

## Trinity Valley Community College

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Trinity Valley Community College  
107501

INSTRUCTIONAL PROGRAMS AND COURSES:  
TECHNICAL AND VOCATIONAL COURSES

EFAB  
(LEGAL)

### VOCATIONAL EDUCATIONAL PROGRAM

Part of the purpose of the College District shall be to provide:

1. Technical programs up to two years in length leading to associate degrees or certificates;
2. Vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. Continuing adult education programs for occupational or cultural upgrading; and
4. Work force development programs designed to meet local and statewide needs.

*Education Code 130.003(e)*

### DEFINITIONS

"Certificate program" means workforce programs designed for entry-level employment or for upgrading skills and knowledge within an occupation. Certificate programs serve as building blocks and exit points for AAS degree programs.

"Technical courses or programs" mean workforce education courses or programs for which semester/quarter credit hours are awarded.

"Vocational courses or programs" mean workforce education courses or programs for which continuing education units (CEUs) are awarded.

"Workforce continuing education course" means a course offered for continuing education units (CEUs) with an occupationally specific objective and supported by state funding. A workforce continuing education course differs from a community service course offered for recreational or avocational purposes and is not supported by state funding.

"Workforce education" means technical courses and programs for which semester/quarter credit hours are awarded, and vocational courses and programs for which continuing education units are awarded. Workforce education courses and programs

prepare students for immediate employment or job upgrade within specific occupational categories.

*19 TAC 9.1*

**APPROVAL OF PROGRAMS** In accordance with the Guidelines for Instructional Programs in Workforce Education as approved by the Coordinating Board, each college district wishing to offer a new certificate or applied associate degree program must have completed the following procedures:

1. Completed application forms and a statement of assurances must be approved by the Board and the chief executive officer of the College District and forwarded to the Coordinating Board's Community and Technical Colleges Division. The statement of assurances must certify that the following criteria have been met:
  - a. The College District has documented local and/or regional workforce demand for the program.
  - b. Basic and workforce skills have been integrated into the curriculum.
  - c. The College District has an enrollment management plan for the program.
  - d. The College District has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions.
  - e. The program is designed to be consistent with the standards of the Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements.
  - f. The program would not unnecessarily duplicate existing programs at other institutions.
  - g. Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee.
  - h. Adequate funding is available to cover all new costs to the College District over the first five years after the implementation of the program.
  - i. The College District has an improvement plan in place for all workforce programs that do not currently meet Coordinating Board standards for both graduation and placement.
  - j. The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program.
  - k. Skill standards recognized by the Texas Skill Standards Board, if they exist for this discipline, have been reviewed and considered for inclusion in the curriculum for the program.
2. The Coordinating Board staff shall review the application for satisfactory fulfillment of the new program requirements and procedures as outlined in the Coordinating Board-approved Guidelines for Instructional Programs in Workforce Education. The staff shall confer with the College District when additional information or clarification is needed.
3. Once the program requirements have been met, the Coordinating Board staff may schedule the program for formal program review. This review process shall include representatives from the College District, the Coordinating Board staff, and other appropriate agencies and institutions of higher education. The Assistant Commissioner for Community and Technical Colleges Division shall recommend certificate and applied associate degree programs to the Commissioner for approval or disapproval or referral to the Coordinating Board.

Each college district wishing to revise an existing certificate or applied associate degree program must complete the procedures as outlined in the Coordinating Board-approved Guidelines for Instructional Programs in Workforce Education.

All programs must be under the direction of an administrator having appropriate authority to ensure that quality is maintained and that programs are conducted in compliance with all applicable laws and rules. Administrative officers must possess credentials, work experience, and/or demonstrated competence appropriate to their areas of responsibility as specified by the Southern Association of Colleges and Schools Commission on Colleges.

Faculty and staff must be approved by the post-secondary institution. Each individual must meet the minimum qualifications established by the Coordinating Board.

The College District may classify workforce continuing education and other courses as earning semester credit hours or continuing education units (CEUs). Contact hours reported for workforce education courses that result in either credit hours or CEUs shall be eligible for state appropriations. A course or program that meets or exceeds 360 hours in length must be approved as a technical certificate program except by special justification and approval by Board staff. A course or program that meets or exceeds 780 hours in length must result in the award of appropriate semester credit hours and be applicable to a certificate and an applied associate degree program.

*19 TAC 9.93*

STATE FUNDING

No funds appropriated to the College District shall be expended for any program which has not been approved by the Commissioner or, when applicable, by the Coordinating Board. *19 TAC 9.96*

CONTINUING  
EDUCATION COURSES

Contact hours reported for workforce education courses which result in continuing education units (CEUs) shall be eligible for formula funding. Workforce continuing education courses with fewer than seven contact hours of instruction will not receive state funding unless the specific type and length of instruction are required by local, state, or national licensing, certifying, regulatory, or accrediting agencies. *19 TAC 9.115*

MILITARY AND NAVAL  
TRAINING

The Board may request the United States Department of Defense to establish and maintain courses in military and naval training qualifying men student graduates of the courses for reserve commission awards as a part of its curriculum. The Board may enter into mutually agreeable contracts for that purpose. The work of the students enrolling in the courses may be credited toward degree requirements under regulations prescribed by the Board. *Education Code 51.304*

**MEDICALLY RELATED COURSES**

The curricula of medical, dental, nursing, and allied health degree or certificate programs shall:

1. Include information about methods of transmission and methods of prevention of HIV infection and information about federal and state laws, rules, and regulations concerning HIV infection and AIDS.
2. Give special attention to the physical, emotional, and psychological stress associated with the care of patients with terminal illnesses.

*Education Code 51.919(e)*

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