

Common Concerns and Questions About Community Services Offerings

- **My college's Community Services Offering program is offering a beginning guitar class that has a similar title as my credit course. I'm concerned that this course duplicates mine and that I'll lose students to this class.**
 - Although Community Services Offering courses may have similar titles, they are typically shorter in duration than a credit class, offer no credit and do not appear on a student's transcript. As such, these classes appeal to a very different audience, and typically, community members have only a personal interest in learning to play guitar. Colleges may want to also consider Community Services Offering courses as an opportunity for collaboration: students who complete the Community Services Offering course may be encouraged to enroll in credit courses to further refine their skills.
- **Our college's Community Services Offering program is offering new classes but we've never been consulted about them. Don't they have to be approved by the curriculum committee or the Academic Senate?**
 - No. Title 5 does require Community Services Offering classes to be approved by the local governing board of the college/district. Best practices suggest that a college develop ongoing dialogue between a Community Services Offering program and the credit/noncredit faculty and consider having new Community Services Offering courses submitted to the local curriculum committee as information items. However, these are local decisions. (please refer to page XX for additional information)
- **How does a college ensure the quality of the Community Services Offering program?**
 - As a program offered by a college, Community Services Offerings should go through the colleges's program review process on a regular basis. Some programs provide annual reports to their district governing board. Community Services Offerings are also included in Standard Two of the Accrediting Commission for Community and Junior Colleges' (ACCJC) reaffirmation of accreditation. Locally, colleges may choose to develop other procedures for ensuring the quality of their offerings.
- **Where does the profit earned by the Community Services Offerings end up?**
 - Per Title 5, Community Services Offerings are not allowed to charge more than the cost of instruction. In other words, fees charged for Community Services Offerings are expected to allow the program to break even but not result in an overall profit for the college.
- **Won't Community Services Offering students get confused about whether to take a credit or Community Services Offering course?**

- Community Services Offerings usually include statements regarding the difference between community services and credit programs in printed and online publications. For example, the following text appears both on the web site and in the class schedule for one college's Community Services Offering program:
“What are Community Education classes? They are short-term, not-for-credit classes. Some classes are open to students under 18 with permission of the instructor. College for Youth class ages are listed with the class title. [College Name] Community Education classes are not equivalent to credit classes and cannot be used to meet prerequisites in the [college name] credit program.”
- **What minimum qualifications does a Community Services Offering instructor have to meet?**
 - There are no minimum qualifications for Community Services Offering instructors. Instructors are vetted by the program to ensure the quality of the Community Services Offering classes. Local hiring practices determine what processes are established for the hiring of Community Services Offering instructors. (Please refer to page XX for more information on this topic)