

Academic Affairs

AP 4400 COMMUNITY EDUCATION PROGRAMS

References:

Education Code Sections 78300 et seq.;
Title 5 Sections 55002 and 55160(b)

The mission statements for Chabot and Las Positas Colleges define the commitment of each college to creative and responsive programs and services for the communities they serve. Providing a variety of high quality, low-cost Community Education activities for the community will respond to the continuing education, cultural, and personal development needs of District residents.

Each college may provide a variety of Community Education activities including but not limited to workshops, cultural events, short-courses, classes and seminars depending on community needs, financial resources and the availability of appropriate facilities.

The colleges will coordinate and consult with one another regarding the development, publicity and other aspects of Community Education programming. There will also be coordination between Contract Education and Community Education staff.

Accountability

The Community Education program operated by each college shall have clearly described accountability statements indicating the reporting line, areas of task responsibility associated with each Community Education staff member and fiscal procedures to account for revenue and expenditures.

General fund moneys are not expended to establish and maintain community education offerings.

Fees

Students enrolled in community education offerings may be charged a fee not to exceed the total cost of maintaining community education classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

No refunds shall be made for registration cancellations made less than one week prior to the beginning of a community education class or activity.

Date Approved: February 18, 2014
*(This is a new procedure recommended by the
Policy and Procedure Service)*