

Delineation of Functions Agreements

Reference: California Education Code Sections 8535 & 8536; 84757

In order to be in compliance with Education Code Sections 8535 and 8536, whenever the College District is approached by another educational agency (public school district or community college district) or wishes to offer noncredit adult education classes, the following procedure will be implemented:

- 1) The Vice President for Academic Affairs will initiate or receive the proposal to offer noncredit adult education classes from the requesting educational agency, following the requirements outlined in Education Code Section 8535.
- 2) The Vice President for Academic Affairs will review the proposal with respect to whether the proposed courses fit within the College District's noncredit curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, location of and faculty credential requirements. The Vice President for Academic Affairs will review the proposal and will consult with the Academic Senate and other administrators and committees as appropriate.
- 3) If approved, a memorandum of understanding specifying a Delineation of Functions Agreement will be developed jointly with the other educational agency. The Agreement shall contain all legal and contractual obligations of either or both educational agencies under the program. Furthermore, the written Agreement shall specify that only courses that qualify as community college noncredit education under Education Code Section 84757 shall be offered by the College District.
- 4) The memorandum of understanding specifying the Delineation of Functions Agreement will be submitted to the Governing Board for approval.
- 5) If approved by the Governing Board, appropriate paperwork and reports required by the California Community College Chancellor's Office will be completed in a timely fashion and submitted for implementation.