

**COLLEGE AND CAREER ACCESS PATHWAYS (CCAP) AGREEMENT BETWEEN
SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT
AND COAST UNIFIED SCHOOL DISTRICT**

This Agreement is made and entered into by and between the SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT and the **COAST UNIFIED SCHOOL DISTRICT** for the purpose of outlining the duties and responsibilities of each party as they relate to providing affiliated educational courses through **COAST UNIFIED SCHOOL DISTRICT AS DUAL ENROLLMENT COURSES**. The intent of the Cuesta College Dual Enrollment program is to provide educational enrichment opportunities for a limited number of eligible high school students, rather than to reduce current course requirements of secondary schools, and also to help ensure a smoother transition from high school to college for students by providing them with greater exposure to the collegiate atmosphere (California Education Code 48800). In addition, the courses offered for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career education or preparation for transfer, improving high school graduation rates, or helping students achieve college and career readiness.

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT and **COAST UNIFIED SCHOOL DISTRICT** mutually agree as follows:

I. RESPONSIBILITIES OF SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

A. SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT shall offer the following approved educational courses to be taught, supervised and administered through **COAST UNIFIED SCHOOL DISTRICT AS A DUAL ENROLLMENT COURSE** during the regular school day (7:00 AM-3:00PM)

Course Name	Location	Scope/Nature	Total Number of HS Students	Total Number of FTES Estimated*
CAREER PLANNING: COMPREHENSIVE (PEDS 110)	COAST UNION HIGH SCHOOL , 2950 Santa Rosa Creek Rd, Cambria, CA 93428	3 Semester Sections, once a Year; 54 contact hours	90	9.26
INTRODUCTION TO ENGINEERING (ENGR 248)	COAST UNION HIGH SCHOOL , 2950 Santa Rosa Creek Rd, Cambria, CA 93428	3 semester course, once a year; 72 contact hours	90	12.00

FOUNDATION OF DIGITAL IMAGING ART (ART 256)	COAST UNION HIGH SCHOOL , 2950 Santa Rosa Creek Rd, Cambria, CA 93428	2 semester courses; once a year	60	12.0
COMPUTER SYSTEM SECURITY (CNET 235)	COAST UNION HIGH SCHOOL , 2950 Santa Rosa Creek Rd, Cambria, CA 93428	2 semester courses; once a year 108 contact hours	60	12.0
INTRODUCTION TO AGRICULTURE MECHANICS (AGM 221)	COAST UNION HIGH SCHOOL , 2950 Santa Rosa Creek Rd, Cambria, CA 93428	2 semester courses; once a year 108 contact hours	60	12.0
FOUNDATION OF DIGITAL GRAPHIC ART (ART 255)	COAST UNION HIGH SCHOOL , 2950 Santa Rosa Creek Rd, Cambria, CA 93428	2 semester courses; once a year 108 contact hours	60	12.0
INTRODUCTION TO ROBOTICS (ENGR 200)	COAST UNION HIGH SCHOOL , 2950 Santa Rosa Creek Rd, Cambria, CA 93428	2 semester courses; once a year; 54 contact hours	60	6.17

****Calculation is based off positive attendance accounting formula at full participation. This would be the maximum FTES eligible.***

PEDS 110, Career Planning: Comprehensive is a 3-unit course that allows students to learn the necessary skills to plan, adapt, and create a realistic career and educational plan that they can later adjust based on their individual values, beliefs, and goals

ENGR 248, Introduction to Engineering is a 2 unit course that gives a broad overview of the field of engineering, including professional societies and their student chapters, professional licensing and registration, professional codes of ethics, the elements of engineering design, and the scope of analysis and design activities undertaken by private and public sector civil design professionals.

ART 256: Foundation of Digital Imaging Art is a 3-unit course that presents primary instruction to enhance digital photographs and compose images using Adobe Photoshop and other Adobe Creative Cloud software. Students will use the latest Adobe Photoshop, Adobe Bridge and Adobe Camera Raw to explore visual problem solving and create images for photography, artistic digital image art, graphic design and user experience workflow.

CNET 235: Computer System Security is a 4-unit course that Conducts a comprehensive examination of the types of attacks launched against networks and computer system. Teaches students how to use network security products, operating system security features, and other hardware/software based tools to counter these threats.

AGM 221: Introduction to Agriculture Mechanics is a 3-unit course that introduces basics in safety, tools, rope work, plumbing, concrete, blueprint reading, electrical, woodworking, metalworking and agriculture mechanics careers. Designed for students who seek to develop basic mechanical skills.

ART 255: Foundation of Digital Graphic Art is a 3-unit course that Presents primary instruction in digital vector graphic and illustration using Adobe Illustrator and other Adobe Creative Cloud software. Students will explore visual problem solving and utilize industry standard digital tools to create graphic works for artistic illustration, graphic design and user experience workflow.

ENGR 200: Introduction to Robotics is a 3 unit course that introduces robotics theory and application using hands-on, real-world projects and applications. Applies the topics of mechanics, electronics, waves and robotics to engineering design solutions

Sections of this course will be offered at the locations identified above at the request of COAST UNIFIED SCHOOL DISTRICT. These courses(s) will be offered as dual enrollment whereby students are simultaneously enrolled in a course offered at the above location(s) that will generate both high school and college credit.

The course will be delivered by COAST UNIFIED SCHOOL DISTRICT high school instructors who meet minimum qualifications for instruction with SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT, and agree to complete all duties outlined in the 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.

B.SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT will provide training to instructors and staff on the curriculum, lesson preparation, content delivery, and dual enrollment registration procedures.

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT will also establish and assess student learning outcomes for each course and perform course and program improvements as warranted. In addition, SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT will provide evaluation and oversight of all instruction to ensure all Title 5 and Education Code requirements are met.

At this time, all courses offered through the CCAP will be for credit and degree applicable only. However, if a course is deemed remedial or noncredit, the following certification applies: *Any remedial course taught by community college faculty (which includes a qualified high school teacher teaching a college course as an "employee" of the community college district pursuant to CCR, Title 5 Section 58058(b)) at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both based on an interim assessment in grade 10 or 11, as determined by the partnering school*

district, and that the delivery of these remedial courses shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon high school graduation. EC § 76004(n)

C. . SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT shall provide a curriculum coordinator, Director of Workforce and Economic Development (PEDS 110), and designated faculty from all represented department areas per the CCFT MOU, to work with the Training Coordinator for each site, the Director of Career Education and the Operational Department, Dual Enrollment Office at Cuesta College. Said Coordinator shall act as the Training Co-Director for all DISTRICT-sponsored educational courses taught through COAST UNIFIED SCHOOL DISTRICT. In addition, all administrative functions will be coordinated through the Supervisor, CTE Grants, Categorical Projects, and Dual Enrollment.

As of July 1, 2019, the following have been identified as the OPERATIONAL coordinator at each site:

CUESTA COLLEGE	SABRINA ROBERTSON, SUPVR, GRANTS AND DUAL ENROLLMENT
COAST USD	SCOTT FERGUSON, PRINCIPAL/DAN HARTZELL, CTE Coordinator

D. SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT shall assist COAST UNIFIED SCHOOL DISTRICT in registration and other support services to students in order to adequately manage and control its course offerings. Students who complete the application process for special part time students, including a completed permit to enroll form, have the option of earning college credit by successfully completing the course requirements.

All high school participants will be exempt from any fees, including the following: nonresident fees, associated students fee, health fee, textbooks, supplies, materials, or equipment to participate in the course per Education Code, section 49011.

E. SAN LUIS OBISPO COUNTY 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. SAN LUIS OBISPO COUNTY 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. SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT shall maintain the exclusive discretion to approve or not approve instructors offering courses for dual enrollment in its name

H. SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT, prior to establishing a vocational or occupational training program (career technical education programs), shall conduct a job market study of the labor market area, and determine whether the results justify the proposed educational program

I. SAN LUIS OBISPO COUNTY 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 SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT.

J. SAN LUIS OBISPO COUNTY 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;

K. SAN LUIS OBISPO COUNTY 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. SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT is responsible for obtaining certification verifying that the instructional activities are not fully funded by other sources from COAST UNIFIED SCHOOL DISTRICT (Title 5, § 58051.5; Ed. Code, § 84752).

L. The criteria for students to participate in these courses will be aligned with current Board Policy (BP 5011) which states:

To be considered for admission as a special part-time student, the student must meet the eligibility standards as established in Education Code Section 48800 and 76001. To be admitted, the student must complete the following:

- A Cuesta College admission application.
- A Permit to Enroll with parental/guardian signed consent and principal signed approval of the school attended prior to the Cuesta term the student wishes to attend. (The Principal may provide authorization of designees to the Director of Admissions & Records to sign approval on the Permit to Enroll form.). The principal will review the academic record and certify that the student demonstrated adequate preparation and can benefit from advanced scholastic and/or vocational education at Cuesta College.
- The permit to enroll form will also be signed by the student's counselor verifying the student's enrollment in a minimum of 240 minutes per regular school day of non Cuesta College course in order to participate in Dual Enrollment.

- The parent/guardian must sign the Permit to Enroll form, authorizing attendance at Cuesta College. The parent/guardian must also acknowledge that the student will be expected to conform to all college policies and release of information will fall under the Family Education Privacy and Rights Act (FERPA).
- The permit to enroll form will be signed by the student indicating the release of educational information can be given to their high school counselor and/or principal.
- Students are required and agree to policies and procedures as outlined by Board Policy, including student code of conduct. Students are responsible for following all posted withdrawal policies and must notify either the Dual Enrollment Office or Admissions and records within the deadlines.
- Students may not exceed 11.99 units in Fall or Spring semester and 9 units in the Summer Session.

M. San Luis Obispo County Community College District certifies that the above mentioned courses offered at **COAST UNIFIED SCHOOL DISTRICT** do not reduce access to the same course offered on any of the Cuesta College campuses and there is no current wait list.

If a course listed within the CCAP Agreement, becomes oversubscribed or has a waiting list at the close of registration on the college campus and before the instruction of the CCAP course begins, the course may not be offered. However, if instruction of CCAP course has already begun, the course cannot be offered may not be offered in any subsequent educational term unless or until the community college alleviates the course wait list or oversubscription issue at the community college level.

N. San Luis Obispo County Community College District certifies that this partnership is consistent with the core mission of the community colleges pursuant to Section 66010.4 and that pupils participating will not lead to displacement of otherwise eligible adults.

O. Pursuant to Section 76004, Education Code, for purposes for allowance and apportionments from Section B of the State School Fund, these courses shall be conducted as a **closed course** on the high school campus as the offerings are during the regular school day and have met all conditional component. San Luis Obispo County Community College District shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils, excluding any waived nonresidents, provided no school district has received reimbursement for the same instructional activity.

P. If for any reason a community college instructor were to teach at COAST UNIFIED SCHOOL DISTRICT, the instructor would not have been convicted of any sex offense as defined in ECS 87010 or any controlled substance offense as defined in ECS 87011 and have not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus.

II. RESPONSIBILITIES OF COAST UNIFIED SCHOOL DISTRICT

A. COAST UNIFIED SCHOOL DISTRICT will provide classroom space at no cost at the following locations:

COAST UNION HIGH SCHOOL
2950 Santa Rosa Creek Rd, Cambria, CA 93428

B. COAST UNIFIED SCHOOL DISTRICT 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. This agreement certifies that all instructors are employed by the existing secondary district and have not displaced or resulted in the termination of an existing community college faculty member teaching the same course at Cuesta College

COAST UNIFIED SCHOOL DISTRICT will be responsible for all reporting responsibilities pursuant to applicable federal teacher quality mandates.

COAST UNIFIED SCHOOL DISTRICT will ensure that all courses offered in this agreement will offered uniquely during the scheduled period and scheduled periods within the bell schedule will be honored. The master schedule will be sent to SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT no later than June 30.

C. COAST UNIFIED SCHOOL DISTRICT shall provide instruction, supervision and evaluation of students in accordance with existing SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT policies, procedures and accreditation requirements. COAST UNIFIED SCHOOL DISTRICT is also responsible for assignment monitoring and reporting to the county office of education as the employer of record.

D. COAST UNIFIED SCHOOL DISTRICT shall cooperate with the SAN LUIS OBISPO COUNTY 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.

In addition, COAST UNIFIED SCHOOL DISTRICT shall allow all instructors to participate in professional development SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT deems necessary

E. COAST UNIFIED SCHOOL DISTRICT 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. COAST UNIFIED SCHOOL DISTRICT shall maintain records of student attendance and achievement. These records will be open for review at all times by officials of the SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT in accordance with existing policies related to student records. In addition, SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT will maintain print copies of all high school campus dual enrollment sections for a period of at least three years. (CCCCO Legal Advisory 05-01, #7).

G. COAST UNIFIED SCHOOL DISTRICT 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, SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT shall pay COAST UNIFIED SCHOOL DISTRICT \$1,500 per section offered, which includes no less than \$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 COAST UNIFIED SCHOOL DISTRICTS' indirect and administrative costs. A payment memo will be sent by San Luis Obispo County Community College District at the end of each semester based on final number of sections.

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 SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT's independent auditor, the K12 DISTRICT, and the California Community College Chancellor's Office.

In addition, instructors teaching PEDS 110 who agree to additional requirements related to Teacher Pathway Modules will be eligible for a one time additional stipend of \$500 total for completion of additional responsibilities.

Both the COAST UNIFIED SCHOOL DISTRICT and SAN LUIS OBISPO 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, SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT and the COAST UNIFIED SCHOOL DISTRICT agree that the contract shall be renegotiated as it relates to said provision, without affecting the balance or intent of this contract.
- B. The SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT agrees to indemnify and hold harmless the COAST UNIFIED SCHOOL DISTRICT and its authorized agents, officers, volunteers, and employees against any and all claims or actions arising from SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT negligent acts, errors or omissions and for any cost or expense incurred by the COAST UNIFIED SCHOOL DISTRICT on account of any claim therefore.
- C. The COAST UNIFIED SCHOOL DISTRICT agrees to indemnify and hold harmless the SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT and its authorized agents, officers, volunteers, and employees against any and all claims or actions arising from the COAST UNIFIED SCHOOL DISTRICT's negligent acts, errors or omissions and for any cost or expense incurred by the SAN LUIS OBISPO COUNTY 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. COAST UNIFIED SCHOOL DISTRICT, its employees and agents release SAN LUIS OBISPO COUNTY 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).
- G. Both parties will comply will all applicable state and federal privacy laws.
- H. Both parties, San Luis Obispo County Community College District and COAST UNIFIED SCHOOL DISTRICT, certify that this agreement and activities comply with local collective bargaining agreements.
- I. Both parties, San Luis Obispo County Community College District and COAST UNIFIED SCHOOL DISTRICT, certify that all state and federal reporting requirements regarding the qualifications of teachers teaching the above CCAP partnership course(s)). In addition, both parties will work to report accurately any other data, including College and Career Readiness Indicators, within the parameters of current Education code(s).

J. San Luis Obispo County Community College District, in conjunction with COAST UNIFIED SCHOOL DISTRICT, shall report annually to the office of the Chancellor of the California Community Colleges all of the following information:


- . The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- . The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- . The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
The total number of Full-Time Equivalent Student (FTES) generated by CCAP partnership participants

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: SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT
Administrative Services
PO Box 8106
San Luis Obispo, CA 93403


District: COAST UNIFIED SCHOOL DISTRICT
1350 Main Street, Cambria, CA 93428

SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT



VICE SUPERINTENDENT, ADMINISTRATIVE SERVICES

COAST UNIFIED SCHOOL DISTRICT



COAST UNIFIED SCHOOL DISTRICT