

## **Proposed Task Force Report Format**

- I. Introduction**
  - a. Scope of Task Force
    - i. CEC 94880.1(A)-Disclosures
    - ii. CEC 94880.1(B)-Means of reporting Student Outcomes
    - iii. CEC 94880.1(C)-State of CA steps
  - b. Information on those involved
    - i. Member backgrounds
    - ii. Meeting dates, processes
  - c. Overview of recommendations (Executive summary)
- II. Background/Task Force Origins**
  - a. Brief History/Overview of the Bureau
  - b. SB 1247
- III. Definitions**
  - a. High Technology Training Program
  - b. Program Advisory Committee
  - c. Innovative Subject Matters
  - d. High Tech Occupation
- IV. Recommendations**
  - a. CEC 94880.1(A)
    - i. Base level recommendation
    - ii. Implementation Process
    - iii. Any necessary Policy & Procedures
  - b. CEC 94880.1(B)
    - i. Base level recommendation
    - ii. Implementation Process
    - iii. Any necessary Policy & Procedures
  - c. CEC 94880.1(C) (will be a bit more extensive, can break into sub-sections as needed)
    - i. Base level recommendation
    - ii. Implementation Process
    - iii. Any necessary Policy & Procedures
- V. Brief Section on the impact of changes**
  - a. How will the recommendation benefit/harm students, institutions, workforce, etc.
- VI. Conclusion**