AP 4060 Delineation of Functions Agreements

References:

Education Code Section 8535
Education Code Section 8536

1. Whenever the District is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure shall be followed.

2. The Chief Instructional Officer will receive the proposal from the requesting school district, containing a list of the courses, as well as course content, projected enrollment, location, and faculty credential requirements.

3. The Chief Instructional Officer shall forward the proposal to the Curriculum Committee for review to determine whether the proposed classes fit within the District's mission and curriculum. The Curriculum Committee shall respond to the proposal with a recommendation about whether the proposed transfer should be accepted and forwarded to the Academic Senate.

4. If recommended by the Curriculum Committee and Academic Senate and subsequently approved by the Chief Instructional Officer, a memorandum of understanding specifying a Delineation of Functions Agreement shall be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts under the program with appropriate time requirements. Furthermore, the written agreement shall specify 1) that only courses that qualify as community college noncredit education under Education Code Section 84711 shall be established and 2) the number of FTES proposed to be assumed by the District with the existing program.

5. The memorandum of understanding specifying the Delineation of Functions Agreement shall be submitted to the Board of Trustees for approval. If approved by the Board, appropriate paperwork and reports required by the California Community Colleges Chancellor's Office shall be completed and submitted for implementation.

Reviewed by CPC: 10-24-2023
Next Review Date: Fall 2029