



AP 4610 Instructional Service Agreements

Reference:

Education Code Sections 78015 and 84752

Title 5 Sections 51006, 53410, 55002, 55003, 55005, 55300-55302, 55600 et seq., 58051 (c) – (g), 58051.5, 58055, 58056, 58058 (b), and 58102-58108

1. Instructional Service Agreements (ISAs) are contracts between public agencies or private entities and the Santa Clarita Community College District (District) to provide specific educational services. Through an ISA, an outside organization partners with the District to provide college-level training. ISAs vary from contract education in which a contractor pays the full cost of instruction in a closed class setting and the District does not receive apportionment.
2. Prior to establishing a vocational or occupational training program, the District's governing board shall conduct a job market study of the labor market area in which it proposes to establish the program.
3. ISAs to which the District is a party shall include at least the following provisions, terms, and/or conditions:
 - A. The identity or identities of the District's agents who shall be responsible for ensuring compliance with the ISA's terms;
 - B. A requirement that all parties comply with relevant District policies and procedures;
 - C. A description of each party's responsibilities, including a representation that the District shall be responsible for the educational program;
 - D. Recitations of:
 - i. the enrollment period;
 - ii. the student enrollment fees;
 - iii. the number of class hours required to meet the stated performance objectives;
 - iv. requirements that students be supervised and evaluated;
 - v. the circumstances under which students will be allowed to withdraw prior to completion of a course or program and procedures for such withdrawal Conditions for cancellation or termination;
 - vi. The circumstances under which the contractor and/or District shall insure that ancillary and support services are provided for the students.

4. All instruction claimed for apportionment under any ISA to which the District is a party shall be conducted under the immediate supervision and control of a District employee or contractor who has met the minimum qualifications for instruction.
5. If the instructor providing instruction under an ISA to which the District is a party is not a paid employee of the District, the District shall enter into a written contract with the instructor that ensures that the District has the primary right to control and direct the instructional activities.
6. The District shall require that the minimum qualifications for instructors teaching courses offered pursuant to an ISA to which the District is a party are consistent with the qualifications to teach other similar courses given in the District.
7. Course(s) offered by the District pursuant to an ISA must be held at facilities which are clearly identified as being open to the general public. Enrollment in such courses must be open to any person who has been admitted to the District and has satisfied any applicable prerequisites. The District 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 offered pursuant to an ISA and information about whether the course is offered for credit and is transferable.
8. Course outlines of record for ISA courses shall not list as a prerequisite public safety employment or possession of a basic course diploma. Appropriate health and safety prerequisites or enrollment limitations can include the requirement to pass a California Department of Justice Live Scan and/or other additional requirements that comply with the law.
9. Course outlines of record for ISA courses shall include a sufficiently detailed list of prerequisites that are directly related to the content of the course so that all prospective students can be assessed for enrollment eligibility. Prerequisites may not be established or construed to prevent academically qualified persons not employed in public safety agencies from enrolling in and attending courses.
10. A student may request an evaluation, through the District's Office of Admissions & Records, of their previous experience and coursework to determine if it is equivalent to the listed requirements. A student found not to meet the prerequisite requirements may challenge the prerequisites through the District's prerequisite challenge process. The District's Office of Admissions & Records shall maintain documentation that demonstrates its processes for assessing student eligibility for enrollment were followed.
11. College publications, including the course outline and syllabi, shall notify students of the process by which they may request an evaluation for equivalent enrollment eligibility for ISA courses. The notice shall indicate that approval of equivalent enrollment eligibility is not a guarantee that state regulatory or licensing agencies will grant equivalency for licensure or employment purposes.
12. Degree and certificate programs offered pursuant to an ISA to which the District is a party must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the District must have received delegated authority to approve those courses locally.
13. The courses of instruction for a program offered by the District pursuant to an ISA shall

be specified in the ISA. The outlines of record for such courses shall be approved according to the District's standard course approval policy and procedures.

14. District personnel shall conduct annual site visits to assure that faculty teaching different sections of the same ISA course teach in a manner consistent with the approved outline of record for that course and faculty covered under the ISA and students enrolled in ISA courses are held to a comparable level of rigor.
15. The District shall maintain records of student attendance and achievement. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.
16. The District shall certify that it does not receive full compensation for the direct education costs of any course offered pursuant to an ISA from any public or private agency, individual, or group.
17. The District shall be responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.
18. The District 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 the District.

Endorsed by CPC: 3/26/2024

Next Review Date: Spring 2030