

**SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURES MANUAL**

Title: CAREER AND TECHNICAL EDUCATION (CTE) PROGRAM ADVISORY COMMITTEES	Number: AP 6.29
Legal Authority: California Ed Code sections 78015, 78016	

As required for compliance, the College hosts advisory committee meetings for all career and technical education (CTE) programs at least once per academic year (July 1- June 30). The Chancellor or designee oversees the college procedure to ensure CTE departments meet quality standards and statewide compliance for advisory committees, including:

- Process for advisory committee member appointments;
- Standard format for documenting advisory committees;
- Process for maintaining meeting agendas and minutes records for reporting purposes;
- Alignment between program review, continual improvement, and industry needs and expectations;
- Evidence the program meets demand as shown by labor market data, and does not unnecessarily duplicate instructional programs in the region;
- Documented guidance provided by employers, including remarks on hiring needs and trends.

Recommended by Participatory Governance Council on 05/16/2019 Adopted by the Chancellor on 9/26/19
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