CTE Enhancement Fund Guideline

In the event that the CTE enhancement funds provided through SB852 (The Budget Act) are reauthorized, the Regional CTE Task Force recommends that the Academic Senate and the college adopt the following guidelines to recruit, screen, and select recipient programs and administer the process:

1. Faculty and Manager Appointments

A reassigned faculty member appointed by the Academic Senate President and a manager appointed by the Vice President of Instruction or College President are to be collaborative Co-Chairs in the administration of the CTE Fund application process. The Co-chairs will develop the criteria by which the screening and selection of the recipients will occur. The criteria will be based on the requirements specified in the legislation.

The faculty-reassigned time would begin prior to the reauthorization of the grant to ensure sufficient time for the faulty co-chair to: review, understand, and communicate the information in the Request For Application (RFA).

The task force recommends that the co-chairs are representatives from different divisions to ensure universal communication.

2. Announcement: Call For Applications

Invite all CTE programs within the top 10 priority and emerging sectors as defined by the legislation, the California Community College Chancellors Office (CCCO), or designee. The current list includes:

- Advanced Manufacturing
- Advanced Transportation & Renewables
- Agriculture, Water & Environmental Technologies
- Energy (Efficiency) & Utilities
- Global Trade & Logistics
- Health
- Information & Communication Technologies (ICT)/Digital Media
- Life Sciences/Biotech
- Retail/Hospitality/Tourism 'Learn and Earn'
- Small Business

3. Informational Session

The Regional CTE Enhancement Fund Co-Chairs are to hold an informational session for all prospective applicants. The informational session will cover the:
- purpose of the CTE enhancement funds
- eligibility requirements
- allowable activities
- application process and timeline

4. Workshop

The Regional CTE Enhancement Fund Co-Chairs will organize an application workshop for programs that choose to submit an application. The workshop will focus on assisting applicants in with data retrieval and application completion.

5. Approvals & Advisory Notifications

Programs wishing to apply for the CTE enhancement funds are required to:
- receive department approval on their application. The approval should be documented in the department minutes.
- receive the approval of their dean or associate dean.
- notify their advisory board of the program's plan to apply for the CTE enhancement funds along with a narrative explaining how the funds will be utilized. An email notification will suffice for this purpose.

6. Submittal and Selection

Once the required approvals and notifications have been made, applicants will submit their applications to the Regional CTE Enhancement Fund Co-Chairs to begin the screening and ranking process. The process is to be transparent and fair.

The co-chairs will convene a group of faculty and administrators to assist in the ranking process.

The co-chairs and CTE enhancement fund group will rank the applications and forward them to the College President with recommendations. The College President will review the applications and render a decisions as to the specific programs that will be selected by the district to receive the requested funds.