



# Career and Technical Certificate of Achievement Development: The Long Road

By Salomón Dávila  
I.E.C. Committee

# What is a Certificate of Achievement?

- CCC Chancellor's Office:
  - “students who complete the program will be guided through a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.”
  - List contained in Inventory of Approved Programs by the Division of Academic Affairs (soon to be replaced)
  - Gainful employment reporting by certificate count
  - Must be 18 units although 12 units can be done with petition
  - Must meet 21 critical criteria

# CCC Chancellor's Critical Criteria

- Statement of Program Goals and Objectives
- Catalog Description
- Program Requirements
- Background and Rationale
- Enrollment and Completer Projections
- Place of Program in Curriculum/Similar Programs
- Similar Programs at Other Colleges in Service Area
- Labor Market Information & Analysis
- List of Members of Advisory Committee
- Recommendation of Advisory Committee
- Employer Survey
- Explanation of Employer Relationship
- Library and/or Learning Resources Plan
- Facilities and Equipment Plan
- Financial Support Plan
- Faculty Qualifications and Availability
- Based on model curriculum
- Licensing or Accreditation Standards
- Student Selection and Fees

# So why not just fill out the form?

- Series of steps to get to fill out form:
  - Meet with Advisory Committee (1/yr)
  - Employer Survey (2-3 months)
  - LOWDL
    - Reviewing and recommending approval of programs
    - Prevents destructive competition
    - Must have labor market data, will send back if inadequate
    - Announce with Letter of intent before appearing at monthly meetings
  - C&I
    - Reviews above items and moves to approve
    - Must meet the Catalog deadline (rarely happens)
- Then send to State Chancellor's Office

# So what's the problem?

- Advisory Committee Meeting ~5-10 hrs
  - Industry Survey ~80 hrs
  - Curriculum Writing ~40hrs/course
  - LOWDL Letter of Intent ~1hr
  - LOWDEL Presentation ~5 hrs
  - C&I ~2hrs/course
  - CCC Application ~10hrs
  - CTE Faculty have more lab hours than lecture hours, maintain labs themselves and in perpetual professional development.
  - Lab time for CTE is more strenuous on faculty because of equipment use and ranges of students capabilities.
- ~300-400 hours  
for complete  
overhaul**

# Difficulties of New Certificate

- Need to nurture cohort through the program to build momentum (2-3 yrs)
- Advertise....oh yeah No Website, Oops!
- Lack of coordination with other departments in Certificate
- Tech Ed and CTE funding not transparent
- Inter-divisional appropriations of funding
- Hope classes close
- Lack of prerequisites attracts students not really interested in whole program.
- Students have to apply on a paper for certificate

# New Certificate!

- Create Assessment and Rubrics for courses and program
- Build Program Review for great people of IEC
- Learn new stuff!! (Professional Development)
- Sign and mail out!
- Whew!



# Final Thoughts

- Although some certificates may follow a “non-substantial” change, this is not a “fill out the form and turn it in” process.
- High degree of curricular thought and pedagogical methodologies play part in certificate development process
  - Sound Authentic Assessment Models, Basic Skills, Adult Learners, Online Content Delivery, Articulation to HS and Universities, State Pathways, SB 1440
- Tracking students after certificate achievement is needed
- Depending on degree of certificate overhaul, release time is merited (CC’s have done this)
- Professional development required
- IEC can make recommendations for certificate update procedures.