

**CHAPTER 4: ACADEMIC AFFAIRS
ADMINISTRATIVE PROCEDURE NO.: 4400**

COLLEGE OF THE SISKIYOU

Procedure Manual

Title: Community Services

Adoption Date:

Review Date:

Revision Date: December 2009; March 2, 2010; September 24, 2013; May 20, 2020

Responsible Area: Vice President, Academic Affairs

Responsible Office: Instruction

Policy Reference: Education Code Section 78300 et seq; Title 5, Sections 55002, 55160(b);
College Vision Statement

Definition

College of the Siskiyou establishes and maintains Community Services course offerings in a variety of courses that stimulate and support life-long learning. Community service offerings shall not be referred to as noncredit courses and may not be claimed for apportionment purposes.

Classes will be offered in areas including, but not limited to, the following:

- Literacy
- Civic Engagement
- Health
- Vocational Skills
- Technical Skills
- General Life-long Education

Within the broad area of general education, classes will be offered in fields including, but not limited to, the following:

- Music
- Drama
- Art
- Handicraft
- Science
- Literature
- Nature Study

- Nature Contacting
- Aquatic Sports
- Athletics
- Citizen Scientist

Purpose of Course Offerings

Community services courses are designed to engage those participating in the life-long learning process, with anticipated learning outcomes to include contributing to the physical, mental, moral, economic, and/or civic development of the individuals or groups enrolled in them. Offerings shall provide relevant subject matter content, resource materials, and teaching methods which the Vice President, Academic Affairs or designee, deems appropriate for the enrolled students.

Enrollment in Course Offerings

Community services course offerings are open for the admission of adults and of those minors who, in the judgment of the Vice President, Academic Affairs or designee, may profit. Minors eligible to benefit from a course offering may have varying minimum ages depending on the recommendations of the instructor and approved by the Vice President, Academic Affairs or designee. All minors need to submit a special admissions request form before being enrolled in a community service class. As these courses bear no credit, repeat enrollment is unlimited.

Fees

General Fund monies are not expended to establish and maintain community service offerings. Students enrolled in community service offerings are charged a fee (not to exceed the cost of maintaining the courses); however, additional material fees may apply in order to sustain these course offerings without incurring a debt for providing these services.

Community service course offerings may also be offered for remuneration by contract or with contributions or donations of individuals or groups. Contributions need to be run through either the District or Foundation accounts for proper accounting and financial auditing purposes.

Course Development and Approval

No community service courses shall be offered prior to approval. Approval shall be granted by the District if conditions outlined in AP 4022-Course Approval are met. These include:

1. Community Services offerings may be developed when the need and interest are identified.
2. Any community service course proposal may be submitted by a person qualified to teach the offering.
3. The Director of Non-Credit, Community Service and Contract Education, or designee, shall review the proposal and make an appropriate decision.
4. The College's Curriculum Committee shall review new community services course offerings as an information only item.
5. The Vice President, Academic Affairs will forward all new community services course offerings to the Superintendent/President for recommendation of District Board of Trustees approval.

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6. The Superintendent/President will forward all new community services course offerings to the District Board of Trustees with a recommendation regarding approval.
7. The District Board of Trustees shall decide on approval of all new community services course offerings.