





professional and skilled craftspeople respected in their trades. A balanced representation of different aspects of the career is sought.

3. LEADERSHIP - Members of the committee have demonstrated leadership within their respective careers.

E. Procedure for Appointment of Program Advisory Committee Members

1. Committees are formed by program areas (specific disciplines) or by division responsibility, and are all under the management responsibility of the Dean of Economic and Workforce Development.
2. Prospective committee members may be recommended by faculty, department chairs, administrators, committee members, and members of the Board of Trustees.
3. The CTE administrator, in concert with the lead responsible for the CTE program for which the committee is formed, is responsible for contacting prospective committee members to confirm their willingness to serve.
4. The Dean of Economic and Workforce Development names the committees and notifies the individual members of their appointments.

5. The community who are aware of the needs of the disadvantaged and the handicapped.
6. Career and Technical Education students who are enrolled in the CTE programs.
7. District representatives on the committee may include an administrator, members from the teaching faculty, a member from the counseling staff, and





considered. Only through communication and close cooperation with the community can Imperial Valley College hope to develop quality career and technical education programs.

## II. PROVISIONS FOR DOCUMENTING THE COMPETENCE OF STUDENTS COMPLETING

3. File a certificate petition with the Admissions Office no later than the end of