

CAREER TECHNICAL EDUCATION COMMITTEE **CHARTER**

Role of the Career Technical Education Committee:

The Career Technical Education Committee, a standing committee of the Taft College Academic Senate:

- Reports to the Academic Senate on issues and activities related to 10 +1 responsibilities;
- Makes recommendations to the Curriculum and General Education Committee on curriculum and program needs as appropriate, and;
- Interacts with other College stakeholders to ensure collegial consultation and to support participatory governance processes.

Areas of focus for the Committee include:

- Recommendations for Program Review processes related to CTE data and decision-making processes;
- Aggregation of input from Advisory Committees across CTE programs;
- Development and evaluation of processes and practices for CTE program-specific Advisory Committees;
- Evaluation of the effectiveness and processes of advisory committee meetings;
- Make recommendations to other Academic Senate committees, or college bodies as appropriate, about the sustainability of Career Technical Education programs as part of the evaluation process;
- Present information and make recommendation to Division Chairs on new and replacement faculty positions;
- Integrate and provide relevant CTE information to related committees and agencies about student, staff/faculty, community, District and program interests and performance;
- Refer issues to other Academic Senate committees in accordance with the scope of each committee;
- Respond to requests for action or recommendations from other committees of the College; and
- Make recommendations to appropriate committee/division using annual program review findings.

Membership Representation:

The Career Technical Education Committee consists of:

1. Chair: Academic Senate member appointed from the committee membership
2. **Up to** seven Academic Senate Members with a preference for Academic Senate representatives

from each division with CTE programming

3. VP of Instruction or Designee (Non-Voting)

Resource representatives (non-voting, attendance not required but may be requested for some topics):

1. Representative from Admissions and Records
2. Representative from Counseling, preferably CTE-related
3. Articulation Officer
4. VP of Student Services or designee

Quorum and Meeting Policy:

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 are held during the academic year. Meeting days and times are established at the beginning of each semester to avoid conflict with on-campus instructional schedules of Academic Senate representatives. Academic Senate representatives should request committee reassignment and replacement when meetings can only be scheduled at the same time as the Senate member's on-campus teaching assignment.

Relationship with Other Committees

The Career Technical Education Committee reports to the Academic Senate.

Self-Evaluation

The Career Technical Education Committee shall:

- Review/evaluate the Committee Charter at the beginning of each academic year at the first official meeting;
- Establish action goals at the beginning of each academic year;
- Review/evaluate committee performance at the end of each academic year.