Community education offerings are established and maintained to meet the changing needs of the community and complement the credit and noncredit offerings of the college.

**Class Development**
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.

Course proposals that are similar in content to credit and non-credit courses offered by the instruction divisions are referred to the dean of the appropriate division for review and approval. The dean may consult with division faculty in making a determination.

The Director of Community and Contract Education and the Dean of Career Education and Economic Development recommend these proposals to the Vice President/Assistant Superintendent, Instruction who reviews and forwards a list of recommended classes to the Governing Board for action prior to the courses being offered.

**Class Fees**
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. Refund policies are clearly stated in electronic and print publications describing course offerings.

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
- rental of equipment, facilities and transportation
- compensation for college staff who develop and maintain the community education program
- other overhead costs associated with operating the community and contract education program

**Course Leaders**
A written agreement with class leaders designates the date, time, place, location, fee, and minimum/maximum class enrollments. In addition, it describes compensation to the class leader.

Compensation to class leaders is based on one, or a combination of, the following:
- an hourly rate;
- the overload rate for contract faculty;
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- a percentage of the net or gross income derived from class fees;
- a set stipend which is in keeping with the rates charged by professionals in selected fields.

Time spent teaching community education classes does not accrue toward attainment of tenure or completion of teaching assignments for certificated employees of the District.

Course Evaluation
Students in each Community Education class shall have the opportunity to complete a written evaluation form at the end of each class series. Evaluations by students and in-class evaluations by staff inform decisions to repeat classes and/or engage the services of class leaders.

Carry Over of Revenue
Community Education accounts may carry over net revenue between fiscal years. This is to allow for the maintenance of a reserve to ensure that general fund revenues are not needed if revenues should not meet expenses in future years and 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.

Legal References:
Education Code Sections 82537 and 82542
Title 5 Sections 55022 and 55160(b)
Education Code Sections 78300 et seq.

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