

## Chapter 4 – Academic Affairs

### AP 4060 Delineation of Functions Agreements

#### References:

Education Code Sections 8535 and 8536

In order to be in compliance with Education Code Sections 8535 and 8536, whenever the College is approached by another educational agency (public school district or community college district) to assume responsibility for any or all of that agency's adult education apportionment, the following procedure will be implemented:

- The Chief Instructional Officer will receive the proposal from the requesting educational agency, containing a list of the courses which they wish to transfer to the Mt. San Antonio Community College District, as well as an enrollment history for these courses for the most recent two years.
- The Chief Instructional Officer will review the proposal with respect to whether the proposed courses fit within the College's Community Education curriculum. Such review would consist of, but not be limited to, information on course titles, course content, projected enrollment, location of and faculty credential requirements. The Chief Instructional Officer will review the proposal with other administrators and committees as appropriate.
- If approved, a memorandum of understanding specifying a Delineation of Functions Agreement will be developed jointly with the requesting educational agency. The agreement shall contain all legal and contractual obligations of either or both educational agencies under the program with appropriate time requirements. Furthermore, the written transfer agreement shall specify 1) that only courses that qualify as community college noncredit education under Education Code Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the educational agency with the existing program.
- The memorandum of understanding specifying the Delineation of Functions Agreement will be submitted to the Mt. SAC Board of Trustees for approval.
- If approved by the Board of Trustees, appropriate paperwork and reports required by the California Community College Chancellor's Office will be completed in a timely fashion and submitted for implementation.

Reviewed: May 14, 2013

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