



LOS ANGELES COMMUNITY COLLEGE DISTRICT

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OFFICE OF THE CHANCELLOR

Directive Number 162
May 22, 2014

TO: College Presidents

RE: Community Services Course Submissions

All community services classes, regardless of whether provided as part of an overall contract or by an individual, must be approved by the LACCD Board of Trustees in accordance with California Education Code 78300. Courses must be submitted to the Office of Educational Programs and Institutional Effectiveness for approval by the Board of Trustees prior to being offered.

Colleges contemplating their community service offerings should take the following criteria into account when determining which courses to offer:

Course Authenticity

The course presents an accepted activity in the community, or genuinely represents the acquisition of skills or competencies attained through enrollment in the course(s), or presents a new activity that meets a community interest or need.

Example: Zumba is an aerobic activity that became prominent within the last decade.

Skills vs. Sales

The proposed activity conveys new information or skills to the attendees, rather than simply promoting commercial activities outside the class.

Example: "How to Get Your Novel Published" should include tips on editing and submission to publishers, not merely be a conduit for instructors to promote a self-publication opportunity.

Endorsement of Political/Religious Activities

Neither the materials promoting a class, or the content of the class itself, shall promote sales, commercial activity or advocacy for opposition or defeat of any strike, lockout, or boycott of any political, religious, sociological, or economic movement, activity or program may be promoted without the express permission of the Board, in accordance with Education Code Section 72000(b)(3)(B) and (C). All contracts with instructors shall include this information.

Self-Supporting

The class must cover its marginal costs as well as a percentage in assumed overhead for the college. New classes should cover their direct costs immediately, and must cover the direct costs plus assumed overhead by the third offering.

Example: A new class may only have enough students to cover the cost of the instructor until a regular group of attendees has been established.

Risk Considerations

The class shall be conducted in a manner with appropriate safety training and considerations.

Example: A SCUBA class should only be conducted by an appropriately certified instructor, with reliable, tested equipment.



Adriana D. Barrera, Ph.D.
Interim Chancellor

- c: Board of Trustees
- Executive Staff
- Senior Staff
- Personnel Commission