

SCHEDULING AND FUNDING OF COMMUNITY EDUCATION CLASSES

AR 7010

Following is the chronology of the approval of Community Education fee-supported classes and events:

Community Education staff, in consultation with divisions or because of community requests may invite prospective class leaders to submit proposals for classes. Proposals also may be received unsolicited from community members.

A copy of the proposal is sent to the member(s) of the Community Education Advisory Committee whose division's offerings are related to the subject matter of the proposal. The Advisory Committee member is responsible to solicit comments from all affected members of the division and to relay those comments to the Community Education Director within three weeks of receipt of the proposal.

A proposal will not be implemented if there is a unanimous agreement among affected faculty that a proposed class should not be offered. The definition of ©affected faculty^a shall be all faculty who wish to contribute ideas and suggestions from their areas of expertise. In case of divided opinion among affected faculty, the proposal will be examined further in a discussion which will include representatives of the affected departments and their respective division chairs, the Curriculum Committee chair, the Dean of Occupational and Community Development and the Community Education Coordinator. The decisions reached at the end of the discussion will determine whether or not a proposed class will be recommended. In the event that consensus cannot be reached, a vote will be taken, with a simple majority vote determining the final outcome.

Once a quarter, for the upcoming period, copies of proposed classes which have been reviewed by the process described above are listed by category and are distributed to all division chairs, to the members of the Community Education Advisory Committee, to the Faculty Senate President, the chair of the Curriculum Committee and to appropriate administrators.

The Community Education and the Dean of Occupational and Community Development recommend these proposals to the Vice President/Assistant Superintendent, Instruction who makes the final selection of classes to be recommended for offering. The Governing Board receives a list of recommended classes and takes action on them prior to their publication.

After a class has been approved by the above process and is held, if new information comes forward about the subject matter or class leader, then an affected faculty member may request a repeat of the review process.

An individual budget is prepared for each class or event. Student fees and minimum enrollment figures are set to ensure that the direct and indirect costs of operating the class are covered by fees. If minimum enrollment is not reached, either the class is cancelled or the amount of expenditure is curtailed in order to match revenue.

Costs which are covered by fees include:

- class leaders compensation
- supplies and printing used in class publicity for the class, including postage and printing, if applicable
- student health fees
- rental of equipment, facilities and transportation
- compensation for college staff who develop and maintain the community education program

Community Education accounts may carry over net revenue between fiscal years. This is to recognize the fact that revenue for the program may be generated in one fiscal year while expenditures against that revenue may not occur until the next fiscal year. For example, enrollment for summer programs begins in May, but payment to class leaders for those programs may not occur until July or August.

Classes which are approved for offering are usually listed in the Cabrillo College Community Education Calendar, and they may be publicized in other brochures or flyers as well.

Revised: March 29, 1995