

Guidelines for Career and Technical Education (CTE) Program Approval Point-of-Contact (POC)

Why was the POC system developed?

- Create a system that identifies consistent and knowledgeable persons to address, resolve and communicate CTE program approval questions and issues
- Create a system that is efficient, responsive and appropriately engages campus and state staff expertise
- Increase the capacity of community colleges to develop, organize and utilize available resources to answer most questions internally
- Provide consistent, clear and easily understandable communication between community college and state staff
- Coordinate and reduce duplicate inquiries from different people at the same college

Role of the Community College POC

- Act as the designated POC on campus for questions and issues related to CTE program approval
- Facilitate the interface of the Department CTE Program Approval POCs with campus staff, concerning CTE program approval and application questions
- Create a system to vet questions and requests for resources through the campus POC
- Develop and organize the on campus resources and procedures to facilitate the CTE program approval and application process
- Provide information, references, and other resources related to CTE program development and approval to the key campus staff as appropriate
- Provide guidance, coaching, and training concerning CTE program design, development, quality, application, and approval to the key campus staff as appropriate

Who are Community College POCs?

- Most POCs are the CTE Deans or instructional administrators, with responsibilities for CTE programs
- The POC is someone able to guide and facilitate campus administrators, faculty, support staff, and others concerning program approval and application requirements and procedures
- The POC is someone who is (or becomes) thoroughly familiar with CTE program approval resources and information, such as:
 - Related OARs and ORSs;
 - The application and approval process, procedures, and timelines;
 - Forms and handouts;
 - Perkins performance measures and reporting requirements;
 - Online resources;
 - The Community College Handbook;
 - FTE Guidelines; and
 - Campus procedures and resources related to CTE program approval.

Key Resources for the POCs

- Academic Program Approval for Oregon Community Colleges - <http://www.oregon.gov/highered/institutions-programs/ccwd/Pages/community-college-program-approval.aspx>
- The Community College Handbook - <http://handbook.ccwdwebforms.net/>
- Webforms Guidebook - <http://guide.ccwdwebforms.net/>
- Secondary Approved Programs and Courses by School - <http://www.ode.state.or.us/data/stats/opte/>
- CIP Code Website - <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>
- Oregon Community College Directory, addresses, and college website <http://www.oregon.gov/highered/plan-pay-for-college/Pages/community-colleges.aspx>
- Career Pathways Web Tool - <http://oregon.ctepathways.org/>
- Accreditation – Northwest Commission on Colleges and Universities (NWCCU) - <http://www.nwccu.org>
- FTE Audit Guidelines - <http://www.oregon.gov/highered/institutions-programs/ccwd/Pages/community-college-program-approval.aspx>
- Perkins data and information - <http://www.ode.state.or.us/search/page/?id=1623>
- Civil rights compliance requirements - <http://www.ode.state.or.us/search/results/?id=229>

PLEASE NOTE: It is the college's responsibility to use the most current form available. The most current forms are available at: <http://www.oregon.gov/highered/institutions-programs/ccwd/Pages/community-college-program-approval.aspx>

Who are the HECC/CCWD Program Approval Points-of-Contact?

TITLE	NAME	PHONE	EMAIL
CCWD Deputy Director	Donna Lewelling	(503) 947-2409	Donna.J.Lewelling@state.or.us
CCWD Education Program Specialist	Luis Juarez	(503) 947-2430	luis.juarez@state.or.us
CCWD Education Program Specialist	KC Andrew	(503) 947-5742	kc.andrew@state.or.us
CCWD Program Approval - Administrative Specialist	Kasena Dailey	(503) 947-5608	kasena.dailey@state.or.us

HECC/CCWD Education Specialist Roles and Responsibilities

1. Assist in answering questions from the College Point of Contact regarding process, issues, and forms;
2. Problem solve regarding unique process issues, and
3. Facilitate communication between community college staff and ODE staff;
4. Facilitate the program approval process based on state laws and rules and Higher Education Coordinating Commission (HECC) requirements (formerly the State Board of Education);
5. Help clarify program purpose and outcomes and provide program content/design expertise as requested;
6. Advise college program staff of new initiatives, opportunities, potential resources, partners, etc.;
7. Review the application and respond to the college program contact and the College POC with recommendations or changes to meet the State Board Standards;
8. As needed, edit the Program Abstract once it is determined that the program design meets standards; present the program abstract for review and action by the Higher Education Coordinating Commission (HECC), and;
9. Advocate for approval, as appropriate, with the Higher Education Coordinating Commission

Career Learning Area Responsibilities			
Education Specialist	Career Learning Area	Telephone Number	E-mail Address
Luis Juárez	Industrial & Engineering Systems	503-947-2430	luis.juarez@state.or.us
	Arts, Information & Communications		
	Business & Management		
KC Andrew	Health Sciences	503-947-5742	kc.andrew@state.or.us
	Human Resources		
	Agriculture, Food and Natural Resource Systems		