



Section: PROGRAMS  
 Title: ADOPTION OF THE PLANNED COURSE  
 Adopted: September 17, 1996  
 Revised: September 21, 2004

107. ADOPTION OF THE PLANNED COURSE		
1. Purpose	<p>The Joint Operating Committee shall provide a comprehensive program of <b>planned instruction</b> to enable CTC students to strive for academic goals and attain academic standards including Career, Education and Work.</p> <p>Planned instruction shall consist of at least the following:</p> <ol style="list-style-type: none"> <li>1. Competencies/Tasks to be achieved by all students.</li> <li>2. Content, including materials, jobs, activities and procedures that support each competency.</li> <li>3. Relationship between competencies of a planned course and the established academic standard.</li> <li>4. Procedure for measurement of competency/tasks performance.</li> </ol>	Title 22 Sec. 4.13
2. Authority	<p>No <b>planned instruction</b> shall be taught in the CTC unless it has been adopted by a majority vote of the full Joint Operating Committee. The Joint Operating Committee reserves the right to determine which competencies/tasks constitute <b>such planned instruction</b> and are subject to adoption by the Joint Operating Committee.</p>	SC 508, 1511, 1512
3. Delegation of Responsibility	<p>The Administrative Director is responsible for the continuous evaluation of the effectiveness of the <b>planned instruction</b> and shall recommend to the Joint Operating Committee changes deemed to be in the best interest of CTC students.</p> <p>The Administrative Director shall maintain a current list of all <b>planned instruction</b> offered by the CTC and shall furnish each member of the Joint Operating Committee with a copy if requested.</p>	
4. Guidelines	<p>The Administrative Director's recommendation may include the following information about the proposed <b>planned instruction</b>.</p>	

	<p style="text-align: center;"><b>107. ADOPTION OF THE PLANNED COURSE</b></p> <ul style="list-style-type: none"> <li>• CTC education programs shall consist of a series of planned academic and vocational technical education courses that are articulated with one another so that knowledge, skills, attitudes and behaviors are taught in a systematic manner. When appropriate, vocational technical education programs may also include cooperative vocational technical education and participation in vocational student organizations to develop leadership skills and positive attitudes.</li> <li>• Vocational technical education courses shall include content based upon occupational analysis, clearly stated performance objectives deemed critical to successful employment and assessment of student competencies/tasks based upon performance standards.</li> <li>• The record of a student enrolled in a vocational technical education program shall include the student's educational and occupational objectives and the results of the assessment of student competencies/tasks.</li> <li>• Safety education, consisting of safety practices, accident prevention, occupational health habits and environmental concerns shall be integrated into the instruction and practices in vocational technical education programs.</li> <li>• Course announcements, guidance materials and other communications shall convey the philosophy of equal access to students considering enrolling in CTC's and shall include a description of admissions policies. The policies shall assure that when admissions to the CTC must be limited, the admissions shall be on a nondiscriminatory basis according to criteria which include the following: <ul style="list-style-type: none"> <li>The aptitude of the student for the applicable vocational technical education program.</li> <li>Other factors to assure fair access of students to the vocational technical education programs that do not unfairly penalize students who have not achieved high grades in academic subjects but who otherwise qualify for and are likely to succeed in the program.</li> <li>The Administrative Director is responsible for the continuous evaluation of planned courses to assure compliance.</li> </ul> </li> </ul>	
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3. Responsibility