



ABC Adult School

Systematic Process For Each CTE Program

2025 - 2026

Revised: 8/2025

PURPOSE

ABC Adult School's systematic process for each program guides the school in creating and updating its programs. Programs are created and updated in collaboration with faculty, administration, and Occupational Advisory Committees. All program updates and the creation of new programs are authorized through the ABC Unified School District Board of Education, the Council on Occupational Education (COE), and the U.S. Department of Education.

PROCESS

ABC Adult School employs a systematic process for developing new programs and continually reviewing existing ones, ensuring that all offerings remain current and aligned with industry demands. Occupational Advisory Committees play a vital role in program development and program revisions.

NEW PROGRAM DEVELOPMENT

New programs are considered after an employment evaluation survey has been performed. New programs are only considered if neighboring adult education programs are not available or are in high demand. New programs must:

- Align with the mission of ABC Adult School
- Have clearly stated objectives
- Have content relevant to its objectives and aligned with the needs of the people and industries served by the program.
- Be evaluated annually to ensure the currency of the objectives and content
- Have varied assessment methodologies that reflect established occupational competencies
- Include coursework that is qualitatively and quantitatively consistent regardless of where the program is offered.

Once a new program is developed and an instructor and curriculum have been found, the new program is submitted to the ABC Unified School Board of Education for approval. The program is then submitted to COE for approval and inclusion on the list of approved programs. If the program is 600 hours or more in length, approval is requested from the Department of Education to offer Pell Grants.

ANNUAL EVALUATION

Occupational Advisory Committee members evaluate the relevance of current programs. Advisory meetings are held annually to review admission criteria, program objectives, program length, class content, instructional materials and equipment, instructional delivery methods, student evaluation and competency, interpersonal skills, the role of AI, and ideas for program development. In addition, each program reports completion, placement, and licensure data.

PROGRAM UPDATE PROCESS

Every year, the administration meets with the faculty to discuss any updates to the programs. Input from Occupational Advisory meetings is discussed, and instructional materials are reviewed to determine if changes are needed. Additionally, any equipment related to the program is considered. Student supply lists are also evaluated and updated, and costs of the program and supplies are adjusted as needed.

Any substantive changes in program focus, name, hours, or curriculum are sent for approval by the ABC Unified School District Board of Education and COE as needed.

Once approval is received, course catalogs, outlines, and syllabi are updated.