



Chapter Three: Instruction and Instructional Programs

AR 3140

Off Campus Programs

The Dean of Education Centers shall recommend course offerings to the divisions and shall provide administrative coordination and supervision. This program shall be administered in accordance with the following regulations:

I. Off-Campus Facilities:

- A. When reviewing possible off-campus facilities, primary consideration shall be cost and program needs.
- B. The Watsonville Center and Scotts Valley Center will be used as the first choice of location for classes not taught at the Aptos campus.
- C. Liability will be reviewed by the Vice President, Administrative Services.

II. Program Development

- A. All courses shall be consistent with established curriculum development policies.
- B. Course offerings at the Education Centers will be scheduled when possible to allow students to complete General Education, Career Technical Education and/or Transfer requirements within a two-year cycle.
- C. Information from student surveys and other community contacts will be provided to divisions in order to assist in determining offerings.

III. Personnel

- A. Faculty assignments will be arranged through the appropriate division.
- B. The Dean of Education Centers may assist in identifying qualified faculty.

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