
**Allan Hancock Joint Community College District
Board Policy
Chapter 4 – Academic Affairs**

BP 4400 COMMUNITY EDUCATION PROGRAMS

The District shall maintain Noncredit Education and Community Services programs under Community Education. Community Education programs shall be designed to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in it. Further, Community Services (fee-based) courses and programs will complement and expand the activities of the district to meet the dynamic educational, cultural, economic, and life enrichment needs of the community. The district will offer a comprehensive, diversified, and well-balanced program of educational courses and cultural events that will be flexible and change as the needs and interests of the community change.

No General Fund monies may be expended to establish or maintain community services (fee-based) courses. Students involved in community services (fee-based) courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

References: Education Code Sections 66010.4, 78300, 78401, and 84757;
Title 5, Sections 58168 and 58170(d)

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Allan Hancock Joint Community College District
Administrative Procedure
Chapter 4 – Academic Affairs

AP 4400 COMMUNITY EDUCATION PROGRAMS

The objectives of Community Education Noncredit Education & Community Services (fee-based) Programs at the District include the following:

1. To collaborate with community groups and the community at large to identify needs and develop educational programs consistent with the college's mission.
2. To offer an avenue of entry to individuals wishing to continue their education or occupational training.
3. To enrich the cultural, economic, intellectual, recreational, and social life of the community.
4. To provide programs and activities as a form of college outreach, transition to credit programs, or career and technical skills for entry-level work.
5. To establish the District as a center of community life through the use of its facilities by community groups.
6. To participate with community groups and agencies in an effort to address community issues.

NONCREDIT EDUCATION

The California Education Code provides the District with the power to establish and maintain noncredit classes for adults. Classes for adults shall be open for the admission of adults and of any minors who, in the judgment of the governing Board of Trustees, may be qualified for admission. Noncredit classes are authorized in the following ten categories: adult basic education, English as a second language, home economics, parenting, health and safety, short-term career and technical education, workforce preparation, programs for the disabled, citizenship, and programs for older adults. In addition to the ten categories, colleges may claim apportionment for supervised tutoring, learning assistance under noncredit education, and noncredit apprenticeships.

Noncredit Course Development and Approval Process

Noncredit course development procedures are delineated in administrative procedure 4022 *Course Approval*.

1. New and/or modified noncredit course and/or program proposals may be initiated based on needs identified by economic forecasts, community needs assessments, demographic trends, and other pertinent data.
2. Whenever possible, discipline faculty creates the noncredit course and/or program proposal based on identified needs.
3. The noncredit course and/or program proposals are reviewed by the community education noncredit faculty. Collaboration is required with credit discipline faculty and respective department chair when developing comparable noncredit courses and programs to assess possible impact on credit offerings and discuss leveraging discipline expertise.
4. The academic dean overseeing the community education division completes the feasibility report.
5. The noncredit course and/or program proposal will be reviewed based on the following criteria. The noncredit course/program:
 - a. Is consistent with the mission of the college.
 - b. Falls under one of the noncredit categories as authorized by Title 5.
 - c. Meets the conditions as outlined in the current Program and Course Approval Handbook (PCAH) and the Reporting Procedures Handbook by the California Community Colleges Chancellor's Office.
 - d. Will not compete with an existing credit course/program.
 - e. Does not duplicate a previously approved noncredit course/program.
 - f. Will have adequate equipment and college facilities to sustain a high-quality offering.
 - g. Will have sufficient enrollment to justify resource allocation.
6. The Technical Review Committee reviews the noncredit course/program proposals for compliance with the above criteria.
7. The Academic Policy and Planning (AP&P) Committee reviews and acts on the noncredit course/program proposals. The committee periodically submits a summary report to the Academic Senate for review and action. The Academic Senate forwards the summary report to the college superintendent/president and the Board of Trustees for final approval and implementation.
8. The Office of Vice President of Academic Affairs submits the course and program proposals to the California Community Colleges (CCC) Chancellor's Office Curriculum Inventory (COCI) for chaptering and/or review and approval.

Fees

Districts are not permitted to charge tuition fees for noncredit classes eligible for state apportionment. Materials fees may apply when appropriate. All noncredit classes are tuition-free, but some noncredit courses may require additional materials fees consistent with Title 5 regulations. These additional fees are identified in the noncredit schedule of classes.

Delineation of Functions Agreements (See BP/AP 4060, Delineation of Functions Agreements)

Allan Hancock College will seek a delineation of functions agreement with high school districts in the college's service area. These agreements authorize Allan Hancock College to be the provider of noncredit courses. The associate superintendent/vice president of academic affairs is responsible for the maintenance of these agreements. As the primary provider of education for adults, the college is authorized to offer classes in all the authorized categories.

COMMUNITY SERVICES (FEE-BASED) PROGRAM

Community Services (fee-based) offerings are established and maintained in civic, career, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports, and athletics.

Community Services (fee-based) offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

Community Services (fee-based) offerings are open for the admission of adults and of minors as approved by the Board of Trustees.

General fund moneys are not expended to establish and maintain community service offerings.

Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

Course Proposal Evaluation

The dean, academic affairs, will evaluate fee-based course proposals using the following criteria:

- a. The course or program is consistent with the community college.
- b. The course or program will not compete with nor duplicate an existing credit course.
- c. The facilities and equipment of the college are adequate to support the course or program.

Fee-Based Class Approval Process

Working closely with initiator, the dean, academic affairs, will review proposals for community services (fee-based) classes that meet the educational, avocational, career and technical, and cultural needs of the community. The dean, academic affairs, may conduct needs assessments to identify the demand for these community services (fee-based) proposals. The district reserves the right to approve or deny proposals for fee-based courses.

Fee-based proposals will not compete with nor duplicate existing credit or noncredit curriculum.

Any college entity that offers fee-based courses or programs open to the general public, including auxiliary programs, must follow the same approval processes.

A list of community services (fee-based) classes will be submitted to the board of trustees for approval prior to the start of each semester.

Evaluation

Community services (fee-based) classes and activities are evaluated regularly. It is the responsibility of the dean, academic affairs, or a designee to administer course evaluations to students attending community services classes and/or events.

Fees

The community services (fee-based) program shall be self-supporting. The college will charge students taking community services classes a fee not to exceed the cost of maintaining community service classes. The admission fee for activities and events will be determined on an event-by-event basis. Fees will be developed by the Community Education office in collaboration with the instructor, producer of the event, or presenter, whichever applies.

A contract will be developed with each community service instructor or presenter outlining the terms of the agreement and the rate of remuneration for their services.

References: Education Code Sections 8531, 8532, 8533, 8534, 66010.4, 76141, 76300, 76365, 76380, 78300 et seq., 81458, and 84757;
Title 5 Sections 55002 and 55160(b)

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