

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

Subject: 6.90 Community Education Classes
Revision Date: 3/15
Policy Reference: Education Code Section 78300

1. The Board of Trustees authorizes the offering of fee-based community education courses and programs in a “not-for-credit” mode to respond to community needs.
2. The Colleges of the District may offer community education or personal enrichment classes in subject matter areas that, in content or depth of treatment, are not appropriate for college credit but are appropriate to the functions of the Colleges and have broad community appeal or fulfill a specific and significant community educational or service need.
3. A community 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 education classes and activities shall be adapted to the needs, interests and desires of various segments of the community served by the District and shall draw upon the various resources represented in the total academic community of each College. Close liaison and cooperation shall be maintained with interested community groups in the planning, organization and implementation of these programs.
5. Criteria for community education classes:
 - a. The community education program determines that the instructor of record has a demonstrated expertise in the subject.
 - b. The class shall not require an official student performance evaluation.
 - c. The class shall be coordinated with appropriate College administrators.
 - d. The class shall not unnecessarily duplicate local adult education and recreational programs.
 - e. The class shall require formal registration.
6. Community education may be offered at various locations in the county to achieve geographical balance in program offerings.
7. Fee-based community education classes and activities shall be self-supporting. Students involved in community education classes shall be charged a fee not to exceed the cost of maintaining the classes. Classes may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

6.90 Community Education Classes (Continued)

8. Registration fees and instructor remuneration shall be calculated based upon total direct and indirect costs of the program involved and the anticipated enrollment.
9. Community education offerings shall be closely coordinated with appropriate College administrators to avoid unnecessary duplication and to prevent problems relating to the use of facilities.
10. The Board shall approve community education offerings each semester.