

**MASTER INSTRUCTIONAL SERVICES
 AGREEMENT BETWEEN
 CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
 AND EDEN AREA REGIONAL
 OCCUPATIONAL PROGRAM**

This Agreement is made and entered into by and between the CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT and the EDEN AREA REGIONAL OCCUPATIONAL PROGRAM for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational courses through EDEN AREA REGIONAL OCCUPATIONAL PROGRAM.

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT and EDEN AREA REGIONAL OCCUPATIONAL PROGRAM mutually agree as follows:

I. RESPONSIBILITIES OF CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

- A. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT shall offer the following approved educational courses to be taught, supervised and administered through EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

Course Name	Course Number	Time	Days/Hours	Instructor	Location
INTRO TO AUTOMOTIVE TECHNOLOGY	ATEC 50	TBD	Min 87.5 lecture/lab hours	TBD	Eden Area ROP
INTRO TO WELDING	WELD 70	TBD	Min of 36 lecture hours	TBD	Eden Area ROP

- B. ATEC 50: Automotive industry fundamentals including careers; safety; fasteners, hand tool identification and usage; vehicle systems, electrical fundamentals; service information access and use; automotive chemical and fluid applications; hazardous waste handling; general shop equipment usage, and vehicle servicing.

WELD 70: Welding industry fundamentals including introduction to SMAW, GMAW, GTAW, FCAW, oxyacetylene and braze welding, plasma and fuel gas cutting, general shop equipment usage, welding electricity fundamentals, shop

safety, welding consumables identification, hazardous materials regulation, introduction to blueprint reading as applied in manufacturing industry.

Sections of this course will be offered at the locations identified above at the request of EDEN AREA REGIONAL OCCUPATIONAL PROGRAM. These course(s) will be offered as dual enrollment whereby students are simultaneously enrolled in a course offered at the above location that will generate both high school and college credit. The course will be delivered by EDEN AREA REGIONAL OCCUPATIONAL PROGRAM high school instructors who meet minimum qualifications for instruction with CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT, and agree to complete all duties outlined in the course specific instructor agreement.

In addition, the course will be approved as a college course by the Board of Trustees and the instruction must contain the approved course content as well as maintain the rigor intended. Students who complete the application process for special admission part-time students, including a completed permit to enroll form, have the option of earning college credit by successfully completing the course requirements. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT will provide training to instructors and staff on the curriculum, lesson preparation, content delivery, and dual enrollment registration procedures. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT will also establish and assess student learning outcomes for each course and perform course and program improvements as warranted. In addition, CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT will provide evaluation and oversight of all instruction to ensure all Title 5 and Education Code requirements are met.

- C. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT shall provide a coordinator to work with the EDEN AREA REGIONAL OCCUPATIONAL PROGRAM Training Coordinator. Said Coordinator shall act as the Training Co-Director for all DISTRICT-sponsored educational courses taught through EDEN AREA REGIONAL OCCUPATIONAL PROGRAM.
- D. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT shall assist EDEN AREA REGIONAL OCCUPATIONAL PROGRAM in registration and other support services to students in order to adequately manage and control its course offerings. Special admission part-time students, who are determined to be California residents, are eligible for an enrollment fee waiver. Students classified as "non-residents" of California are required:
 - 1. Pay the non-resident tuition fee, but the California resident enrollment fee is still waived;
 - 2. All other fees will be assessed (BP 5124 and AR 5124)
 - 3. In addition, special admission part-time students may not exceed 6 units or 2 classes in Fall or Spring semesters (5 units in summer session).
- E. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT shall, establish, ensure and maintain control of college level courses offered in its name. The District shall provide an instructor orientation, instructors manual, course outlines,

curriculum materials and testing and grading procedures as well as other materials/resources as may be applicable.

- F. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT shall maintain the exclusive right to control and direct the instructional activities of any instructor offering college level courses in its name.
- G. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT shall maintain the exclusive discretion to approve or not approve instructors offering courses for dual enrollment in its name.
- H. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT, shall evaluate instruction, such evaluation will be limited to the assessment of student learning outcomes and that offerings maintain collegiate rigor.

A list of instructors, their qualification to teach the courses listed above in Paragraph A, and the description of the evaluation process to be used, will be kept on file in the Human Resources, at CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT.

- I. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT shall ensure that course offerings meet all appropriate State of California Code of Regulations (hereinafter referred to as "Title 5") and State of California Education Code (hereinafter referred to as "Education Code") requirements;
- J. CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT hereby certifies that it is not receiving full compensation for the direct education costs of the courses described herein from any public or private agency, individual or group. CHABOT LAS-POSITAS COMMUNITY COLLEGE DISTRICT is responsible for obtaining certification verifying that the instructional activities are not fully funded by other sources from EDEN AREA REGIONAL OCCUPATIONAL PROGRAM (Title 5, § 58051.5; Ed. Code, § 84752).

II. RESPONSIBILITIES OF EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

- A. EDEN AREA REGIONAL OCCUPATIONAL PROGRAM will provide classroom space at the following locations: 26316 Hesperian Blvd
Hayward, CA 94545

Facilities where dual enrollment with Chabot College is offered shall be open to the general public (Title 5, §58015.5). If the location is outside the boundaries of the CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT, CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT must comply with the requirement of Title 5, sections 55230-55232 concerning approval by adjoining community college districts and use of non-District facilities.

- B. EDEN AREA REGIONAL OCCUPATIONAL PROGRAM shall provide instructors, facilities, equipment, materials, day-to-day management support, and all other related overhead necessary to conduct the courses described in Paragraph 1.
- C. EDEN AREA REGIONAL OCCUPATIONAL PROGRAM shall provide instruction, supervision and evaluation of students in accordance with existing CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT policies, procedures and accreditation requirements.
- D. EDEN AREA REGIONAL OCCUPATIONAL PROGRAM shall cooperate with the CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT to ensure that all personnel, equipment, and materials used in carrying out its responsibilities under this contract conform to the Education Code and Title 5 mandated standards governing instructional programs, including class hours sufficient to meet performance objectives.
- E. EDEN AREA REGIONAL OCCUPATIONAL PROGRAM shall use the money received as compensation for services under this contract for the purpose of providing education and training to the students enrolled in its courses.
- F. EDEN AREA REGIONAL OCCUPATIONAL PROGRAM shall assist in collecting all instructional fees associated with the class offering under this contract for any students who exceed the special admission part-time status, material fees, and/or any other fees associated with attendance not covered by concurrent enrollment (Board Policy 5124).
- G. EDEN AREA REGIONAL OCCUPATIONAL PROGRAM shall maintain records of student attendance and achievement. These records will be open for review at all times by officials of the CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT in accordance with existing policies related to student records. In addition, CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT will maintain print copies of all high school campus dual enrollment sections advertised on the Chabot College website for a period of at least three years. (CCCCO Legal Advisory 05-01, #7).
- H. Enrollment in the course described in this Agreement shall be open to any person who has been admitted to the college and has met the applicable prerequisites (Title 5, § 51006, 58106). Any publications by CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT or EDEN AREA REGIONAL OCCUPATIONAL PROGRAM advertising the courses specified in this Agreement shall include the CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT's policy on open enrollment, as well as a description of the course and information about whether the course is offered for credit and is transferable. (Title 5, §55005).

- I. EDEN AREA REGIONAL OCCUPATIONAL PROGRAM shall ensure that the faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course, and that students are held to a comparable level of rigor, participate in program improvement processes and student learning outcome assessment.

III. PAYMENT FOR SERVICES

In consideration for the services provided, CHABOT-LAS POSITAS COUNTY COMMUNITY COLLEGE DISTRICT shall pay EDEN AREA REGIONAL OCCUPATIONAL PROGRAM \$1,500 per section offered with a minimum of 20 students enrolled, which includes \$500 to each instructor as a stipend per instructional agreement. Payment per section includes recognition of the provision of classroom facilities per item II. A., as well as EDEN AREA REGIONAL OCCUPATIONAL PROGRAMS' indirect and administrative costs. A payment memo will be sent by CHABOT-LAS POSITAS COUNTY COMMUNITY COLLEGE DISTRICT at the end of each semester based on final number of sections.

- A. For fiscal year 2015-2016, EDEN AREA REGIONAL OCCUPATIONAL PROGRAMS's shall not exceed 6 sections offered unless mutually agreed prior to July 1.
- B. In subsequent years, the student instructional hour cap shall be determined at least sixty (60) days prior to the start of the fiscal year.
- C. Special admission part-time students, who are determined to be California residents, are eligible for an enrollment fee waiver. Students classified as "non-residents" of California are required to pay the non-resident tuition fee, but the California resident enrollment fee is still waived. All other fees will be assessed. (Board Policy 5124) EDEN AREA REGIONAL OCCUPATIONAL PROGRAM will assist CHABOT-LAS POSITAS COUNTY COMMUNITY COLLEGE DISTRICT in identifying any students who exceed 6 units in any semester (5 units in Summer).
- D. Instructional hours are defined as those hours that are reported on the District's CCFS-320, California Community College's Apportionment Attendance Reports, and are subject to audit by the CHABOT-LAS POSITAS COUNTY COMMUNITY COLLEGE DISTRICT's independent auditor, the EDEN AREA REGIONAL OCCUPATIONAL PROGRAM, and the California Community College Chancellor's Office.
- E. Both the EDEN AREA REGIONAL OCCUPATIONAL PROGRAM and CHABOT-LAS POSITAS COUNTY COMMUNITY COLLEGE DISTRICT, by executing this contract, certify that the instructional activity to be conducted will not be fully funded by other sources. (Title 5, California Code of Regulations, §58051.5.)

IV. MISCELLANEOUS

- A. If any of the provision of this contract are found to be, or become contrary to State law or regulations or court decisions, CHABOT-LAS POSITAS COUNTY COMMUNITY COLLEGE DISTRICT and the EDEN AREA REGIONAL OCCUPATIONAL PROGRAM agree that the contract shall be renegotiated as it relates to said provision, without affecting the balance or intent of this contract.
- B. The CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT agrees to indemnify and hold harmless the EDEN AREA REGIONAL OCCUPATIONAL PROGRAM and its authorized agents, officers, volunteers, and employees against any and all claims or actions arising from CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT negligent acts, errors or omissions and for any cost or expense incurred by the EDEN AREA REGIONAL OCCUPATIONAL PROGRAM on account of any claim therefore.
- C. The EDEN AREA REGIONAL OCCUPATIONAL PROGRAM agrees to indemnify and hold harmless the CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT and its authorized agents, officers, volunteers, and employees against any and all claims or actions arising from the EDEN AREA REGIONAL OCCUPATIONAL PROGRAM's negligent acts, errors or omissions and for any cost or expense incurred by the CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT on account of any claim therefore.
- D. The term of this Agreement shall be for a period of one (1) year upon agreement in writing by both parties. Notwithstanding the foregoing, either District may terminate this contract with or without cause, upon 30 days written.
- E. EDEN AREA REGIONAL OCCUPATIONAL PROGRAM, its employees and agents release CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT from liability for claims arising due to illness or bodily injury in excess of this standard coverage.
- F. Both parties will ensure that ancillary and support services are provided for students (e.g., counseling, guidance, placement assistance).

Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. mail, certified, postage prepared to the following address:

District: CHABOT-LAS POSITAS COMMUNITY COLLEGE
DISTRICT
7600 Dublin Boulevard
Dublin, CA 94568

District: EDEN AREA REGIONAL OCCUPATIONAL PROGRAM
26316 Hesperian Boulevard
Hayward, CA 94545

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

Chancellor, Chabot-Las Positas Community College District

EDEN AREA REGIONAL OCCUPATIONAL PROGRAM

Superintendent, Eden Area Regional Occupational Program