

MANUAL OF PROCEDURE

PROCEDURE NUMBER:

8660

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PROCEDURE TITLE:

Institutional Responsibility for Career Technical Education

**STATUTORY &
ADMINISTRATIVE
REFERENCE:**

The Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Title I

BASED ON POLICY:

Workforce Investment Act, Section 503, CFDA #84.048 **ss. 445.051**; Miami Dade College Policy Number **III-50**

EFFECTIVE DATE:

February 20, 1976

LAST REVISION DATE:

July 29, 2024

LAST REVIEW DATE:

July 29, 2024

I. **PURPOSE:**

To enumerate the institutional responsibilities for planning, implementation, and evaluation of Career Technical Education (CTE) programs as contained in Strengthening Career and Technical Education for the 21st Century Act (Perkins V), Title I; Workforce Investment Act, Section 503, CFDA #84.048.

II. **PROCEDURE:**

A. **Planning**

- i. Analyze fiscal requirements for the establishment, promotion and operation of workforce programs and recommend such courses of action as may be appropriate.
- ii. Represent the College in state-called meetings for deans, directors, and other administrators of Career & Technical Education.
- iii. Collaborate annually with Academic School Deans, Deans of Faculty, and student support departments to discuss program success and retention needs, including expanding program opportunities and innovation to ensure the continuous improvement of Career and Technical Education (CTE) offerings.
- iv. Imbed program analysis in the curriculum development process of new CTE programs.
- v. Ensure that programs follow the colleges established curriculum approval timeline.
- vi. Academic School Deans and Directors are to comply with the Workforce Advisory Committee Procedure 8004.

B. **Data reporting**


- i. Schedule, collect, and process reports as required by Federal, State, and local regulations.

- ii. Collaborate with Institutional Effectiveness and Institutional Research in matters concerning CTE data reporting.
- iii. Evaluate performance outcomes for internal use, facilitating informed decision-making and strategic planning.

C. Evaluation

The institution maintains a Department of Career Technical Education (CTE) responsible for:

- i. Determining eligibility for Perkins support through the Comprehensive Local Needs Assessment (CLNA).
- ii. Evaluating student enrollment, retention, and completion for each CTE program.
- iii. Participating in developing a long-range plan for CTE programs offered by the College.
- iv. Reviewing performance outcomes from Federal, State, and local reports.
- v. Conduct annual review of labor market demand for CTE program offerings.

	07/29/2024
PRESIDENT	DATE