



Substantive Change Proposal

Two Additional Programs at New Locations

Submitted to:

Accrediting Commission for Community and Junior Colleges
Western Association of Schools and Colleges

Submitted By:

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Certification of Substantive Change

We certify that this Substantive Change Proposal accurately reflects the College's mission, values, and goals and how they pertain to curricula. This proposal has been reviewed for accuracy and overall content by the administrators included on this page.

Signed:

NEED SIGNATURES BEFORE ACCJC SUBMISSION

Todd Scott, Vice President of Instruction & Accreditation Liaison Officer

Date

Samantha Worthington, FIELD Director

Date

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A. Proposed Change

Brief Description of College: Established in 1957, [College of the Siskiyous \(COS\)](#) is a community college with an open admission policy and a comprehensive curriculum. It offers programs for two-year Associate of Arts and Associate of Science degrees, Associate Degrees for transfer, certificates, and community education. Located in the northernmost region of California, COS is the only college within the Siskiyou Joint Community College District. The College has two campuses: the 260-acre main campus in the town of Weed and the smaller Yreka campus (30 miles north of Weed). The [Weed campus](#) – the center of operations – includes student dormitories, a 600-seat theater, football stadium, library, academic support center, science labs, computer labs, and general purpose classrooms. The Weed campus also houses administrative offices including Human Resources, Maintenance, Transportation, Technology Services, and Business Office. The [Yreka campus](#), with five classroom buildings, includes the Rural Health Science Institute that houses the allied health programs.

Description of Substantive Change: Since 2012, the Siskiyou Joint Community College District has maintained a partnership with [Farmworker Institute for Education and Leadership Development \(FIELD\)](#) through an Instructional Service Agreement (ISA) pursuant to Education Code Section 70902 ([Appendix A](#)). The agreement entered is that FIELD provides instructional and other services for Basic Skills and English as a Second Language (ESL) courses, and COS provides administrative and academic supervision of instruction carried out by FIELD employees, record keeping, and other administrative services pertaining to course offerings. The College – the entity responsible for the educational program – developed the curriculum for the courses, which includes Course Outline of Records. The agreement is renewed annually.

Since 2012, the Siskiyou Joint Community College District has also maintained a partnership with the San Francisco Police Department (SFPD) through an Instructional Service Agreement ([Appendix F](#)). The agreement entered is that the San Francisco Police Department will provide instructional services for the Police Academy and continuing education courses delivered by San Francisco Police Department employees, and COS provides administrative and academic supervision of instruction carried out by San Francisco Police Department employees. The College – the entity responsible for the educational program – developed the curriculum for the courses, which includes Course Outline of Records. The original agreement was for five years, however a recent one-year agreement was renewed July 1, 2017.

This report submission to the Accrediting Commission for Community and Junior Colleges (ACCJC) is to seek approval of these programs, which take place at FIELD's learning centers and the San Francisco Police Department.

Relationship to Mission: The fields of study are consistent with the institutional mission as they help further the College’s commitment to promoting learning for all students and providing accessible and affordable education. As the [mission states](#): *“College of the Siskiyous promotes learning and provides academic excellence for the students of Siskiyou County, the State of California, the nation and the world. COS provides accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation.”* The College’s open enrollment policy ensures all potential students have access to these courses.

Rationale for Change: COS provides curriculum expertise and service to students whose home districts currently cannot accommodate them ([Appendices B-E & G](#)). FIELD’s non-credit classes play an important role in California’s secondary education system as they are generally a first point of entry into college for immigrants, economically disadvantaged, and low-skilled adults. The College and FIELD partnership provides educational access to several underserved service areas outside the College’s district, including the service areas of College of the Sequoias, Hartnell College, Cerro Coso Community College, and Bakersfield College. The College and SFPD partnership similarly serves underrepresented student populations in offering the opportunity for SFPD employees to begin degree-seeking pathways. In this way, the partnership supports the San Francisco’s Police Academy [mission](#): *“To enhance Professionalism throughout the San Francisco Police Department through quality education, training and support.”* Both ISAs are mutually beneficial arrangements; while the College provides curriculum and student support, FIELD and the SFPD help the College attract more students. These partnerships are an important part of the College’s comprehensive curricular offerings and allow the institution to serve a substantially more diverse student population.

B. Description of New Program

The FIELD ISA relates to the following non-credit courses listed below. Credit courses are also permitted under the FIELD ISA but are not currently offered. All courses are face-to-face and are taught by instructors who meet the minimum qualifications established in the handbook [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#). These approximate 9-week courses are taught off-campus year-round at site locations in California at various intervals. In the past year, there were approximately 80 courses offered in each 9-week period for a total of approximately 450 courses annually. The College’s policy on open enrollment is published in its catalog and class schedules and courses are advertised to the public. Students can earn a Certificate of Completion by completing ESL Level 1, ESL Level 2, and ESL Level 3.

ENGL 0561: ESL Level 1 (0 units, 48-90 hours). This course moves the non-native English speaking student from basic literacy skills to more in-depth practice with the structure and form of English. Speaking and listening skills are practiced, with introduction to writing and reading utilizing appropriate level texts.

ENGL 0562: ESL Level 2 (0 units, 48-90 hours). This course reinforces and expands a non-native English speaking student’s literacy skills. It engages students in collaborative activities that integrate reading, writing, speaking and listening. Basic grammar and vocabulary are introduced in context.

ENGL 0563: ESL Level 3 (0 units, 48-90 hours). This course assists a non-native English speaking student from basic literacy skills to more in-depth practice with the structure and form of English. Speaking and listening skills are practiced, with the introduction to writing and reading utilizing appropriate level texts.

Certificate of Completion Requirements: Complete ESL Level 1, 2, and 3. 360 Total Certificate Hours

The College defines standards for student achievement, and instructors assess student performance against those standards. Each course has expected learning outcomes and utilizes regular assessment to demonstrate that students have achieved these outcomes. All courses approved by the College have student learning outcomes determined by the institutional standards for student achievement, regardless of the location or program through which they are offered.

Through the FIELD partnership, the College is affiliated with the following locations:

Arvin Learning Center 141 N. A St. Arvin, CA 93301	East Bakersfield Learning Center 1999 Edison Highway, Suite 1 Bakersfield, CA 93305	McFarland Learning Center 145 West Kern McFarland, CA 93250
Bakersfield Learning Center 365 E. Fairview Rd. Bakersfield, CA 93307	FIELD Main Office 410 W. J St., Suite A Tehachapi, CA 93561	Porterville Learning Center 466 E. Putnam Ave. Porterville, CA 93257
Bakersfield Learning Center 725 Capitola St. Bakersfield, CA 93007	FIELD Business Office 122 E. Tehachapi Blvd, Suite C Tehachapi, CA 93561	Shafter Learning Center 341 State Ave. Shafter, CA 93263

Cal City Learning Center 8187 Cal City Blvd. Cal City, CA 93505	Lamont Learning Center 7915 Burgundy Ave. Lamont, CA 93241	Tipton Learning Center 232 S. Adams Rd. Tipton, CA 93272
Delano Learning Center 312 S. Austin Delano, CA 93215	Lamont II Learning Center 14713 Weedpatch Hwy Bakersfield, CA 93307	Wasco Learning Center 1500 Poplar Ave. Wasco, CA 93280

The SFPD ISA relates to the following credit courses listed below. All courses are face-to-face and are taught by instructors who meet the minimum qualifications established in the handbook [Minimum Qualifications for Faculty and Administrators in California Community Colleges](#). These courses are taught off-campus, year-round at the San Francisco Police Academy complex located at 350 Amber Dr., San Francisco, CA 94131.

ADJ 2050: Basic Police Academy (40 units 1938-2121 hours). The Basic Police Academy is designed to prepare students to meet entry-level requirements for jobs in the law enforcement profession. The curriculum has sufficient breadth to allow students to pursue a career in a variety of agencies. This course offers comprehensive training in a variety of topics which meet the standards outlined by the California Commission on Peace Officer Standards and Training (POST).

ADJ 2949: Administration of Justice Work Experience. Occupational Work Experience is supervised employment extending classroom-based occupational learning at an on-the-job learning station relating to the student's educational or occupational goal. This occupational work experience course earns 1.0 unit for each 60 hours unpaid, or 75 hours paid internship. Students can earn a maximum of 16 semester units, 1-8 units/semester.

ADJ 9079: Law Enforcement Topics (3 units Lecture). This course provides legal, procedural and tactical updates, relative to law enforcement responses that are not specifically covered in comprehensive Administration of Justice classes. The course is designed for students, law enforcement career professionals, and reserve officers to maintain currency with professional training and certification with POST (Police Officers Standards and Training).

In the past year, there were approximately 60 courses offered. The College's policy on open enrollment is published in its catalog and class schedules and courses are advertised to the public.

C. Planning Process

Under the leadership of former Vice President of Student Learning, the College approached FIELD President/CEO in 2012 about partnering to offer ESL courses at FIELD sites. In 2012, the Vice President of Student Learning also started the partnership with the San Francisco Police Academy at the request of the San Francisco Police Department because the City College of San Francisco could not accommodate the San Francisco Police Academy at that time.

The former College President and Dean of Student Learning were integral to forming these partnerships. Both agreements were discussed with the Board of Trustees, and at that time College leadership confirmed with the Chancellor's Office that the potential ISAs would comply with Title 5 of the California Education Code.

D. Evidence Institution has Necessary Resources and Processes

Faculty: The College affirms that FIELD and SFPD have sufficient numbers of instructors who are qualified to teach the curriculum as required by the California Community Colleges Minimum Qualifications. The core is sufficient in size and experience to support educational programs. As of 2017, FIELD utilizes 13 instructors who work at 13 site locations with an average class size of 25-30 students. For the Police Academy, SFPD utilizes a team-teaching approach and is consistent with student/instructor regulations mandated by the State of California Commission on Police Officer Standards and Training. The College's faculty at the Weed and Yreka campuses provides individualized instruction with a student-faculty ratio of about 25:1.

Administration: In collaboration with College leadership, enrollment services, and other learning service administrators, the FIELD Director can provide sufficient administrative oversight for planning, evaluation, and resource allocation. In collaboration with faculty and administrators, the Director can oversee schedule development, education codes, and minimum qualifications. The FIELD Director serves as a liaison between the College and FIELD to ensure compliance with Title 5 of the California Education Code.

In collaboration with College leadership, enrollment services, and other learning service administrators, the Administration of Justice Director can provide sufficient administrative oversight for planning, evaluation, and resource allocation. In collaboration with faculty and administrators, the Director can oversee schedule development, education codes, and minimum qualifications. The Administration of Justice Director serves as a liaison between the College and SFPD to ensure compliance with Title 5 of the California Education Code.

E. Approvals (Internal and External)

All ESL and Administration of Justice (ADJ) courses are subject to internal approval within the College's curriculum review. The addition of new courses involves approval of course curriculum. The College has ensured that the FIELD and SFPD ISAs meet the [13 ISA guidelines](#) by the Chancellor's Office.

1. Internal:

- All course proposals and course updates are reviewed for quality, rigor, content, student learning outcomes, assessment methods, instruction methods, textbooks, and unit load, etc.
- All course proposals and updates are approved internally by the Curriculum Committee, which is composed of faculty and instructional administrators.
- All classes must follow the approved Course Outline of Record.
- All budgets, including personnel, equipment, and ongoing contracts with all providers, are a regular part of the annual budget process and subsequently approved by the Board of Trustees. In 2014, the governing board approved continuance of the ISA for FIELD and in 2017 the governing board approved the continuance of the ISA for San Francisco Police Academy.

2. External:

The College forwards all course proposals to the Chancellor's Office for external approval.

3. Sufficient Demand for the Program

The year-round courses provided by FIELD and SFPD agreements have consistent enrollment. Since 2012, the number of ESL courses offered at FIELD sites has steadily increased each year. This has resulted in an approximate 40% increase in the number of students served annually since the program's inception. The number of Full-Time Equivalent Students permitted in the FIELD ISA has increased from 150 in 2012 to 600 FTES for 2017-2018. The SFPD ISA remains fairly consistent with approximately 450 FTES served each academic year.

F: Evidence Eligibility Requirements Will be Fulfilled

The College affirms that it meets all Eligibility Requirements:

1. Authority:

Established in 1957, the College is authorized to operate as a post-secondary educational institution by the State of California (ref. California Education Code, Title 5, division 6). It provides comprehensive transfer programs, general education programs, technological literacy, basic skills acquisition, workforce training and certification, career and technical education, and cultural and community enrichment. The College is accredited by the ACCJC, a regional institutional accrediting body recognized by the Commission of Recognition of Post-Secondary Accreditation and the U.S. Department of Education. The College is authorized by the Chancellor's Office of the California Community Colleges to offer educational programs in accordance with the requirements of the Board of Governors of the California Community Colleges and with Title 5 of the California Education Code. COS is governed by an elected Board of Trustees.

The College has authority to operate as a degree-granting institution in accordance with the requirement of the Board of Governors of the California Community Colleges, with California Education Code, and based on its accreditation from the ACCJC. Transferrable courses are accepted by California State University and the University of California. Students must complete 23 units of general education units to earn an Associate's degree. The College is listed among the 113 community colleges on the California Community College Chancellor's Office website and is also listed as an accredited member on the ACCJC website.

2. Operational Status:

The College has operated continuously since 1959. With an enrollment of approximately 2,800, the College offers students the opportunity to actively pursue certificates and degrees in its credit and non-credit curriculum, as well as to prepare for transfer to four-year institutions. The College's partnerships with FIELD and SFPD enhance its operational status.

3. Degrees:

In accordance with its mission, the College offers Associate of Arts and Associate of Science degrees and career-focused certificates. A significant proportion of students pursue degrees or certificates, whether completed through the College exclusively or

taken as a prerequisite for transfer to four-year institutions. All courses, regardless of modality, are reviewed and approved by the Curriculum Committee to ensure appropriate content, length, quality, and rigor. Faculty determine student learning outcomes and assessment for programs and courses. COS awards credits based on accepted practices of California community colleges under Title 5 of the California Education Code. Detailed information about academic credit is in the Course Catalog, which is available in a printed and online version. The [2016-2017 catalog](#) includes a detailed list of Associate in Arts degrees, Associate in Science degrees, Associate Degree for Transfer, and general education requirements. Non-credit courses provide yet more opportunities for students to improve their literacy skills and increase their access to higher education. The curricular offerings in these programs expose nontraditional students to college-level coursework and pave the way for these students to pursue and complete post-secondary degrees. To earn an Associate's Degree, students must complete a total of 60 semester units, including all required courses for the program plus a minimum of 23 of general education, and electives if needed.

4. Chief Executive Officer:

The College's Chief Executive Officer is Stephen Schoonmaker, the Superintendent/President of the District. Dr. Schoonmaker started serving in July 2017.

5. Financial Accountability:

The College has oversight of its finances including budgetary allowances for staffing to support courses associated with FIELD and SFPD. An independent firm audits the College each year, in compliance with routine financial reporting requirements of the Chancellor's Office and U.S. Department of Education.

6. Mission:

The ISAs are consistent with the College's mission in their promotion of learning for all students by providing accessible and affordable education. As the mission states: *"College of the Siskiyous promotes learning and provides academic excellence for the students of Siskiyou County, the State of California, the nation and the world. COS provides accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation."* These partnerships are particularly effective in reaching students who might otherwise have limited access or opportunity to pursue a college degree.

7. Governing Board:

COS is governed by the Board of Trustees, an elected body composed of seven members from seven areas within Siskiyou County. [Board policy 2430](#), Delegation of Authority to the Superintendent/President, defines and delineates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board. Approved minutes as well as agendas and supporting documents for meetings are available on the [COS website](#). The partnership with FIELD and SFPD in no way impacts the Board's ability to govern.

8. Administrative Capacity:

The College has sufficient administrative staff for the direction and support of the ISAs and what they entail. Oversight of the ISAs is included among the job duties of the FIELD Director, the Director of Administration of Justice, and the Vice President of Instruction.

9. Educational Programs:

All College programs are congruent with its mission, including the FIELD and SFPD programs. All programs are based on higher education fields of study, are of sufficient content and length, have appropriate levels of quality and rigor, and culminate in identified student learning outcomes. ESL students who earn competency certificates learn the skills necessary to speak English.

10. Academic Credit:

Course credit is awarded based on completion of the course and successful completion of student learning outcomes, which are established for every course and are outlined in the Course Catalogue. The FIELD and SFPD agreements operate under the existing procedures for course credit.

11. Student Learning and Student Achievement:

COS defines standards for student achievement and assesses student performance based on those standards. Board-approved general education student learning outcomes are published in the Course Catalog. The catalog includes student learning outcomes for each program. In order to pass a class, students must complete the course and demonstrate learning outcomes. Course Outlines of Record have course-level student learning outcomes. According to [Board Policy No 4020](#), the Board is charged with ensuring that *"The programs and curricula of the District shall be of high*

quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency.”

12. General Education:

All degree programs at the College contain a general education component designed to provide a breadth of knowledge to students and meet Title 5 of the California Education Code. [Board Policy No 4025](#) and [Administrative Procedure No 4025](#) affirm the College’s belief that the completion these requirements “*help[s] prepare our graduates for life as informed, active, and ethical citizens of this multicultural world.*” Students must complete 23 units of general education units to earn an Associate’s degree. The general education requirements for an Associate’s degree include eight areas of study: English Composition/Information Competency, Mathematics, Natural Science, Humanities, Social and Behavioral Sciences, Communication and Analytical Thinking, Wellness, and Diversity. These requirements are aimed at teaching students to think critically, to communicate effectively, to reason quantitatively and to promote physical and mental health. There is ongoing and systemic assessment of general education student learning outcomes. The College’s partnerships with FIELD and SFPD in are not bound by the general education requirements, except in cases where students pursue additional degrees through the College. By offering courses at FIELD’s learning centers and the San Francisco Police Academy, the College broadens the potential for student learning and offers students the potential to explore a wide variety educational pathways.

13. Academic Freedom:

The College maintains an institutional culture in which intellectual freedom and independence exists. Policies set by the Board of Trustees explicitly address academic freedom; [Board policy no. 4030](#) states that “*academic freedom is fundamental and essential to the teaching profession and as such has adopted a policy which defines academic freedom and delineates the responsibilities associated with it.*” A [link to the Board policy](#) details the College’s commitment to cultivating an academic environment that ensures the pursuit of truth, free from fear of public or administrative reprisal. The College protects academic freedom in order to encourage critical thinking and understanding of conflicting points of view, which can only occur in an environment where students and faculty engage in open and tolerant discourse.

14. Faculty:

The College, FIELD, and SFPD have sufficient numbers of instructors who meet the California Community Colleges Minimum Qualifications. The core is sufficient in size and experience to support the College’s educational programs.

15. Student Services:

Student services support student learning and development that are in line with the College's mission. Student services are designed to meet the needs of a diverse student body and include transfer, career and technical education, basic skills, and continuing education offerings. The Board of Trustees is committed to ensuring student equity in educational programs and college services. The College offers services to all students through telephone and email. Students can use *mySiskiyous* on the [College's homepage](#) to access services such as registration, transcript requests, and payments.

16. Admissions:

The College is an open-admission institution with a set of established admission policies set by the Board of Trustees and upheld by Enrollment Services. FIELD and SFPD students register for classes through a similar process to that of on-campus students.

17. Information and Learning Support Resources:

Students enrolled in classes at FIELD centers and SFPD have access to sufficient information and learning resources. The College library's online catalog and research databases provide learning support resources to all students. The library staff help ensure that students enrolled in classes taking place at FIELD learning centers and SFPD have the same access to these resources that students on COS' main campus enjoy. Online catalog and research databases provide learning support resources to all students. As of June 30, 2016, the COS Library's online resources included: 67,450 eBook titles, 27 databases (does not include eBook or media databases), 24,300 online media items (all films), and 16,192 online periodicals (newspapers, journals, magazines). Students enrolled in ESL courses primarily use *Mango Languages*, an online ESL learning resource accessed through the library website. From 10/1/16-4/30/17, there were 33,082 ESL Spanish sessions of which most can be attributed to courses taken at FIELD learning centers. These students also use *Mango's* supplemental ESL Spanish "short courses" for texting and job hunting. Students also have access to online tutoring via [NetTutor](#) in which they can ask tutors questions either in English and Spanish.

18. Financial Resources:

The College ensures the economic viability of its programs through budget strategies evaluated by quantitative and qualitative research using predefined criteria stated in [Board Policy 6200](#). The [Budget Committee](#) works through budget details and assists in keeping the budget on track. The College receives and documents funding from the

Chancellor's Office for California Community Colleges and allocates funding with guidance from its mission, program review, and planning processes. Ultimately, the Board of Trustees approves the annual budget. Under the direction of the Superintendent/President, the Vice President of Administrative Services serves as Chief Financial Officer and helps manage all functions associated with budget, accounting, and fiscal management. Along with institutional audits, the overall planning process, and Chancellor's Office reports, the Vice President of Administrative Services ensures the College's fiscal viability. The majority of the College's operating revenue comes from the State of California.

Since the budget crisis in 2009, the College has continually looked for cost reduction and revenue generation techniques while ensuring support of its mission. Offering ESL and ADJ courses helps the College increase revenue by increasing its numbers of FTES, making the partnership between the College and ISA partners a mutually beneficial relationship with regard to financial resources.

19. Institutional Planning and Evaluation:

The College has an effective, inclusive institutional planning and evaluation process for long-range strategic and short-range operational plans. The [Planning Committee](#) serves as a primary advisory body regarding Institutional Goals, Institutional Master Plan, and associated planning and assessment efforts leading toward the College's vision. Integrated planning encompasses academic personnel, student services, learning resources, financial development, and facilities. Planning is also integrated for program review, assessment, and budget allocation. The College Superintendent/President ensures the College implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the College community and is supported by institutional effectiveness research. The planning and evaluation system is guided by the College's vision and mission and includes plans required by the State of California. To ensure student learning is the focal point of planning, processes are periodically reviewed and modified.

20. Integrity in Communication with the Public:

The College's Course Catalog offers current information regarding all courses, programs, services, general education requirements, and policies. There is a printed version and one on the [College website](#). The printed version is available in electronic text, Braille, and large print. Information on ESL courses is on page 84 and 85 of the 2016-2017 Course Catalog. ADJ courses are on pages 44-48. The Schedule of Classes, available to all students via the website, contains the most updated information on courses, policies, and program requirements and is considered an addendum to the printed catalog. The

[online schedule](#) is searchable by location, course number, instructor name, start date, start hour, and course title. Portions of information contained in the catalog are also published in the Student Handbook, in the class schedule, and in various areas of the website.

21. Integrity in Relations with Accrediting Commission:

The College provides assurance that it complies with all eligibility requirements, accreditation standards, and ACCJC policies, and the Board of Trustees is charged with ensuring adherence said policies. The College's partnerships with FIELD and SFPD align with its commitment to maintain integrity in its relation to the Commission. All disclosures of information have been transparent and accurate, and the College maintains a commitment to accuracy and accountability in perpetuity.

G. Evidence Accreditation Standards Will Be Fulfilled

Standard I.

Institutional Mission and Effectiveness: The College's mission ultimately guides all institutional planning and decision-making processes. The mission statement defines the institution's broad educational goal of serving a diverse population of students from *"Siskiyou County, the State of California, the nation and the world,"* by promoting learning and academic excellence for student success by providing *"accessible, flexible, affordable, and innovative education leading to associate degrees, certificates, college transfer, career and technical education, workforce training, and basic skills preparation."* College course offerings at FIELD learning centers clearly help to further this mission. At the same time, these course offerings help further [FIELD's mission](#) to *"promote economic and social prosperity for Latinos and other low-wage, low-skilled individuals and their families to help them realize their inherent worth and strengthen their communities."* The partnership with FIELD enables the College to serve more students by providing more educational opportunities to those who have traditionally lacked access. Offering a pathway for students to earn an ESL Certificate of Completion helps realize both the College's and FIELD's broader missions, as language skills will be invaluable to students' pursuit of the economic and social prosperity these missions envision.

The College and SFPD partnership is instrumental in offering Police Academy employees a degree-seeking opportunity that is fully integrated with their professional training. These offerings further the San Francisco's Police Academy [mission](#): *"To enhance Professionalism throughout the San Francisco Police Department through quality education, training and support."*

Improving Institutional Effectiveness: The College is committed to continuously improving by evaluating institutional effectiveness, which is an ongoing process declared as an [institutional goal](#). The College's instructional disciplines, student service programs, and learning services participate in regular planning, program review, student learning outcome development, and assessment processes to ensure institutional effectiveness. In addition, the Board of Trustees is committed to developing goals that measure the ongoing condition of the College's operational environment and regularly assesses institutional effectiveness. The College is charged with ensuring courses taught at FIELD learning centers and the SFPD comply with the college standards associated with student learning outcomes and program outcomes. In 2017, COS hired a part-time director to serve as liaison between the College and FIELD to ensure curriculum and instruction is consistent with on-campus curriculum and instruction while complying with Title 5 of the California Education Code. The College has a Director of Administration of Justice who also ensures that the curriculum and instruction offered to SFPD are consistent with on-campus offerings and who ensures compliance with the Education Code.

Standard II. Student Learning Programs and Services

A. Instructional Programs:

1. The College assures the quality of courses offered at alternative locations have the same rigor and quality as courses offered at the College. COS is committed to serving all students through high quality instructional programs and services. The College's partnership with FIELD and SFPD demonstrates its commitment to its mission of providing quality education to all students.
2. The College has planning processes to ensure quality programs continuously improve. Each course must meet standards developed by the COS faculty to ensure student competencies. All courses taught at FIELD learning centers and the SFPD meet all the standards used by the College to ensure quality education for all students and all courses meet the standards for inclusion in the English and ADJ curriculum.
3. All courses taught at FIELD learning centers meet the standards for inclusion in non-credit curriculum. Each course offered has approved student learning outcomes, instructional methods, and assessment methods established in the official Course Outline of Record. All courses taught at SFPD have approved student learning outcomes, instructional methods, and assessment methods. The COS faculty assigned to the ADJ 2949 course have assessed the

student learning outcomes for the courses. The Administration of Justice Director ensures that student learning outcomes are assessed for ADJ 2050 and ADJ 9079 are assessed by the SFPD instructors.

4. Not applicable as courses taught at FIELD centers are all currently non-credit and SFPD courses are college-level.
 5. Courses taught at FIELD learning centers are currently non-credit and follow the prescribed hours and pathway for a certificate of completion as outlined in the most recent [Program and Course Approval Handbook](#). The ADJ courses follow the prescribed unit to hour calculations and are a component of the Associate in Arts Degree in Administration of Justice Program.
 6. All courses have syllabi as required. Syllabi include course descriptions, student learning outcomes from the official Course Outline of Records, policies, grading systems, and schedules.
 7. The College's Board policies and administrative regulations clearly relay its commitment to the pursuit and dissemination of knowledge. The College's mission, vision, values, and goals relay its institutional worldviews and beliefs. COS maintains an institutional culture in which intellectual freedom and independence exists; policies set by the Board of Trustees explicitly address academic freedom. [Board policy no. 4030](#) states that "*academic freedom is fundamental and essential to the teaching profession and as such has adopted a policy which defines academic freedom and delineates the responsibilities associated with it.*" Syllabi include academic honesty statements which make it clear to students that neither plagiarism nor cheating will be tolerated.
 8. The College does not offer or provide curricula in foreign locations.
- B. Student Support Services:** Student support services are available to students enrolled in courses taking place in FIELD learning centers and SFPD via the website and some resources are available by phone. All print publications including the Course Catalog, Class Schedule, and the Student Handbook are available on the [College website](#). Using the *mySiskiyous* system on the homepage, students can access registration and enrollment procedures, academic records, official transcripts requests, financial aid, and education plans. Student support services are evaluated on a continuous, ongoing basis using in-house student surveys and national surveys.

- C. Library and Learning Support Services:** Students have access to online tutoring via [NetTutor](#) in which they can ask tutors questions either in English and Spanish. The College library staff helps ensure students enrolled in classes taking place at FIELD learning centers and the Police Academy have the same access to these resources as students on the COS main campus. Online catalog and research databases provide learning support resources to all students. Students can utilize *Mango Languages*, an important online ESL learning resource, through the [library website](#).

Standard III: Resources

- A. Human Resources:** The College has qualified faculty and administrators to operate and support all courses, programs, and services. All instructors – including those who teach at FIELD learning centers and SFPD – must meet minimum qualifications in their disciplines. The College has a sufficient number of administrators with relevant work experience and credentials to provide the administrative services to support the College’s mission, purpose, activities, and programs, including courses taught at FIELD learning centers and the SFPD. Like all the College’s faculty, instructors teaching at FIELD learning centers and SFPD are skilled teachers accustomed to serving the needs of a varied student population. To ensure fair and equitable practices, the College develops and modifies policies and procedures for program evaluation and oversight. The College recognizes that faculty diversity fosters cultural awareness, promotes mutual understanding and respect, and provides necessary role models for students. It is committed to hiring practices and staff development that support equal opportunity and diversity. The College’s partnership with FIELD and SFPD help further its commitment to diversity.
- B. Physical Resources:** The College is committed to maintaining the facilities and infrastructure to support instructional programs and student learning by maintaining existing resources and projecting future needs. The College’s Facilities Master Plan helps ensure the institution maintains its facilities to support instruction and student learning. Students who take classes on the Weed campus have access to a variety of modernized facilities in 23 buildings, including a 600-seat theatre, state-of-the-art fire tower, emergency services training facility, computer labs, science labs, art studios, a library, tutoring labs, distance learning facility, vocational education shops, a gymnasium, and numerous general purpose classrooms.

The College’s Yreka campus hosts the Rural Health Sciences Institute, which includes a nursing lab that simulates a hospital facility and labs that are equipped

with lifelike programmable mannequins that simulate patient symptoms. The College asserts that FIELD's learning centers and SFPD offer environments conducive for student learning and achievement.

- C. Technology Resources:** The College confirms that FIELD's learning centers and the Police Academy facilities are technologically sufficient. Students enrolled in courses at off-campus sites can access online language instruction provided by the College. ESL students consistently utilize *Mango Languages*, a comprehensive individualized online ESL learning resource. The College recognizes the need to continuously improve technology resources to meet ever-shifting technological demands. Board policies and administrative procedures guide the use and implementation of technology while program review and planning processes contribute to overall advancement.

- D. Financial Resources:** Considering the College's Institutional Master Plan, its mission, program review, and administrative leadership, the College has mechanisms in place to ensure financial stability. Resource requests resulting from program reviews are channeled to participatory governance councils for review and prioritization. The [Budget Committee](#) considers the prioritized list in budget planning and decision making processes. The College's financial planning help ensure solvency for both the short and long term. The course offerings in the ISAs are held to the same processes as all other programs.

Standard IV. Leadership and Governance

- A. Decision-Making Roles and Processes:** The College's decision making processes are in accordance with [Assembly Bill 1725](#). Student learning is the College's focus, and decision making is guided by the philosophy that diverse perspectives lead to better choices. In view of this, community, faculty, and student input is regularly sought and accepted. Organizational functions – based on the College's mission, vision, values, and strategic direction – ensure the quality, integrity, and effectiveness of all student learning programs, including those taking place at FIELD learning centers and at the SFPD. The College leadership holds paramount the development of teamwork among administrators, faculty, staff, and students. There are four main governing processes that guide institutional leadership. The general participatory governance process entails review, development, and recommendation of policies, procedures, and priorities to the Superintendent/President and Board of Trustees. The academic participatory governance process provides faculty recommendations to the Superintendent/President and the Board of Trustees. The planning, budgeting, and assessment process defines how the College receives input for the

development of its strategic direction and resource allocation. Administrative and operational processes manage the College's day-to-day functioning through established policies and procedures.

- B. Chief Executive Officer:** The Superintendent/President supports the ISA curriculum and the partnerships between the College, FIELD, and SFPD and appreciates that the partnerships help further the College's mission. In regard to decision making, ultimately the Superintendent/President and Board of Trustees are responsible for decisions affecting these partnerships. However, there are many governing processes in place – as stated in the preceding section -- to ensure sound decision making. The Superintendent/President's Advisory Cabinet is comprised of all participatory governance groups along with administrators and directors.

- C. Governing Board:** The Board of Trustees is responsible for establishing policies to assure the quality, integrity, and effectiveness of all programs associated with the College. The Board maintains a comprehensive manual of policies governing all district operations. It is the Board's responsibility to evaluate, correct, and revise its policies as needed. The roles of the Superintendent/President and the governing board are not directly affected by the ISA partnerships.

Appendix A: Instructional Service Agreement

INSTRUCTIONAL SERVICE AGREEMENT Between Siskiyou Joint Community College District and Farmworker Institute for Education and Leadership Development (FIELD)

THIS AGREEMENT is made and entered into by and between the Siskiyou Joint Community College District (DISTRICT) and the Farmworker Institute for Education and Leadership Development (“FIELD”).

Authority, Purpose and Scope This Agreement is entered into pursuant to Education Code Section 70902 and applicable regulations adopted by the Board of Governors of the California Community Colleges and relates to the provision of instruction and other services by FIELD from July 1, 2017 to June 30, 2018 under this Instructional Services Agreement (Agreement).

1. This Agreement shall take effect only after the DISTRICT receives written confirmation from an affected high school or community college district that the terms of section 55301 of Title 5 of the California Code of Regulations have been met so as to allow DISTRICT to establish courses outside of its boundaries.

2. Instructional Services to be Provided

FIELD will provide instructional and other services for Basic Skills and English as a Second Language programs as follows and as described below. DISTRICT is responsible for the educational program described in this Agreement.

a. The DISTRICT courses that are the subject of this Agreement have obtained all applicable approvals and are described in Attachment A hereto which is incorporated herein by reference. DISTRICT will not be required to offer courses pursuant to this Agreement if a sufficient number of students, as determined by DISTRICT, do not enroll in the courses. Either FIELD or DISTRICT can cancel a class when fewer than 15 students are enrolled as of census.

b. FIELD will provide outreach and recruitment, assessment, student follow-up and orientation services to students in the Basic Skills and English as a Second Language programs covered by this agreement. DISTRICT will provide training for FIELD staff in how to conduct assessment and will provide all necessary materials for the assessment process. DISTRICT and FIELD will jointly conduct an orientation for the students involved in this program. Nothing in this section or elsewhere in this Agreement requires DISTRICT employees to travel to any instructional site outside of DISTRICT boundaries.

c. DISTRICT will provide administrative and academic supervision for instruction carried out by FIELD employees and record keeping and other administrative services pertaining to the granting of college credit to students enrolled in the classes. DISTRICT will provide staff from the college's enrollment service office to assist and train FIELD staff in the completing of necessary student application forms. All completed applications will be submitted directly to and reviewed by the enrollment services office at DISTRICT. DISTRICT will provide counseling services and other appropriate ancillary and student support services to the students in these programs.

1) For DISTRICT'S Fire Science, Basic Skills and ESL programs, FIELD will provide the services of qualified instructors as determined by DISTRICT, administrative supervision for that instruction, record keeping and other administrative services pertaining to students enrolled in the classes and subject area experts as guest speakers.

2) All classes offered under this Agreement by FIELD shall be fully open to enrollment and participation by any person who has been admitted to the college and who meets such prerequisites as may be established pursuant to Title 5 of the California Code of Regulations. The District's policy on open enrollment is published in its catalog and class schedules which also describe approved courses and whether courses are offered for credit and transferable. Courses offered under this Agreement shall be advertised to the public. Supervision and evaluation of students will be provided by qualified instructors.

3) FIELD will provide adequate documentation verifying that instructors satisfy minimum qualifications or equivalencies for instructing the course(s). For instructors who do not meet minimum qualifications, as specifically stated in the January 2016 State handbook "Minimum Qualifications for Faculty and Administrators in California Community Colleges" or the most recent version thereof but who have submitted education and/or experience which can be used to establish that equivalencies to minimum qualifications have been met, DISTRICT will determine whether an individual possesses equivalencies. Equivalency determinations must be made in favor of a given individual before that individual is permitted to commence instruction in a DISTRICT course.

4) Prior to the commencement of instruction, each instructor of the referenced course(s) shall enter into a written agreement with DISTRICT in accordance with Title 5, Section 58058 (b) of the California Code of Regulations, a copy of which is attached as Attachment B and is incorporated herein by reference. FIELD has reviewed and approves the instructor agreement and is bound by any provisions of that Agreement that require FIELD activities. FIELD shall assure applicable provisions of Title 5 are followed in the conduct of the course(s). DISTRICT has the primary right to control, direct, and evaluate the activities of the instructor(s) furnished by FIELD during the term of the contract.

DISTRICT shall furnish the instructor's provided by FIELD with an orientation, instructor's manual, course outlines, curriculum materials, testing and grading rosters and procedures necessary to implement DISTRICT courses.

5) FIELD agrees that its employees who serve as instructors under this Agreement are employees of FIELD, and shall be deemed employees of DISTRICT for the sole purposes of, and in accordance with, section 58058(b) of Title 5. FIELD agrees that its employees who serve as instructors under this Agreement shall receive no compensation or benefits from DISTRICT and may be terminated from their role as instructors by DISTRICT at any time and for any reason whatsoever and without cause.

FIELD employees who serve as course instructors shall use DISTRICT attendance and grading forms in recording attendance, progress, and grades in accordance with DISTRICT attendance and grading procedures and shall ensure that students who are enrolled in DISTRICT courses are engaged in appropriate educational activities and held to an appropriate level of academic rigor;

6) FIELD shall ensure that its employees who serve as course instructors or who otherwise have access to student information, maintain the confidentiality of student education records in accordance with federal and state law. FIELD shall refer all inquiries regarding student information to the DISTRICT'S Enrollment Services Office. FIELD shall return all student education records to DISTRICT within seven (7) days of the conclusion of each course covered by this Agreement or sooner if requested by DISTRICT.

7) FIELD shall ensure that its employees satisfy all applicable provisions of Title 5 of the California Code of Regulations that require the instructor to provide immediate supervision and control of students in the conduct of District courses.

8) Students enrolled in the referenced course(s) shall pay appropriate enrollment and other fees and nonresident tuition (if applicable) as required by the laws of the State of California. FIELD shall be responsible for collecting all applicable student fees that are not paid directly to DISTRICT and for ensuring DISTRICT receives student fees collected by FIELD. All students must be enrolled no later than the last day for enrollment as determined by DISTRICT. FIELD shall work with DISTRICT to clear the rolls of inactive enrollment in accordance with Section 58004 of Title 5 of the California Code of Regulations and DISTRICT census procedures. Students may withdraw from the class prior to completion and shall receive grades or non-evaluative symbols regarding their withdrawals in accordance with DISTRICT procedures. The last day to qualify for an enrollment fee/tuition refund is based upon

the length of the course and is determined by DISTRICT. The DISTRICT enrollment services office will inform FIELD of these dates once a class is scheduled.

d. The services specified above will be provided primarily at the FIELD facilities or at other locations mutually agreed to by DISTRICT and FIELD. FIELD shall ensure that any facilities where instruction is provided are clearly identified as being open to the public and that such facilities meet all applicable safety and health regulations. FIELD shall ensure that it provides equipment and/or instructional materials that are adequate and suitable for the courses and the numbers of students in attendance.

3. Indemnification

To the fullest extent permitted by law, FIELD shall defend, indemnify, and hold harmless DISTRICT, its officers, officials, agents, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of FIELD, its agents, employees, or any tier of FIELD'S subcontractors in the performance of this Agreement. The insurance requirements of this Agreement will not be construed as limiting the scope of this indemnification.

DISTRICT shall defend, indemnify and hold FIELD, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injuries or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys' fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of District, its officers, employees or agents.

4. Insurance

DISTRICT and FIELD shall each maintain insurance against liability for personal injury in an amount of not less than \$1,000,000 per occurrence and \$3,000,000 aggregate during the course of this Agreement. Each policy shall include the other party as additional insured. "Additional insured" for purposes of FIELD's policy protecting DISTRICT shall include the DISTRICT, its Board of Trustees, its employees and agents.

5. Reimbursement for Services, Facilities and Equipment

DISTRICT agrees to reimburse FIELD for the use of its resources and staff as follows:

- a. DISTRICT will reimburse FIELD at a rate of \$5.45 per California community college eligible non-credit contact hour generated by enrollment in the Basic Skills and ESL classes. Instructors will keep detailed daily attendance records for all students.
- b. DISTRICT will reimburse FIELD at a rate of \$5.45 per California community college eligible credit contact hour, generated by enrollment in any credit

classes agreed by the parties for delivery by FIELD less enrollment fees. If classes are offered on DISTRICT facilities then the fee arrangement will be re-negotiated. Only students enrolled prior to the class census day (determined once a class is scheduled) will be included in the total class enrollment count.

- c. FIELD will invoice DISTRICT at the completion of each class or monthly for classes offered over an extended period. Final payment will be made only after student attendance and completion records are verified by the DISTRICT Director of Enrollment Services and when all students and class records have been properly completed and submitted to DISTRICT.
- d. Instructional reimbursement is limited to 600 FTES. It shall be the intent of the parties to allocate the FTES into 550 for non-credit English and 50 for credit for each annual academic year as contract for the period. Payment will be based upon above described credit/non-credit rates according to subsections (a) and (b) above. This payment is the only reimbursement that will be provided by DISTRICT unless an amendment to this contract is agreed in writing by both parties for offering credit ESL courses.
- e. The parties agree to provide a \$20,000 advance to FIELD in August in order to assist with the typical annual startup costs and expansion. District and FIELD shall mutually agree to reasonably deduct portions of the advance from each invoice submitted by FIELD.

6. Notices

The addresses for delivery of any notice required under this agreement are as follows:

Vice President, Instruction
College of the Siskiyous
800 College Ave
Weed, California 96094

Farmworker Institute of Education and Leadership Development
410 West J Street, Suite A
Tehachapi, CA 93561

7. Termination

Either party may terminate this agreement by giving a 30-day notice of intent to terminate to the other party. Termination will not be effective until all the courses in process on the date the notice is given have been completed. If either party needs to reduce the total FTES completed in the contract year, it can only be reduced 50% for the subsequent session.

8. Certifications

FIELD certifies that it is not funded by any other sources to deliver this instruction for these ESL and Basic Skills courses

DISTRICT certifies that it does not receive full compensation for the direct education costs of any course covered by this Agreement from any public or private agency, individual or group.

9. Nondiscrimination

FIELD shall not discriminate on the basis of ethnic group identification, race, color, national origin, religion, sex (including sexual harassment) or gender, gender identity, gender expression, sexual orientation, genetic information, handicap (or disability), medical condition, ancestry or age in any of its policies, procedures, or practices, in compliance with Title VI of the Civil Rights Act of 1964 pertaining to race, color and national origin and Title IX of the Educational Amendments of 1972; section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act, pertaining to disabilities and the Age Discrimination Act of 1975, pertaining to age. FIELD shall not discriminate against any person on the basis of any of the above characteristics, or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. Limited English language skills will not be a barrier to admission to and participation in vocational education programs.

10. Authority

Each person signing below warrants and guarantees that he or she is legally authorized to execute this Agreement on behalf of the designated entity and that such execution shall bind the designated entity to the terms of this Agreement.

11. Waivers

No waiver of any breach of this Agreement by either party shall constitute a waiver of any other breach of this Agreement including a subsequent breach of the same provision.

12. Severability

If any of the provisions of this Agreement are found to be, or become contrary to state or federal law, all other provisions shall remain in effect.

13. Applicable Law and Venue

This Agreement shall be interpreted according to the law of the State of California. Venue for all litigation related to this Agreement shall be in Siskiyou County, California.

Executed in Weed, California on the date shown below:

FARMWORKER INSTITUTE OF EDUCATION
AND LEADERSHIP DEVELOPMENT

College of the Siskiyou

BY: Dem. Villarino

BY: [Signature]

DATE: 7/24/17

DATE: 7/27/2017

ATTACHMENT A

Title of the course offerings with course hours that are subject to this Agreement:

Credit courses:

ENGL 0560: Language Skills Laboratory (0 unit, 48-90 lab hours)

ENGL 0561: English Second Language – Level 1 (0 units, 48-90 lab hours)

ENGL 0562: English Second Language – Level 2 (0 units, 48-90 lab hours)

ENGL 0563: English Second Language – Level 3 (0 units, 48-90 Lab hours)

See course outline of records for course details. The above list may change through mutual agreement of DISTRICT and FIELD.

Student fees

***Enrollment Fee**

1 unit or more	\$46/unit
.5 unit	\$23/unit

***Non-Resident Tuition in addition to Enrollment Fee**

1 unit or more	\$234/unit
.5 unit	\$117/unit

The non-resident tuition fee shall be paid at the time of registration and is set by the Governing Board of College of the Siskiyous no later than January 1 of each year. Fees are subject to change on an annual basis.

Non-Resident Tuition Exemption

Effective January 1, 2002, AB540 provides an exemption from paying non-resident fees for certain non-resident students. While this exemption allows students to pay resident fees, it does not grant them resident status that would give them eligibility for any state funded program. To be eligible for this exemption a student must meet both of the following criteria:

1. Attendance at a high school in California for three or more years
2. Graduation or attainment of a high school equivalency from a California high school. A high school transcript is required.

For more information on AB540, contact the Enrollment Services Office.

Health Fee

12 units or more	\$20
0-11.5 units	\$17

Student Representation Fee \$1

Student Center Fee: \$1/unit up to a maximum of \$5/semester for all credit courses

*All tuition and fees listed above are as of the date of this contract and are subject to change as per the Chancellors Office.

Appendix B: Bakersfield College Agreement

Bakersfield College

Office of the President

1801 Panorama Drive
Bakersfield, CA 93305

July 11, 2017

Samantha Worthington
FIELD Director
College of the Siskiyous
800 College Avenue
Weed, CA 96094

661-7395-4211
www.bcpresidentblog.com 
@sonyachristian 

Re: Service Area Partnership

Dear Ms. Worthington:

Your request to offer courses in partnership with the Farmworker Institute of Education & Leadership Development (FIELD) within the Bakersfield College service area has been reviewed. This memo serves as approval given the stipulations outlined below:

1. The terms of this agreement are in effect through June 30, 2018.
2. The agreement may be renewed by written request.
3. College of the Siskiyous courses will be offered only within the service area of Bakersfield College and only with the approval of Bakersfield College.
4. At the request of Bakersfield College, all College of the Siskiyous courses offered within the service area will cease. A 30-day written notice will be given.
5. Only lower-level ESL courses will be offered, specifically only those similar to courses previously offered by Bakersfield College through FIELD (see list below). Upper-level credit courses will be taught by Bakersfield College.
6. Any additional courses proposed by College of the Siskiyous to be offered with FIELD would require prior notification and agreement provided by Bakersfield College.

College of the Siskiyous – Proposed ESL Non- Credit Courses:

ENGL 0560	Life Skills/Conversation for ESL Students
ENGL 0561	ESL Level 1
ENGL 0562	ESL Level 2
ENGL 0563	ESL Level 3

Sincerely,



Sonya Christian
President
Bakersfield College
<http://www.bakersfieldcollege.edu/president/>

copy: KCCD Chancellor, Tom Burke
FIELD President/CEO, David Villarino-Gonzalez

BAKERSFIELD COLLEGE

www.bakersfieldcollege.edu

Appendix C: Cerro Coso Community College Agreement



July 21, 2017

INDIAN WELLS VALLEY
3900 College Heights Blvd.
Redlands, CA 92355-5071
Phone: 760-394-6100
Fax: 760-394-6270
TDD 760-394-6110

Samantha Worthington
Field Director
College of the Siskiyous
800 College Avenue
Weed, CA 96094

KERN RIVER VALLEY
P.O. Box 9724
5520 Lake Umbagog Blvd.
Lake Isabella, CA 93248-9714
Phone: 760-879-6521
Fax: 760-879-5547

RE: Service Area Partnership

Dear Ms. Worthington:

EAST KERN CENTER
140 Memphis Ave
Edwardsville, CA 93574-1400
Phone: 925-278-3644
Fax: 925-278-0610

Your request to offer courses in partnership with the Farmworker Institute of Education and Leadership Development (FIELD) within the Cerro Coso Community College service area has been reviewed. This memo serves as approval given the stipulations outlined below:

EASTERN SIERRA COLLEGE
CENTER - MASTIFF
4200 W. Line St.
Bishop, CA 93314-7306
Phone: 760-872-1263
Fax: 760-872-5526

1. The terms of this agreement are in effect through June 30, 2018.
2. The agreement may be renewed by written request.
3. College of the Siskiyous will offer courses similar to English as a Second Language (ESL) courses
4. At the request of Cerro Coso Community College, all English as a Second Language courses offered by College of the Siskiyous within the service area will cease. A 30-day written notice will be given.
5. Any additional non-ESL courses proposed by College of the Siskiyous to be offered with FIELD will require prior notification and agreement provided by Cerro Coso Community College.

EASTERN SIERRA COLLEGE
CLDYER - MAMMOTH LAKE
P.O. Box 1860
101 College Parkway
Mammoth Lakes, CA 93248-1860
Phone: 760-834-2075
Fax: 760-834-1327

Please feel free to contact my office should you have any questions.

Sincerely,

Jill Board
President
Cerro Coso Community College

CC ONLINE
Phone: 760-307-6100
Fax: 760-361-6186
Toll Free: 800-537-0332

www.cerrocosocoll.edu



Appendix D: College of the Sequoias Agreement



June 22, 2017

Samantha Worthington
FIELD Director
College of the Siskiyous
800 College Avenue
Weed, CA 96094

RE: Service Area Partnership

Dear Ms. Worthington:

Your request to offer courses in partnership with the Farmworker Institute of Education and Leadership Development (FIELD) within the College of the Sequoias serve area has been reviewed. This memo serves as approval given the stipulations outlined below:

1. The terms of this agreement are in effect through June 30, 2018.
2. The agreement may be renewed by written request.
3. College of the Siskiyous will offer courses similar to English as a Second Language (ESL) courses currently and previously taught by College of the Siskiyous in Tipton, California.
4. At the request of College of the Sequoias, all English as a Second Language courses offered by College of the Siskiyous within the service area will cease. A 30-day written notice will be given.
5. Any additional non-ESL courses proposed by College of the Siskiyous to be offered with FIELD will require prior notification and agreement provided by College of the Sequoias.

Please feel free to contact my office should you have any questions.

Sincerely,

Jennifer Vegas La Serna, Ph.D.
Vice President, Academic Services
College of the Sequoias

Appendix E: Hartnell College Agreement



HARTNELL COLLEGE

OFFICE OF THE PRESIDENT

Willard Clark Lewallen, Ph.D.
Superintendent/President

wlewallen@hartnell.edu

BOARD OF TRUSTEES

Manuel M. Osorio
President
Area 1

Patricia Donohue
Vice President
Area 3

Candi DePauw
Area 7

Ray Montemayor
Area 5

Erica Padilla-Chávez
Area 6

Aurelio Salazar, Jr.
Area 2

David Gómez-Serena
Area 4

Hector Moya
Student Trustee

411 Central Avenue
Salinas, California 93901

831.753.8000 phone
831.753.7941 fax

www.hartnell.edu

19 June 2017

**Gregory South, Dean of Student Learning
College of the Siskiyous**

Dear Dr. South:

This letter will serve to grant Siskiyou Joint CCD permission to offer noncredit ESL classes within the Hartnell CCD in collaboration with FIELD. This permission is granted through June 30, 2018. Under this agreement, Siskiyou Joint CCD will not offer any noncredit ESL classes at any K-12 school sites or other facilities currently served by the Hartnell CCD. Additionally, Siskiyou Joint CCD is not permitted to deliver any other education services within the Hartnell CCD.

If Siskiyou Joint CCD desires to continue offering noncredit ESL classes within the Hartnell CCD after June 30, 2018, another request must be submitted. Additionally, we request that by June 30, 2018 the Siskiyou Joint CCD provide a report on the outcomes of the education services delivered (number of students served, location, FTES, student performance outcomes, etc.).

Best wishes for success in this endeavor.

Kind Regards,

Willard Lewallen

**Willard Lewallen, Ph.D.
Superintendent/President**

Growing Leaders Opportunity. Engagement. Achievement.

HARTNELL COLLEGE MISSION STATEMENT
Ensuring the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement, and success.

Appendix F: San Francisco Police Department Master Agreement

**MASTER AGREEMENT
BETWEEN
SISKIYOU JOINT COMMUNITY COLLEGE DISTRICT
AND
THE SAN FRANCISCO POLICE DEPARTMENT FOR
THE CITY AND COUNTY OF SAN FRANCISCO**

This Master Agreement ("Agreement") is made and entered into this 3rd day of July, 2017, by and between the Siskiyou Joint Community College District ("DISTRICT") and the City and County of San Francisco ("CITY"), acting by and through the San Francisco Police Department ("SFPD"), for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational courses for SFPD personnel. DISTRICT and SFPD mutually agree as follows.

I. RESPONSIBILITIES OF THE DISTRICT

- A. DISTRICT shall offer mutually agreed upon and approved educational courses as contained in Appendix A, "Course Information," attached hereto and incorporated by reference as if fully set forth herein.
- B. DISTRICT shall assist the SFPD in registration and other support services to SFPD personnel who are students.
- C. DISTRICT shall work with the SFPD to ensure that ancillary and support services such as counseling, guidance and academic placement assistance are provided for SFPD personnel who are students.
- D. DISTRICT shall review and approve the selection of an Instructor of Record recommended by the Chief of Police based on the minimum qualification. The DISTRICT will evaluate the quality of instruction to ensure that it meets the needs of the students and other requirements of the DISTRICT. The Instructor of Record shall meet the DISTRICT'S minimum qualifications consistent with requirements in other similar courses given in the DISTRICT.
- E. DISTRICT shall ensure that course offerings meet all applicable requirements of Title 5 of the California Code of Regulations ("Title 5") and the California Education Code ("Education Code"). All students who successfully complete an approved educational course offered under this Agreement shall receive the number of units, listed in Appendix A.
- F. In accordance with Educational Code Section 76140.5, the DISTRICT shall classify all qualifying nonresident SFPD personnel who are students in a police academy training class as residents. Section 76140.5 provides:
"Notwithstanding Section 76140, a community college may classify a nonresident student who has been hired by a public agency, as a resident for purposes of enrollment in and completion of police academy training courses

at a community college, if the student has passed all other requirements of the public agency and if written assurances are provided by the public agency that it intends to classify the student as a peace officer upon successful completion of the police academy training course."

- G. DISTRICT shall demonstrate control and direction of the Instructor of Record by providing the Instructor of Record with an orientation and instructor manual, course outlines, curriculum materials, testing and grading procedures, policies and procedures governing instruction by the DISTRICT and any other materials and services DISTRICT would provide its part-time instructors on campus.
- H. The DISTRICT declares and certifies that it does not receive full compensation for direct education cost of the courses in Appendix A from any public or private agency, individual or group.
- I. The parties acknowledge that the DISTRICT is responsible for the educational program.
- J. The Instructor of Record shall enter into a written contract with DISTRICT in accordance with Title 5 Section 58058(b) of the California Code of Regulations. DISTRICT shall assure that applicable provisions of Title 5, Section 58056, be followed in the conduct of the courses and classes. The DISTRICT has the primary duty to evaluate, control and direct the activities of the Instructor of Record as to the courses in Appendix A.
- K. The parties' agreement with regard to the following issues is contained in
 - 1. Approximate date courses will be offered
 - 2. Enrollment period
 - 3. Student enrollment fees
 - 4. Number of class hours per course
 - 5. Supervision and evaluation of students
 - 6. Withdrawal of any student prior to completion
 - 7. Ancillary and support services

II. RESPONSIBILITIES OF THE POLICE DEPARTMENT

- A. SFPD shall provide classroom and auditorium space (including maintenance, utilities and janitorial services) at the Police Academy at 350 Amber Drive, San Francisco, and other SFPD facilities, as approved by the Chief of Police, for use as an off-site location by the DISTRICT, for the courses to be provided by DISTRICT under this Agreement. SFPD shall provide use of these facilities during normal business hours (Monday- Friday 0800-1800, excluding legal holidays). All classes offered in these facilities shall be open to all students who meet the established prerequisites in accordance with Title 5, Sections 58051.5, 51006, and 58106, subject to California Penal Code Section

832.3.

- B. SFPD shall provide the Instructor of Record, equipment, materials, day-to-day management support, and all other related overhead not provided by the DISTRICT under Section I, necessary to conduct the DISTRICT's educational programs under this Agreement.
- C. SFPD shall cooperate with the DISTRICT to ensure that all personnel, equipment and materials used in carrying out DISTRICT's responsibilities under this Agreement conform to the Education Code and Title 5 mandated standards governing instructional programs, including minimum qualifications for instructors.
- D. SFPD shall assist the DISTRICT in collecting all enrollment fees associated with the class offerings under this Agreement.
- E. Records of student attendance and achievement for students will be maintained by the Instructor of Record, who will submit such documents to the DISTRICT on a schedule developed by the DISTRICT or upon immediate completion of each course. The parties agree such records are student/education records, subject to other state and federal laws.
- F. SFPD declares and certifies that the direct educational cost of the instructional activity to be conducted under this Agreement will not be fully funded by other sources.
- G. SFPD shall retain and make available to DISTRICT any and all books, materials, records, and other documentation pertaining to requirements of the DISTRICT under the terms of this Agreement.
- H. When requesting that the DISTRICT schedule a class specified in Appendix A, SFPD shall give the DISTRICT notice no later than 45 days prior to the planned class start date. Any new course will require a longer curriculum approval process. New courses are subject to local and the Chancellor's Office approval. DISTRICT cannot guarantee a timeframe when it involves external approval.

III. **PAYMENT FOR SERVICES**

If District receives full funding from the State for courses under this Agreement, DISTRICT shall pay SFPD at the rate of \$3.50 per student per course hour for courses offered pursuant to this Agreement, for the duration of this Agreement. If the DISTRICT does not receive full funding from the State, DISTRICT shall pay SFPD at a rate proportionate to the amount of funding received, e.g., if DISTRICT receives 50% of full funding, DISTRICT shall pay SFPD 50% of the \$3.50 rate, or \$1.75 per student per course hour.

If State funding to DISTRICT is increased or decreased, the parties agree to negotiate a revised rate for payment for services.

The payment under this Section III is the only financial reimbursement that DISTRICT will provide to SFPD (DISTRICT will provide other support as outlined in Section I of this Agreement). The enrollment will be verified by the DISTRICT Director of Enrollment Services once all student and class records have been properly completed and submitted. Payment shall be made by check on invoice for services no later than 3 weeks after receipt of class records shown above. All funds generated by virtue of state apportionment from this course will be retained in their entirety by DISTRICT.

IV. MISCELLANEOUS

- A. The SFPD and DISTRICT shall each work in good faith to implement this Agreement, and shall use best efforts to resolve any disputes informally.
- B. If any of the provisions of this Agreement are found to be, or become contrary to State law or regulations or court decisions, DISTRICT and SFPD agree that the parties shall attempt to renegotiate said provision in good faith, without affecting the remaining portions of this Agreement.
- C. INDEMNITY.
 - 1. DISTRICT agrees to defend, indemnify and hold harmless the CITY, its officers, employees and agents, from any and all acts, claims, omissions, liabilities and losses by whomever asserted, arising out of acts or omissions of DISTRICT, and its officers, employees and agents in the performance of the scope of work under this Agreement, except those arising by reason of the sole negligence of the CITY, its officers, employees and agents.
 - 2. CITY agrees to defend, indemnify and hold harmless the DISTRICT, its officers, employees and agents, from any and all acts, claims, omissions, liabilities and losses by whomever asserted, arising out of acts or omissions of the CITY and its officers, employees and agents in the performance of the scope of work under this Agreement, except those arising by reason of the sole negligence of DISTRICT, its officers, employees and agents.
 - 3. In the event of concurrent negligence of DISTRICT, its officers, employees and agents, and CITY and its officers, employees and agents, the liability for any and all claims for injuries or damages to persons and/or property shall be apportioned under the California theory of comparative negligence as presently established or as may hereafter be modified.

- D. Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, certified, postage prepaid to the following address:

DISTRICT: Vice President, Instruction
Todd Scott, Ph.D.
Siskiyou Joint Community College District
800 College Avenue
Weed, CA, 96094

SFPD: Captain, Police Academy
San Francisco Police Department
Police Academy
350 Amber Drive
San Francisco, CA 94131

- E. No waiver of any breach of this Agreement by either party shall constitute a waiver of any other breach of this Agreement including a subsequent breach of the same provision.
- F. The parties hereby acknowledge that they are separate and independent legal entities; and the SFPD, its officers, employees, and agents shall not be considered officers, employees or agents of the DISTRICT, except as provided in Title 5, Section 58058. The parties further acknowledge that the DISTRICT, its Board of Trustees, officers, employees and agents shall not be considered officers, employees or agents of the CITY, including but not limited to the SFPD. In no event shall this Agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto.
- G. As part of the agreement for facility usage, DISTRICT shall not be responsible for damage by fire, earthquake, lightning explosions, Act of God, the elements, or enemy attack, including any action taken by the military, naval, or air forces of the United States.
- H. This Agreement shall be interpreted according to the laws of the State of California. Venue for all litigation relative to the formation, interpretation and performance of the Agreement shall be in San Francisco.
- I. This Agreement and any amendments thereto, constitute the entire agreement between the parties. This Agreement may not be modified except by written amendment to this Agreement, executed in the same manner as this Agreement.
- J. The term of this Agreement shall be from July 01, 2017 through June 30, 2018.

Either party may terminate this Agreement at any time, for any reason upon 120 days advanced written notice to the other party.

IN WITNESS WHEREOF, The parties hereby have executed this Agreement in triplicate on the dates specified herein.

SISKIYOU JOINT COMMUNITY
COLLEGE DISTRICT

SAN FRANCISCO POLICE
DEPARTMENT

Stephen Schoonmaker, Ed.D.
President/Superintendent

William "Bill" Scott
Chief of Police
San Francisco Police Department

APPROVED AS TO FORM:

DENNIS J. HERRERA, City Attorney

Appendix A

Course Information

Courses Offered

ADJ 2050 - Basic Police Academy. The course runs approximately 30 weeks, 40 hours a week, comprised of 375-422 total lecture hours/813-915 total lab hours, not to exceed a total of 1,337 instructional hours. Students received 40 units upon successful completion of the course.

The number of units may change based upon mutual agreement of both parties and approval of DISTRICT'S Curriculum Committee.

Upon request of SFPD, the DISTRICT can provide additional continuous professional training courses to current SFPD law enforcement officers. These include, but are not limited to:

ADJ 9079- Law Enforcement Topics (3 units Lecture)

ADJ 2949- Administration of Justice Work Experience (8 units Lecture/Work)

Date of Courses:

July 01, 2017 through June 30, 2018. Specific course dates to be determined, based upon demand, availability of funds, and advance notice per Section II.H of the Agreement.

Enrollment Fees:

Currently, the enrollment fee at California Community Colleges is \$ 46.00 per unit, Health Fee is \$20.00 per semester, Student Representation Fee is \$1.00 per semester, and Student Center Fee is \$1.00 per unit, \$5.00 maximum per semester. The DISTRICT will collect unit and other fees at these rates, unless and until fees officially change by notice of the California Community College Chancellor's Office. Parties agree that fee increase or decrease will apply automatically. If a new fee or increase is announced, DISTRICT will notify SFPD immediately. Consistent with Education Code Section 76140.5, the nonresident tuition fee of an additional \$234.00 per unit+ 46.00 enrollment fee per unit will not apply to SFPD members registered in ADJ 2050 (Basic Police Academy).

Enrollment Period:

All students must be enrolled no later than the business day before the class census day, which will be determined when a class is scheduled.

Prerequisites:

All students must satisfy all prerequisites stated in the ADJ 2050 Course Outline of Record. SFPD will assist the DISTRICT to ensure the qualification of all students.

Supervision and Evaluation:

Supervision and evaluation of students will be provided by the Instructor of Record. DISTRICT will provide ancillary and support service per Section I.C of the Agreement.

Student Withdrawal:

Students may withdraw from the class prior to completion. The last day to qualify for an enrollment fee refund and/or non-resident tuition fee refund is based upon the length of the course. These dates will be available at Enrollment Services (530) 938-5500 once a course has been scheduled. DISTRICT will notify SFPD in writing on the withdrawal deadline for each course offered under this Agreement, within five (5) business days of the DISTRICT finalizing the course schedule.

Appendix G: City College of San Francisco Agreement



VICE CHANCELLOR OF ACADEMIC AFFAIRS

50 PUEBLAN AVENUE • CLOUD 308 • SAN FRANCISCO, CA 94112 • 415.238.3321 • FAX 415.238.3874

Rec'd 7/11/17

6/28/17

Todd Scott, Ph.D.
Vice President, Instruction
College of the Siskiyous
800 College Avenue
Weed, CA 96094

RE: Service Area Partnership

Dear Dr. Scott:

Your request to offer courses in partnership with San Francisco Police Department within the Community College of San Francisco service area has been reviewed. This memo serves as approval given the stipulations outlined below:

1. The terms of this agreement are in effect through June 30, 2018.
2. The agreement may be renewed by written request.
3. At the request of City College of San Francisco, all Administration of Justice courses offered by College of the Siskiyous within the service area of CCSF will cease. A 30-day written notice will be given.

Please feel free to contact my office should you have any questions.

Sincerely,

Anna Davies
Vice Chancellor
City College of San Francisco

BOARD OF TRUSTEES

THEA SELBY, PRESIDENT • DR. BRIGITTE DAVILA, VICE PRESIDENT • RAFAEL MANDELMAN
ALEX RANDOLPH • JOHN RIZZO • TOM TEMPORANO • SHANELL WILLIAMS • BOUTHAINA BELAYADI, STUDENT TRUSTEE
SUSAN E. LAWS, INTERIM CHANCELLOR