

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**