

INSTRUCTIONAL SERVICES

AP 4400 COMMUNITY SERVICES**References:**

Education Code Sections 78300;
Title 5 Section 55160

Through its Workforce and Community Development Office, the District shall offer classes and seminars which meet the civic, vocational, literacy, health, homemaking, technical, and general education needs of the community. These classes and seminars should contribute to the physical, mental, moral, economic, and/or civic development of the individuals or groups and may be offered to adults or minors.

Categories for community services courses and seminars include, but are not limited to, visual and performing arts, handicraft, science, literature, nature study, aquatic sports, and athletics.

Community services courses shall not be referred to as noncredit. These courses are "not for credit" courses and are expected to be financially self-supporting with regard to direct costs. The Workforce and Community Development Office shall establish structures and collect fees from students enrolled in community services classes and seminars. These fees will be used to maintain all aspects of the office and its operation. Classes may also be provided for remuneration by contract, or with contributions or donations of individuals or groups.

The Workforce and Community Development Office staff will adhere to all current District operational hiring procedures and policies.

Workforce and Community Development staff will adhere to the following process when developing the Community Services Program:

- Review proposals received from potential instructors
- Send an email with details (including the proposer's name) of classes being considered to: Department Chairs, PFF, Faculty Senate, Workforce Advisory Group
 - The email will invite questions or concerns regarding proposed classes
 - Issues will be addressed or the proposals will be declined
- Inform Department Chairs, PFF, Faculty Senate, and members of the Workforce Advisory Group prior to submission of board agenda items (by the 2nd Monday of the month preceding the Governing Board Meeting)
- Obtain approval of the Governing Board prior to the publication of the schedule

Office of Primary Responsibility: Instructional Services