division	As Needed
Allocations to Funded Programs	EWD Division	1 st CTEA Meeting
Fall Advisory Committee Meeting	Funded Programs	By November 30 th
1 st Quarterly Report to CCCCO	EWD Division	October 25 th
2 nd Quarterly Report to CCCCO	EWD Division	January 25 th
SPRING		
CTEA Meetings	EWD Division	As Needed
Submission of Program Data to Funded Programs	EWD Division	1 st Week in February
Spring Advisory Committee Meeting	Funded Programs	1 st Week in March
CTEA Local Plan Due to EWD	Funded Programs	Last Week in March
CTEA Program Expenditures Completed	Funded Programs	March 31 st
CTEA Budget Review	EWD Division	2 nd Week in April
3 rd Quarterly Report to CCCCO	EWD Division	April 25 th
Unspent CTEA Funds Reallocated & Spent	EWD Division	April 30 th
Local Planning Team Meeting	EWD Division	Last Week in April
Submittal of Local Plan to CCCCO	EWD Division	May 15^{th}
CTEA Final Reports Due to EWD Division	Funded Programs	June 15 th
SUMMER		
4 th Quarterly Report to CCCCO	EWD Division	$July\ 25^{th}$
CTEA Final Report to CCCCO	EWD Division	August 25 th
*Deadlines are subject to change at the discretion of the EWD Division.		

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Program Review (Ed Code §78016)

Per California Education Code §78016, all CTE programs shall be required to submit a report every two years that documents labor market demand, that it does not represent unnecessary duplication, and notes its effectiveness as measured by employment and completion success of its students. This report is due to the Division of Economic and Workforce Development by February 15th of evennumbered years (next due date is February 15, 2012). CTE programs failing to submit this report may be subject to de-certification by the College and/or the State.

Glossary

All CTE Programs = All CTE programs, as noted by the Chancellor's Office in the TOP Codes Handbook as being vocational, whether or not the programs are funded by the CTEA Grant

Funded Programs = All CTE programs that are currently funded by the Perkins CTEA Grant

CCCCO = California Community Colleges Chancellor's Office

CTE = Career Technical Education (aka Vocational, Occupational, Applied Sciences Programs)

CTEA = Carl D. Perkins Career and Technical Education Improvement Act of 2006 that provides grant funding to some programs

EWD = Economic and Workforce Development

LPT = Local Planning Team

TOP Codes = Taxonomy of Programs; a system of numerical codes used at the State level to collect and report information on programs and courses