



Origination: N/A  
 Last Approved: N/A  
 Last Revised: N/A  
 Next Review: N/A  
 Owner: *Academic Senates Academic Senates:*  
 Policy Area: *Chapter 4 Academic Affairs*  
 References: *Brand New - advised*

## AP 4060 Delineation of Functions Agreements

~~*NOTE: This procedure is but is if districts are engaged in adult noncredit instruction. Insert local practice here, if any, regarding memoranda of understanding related to noncredit continuing education programs.*~~

### ~~Sample 1 from another District:~~

#### Delineation of Functions Agreement Development Process

In order to be in compliance with Education Code Sections 8535 and 8536, whenever either college within 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 ~~Provost of the School of Continuing Education (SCE)~~College's Vice President of Instruction will receive the proposal from the requesting school district, containing a list of the courses which they wish to transfer to the College, which they wish to transfer to NOCCCD, as well as an enrollment history for these courses for the last two years.

The ~~Provost~~Vice President of Instruction will forward the proposal to the ~~SCE curriculum~~College Curriculum Committee for review with respect to whether the proposed classes fit within the ~~SCE~~College's mission and 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 Curriculum Committee will present the proposal to the ~~Provost's Cabinet~~Vice President of Instruction for review with a recommendation as to whether or not the proposed transfer should be accepted.

If approved by the ~~Provost's Cabinet~~Vice President of Instruction, 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 California 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 ~~NOCCCD~~SBCCD Board of Trustees for approval.

If approved by the Board, appropriate paperwork and reports required by the State Chancellor's Office will be completed in a timely fashion and submitted for implementation.

## ~~Sample 2 from another District:~~

~~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 Vice President of Academic Affairs 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 Vice President 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 Vice President for review with a recommendation about whether or not the proposed transfer should be accepted.~~

~~If approved by the Vice President, 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 State Chancellor's Office will be completed and submitted for implementation.~~

## ~~Sample 3 from another District:~~

~~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 Superintendent/President shall present an appropriate Memorandum of Understanding to the Board of Trustees for approval.~~

## References:

Education Code Sections 8535 and 8536

## Attachments:

No Attachments

### Applicability

San Bernardino Community College District

Comment by Allen, Denise: Professor

9/12/2018, 8:59PM EDT

Revised as per comments from last spring. College VPI's provided input. This is not really academic and professional, but rather is about how a contract should be developed if/when a partner K12 asks either college to assume responsibility for all or part of their adult ed program.