AP 4610 INSTRUCTIONAL SERVICE AGREEMENTS

References:
Education Code, Section 78015;
Title 5, Sections 51006, 53410, 55002, 55005, 55300-55302, 55600 et seq.,
55805.5, 58051(c) – (g), 58051.5, 58055, 58056, 58058(b), and 58100-58110

The District may delegate responsibility for instruction to other agencies through a written
agreement or contract. In such cases, the District shall ensure that all relevant Board
policies and procedures and all relevant regulations and laws are followed in the delivery
of instruction.

The agreement/contract shall contain terms and conditions relating to cancellation and
termination of the arrangement.

Instruction claimed for apportionment under the agreement/contract, shall be under the
immediate supervision and control of an employee of the Cerritos Community College
District who has met the minimum qualifications for instruction.

Where the instructor is not a paid employee, the Cerritos Community College District shall
have a written agreement or contract with each instructor conducting instruction. The
contract shall also state that the Cerritos Community College District has the primary right
to control and direct the instructional activities of the instructor.

The Cerritos Community College District shall list the minimum qualifications for
instructors teaching these courses and ensure that the qualifications are consistent with
requirements in similar Cerritos Community College District courses.

Each course offered under this arrangement must be held at facilities which are clearly
identified as being open to the general public. Enrollment in the course must be open to
any person who has been admitted to the Cerritos Community College District and has
met any applicable prerequisites.

Degree and certificate programs offered under this arrangement must have been
approved by the California Community College’s System Office and courses that make
up the programs must be part of the approved programs or have received local District
approval as stand-alone courses.

All courses of instruction shall be specified in the agreement, shall meet Title 5 course
standards, and shall have been approved by the Board of Trustees.
Procedures used by the Cerritos Community College District to assure that faculty teaching different sections of the same course, teach in a manner consistent with the approved outline of record for that course shall be applied to courses and faculty covered under the agreement. Students shall be held to a comparable level of rigor.

Records of student attendance and achievement shall be maintained by the Cerritos Community College District. Records will be open for review at all times by officials of the Cerritos Community College District and submitted on a schedule developed by the Cerritos Community College District.

Both contractor and the Cerritos Community College District shall insure that ancillary and support services are provided for the students.

In order to claim state apportionment funds, the Cerritos Community College District must certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual, or group.

The Cerritos Community College District is responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.

The Cerritos Community College District shall comply with the requirements of Title 5, Sections 55300-55302 concerning approval by adjoining high school or community college districts and use of non-district facilities, if classes are to be located outside the boundaries of the Cerritos Community College District.

Office of Primary Responsibility: Vice President, Academic Affairs

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