

Note: This procedure is *legally advised* if Districts engage in adult noncredit instruction. Local practice may be inserted. **New – GCCCD Procedure**

First Reading–4/23/12  
Second Reading–5/23/12  
Final Reading–6/25/12  
DEC Final Reading–7/9/12

## **AP 4060      Delineation of Functions Agreements**

Reference:      ***Education Code Sections 8535 and 8536***

Date Issued:

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**[Note: This procedure is optional but is legally advised if districts are engaged in adult noncredit instruction. Insert local practice here, if any, regarding memoranda of understanding related to noncredit continuing education programs.]**

In order to be in compliance with Education Code Sections 8535 and 8536, whenever the Grossmont-Cuyamaca Community College District (GCCCD) 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 Officers will receive the proposal from the requesting District, containing a list of the courses which they wish to transfer to the GCCCD colleges, as well as an enrollment history for these courses for the most recent two years.
- The Chief Instructional Officers will review the proposal with respect to whether the proposed courses fit within the College's 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 Officers 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 Education Code Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the district to GCCCD with the existing program.
- The Memorandum of Understanding specifying the Delineation of Functions Agreement must be signed by both districts and will be submitted to the GCCCD Governing Board for approval.
- If approved by the GCCCD 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.