



Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 4: Academic Affairs
Title	Delineation of Functions for Adult Education
Code	AP 4060
Status	Active
Legal	CA Education Code Sections 8535 and 8536
Cross References	Board Policy 4060
Last Revised	April 25, 2018
Last Reviewed	May 15, 2024
Prior Revised Dates	03/02/2010; 04/09/2013
Origin	Vice President, Academic Affairs
Office	Instruction

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:

1. 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.
2. 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.
3. If approved, a Memorandum of Understanding (MOU) 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.
4. The Memorandum of Understanding specifying the Delineation of Functions Agreement must be signed by both districts and will be submitted to the Siskiyou Joint Community College District Governing Board for approval.
5. 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.

This administrative procedure was approved by Dr. Char Perlas, Superintendent/President, on May 15, 2024.