

Fee-Based Course Proposal and Guidelines

Community Service Offering: Also known as fee-based courses, community service courses are fee-supported, not-for-credit community services class authorized pursuant to Education Code section 78300 and approved pursuant to subdivision (d) of Title 5, section §55002, for which state apportionment is not claimed, and credit is not awarded (Title 5, section §55000).

In accordance to Title 5, §55002, Community Services Offering must meet the following minimum requirements:

1. be approved by the district governing board;
2. is designed for the physical, mental, moral, economic, or civic development of persons enrolled therein;
3. provides subject matter content, resource materials, and teaching methods which the district governing board deems appropriate for the enrolled students;
4. is conducted in accordance with a predetermined strategy or plan;
5. is open to all members of the community willing to pay fees to cover the cost of the offering; and
6. may not be claimed for apportionment purposes.

Determination of class fees and cost must adhere to Title 5 regulations pursuant to Education Code, section 76385. Community Services Offering class fees cover the **direct costs** of instruction such as instructor, supplies, field trips, travel, and other class requirements. Class fees also cover relevant **indirect administrative costs** such as: college staff support, facility, rent, advertising, custodial, heating, and others as determined by the college.

As per AHC BP/AP 4400, the dean, academic affairs, evaluates fee-based course proposals using the following criteria:

- * The offering is consistent with the community college mission.
- * The offering does not compete with existing credit offerings.
- * The offering does not duplicate previously approved noncredit offerings.
- * Facilities and equipment are adequate to support the offering.

Instructors and other providers (workshop leaders, lecturers, speakers, moderators, consultants, or performers) selected for these classes/activities should have **demonstrable and recognizable expertise** in their areas of instruction being proposed:

- * **Demonstrable competence** relating to the proposal being presented. Post-secondary degree and/or certificate, and two or more years of professional teaching experience in the subject matter is preferable.
- * **Recognized expertise** teaching in the subject matter. For College for Kids courses, we seek individuals with expertise teaching children (Two or more years of professional expertise teaching children is preferable).
- * Sensitivity to the diversity of the target audience.
- * Demonstrated understanding of the college's mission and educational goals.
- * When applicable, adherence to qualifications by a licensing and/or governmental agency.

Community service course proposals are reviewed by the academic dean, and are then recommended to the Vice President, Academic Affairs, and the Academic Senate President (AP 4400). Final approval rests with the Board of Trustees. In most cases, these proposals may have to be reviewed by discipline experts in academic departments and be approved to move forward by the department chair and academic dean for the department in question, before these make it to the academic dean that oversees Community Education. This guide provides suggestions and advice for accurately completing the Community Education Fee-Based Class Proposal. Please ensure that proposal packets are complete and have been finalized prior to submission.

Please submit a complete proposal.

PROPOSAL ELEMENTS:

Course Title: Provide a logical, short title for this course. Please limit course title to 30 characters, including spaces.

Course Description: This description may appear in course publicity (i.e., Spectrum, online, etc.). Limit course description to 4-5 sentences that clearly and concisely describe what the course is about.

Reason for Offering the Class: Provide supporting documentation regarding community interest in your topic. Fee-based courses should not duplicate courses in credit or noncredit programs. Supporting documentation could be survey results, annual updates, program review, committee meeting notes, grant funding plans, etc. Include the benefit(s) of participating in the class. What economic or social trends exist to support a need for this course?

Course outcomes: List 1 or 2 measurable outcomes that show what students should achieve upon completion of this course. Use verbs such as: understand, know, describe, identify, justify, solve, differentiate, etc. Blooms' Taxonomy is a recommended tool for outcome development.

- **Sample Outcome:** Upon completion of this course, students will identify the basic ingredients of bread-making and describe their general uses in bread making.

Scope of Instruction: List here the topics or activities to be covered in each class session.

Instruction Methods: Specify the teaching techniques which will work best in assisting participants learn the material. Consider lecture, discussion, role-play, class demonstrations, etc.

Evaluation Methods: How will you assess whether the students learned in your class? That is, how will you know that the outcomes listed for the course were achieved? Provide methods or strategies to be used in the course that will best assess how well the participants learned the class material (i.e. class presentation, demonstration of skills, quiz, report, portfolio, presentation of finished projects, etc.).

Materials, Supplies, Equipment, and Services: Community Service (fee-based) courses are self-supporting, and district funding is not allowed to sustain any portion of these courses. Therefore, think carefully about the materials, supplies, and services needed so that the student fee collected may be used accordingly. In this section, list all resources needed to successfully offer the class such as support staff, texts, audio visual materials, instructor-developed handouts, instructional supplies, and publicity and outreach materials. Be specific when possible, list items separately, and provide reliable quotes for all your instructional needs.

Promotion Costs: This cost is related to the marketing and promotion of the class such as, but not limited to, flyers, posters, radio and/or TV ads, social media, etc. The promotional cost is added to the total cost for the class.

Indirect operational costs: When courses are offered, there is an indirect cost connected to offering the class. The operational cost is added to the total cost for the course.

Ensure proposal is complete, signed and dated, and that all required documentation has been attached. Include resume showing demonstrable and recognized expertise in the field being proposed.

Submission:

CONTACT	Marti Moreno, Community Education Specialist
OFFICE and FAX	805-922-6966, ext. 3286, and Fax 805-352-1046
EMAIL	mmoreno@hancockcollege.edu
MAIL or DROP-OFF	800 S. College Drive, Bldg. S, Santa Maria, CA 93454



Community Education
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Community Education Fee-Based Course Proposal

Initiator's Name: _____

Contact Phone: _____ E-mail: _____

Occasionally students have questions regarding class(es). If you would like us to release your phone number and/or email address, please check one below:

- phone only email address only use of both is OK

Proposed Course Title: _____

Target Audience and Age Range: _____

(Please indicate the expected target audience, and the age range of the participants. For *College for Kids* proposals, the usual range varies between ages 4-17. Listing an Elementary, Middle, and/or High School grade level is also acceptable.)

Total Number of Hours for this Course: _____ Total number of weeks (length of course): _____

(Please note that the Community Education Office will work with the initiator in scheduling the course based on the total number of hours listed here and the proposed length for the course. Scheduling aspects such as how many hours per week, or the length of the course per week will vary based on initiator's preference.)

Maximum Number of Students: _____

(Please note that the minimum number of students for fee-based courses is 15.)

Reason for Offering the Course:

Course Description (Will be included in promotional materials):

Course Outcomes: Upon completion of this course students will be able to:

1. _____
2. _____

Scope of Instruction (List of topics to be covered in the course):

Methods of Instruction:

Methods of Evaluation:

Describe Facilities and Equipment Needs. (Please consider class size, specific equipment, open area or platform needs, type of furniture, etc.)

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Comments / Notes: (Please include any other pertinent information you would like participants to be aware of before registering for this course. For example: uniform requirements.)

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Cost Description: List costs as applicable to the course. Some items may not apply to what you intend to offer. **If the intention is for students to purchase materials directly, please provide a list of items.**

Direct Costs	Dollar Amount	Comments:
A. Instructor's Salary	\$	Your proposed salary should align with comparable market value for instructional costs.
B. Non-Instructional Staff (if applicable)	\$	Directly supports the class (i.e. proctor)
C. Instructional Supplies (Total)	\$	List total here. Use itemized list below.
D. Other fees (please specify):	\$	(i.e. lab fee, computer fee, student insurance etc.)
E. Other (please specify):	\$	
Total Direct Cost (A-H)	\$	
Promotional Cost (Office Use Only)	\$	Covers printing and other promotional charges
Indirect Cost (Office Use Only)	\$	Covers Hancock staff support, overhead, custodial, utilities, communications infrastructure, etc.
Proposal Total Cost (Office Use Only)	\$	This total cost will be used to generate the course fee.
For Office Use Only:		

Instructional Supplies (List items separately. You may use a separate sheet):

Item	Item Description	Cost per item	Quantity	Total per student	Total per class
<i>Ex: Rod</i>	<i>Wood rods to build a kite</i>	<i>0.75</i>	<i>2</i>	<i>\$1.50</i>	<i>\$22.50</i>
Total amount for instructional supplies:					\$

For Office Use Only

I certify that the proposal meets the mission of Allan Hancock College, does not duplicate existing curriculum in credit and/or noncredit programs, facilities and equipment are sufficient to adequately support the proposal, and that it meets a community need as delineated in AHC BP 4400 and title 5 §55002 (d).

Community Education Dean: Signature & Date: _____

Submission to the Office of Academic Affairs Date: __ _____

Board Approval Date: _____ Comments: _____

Course Prefix/Number: _ _____ Semester/Year: _ _____ Fee: _ _____

Budget Code: _ _____

Guidelines for Community Education Fee-Based Instructors

Initiator's Name: _____

Proposed Course Title: _____

State regulations and district policies require that all instructional materials for which a fee is charged to students adhere to the following:

- Fees cannot be charged to students until they are approved by the Academic Dean and noted in the online class search and/or Spectrum schedule of classes.
- Instructors will provide a copy of all materials (i.e., books, audio tapes, handouts, etc.) sold to students in conjunction with fee-based course(es). Materials will be reviewed, when applicable, by the department chair and/or academic dean for their approval.
- Materials must be sold at the instructor's cost or below; a small processing fee is permissible.
- If materials are available elsewhere, students are permitted to purchase items wherever he/she chooses.
- Materials cannot have the Allan Hancock College logo or name on them without prior permission of the Academic Dean and the Director of Public Affairs & Information.
- Instructors will not endorse products or instructional materials to students for profit, or when an instructor has no knowledge of/or direct experience with the product.
- Instructors will exercise discretion and restraint with respect to activities or statements in the classroom that may be construed as an attempt to market services or products for personal gain.
- Exaggerated or unsubstantiated claims about what the student may be able to accomplish, earn, achieve, or how the course may impact the student's career or personal life as a result of taking a class, should be avoided.
- Certificates awarded to students in conjunction with a fee-based course, require prior approval from the Academic Dean.

If you have any questions regarding these guidelines, please do not hesitate to contact Community Education. Adhering to these guidelines is required of our fee-based instructors and allow for a continued focus on the quality, integrity, and educational goals of our Community Education courses.

Please sign and return to Marti Moreno, Community Education Specialist

By signing and dating this document, I certify that I have read it, and agree to adhere by the guidelines for Community Education fee-based instructors.

Instructor Signature: _____ Date: _ _____