



Executive Order: 2020-08

Effective Date: September 23, 2020

Title: Temporary Suspension of Selected Regulations Related to Cooperative Work Experience Education Due to the COVID-19 State of Emergency

Executive Order 2020-08 is issued pursuant to title 5, section 52020, of the California Code of Regulations, adopted by the Board of Governors of the California Community Colleges on September 21, 2020, conferring on the Chancellor's authority to take emergency actions, upon a written finding made in consultation with the President and Vice President of the Board of Governors, for the purpose of maintaining the continuity of educational services. This authority allows the temporary suspension of regulations adopted by the Board of Governors and the temporary suspension of local rules and regulations that are a barrier to the continuity of educational services; and the temporary establishment of procedures in order to promote the continuity of educational services.

WHEREAS, the COVID-19 state of emergency declared by the Governor on March 4, 2020 continues; and

WHEREAS, the COVID-19 pandemic and the resulting public health measures, such as required social distancing, have substantially disrupted instruction in the California Community Colleges; and

WHEREAS, to address these public health measures, community college districts throughout the state have converted face-to-face courses to online or alternative formats, and have limited campus access to essential personnel; and

WHEREAS, Cooperative Work Experience Education programs provide hands-on, work-based learning opportunities to students and are coordinated by colleges for the benefit of students and employers; and

WHEREAS, Cooperative Work Experience Education programs award course credit for student contact hours, which include time spent on the job as well as in-classroom instruction, and is calculated pursuant to a formula set forth in regulations of the Board of Governors; and



WHEREAS, these regulations also prohibit duplicating student contact hours counted for classroom instruction and hours spent on the job; and

WHEREAS, other regulations of the Board of Governors require community college districts to supervise students enrolled in Cooperative Work Experience Education programs by, among other things, conducting in-person consultation with employers and in-person consultations with students to discuss students' educational growth on the job; and

WHEREAS, these regulations permit the Chancellor, after consultation with affected stakeholders, to issue guidelines specifying approved alternatives to the required in-person consultations that districts may employ and the circumstances under which they may be employed; and

WHEREAS, due to the COVID-19 pandemic and resulting shelter-in-place orders throughout the state, many students are unable to continue or complete their work-based learning component and community college districts are unable to fulfill their mandated supervisory duties to meet in-person with employers and students; and

WHEREAS, community college districts would benefit from, and the continuity of education for students would be served by, temporary suspension of particular regulations related to the calculation of course units and student contact hours as well as those related to the supervision of students engaged Cooperative Work Experience Education programs; and

WHEREAS, the President and Vice-President of the Board of Governors have authorized the issuance of this executive order.

THEREFORE, as the Chancellor of the California Community Colleges, I declare the following:

1. The above recitals are true and correct.
2. Section 52020, of the California Code of Regulations, authorizes me to take all appropriate actions to maintain the continuity of educational services for community college students during the period of emergency proclaimed by the Governor of the State of California on March 4, 2020, including the temporary suspension of regulations adopted by the Board of Governors and the suspension of local rules and regulations that are a barrier to the



continuity of educational services; and the temporary establishment of procedures in order to promote the continuity of educational services.

3. After consultation with affected stakeholders prior to the issuance of Executive Order 2020-07 under my prior temporary authority, and with the Academic Senate for California Community Colleges and the Student Senate for California Community Colleges, I find that the inability to meet in person as a result of the COVID-19 pandemic has caused students to be unable to continue or complete their work-based learning component and community college districts to be unable to fulfill their mandated supervisory duties to meet in-person with employers and students, thus creating a threat to the continuity of educational services for students in Cooperative Work Experience Education.
4. I further find that strict adherence to the following sections of title 5 of the California Code of Regulations will create barriers to the continuity of educational services and are hereby temporarily suspended to the extent described below:
 - a. Section 55256.5, subdivisions (a), (c)(1), and (c)(2): These provisions prohibit duplicating student contact hours counted for classroom instruction and hours spent on the job and award course credit for student contact hours based on a prescribed formula that weighs time spent on the job and in-classroom instruction differently. Due to the shelter-in-place orders in effect statewide, many students are unable to complete the on-the-job component of their programs; therefore, community college districts may use expanded classroom instruction to fulfill the learning objectives of their Cooperative Work Experience Education programs in lieu of work experience hours. To the extent necessary under the individual circumstances, districts may use their discretion to modify the student contact hours formulas, guided by the principle in subdivision (b) of Section 55256.5, which provides that “[t]he learning experience and the identified on-the-job learning objectives shall be sufficient to support the units to be awarded.”



- b. Section 55255, subdivisions (a)(1) and (a)(3): These provisions require that districts engage in supervision of students' in Cooperative Work Experience Education programs by conducting in-person meetings with employers and with students to discuss the students' educational growth on the job. However, due to the COVID-19 pandemic and shelter-in-place orders in effect statewide, adherence to this requirement could endanger the health and safety of participants and potentially violate state and/or local shelter-in-place orders. Accordingly, the in-person meeting requirement in subdivisions (a)(1) and (a)(3) is hereby suspended. In lieu of the in-person meeting requirement, as permitted by subdivision (c) of Section 55255, and after consultation with the statewide Academic Senate, I find the ongoing COVID-19 pandemic to be a sufficient circumstance under which approved alternatives to in-person meetings may be employed. These approved alternatives include consultations conducted telephonically or through videoconferencing technologies.
5. Any local district board policies or regulations in conflict with the above regulatory suspension shall also be suspended until the end of the Spring Term, in 2021.
6. This executive order shall remain in full force and effect through the end of the Spring Term, 2021.

A handwritten signature in black ink, appearing to read 'ELOY ORTIZ OAKLEY'.

Eloy Ortiz Oakley, Chancellor

Dated: September 23, 2020