

**BOARD POLICY
San Mateo County Community College District**

Subject: 6.90 Community Education Classes
Revision Date: 10/09; Reviewed 3/15; 3/18
Policy Reference: Education Code Section 78300

1. The Board of Trustees authorizes the offering of fee-based courses and programs in a “not-for-credit” mode to respond to community and institutional needs through the Community, Continuing and Corporate Education Department (CCCE).
2. The District may offer community, continuing and corporate education or personal enrichment classes in subject matter areas that, in content or depth of treatment, have broad community appeal or fulfill a specific and significant community educational or service need.
3. A Community, Continuing and Corporation Education class may qualify for continuing education units (CEUs) upon certification of a specified minimum number of hours of instruction approved or accepted by State licensing or regulatory agencies and/or professional associations.
4. Community, Continuing and Corporate Education classes, programs and activities shall be adapted to the needs, interests and desires of the communities served by the District and may draw upon the various resources represented in the academic community of each College.
5. Community, Continuing and Corporate Education offerings shall be coordinated with the College Presidents or their designees. Each College President will establish a process whereby proposed new courses, programs and activities are shared with the stakeholders (faculty, staff, etc.) at each College. Potential conflicts between the programs that cannot be resolved by the College President and the Vice Chancellor of Auxiliary Services and Enterprise Operations will be referred to the Chancellor.
6. Community, Continuing and Corporate Education shall share with the District Academic Senate new courses, programs and activities being proposed by Community, Continuing and Corporate Education.
7. Requirements for Community, Continuing and Corporate Education classes:
 - a. The Executive Director of Community, Continuing and Corporate Education determines that the instructor has a demonstrated expertise in the subject.
 - b. Evaluations are often conducted at the conclusion of each class, program or activity by the students which will be used by Community, Continuing and Corporate Education to evaluate student satisfaction with the class, program or activity.
 - c. Classroom locations for Community, Continuing and Corporate Education classes will be determined by the College Vice President of Administrative Services in cooperation with the Executive Director of Community, Continuing and Corporate Education.
 - d. The class shall require formal registration.

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8. Classes, programs or activities may be offered at various locations in the county to achieve geographical balance in program offerings.
9. All Community, Continuing and Corporate Education programs, classes and activities are fee-based and shall be self-supporting. Students shall be charged a fee(s) for the class, program or activity to ensure the overall viability of the program.
10. Instructor compensation, class fees and any materials fees will be determined by the Executive Director of Community, Continuing and Corporate Education in consultation with the instructor.
11. Community, Continuing and Corporate Education may provide customized training to companies, organizations or cohorts. The process may involve the creation of new Community, Continuing and Corporate Education courses, revision of existing Community, Continuing and Corporate Education courses, special assistance with registration and assessment or consultation to define specific training needs. In recognition of these special activities, the District may contract with the company or organization to deliver specified services. These contract education activities are generally closed to the public.
12. Community, Continuing and Corporate Education will offer not-for-credit, customized programs to support workforce development efforts at the Colleges. This can include the creation of programs, working collaboratively with College faculty and staff, that begin as not-for-credit programs and may develop into credit programs offered by the College.
13. The Board shall approve Community, Continuing and Corporate Education offerings. Additionally, the Chancellor or his/her designee shall establish procedures to provide guidance on the day-to-day operational guidelines for the program.