

**CALIFORNIA COMMUNITY COLLEGES  
SYSTEM OFFICE**

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Date: July 23, 2008

To: Chief Instructional Officers

From: José Millan, Vice Chancellor  
Economic Development and Workforce Preparation

Subject: Guidance on Title 5 Regulation Changes Pertaining to Cooperative Work  
Experience Education (CWEE)

At the May 2008 Board of Governors meeting, the second set of revisions to Title 5 regulations affecting Cooperative Work Experience Education (CWEE) was passed. This memo is to update you on these changes and address their implementation.

As background, information concerning the first set of revisions to Title 5 regulations affecting Cooperative Work Experience Education is posted on the System Office website:

[http://www.cccco.edu/Portals/4/EWD/CTE/Memos/2007\\_memos/Memo-GuidanceonTitle5--8-16-07.pdf](http://www.cccco.edu/Portals/4/EWD/CTE/Memos/2007_memos/Memo-GuidanceonTitle5--8-16-07.pdf)

**Summary of Title 5 CWEE regulations changes**

These changes were included in the second set of to Title 5 CWEE regulations revisions

***Section 55253. College Credit and Repetition***

Section 55253 limits the total number of units of credit students can take in cooperative work experience courses. However, if a college only offers one occupational work experience course in a given field it is possible that students will not be able to accumulate the full 16 semester or 24 quarter units of work experience in that area before repeating the course for the maximum of four semesters or six quarters authorized for activity courses under section 55041. The amendment to Title 5 created an exception to the general rule for repetition of activity courses to allow students to take the full number of units of cooperative work experience, which would otherwise be allowed.

***Section 55254. Student Qualifications***

Section 55254 establishes eligibility requirements students must meet to be enrolled in cooperative work experience. It is amended to delete requirements related to enrollment in the parallel or alternate plans of cooperative work experience. The first phase of revisions to chapter 6 eliminated the distinction between the parallel and alternate plans but the reference to these plans in section 55254 was overlooked. The amendments resolve this problem.

### ***Section 55255. District Services***

Section 55255 describes services districts are to provide in support of cooperative work experience placements. One requirement is for the District to assign an Instructor / Coordinator (as defined in §53416, Minimum Qualifications for Work Experience Instructors or Coordinators) to conduct an in-person visit with the employer at least once each term. The amendment, which was suggested by practitioners in the field, will allow districts to authorize alternatives to the in-person visit under limited circumstances to be defined in guidelines adopted by the Chancellor.

### **Implementation Strategy:**

Districts are hereby permitted to implement immediately Sections 55253 and Section 55254. Districts are provided a temporary waiver on the need to amend their local CWEE plan – as required under Section 55251 -- until such time that the guidelines referenced in Section 55255 are issued. The temporary waiver is effectuated by the issuance of this memo, which announces that the no administrative action will be taken against Districts for failure to update the CWEE plans as stipulated by Section 55251.

Once the guidelines are issued, a rescission date for the waiver on plan amendments will be set. At that time, Districts will be required to update their CWEE Plans, incorporating all changes to Title 5 from both sets of revisions, described above, which they wish to implement locally. The System Office anticipates issuing a plan template which will aid with the local updating of CWEE plans. The System Office deems these regulatory changes – especially Section 55255 -- to represent a substantive change to the conduct of CWEE, thus requiring modification of District Plans.

The System Office anticipates that by July 2009, Districts will be in full compliance with Section 55250, which requires all CWEE programs to be in conformance with plans adopted by the District and approved by the System Office of the California Community College.

### **Questions**

Should you have questions, please email Ron Selge ([RSelge@cccco.edu](mailto:RSelge@cccco.edu)), Dean of Career Technical Education.

Cc: Cooperative Work Experience Education Coordinators