

**CHAPTER 6: Educational Program
BOARD POLICY NO. 6.90 (BP 4400)**

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

Subject: 6.90 Community Education Classes
Revision Date: 10/09; Reviewed 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 t-for-credit~~” mode to respond to community and institutional needs through the Community, Continuing and Corporate Education Department.
2. The ~~Colleges of the~~ District may offer community, continuing and corporate 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, educational~~ or service need.
3. A ~~community~~ Community, Continuing and Corporate Eeducation 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 E~~education classes, programs and activities shall be adapted to the needs, interests and desires ~~of various segments~~ of the communities ~~iesy~~ served by the District and may 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.~~
4. Community, Continuing and Corporate Education offerings shall be coordinated with the college Presidents. Each college President will establish a process whereby proposed new courses, programs and activities are shared with the stakeholders 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.
5. The Executive Director of CCCE shall advise the District Academic Senate President of proposed new courses, programs and activities.
- 5.6. Criteria Requirements for Community, Continuing and Corporate Education ~~community education~~ classes:
 - a. The Executive Director of CCCE ~~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~~ Evaluations are often conducted at the conclusion of each class, program or activity by the students which will be used by CCCE to evaluate student satisfaction with the class, program or activity.

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~~e. The class shall be coordinated with appropriate College administrators. Classroom locations for CCCE classes will be determined by the college Vice President of Administrative Services in cooperation with the Executive Director of CCCE.~~

~~d. The class shall not unnecessarily duplicate local adult education and recreational programs.~~

~~e.c.~~ The class shall require formal registration.

~~6.7. Classes, programs or activities Community education~~ may be offered at various locations in the county to achieve geographical balance in program offerings.

~~7. All CCCE programs, classes and activities are fee-based and community education classes and activities shall be self-supporting. Students involved in community education classes shall be charged a fee(s) for the class, program or activity not to exceed the cost of maintaining the classes, to ensure the overall viability of the program. Classes may also be offered for remuneration by contract or with contributions or donations of individuals or groups.~~

~~8. Registration fees and instructor remuneration shall be calculated based upon total direct and indirect costs of the program involved and the anticipated enrollment.~~

~~9.8. Instructor compensation, class fees and any materials fees will be determined by the Executive Director of CCCE in consultation with the instructor.~~

~~10. 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.~~

~~9. Community, Continuing and Corporate Education may provide customized training to companies, organizations or cohorts. The process may involve the creation of new courses, revision of existing 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.~~

~~10. Community, Continuing and Corporate Education will offer not-for-credit, customized programs to support workforce development efforts at the colleges including the creation of programs working with college staff that begin as not-for-credit programs and may develop into credit programs offered by the college.~~

~~11. The Board shall approve community education offerings each semester. 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.~~