

## Signature Program Definition and Program Application Template -- **DRAFT**

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**Taskforce Members Present: George Railey, Janet Barbeiro, Brett Camacho, Christopher Boltz, Cynthia Elliott, David Clark, Jim Chin, Kelly Fowler, Kerry Ybarra, Kirt King, Michelle Johnson, Pam Gilmore, Tasha Hutchings, Tim Woods, Tom Mester**

### **SIGNATURE PROGRAM DEFINITION**

A “signature” program is broadly defined by State Center Community College District (SCCCD) as a program that epitomizes the college’s mission and its distinctiveness in the community.

A “signature” Career Technical Education (CTE) program is defined by each campus to be an exceptional CTE program that exemplifies the mission of the college community in which it serves. Program Review Committees at each college campus will define a process in which to designate CTE programs as “signature” based on the criteria below. College campuses will establish and document the process for which existing CTE programs apply for “signature” status.

The process delineated at each college campus should address the Qualitative and Quantitative measures listed below. Each college campus will establish the numerical benchmark that should be associated with each criterion, if necessary. In addition, the “signature” program application process will include an introduction with narrative that describes the following: brief overview, occupations served, how the program meets the mission of the college, how the program aligns with the college’s and district’s Strategic Plan, and the Program Learning Outcomes (PLOs). Once a program is designated as “signature,” the program must resubmit Signature program application for consideration of sustained (renewal) status as part of the program’s scheduled comprehensive program review. New CTE programs are eligible after the third year of implementation.

### **Qualitative Measures** (External demand, workforce needs, and economic development)

- Describe the community need and job availability for program graduates.
- How does the program respond to changing needs of industry?
- Describe community support for the program (e.g., advisor groups, partners, and employers).
- Address if the program duplicates similar training programs in the area with the same Standard Operating Codes (SOC).
- Describe job placement and internships for this program.
- What are the required external accreditation, licensure, and/or oversight (if any)? If yes, please describe.
- How does the program align with nationally recognized industry standards, curriculum, and/or skill development?
- Describe the program’s physical resources including facilities and equipment.

### **Quantitative Measures**

- What are the program’s WSCH/FTEF and FTES/FTEF data for last three years?
- What is the full-time faculty to part-time faculty ratio?

- What are the enrollment trends for the last three years?
- Indicate the number of degrees and certificates awarded in the last three years.
  - Certificates of Completion
  - Certifications of Achievement
  - Local (low unit) Certificates
- What are the program's retention rates for the last three years?
- What is the demand for the program (Standard Operating Code) – State and Regional?
  - Please include industry size and growth, current and forecasted job growth by position, count, and percentage, and wage data (identify low, median, and high wage levels).

Each college campus will submit updated “signature” CTE program information to Educational Coordinating and Planning Committee (ECPC) at least once an academic year. This will include any changes to signature program status (i.e., new, sustained, or discontinued). College campuses will have final authority in designating or discontinuing “signature” status of CTE programs.

For programs wishing to apply for “signature” status, please follow the Signature Program application process as defined by your campus.

**Signature Program Review Reference Guide (see attached)**