

**Walla Walla Community College
Board of Trustees Policy
Adoption and Evaluation of Vo-Tech Program
Policy Number: 6550**

1. The present, and any future, vocational-technical courses must:
 - a. Serve the needs of the students and the community without favor, prejudice, or discrimination;
 - b. Be legitimate programs which have an ethical, honest approach to satisfying an expressed need;
 - c. Be economically feasible and justifiable; and
 - d. Be reviewed annually by the President of the Community College and this Board to assure that these aims, as well as the requirements of the Community College Act, continue to be met.

2. To achieve these aims, we direct the President of the Community College to be responsible for:
 - a. Preparing annually for our review, in conjunction with our Budget Review, an analysis of the effectiveness of existing vocational-technical courses measured by the number of students enrolled, the expected demand for the courses, the cost per student, the projected demand and need for the courses, and such other methods as may be applicable.
 - b. Determining the need for new or additional vocational-technical courses.

Enclosure 1 shows the steps by which such need, or lack of need, shall be determined. The subparagraph numbers hereunder relate to the numbers in the blocks shown in the enclosure.

- (1) An "expressed need" shall be considered to exist when the President has:
 - (a) Received training requests from prospective students, industry, labor, individuals, or governmental agencies in sufficient quantity, depth, and breadth to indicate not only a desire for, but a need for, a course;
 - (b) Received sufficient data to determine adequate employment opportunities will exist for such a course;
 - (c) Weighed (a) and (b) above, and feels that a tentative program should be outlined and further considered.
- (2) Need for program is brought to attention of Board.
- (3) Board recognizes merit of proposed program and advised President to proceed in developing program.

OR

- (a) Upon review, Board decides proposed program is not feasible.
- (b) Plans for program discarded.
- (4) The President shall then prepare, or have prepared, a tentative outline of the course for which an expressed need has been determined.

- (5) He shall publicize the proposed tentative outline, and obtain responses from all the sources which expressed a need for the proposed course, as well as from opponents of such a course.
- (6) The President shall determine if the responses are favorable or unfavorable by considering the needs of the students and the community in relation to the facts, data, opinions, and expressions gathered through steps (1) through (5) above.
- (7) If his determination is that the proposed course should not be adopted, it will be discarded and not pursued further unless, or until the then existing situations shall materially change. All recorded data will be filed for possible later use.
- (8) If his determination is that the proposed course should be adopted, he will form an Advisory Committee comprised of an equal number of representatives from workers and employers.
- (9) This Committee shall study the content of the proposed course, the data, facts, opinions, and expressions previously gathered and such additional information the Committee deems necessary, the letter and the spirit of the Community College Act of 1967, and shall make a report in writing to the President as to whether the proposed course should be adopted or not, giving their reasons thereof.
- (10) Upon receipt from the Advisory Committee of a recommendation to incorporate the proposed course into the College curriculum, the President shall take necessary action to implement the recommendation and shall report back to the Board progress of the program.

Policy Contact: _____

Approved by: WWCC Board of Trustees _____

Date Originally Approved: January 18, 1968 _____

Last Reviewed/Revised: _____