



# Butte-Glenn Community College District ADMINISTRATIVE PROCEDURE

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## AP 4610 – Instructional Service Agreements

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**Approved by Leadership: November 2014**

*Note: This procedure is legally advised. The administrative procedure follows the most current Guideline for Instructional Service Agreements issued by California Chancellor's Office on September 14, 2012.*

Community college districts may claim full-time equivalent students (FTES) and State apportionment for courses given through instructional service agreements/contacts provided California Education Code and Title 5 requirements are met. The regulations are contained in Title 5 of the California Code of Regulations Sections 51006, 53410, 55002, 55003, 55005, 55300, 58050, 58051© - (g), 58051.5, 58055, 58056, 58058(b), 58102-58106, 58108 and California Education Code Sections 78015, 84752. Other regulations and/or statutes may apply.

These guidelines paraphrase applicable sections of Title 5 and Education Code and apply only to programs and/or courses conducted in a cooperative instructional service arrangement with public agencies (as indicated in Legal Advisory 04-01.5, although these guidelines are focused on agreements with public agencies, most of the requirements apply equally to private training partners).

The Office of Contract Education, a member of the Vice President of Student Learning and Economic Development organization, is the delegated department responsibility for preparing of agreements and managing compliance with instructional service agreements contractors.

The following list required elements preparing and fully executing agreements/contracts:

1. The governing board of a community college district, prior to establishing a vocational or operational training program, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. (California Education Code, Section 78015).
2. The District must have a written agreement/contract with the contractor stating:
  - a. The responsibilities of each party, including a notation that although operated on-site by the contractor, the college or district is responsible for the educational program and/or course(s),
  - b. The procedures, terms and conditions relating to:
    - 1) Enrollment period,
    - 2) Student enrollment fees,
    - 3) The number of class hours sufficient to meet the stated performance objectives,
    - 4) Supervision and evaluation of students,
    - 5) Withdrawal of students prior to completion of a course or program, and

- c. The terms and conditions relating to cancellation and termination of the agreement.
3. The District has documentation that instruction claimed for apportionment under the agreement/contract is under the immediate supervision and control of an employee of the district (Title 5, Section 58058) who has met the minimum qualifications for instruction in the discipline of the course in a California community college. Instructors need to provide the supervision and control necessary for the protection of the health and safety of student and may not have any other assigned duty during the instructional activity. As a general rule, faculty must be physically present in the classroom or lab or within line-of-sight of the students.
  - a. Where the instructor is not a paid employee of the district, the college or district has an additional, written agreement/contract with each instructor requiring FTES to be reported by the instructor and stating that the college or district has the primary right to control and direct the instructional activities of the instructor. The District requires the employee of the contractor to contract as an "ISA Instructor" with the District on a part-time basis pursuant to Title 5, Sections 58058(b) as an employee of the District on a limited basis during the part-time assignment pursuant to the agreement. District approved ISA Instructors are submitted on the Board of Trustee's personnel consent agenda for employment approval.
  - b. The District must demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing and grading procedures and any other materials and services it would provide its hourly on-campus instructors.
4. As a condition of employment, the District requires the following:
  - a. Pursuant to Education Code § 87408.6, the contracted the ISA instructor is required to submit examination results within (60) days that he or she is free of active tuberculosis within the current four years.
  - b. A Department of Justice (DOJ) fingerprint report for the ISA Instructor. The ISA signs application form which will authorize the District to receive the report.
  - c. Complete District ISA Instructor orientation training, Sexual Harassment Prevention training and Title IV training.
5. The District lists the minimum qualifications for instructors teaching contract courses and instructor qualifications are consistent with requirements in other similar courses given by the college or district (Title 5, Section 53410).
6. The course(s) included in the agreement must be held at facilities which are clearly identified as being open to the general public, noting that students may be required to meet course or program prerequisites (Title 5, Section 5805.1.5).
  - a. Enrollment in the course must be open to any person who has been admitted to the college and has met any applicable prerequisites (Title 5, Sections 51006 and 58106).
  - b. The district policy on open enrollment (Title 5, Section 5505) along with a description of the course and information about whether the course is offered for credit and is transferable must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes (Title 5, Section 51006).

7. Degree and certificate programs must have been approved by the State Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to approve those courses locally.
8. The agreement/contract or addendum must specify all courses conducted in the cooperative arrangement and provide corresponding outlines of record with documentation that each has been approved by the college's curriculum committee, is consistent with Title 5 course standards and has been approved by the district board of trustees.
9. Procedures are in place by the college to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Faculty covered under the agreement and students are held to a comparable level of rigor to all courses offered at the college.
10. Permanent records of student attendance, grades and achievement shall be maintained by the public agency or college (as determined appropriate by the community college district). Records will be open for review at all times by college officials and submitted on a schedule developed by the community college district.
11. It is agreed that both contractor and community college district will insure that ancillary and support services are provided for the students. (e.g. Counseling and Guidance, Placement Assistance, Assessment Tutoring).
12. The community college district must certify that it does not receive full compensation for the direct education costs of the course(s) from any public or private agency, individual or group.
13. The community college district is responsible for obtaining certification from the public agency verifying that the instructional activity to be conducted will not be fully funded by other sources. In accordance with AB444 (Statutes of 1996, Chapter 637) effective 9/16/96, title 5, Section 58051.5 was amended to include appropriate language to implement California Education Code Section 84752. See Legal Opinion O 11-01.
14. If the course(s) will be located outside the boundaries of the district, the district must comply with the requirements of Title 5 (Sections 55300 et seq.) concerning approval by adjoining high school or community college districts and use of non-district facilities.
15. The District must certify instructional facilities according to District ADA compliance standards prior to instruction.