

ADMINISTRATIVE REGULATION 4104

SOUTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT

ACADEMIC AFFAIRS

CONTRACT EDUCATION

The District may contract for training and/or instructional classes to be offered in service to public or private entities, agencies or groups.

As part of its Economic and Workforce Development efforts, the District provides instructional classes and customized training and services to business, industry, government agencies, and other public or private organizations. The process may involve delivery of instruction, creation and delivery of new training materials for use in a customized training program, special assistance and assessment, and consultative or developmental services to define specific client needs. The District may contract with business, industry, government agencies, other public or private organizations, or individuals to develop and/or deliver these services. In certain cases, these services may be funded by the contractor (client) through public training funds. These contracted activities are generally closed to the public. Contracted services shall be self-supporting and shall not use unrestricted general funds of the District for the direct cost of delivery. When contract education involves academic credit and noncredit classes, faculty appointments will be consistent with minimum qualifications, approved curriculum, and faculty Collective Bargaining Contract and MOUs.

Courses taught through contract may only be assigned as an overload assignment; it may not be considered as part of a full-time faculty member's regular workload. College application and registration procedures will be in accordance with local and state requirements {76300 (e) (3)}.

FEASIBILITY CRITERIA

These basic criteria shall serve as a method to evaluate the District's involvement in any given agreement. District administrators shall review and recommend agreements on the basis of these standards:

1. The aims and objectives of the agreement shall further the District's mission, mandates, and goals.
2. The scope, objectives and outcomes of the agreement shall be feasible, measurable, and attainable.
3. The District and/or its institution shall recover, from all revenue sources, an amount equal to or greater than the actual costs of delivery of training and/or instruction incurred in providing contracted services.

SCOPE OF WORK DEFINITION

Contract education generally involves three broad and distinct areas: Needs Analysis, Program Development and Implementation, and Outcomes Evaluation.

1. Needs Analysis: May involve consultation, assessments, skills testing, job and function analyses, etc., to determine the client's needs, skills or performance gaps and prepare action plans to meet the client's objectives.
2. Program Development and Implementation: Typically involves customization or development of training materials and/or curricula, delivery of training, services and/or instruction, and administration.
3. Outcomes Evaluation: Creation and/or utilization of methods or instruments to track client's training and performance outcomes.

CONTRACT EDUCATION OPTIONS

When contracted services include instructional components, various options are available as follows:

1. For-credit: Closed classes, offered for community college credit for a particular client on a self-supporting contractual basis utilizing approved college curriculum delivered by college faculty in accordance with CBA.
2. Non-credit: Closed classes, offered as non-credit instruction for a particular client on a self-supporting contractual basis utilizing approved college non-credit curriculum delivered by college faculty in accordance with CBA.
3. Not-for-credit: Training offered of a seminar, workshop, and/or technical nature for a particular client on a self-supporting customized contractual basis not earning college credit, not utilizing college curriculum, and not recorded on a college transcript.

FEEES

The contract fee is determined by the complexity of the client's need. The Economic and Workforce Development staff may use the following factors to establish the fee:

1. Materials development;
2. Supplies and materials needed;
3. The required level of expertise of the presenter;
4. The total hours of training, instruction or consulting;
5. The total hours of staff support and project coordination;
6. Equipment needed; and
7. Indirect cost.

State support, apportionment, is not collected for contract education classes.

References:

Title 5 Section 55170
Education Code 78020 - 78022