

SAN DIEGO AND IMPERIAL COUNTIES CURRICULUM PROGRAM REGIONAL RECOMMENDATION PROCESS

The PCAH requires evidence of regional recommendation for all new Career Education degrees and certificates as well as modified Career Education certificates of achievement.

Once documentation of need is established and local curriculum approval process is completed, only the Career Education Dean designated to the Deans' Council may submit the program for regional recommendation to regionalcte.org. A current list of college-designated Career Education Deans can be found on the [Regional Consortium website](#).

 **Do modified programs have to be submitted to the Regional Program Recommendation Process? If so, what does “modified” mean?**

Colleges must submit modified certificates only when the modifications include changes to required courses for the major, including required electives. Changes to recommended electives and changes to program descriptions or titles do not need to be submitted.

When submitting modified programs into the regional program recommendation website, the designated Career Education Dean will identify the program as a modification within the notes and include what the changes are.

Program Submission to RegionalCTE.org

1. Programs must be submitted at least two weeks before the next Deans' Council. Dates for the Deans' Council meetings are posted on the [Regional Consortium website's calendar](#).
2. Submission to regionalcte.org must include the following information:
 - Submitter's information (only the current college designated Career Education Dean)
 - “Career Education Dean Contact” must reflect the current college-designated Career Education Dean for the institution
 - Program information (title, submission type, TOP code, projected start data, description, and completer projections)
 - Program attributes (program type and goals)
 - Course units and hours
 - Course report (course requirements narrative and program requirements)
 - COE labor market brief (LMI must be uploaded—regardless of whether the COE endorses the proposed program; if the LMI does not confirm labor market need for the program, **then the college must upload employer endorsement letters**)
 - Employer endorsement letters (if applicable—see above)

3. Prior to the Deans' Council meeting, the Regional Consortium will send all programs for recommendation to the COE for review. Once the COE reviews the submissions, the Regional Consortium will send all programs for recommendation to the Career Education Deans for review prior to the upcoming meeting.
4. The Career Education Deans will have two weeks to review and discuss programs with their faculty.
5. By the end of this two-week period, each designated Career Education Dean must submit feedback via the regionalcte.org platform. If there is no feedback to relay, Career Education Deans will submit either a "recommended" or "not recommended" comment to ensure that review has taken place. Comments, feedback and objections will be electronically submitted to all current designated Career Education Deans via the regionalcte.org platform.
6. At the regularly scheduled Deans' Council meeting (typically the second Friday of each month), programs for recommendation will be placed on the agenda for open discussion and vote.

Deans' Council Meeting and Voting Process

1. During the Deans' Council Meeting, a discussion is held for each program under review for regional recommendation. Representatives from the program are welcome to attend to answer any questions that may arise. This is not required, but program representatives are welcome.
2. During the discussion, if there are questions, requests for clarification, or requested small changes made by the majority of the Career Education Deans (six out of ten), then the Career Education Deans will have one additional week to make adjustments, review, provide feedback, and consultation.
 - a. On the final day of the month, the Regional Consortium Chair will convene the designated Career Education Deans to cast a vote on any outstanding programs.
 - b. The final vote stands and will be reported to the Regional Consortium Chair for inclusion on the following month's agenda as an information item.
3. The nine regional colleges (Cuyamaca, Grossmont, Imperial Valley, MiraCosta, Palomar, San Diego City, San Diego Mesa, San Diego Miramar and Southwestern) and Continuing Education have one vote.
4. The designated Career Education Dean may appoint a designee to cast a vote if the Career Education Dean is not available to attend the meeting.
5. Six Career Education Deans (or designated representatives) are needed to establish a quorum.
6. Programs must receive simple majority (six out of ten) of votes to obtain a positive recommendation.
7. When the final vote on a proposal is made, it is the responsibility of the proposing college's representatives to include the Deans' Council meeting minutes in their proposal to the state Chancellor.
8. If a program fails to obtain a positive recommendation from the Regional Consortium, after completing all required steps (above), then the Deans' Council (WDC) chair must provide written documentation to the college as to why the program was denied a positive recommendation. If the college would like to follow up and have an additional conversation with the chair, then the chair will coordinate a meeting with the college. After the discussion, the college may decide to submit a revised program proposal to the Dean's Council Ad-Hoc Program Reconsideration Committee. The revised program proposal must be co-signed by the program's college dean and the VPI or (VP of Instruction or VP of Academic Affairs). The Ad-Hoc Program Reconsideration Committee consists of the Deans' Council (WDC) chair, one appointed Career Education Dean from the Dean's Council who is not associated with the program's institution, and COE director. The Ad-Hoc Program Reconsideration Committee must provide a written response within 30 days of the program proposal resubmission.

Apprenticeship Programs

New apprenticeship programs will be included on the monthly Dean's Council meeting agenda as informational items only. Apprenticeship programs do not currently need to follow the regional program recommendation process.

Records

The Regional Consortium will maintain the official listing of the status of all program recommendations. [A list of programs recommended by the Regional Consortium \(through the Deans' Council\) can be found on the Regional Consortium website.](#)