

## **AP 4060 Delineation of Functions Agreement**

Reference:

**Education Code Section 8535; 8536**

### **1.0 Delineation of Functions Agreement Development Process**

- 1.1 In order to be in compliance with Education Code Sections 8535 and 8536, whenever the District 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.
  - 1.1.1 The Provost of the School of Continuing Education (SCE) will receive the proposal from the requesting school district, containing a list of the courses, which they wish to transfer to NOCCCD, as well as an enrollment history for these courses for two years.
  - 1.1.2 The Provost will forward the proposal to the SCE curriculum Committee for review with respect to whether the proposed classes fit within the SCE mission and 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 Curriculum Committee will present the proposal to the Provost's Cabinet for review with a recommendation as to whether or not the proposed transfer should be accepted.
  - 1.1.3 If approved by the Provost's Cabinet, a memorandum of understanding specifying a Delineation of Functions Agreement will be developed jointly with the requesting school district. The agreement shall contain all legal and contractual obligations of either or both districts 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 California Education Code Section 84711 shall be transferred and 2) the number of FTES proposed to be transferred from the district with the existing program.
  - 1.1.4 The memorandum of understanding specifying the Delineation of Functions Agreement will be submitted to the NOCCCD Board of Trustees for approval.
  - 1.1.5 If approved by the Board, appropriate paperwork and reports required by the California Community College Chancellor's Office will be completed in a timely fashion and submitted for implementation.

**Date of Adoption:** June 22, 2004