

**CHAPTER 4: ACADEMIC AFFAIRS  
ADMINISTRATIVE PROCEDURE NO.: 4060**

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Delineation of Functions for Adult Education

**Adoption Date:**

**Revision Date:** 3/2/10; April 9, 2013; April 25, 2018

**Responsible Area:** Vice President, Instruction

**Responsible Office:** Office of Instruction

**Policy Reference:** Education Code Sections 8535 and 8536; BP 4060

In order to be in compliance with Education Code Sections 8535 and 8536, whenever the Siskiyou Joint Community College District is asked by another public school district or community college district to assume responsibility for any or all of that district's adult education apportionment, the following procedure will be implemented:

The Chief Instructional Officer will receive the proposal from the requesting district, containing a list of the courses which they wish to transfer to the Siskiyou Joint Community College District, as well as the enrollment history for these courses for the most recent five years.

The Chief Instructional Officer will review the proposal with respect to whether the proposed courses fit within the District's non-credit or Community Education curriculum. Such review would consist of, but not be limited to, course titles, course content, projected enrollment, location of and faculty credential requirements. The Chief Instructional Officer will review the proposal with other administrators and committees as appropriate.

If approved, a Memorandum of Understanding specifying a Delineation of Functions Agreement will be developed jointly with the requesting 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 Delineation of Functions Agreement shall specify 1) that only courses that qualify as community college noncredit education under California Education Code shall be transferred, and 2) the number of FTES proposed to be transferred.

The Memorandum of Understanding specifying the Delineation of Functions Agreement must

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be signed by both districts and will be submitted to the Siskiyou Joint Community College District Governing Board for approval.

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