

Academic Affairs

1 **AP 4060 DELINEATION OF FUNCTIONS AGREEMENTS**

2 **References:**

3 Education Code, Sections 8535 and 8536

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

7 The Vice President of Academic Affairs will receive the proposal from the requesting
8 school district, containing a list of the courses that it wishes to transfer to the District, as
9 well as an enrollment history for these courses for the last two years.

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

16 If approved by the Vice President, a memorandum of understanding specifying a
17 Delineation of Functions Agreement will be developed jointly with the requesting school
18 district. The agreement shall contain all legal and contractual obligations of either or both
19 districts under the program with appropriate time requirements. Furthermore, the written
20 transfer agreement shall specify 1) that only courses that qualify as community college
21 noncredit education under Education Code, Section 84711 shall be transferred and 2) the
22 number of FTES proposed to be transferred from the district with the existing program.

23 The memorandum of understanding specifying the Delineation of Functions Agreement
24 will be submitted to the Board of Trustees for approval.

25 If approved by the Board, appropriate paperwork and reports required by the State
26 Chancellor's Office will be completed and submitted for implementation.

27 Office of Primary Responsibility: Vice President, Academic Affairs

Date Approved: August 20, 2007

Date Reviewed: January 16, 2019; February 12, 2024