

DELINEATION OF FUNCTIONS

Education Code Sections 8535 and 8536 require that 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 Superintendent/President, or designee, will receive the proposal from the requesting school district, containing a list of the courses which they wish to transfer to College of the Sequoias (COS), as well as an enrollment history for these courses for two years.

The Superintendent/President, or designee, will forward the proposal to the District Curriculum Committee for review with respect to whether the proposed classes fit within the COS mission and curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, location and faculty credential requirements. The District Curriculum Committee **co-chair** will present the proposal to the Academic Senate for review with a recommendation **from the Curriculum Committee** as to whether or not the proposed transfer should be accepted.

If approved by the Academic Senate and after review and approval of Senior Management, 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 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 COS Board of Trustees for approval.

If approved by the 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.

References: Education Code Sections 8535 and 8536

Adopted: March 10, 2009

Revised: May 11, 2015

BP/AP APPROVAL PROCESS		
Author	30-Day	Board
La Serna; Academic Services	10/20/23	n/a