



CC 5/24/16

BP 4060

Kern Community College District
Board Policy
Chapter 4 – Academic Affairs

BP 4060 DELINEATION OF FUNCTIONS AGREEMENTS

References:

Education Code Sections 8535 and 8536

NOTE: *The language in red ink is **suggested as good practice/optional**, but it is **legally advised** if the District engages in adult noncredit instruction.*

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the District Chancellor shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

Admin 5/16/16

ChC 5/17/16

Kern Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4060 DELINEATION OF FUNCTIONS AGREEMENTS

References:

Education Code Sections 8535 and 8536

NOTE: This procedure is **optional**, but it is **legally advised** if the District engages in adult noncredit instruction. Insert local practice here, if any, regarding memoranda of understanding related to noncredit continuing education programs.

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 will be implemented.

The Chief Instructional Officer will receive the proposal from the requesting school district, containing a list of the courses that it wishes to transfer to the District, as well as an enrollment history for these courses for the last two years.

The Chief Instructional Officer will forward the proposal to the Curriculum Committee for review to determine whether the proposed classes fit within the District's mission and curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, and faculty credential requirements. The Curriculum Committee will present the proposal to the Chief Instructional Officer for review with a recommendation about whether or not the proposed transfer should be accepted.

If approved by the Chief Instructional Officer, a memorandum of understanding specifying a Delineation of Functions Agreement will 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 transfer agreement shall specify 1) that only courses that qualify as community college noncredit education under Education Code, Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the district with the existing program.

The memorandum of understanding specifying the Delineation of Functions Agreement will 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 will be completed and submitted for implementation.

Admin 5/16/16
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