



Community College CTE Program Approval Guiding Principles, Standards, and Assurances

Department forms change periodically and it is the college's responsibility to use the most current forms available. Forms, handouts and useful resources are located at <http://www.odccwd.state.or.us/prgapproval/appsandwkshts.aspx>

Guiding Principles

The following Guiding Principles characterize the philosophy and objectives underpinning community college professional technical education programs and the program approval standards and process.

The community college professional technical education program and cluster approval process is:

- Effective and efficient
- Consistent, adaptable and flexible
- Aligned with other systems
- Clear and easy to understand
- Responsive

Program Approval Standards

1. **Need** The community college provides clear evidence of the need for the program.
2. **Collaboration** The community college utilizes systemic methods for meaningful and ongoing involvement of the appropriate constituencies.
3. **Capacity** The community college identifies and had the resources to develop, implement, and sustain the program.
4. **Design** The community college program leads to student achievement of academic and technical knowledge, skills, and related proficiencies.
5. **Alignment** The community college program is aligned with appropriate education, Workforce development, and economic development clusters.

Assurances

The community college assures the following:

1. **Access** The college and program and cluster will affirmatively provide access, accommodations, flexibility and additional/supplemental services for special populations and protected classes of students.
2. **Continuous** The college has assessment, evaluation, feedback, and continuous Improvement processes or systems in place. For the proposed program and Cluster, there will be opportunities for input from and concerning the instructor(s), students, employers, and other partners/stakeholders. Cluster need and labor market information will be periodically re-evaluated and changes will be requested, as needed.
3. **Adverse impact and detrimental duplication** The college will follow all current laws, rules, and procedures and has made good faith efforts to avoid or resolve adverse inter-segmental and intra-segmental impact and detrimental duplication problems with other relevant program and clusters or institutions.
4. **Records maintenance and congruence** The college acknowledges that the records concerning the program and cluster title, curriculum, CIP code, credit hours, etc., maintained by the Department are the official records and it is the college's responsibility to keep their records aligned with those of the Department. The college will not make changes to the program without informing and/or receiving approval from the Department.

For questions or more information, please contact your college instructional administrator or career technical dean/point-of-contact who may contact the Oregon Department of Community Colleges and Workforce Development.

David Moore, (503) 947-2448, david.p.moore@state.or.us Larry Cheyne, (503) 947-2430, larry.cheyne@state.or.us
Shalee Hodgson, (503) 947-2409, shalee.l.hodgson@state.or.us