

**COLLEGE OF THE SISKIYOU**

**Procedure Manual**

**Title:** Instructional Service Agreements

**Revision Date:** 3/2/10; May 14, 2013

**Responsible Office:** Vice President, Student Learning Office

**Policy Reference:** 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 Vice President, Student Learning is responsible for Instructional Service Agreements with final approval from the Superintendent/President.

A written agreement or contract conforming to the most current ISA guidelines for community college districts (2012) that states the responsibilities of each party and that the college or district is responsible for the educational program conducted on site will be developed for each arrangement. Each agreement will include procedures, terms and conditions relating to: 1) enrollment period; 2) student enrollment fees; 3) the number of class hours sufficient to meet the stated performance objectives; 4) supervision and evaluation of students; and 5) withdrawal of students prior to completion of a course or program.

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 College of the Siskiyous who has met the minimum qualifications for instruction.

Where the instructor is not a paid employee, College of the Siskiyous shall have a written agreement or contract with each instructor conducting instruction for which full-time employees are to be reported and stating that College of the Siskiyous has the primary right to control and direct the instructional activities of the instructor.

College of the Siskiyous shall list the minimum qualifications for instructors teaching these courses and that the qualifications are consistent with requirements in other similar courses given in the College of the Siskiyous.

The course 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 College of the Siskiyous and has met any applicable prerequisites. College of the Siskiyous policy on open enrollment must be published in the district catalogue, schedule of classes, and any addenda to the schedule of classes, along with a description of the course and information about whether the course is offered for credit and is transferable.

Degree and certificate programs must have been approved by the Chancellor's Office and courses that make up the programs must be part of the approved programs, or College of the Siskiyous must have received delegated authority to approve those courses locally.

The courses of instruction are specified in the agreement, the outlines of record for such courses and are approved by College of the Siskiyous curriculum committee as meeting Title 5 course standards, and the courses have been approved by the district board of trustees.

Procedures used by College of the Siskiyous 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 are applied to courses and faculty covered under the agreement and students are held to a comparable level of rigor.

Records of student attendance and achievement shall be maintained as deferred in each agreement, but always immediately available to the College. Records will be open for review at all times by officials of College of the Siskiyous and submitted on a schedule developed by the college.

It is agreed that both contractor and College of the Siskiyous shall insure that ancillary and support services are provided for the students.

College of the Siskiyous 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.

College of the Siskiyous is responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.

College of the Siskiyous shall comply with the requirements of Title 5, Sections 55230-55232 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 College of the Siskiyous.