

APPENDIX M
AGENCY EDUCATION FORM
(Article 37 – Contract Education)
Foothill-De Anza Community College District

Name of Contracting Agency _____

Contract year 20____/20____

Agency Contact Person: _____ Phone # _____

Responsible Administrator: _____ Ext. _____

Supervising Instructor: _____ Ext. _____

Program Title: _____ Date of Implementation: _____

Dollar Amount of Contract: _____

Is the Contract Scheduled for Board Approval? Yes _____ No _____ Proposed Date: _____

Facilities

Are facilities available on campus to support this program? Yes _____ No _____

If yes, why are they not being used for this program? (i.e., Are facilities available but they are currently being fully utilized?)

If no, are specialized facilities required? Please describe:

Faculty

Are there full-time faculty or part-time faculty with re-employment preference who are available and qualified to support this contract?

Yes _____ No _____

Name(s) of Division Dean(s) contacted: _____

Explain:

What are the names of the faculty that are being provided by the agency to support this contract, and does the faculty member meet minimum qualifications for the discipline?

Faculty Name(s)_____Highest Degree Held:_____Min Quals._____Equiv.

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Faculty Name(s)_____Highest Degree Held:_____Min Quals._____Equiv.

Faculty Name(s)_____Highest Degree Held:_____Min Quals._____Equiv.

Comments:_____

Curriculum

List the courses being offered under this contract:

Have these courses been approved by the standard campus approval process?

Yes _____ No _____ Date: _____

Have these courses/programs been reviewed by division/department faculty?

Yes _____ No _____

How is the course being publicized to allow for open enrollment?

Support Services/Materials

What support services/materials are required to offer this course/program?

Are these support services/materials available in the District? Explain.

Conclusion

Which of the above criteria or additional criteria support the necessity/advisability of offering this program through Agency Education Contracts?

Please complete this form and attach a copy of the contract, course syllabus, curriculum sheets and other information that would provide helpful information in any of the above areas.

Signature of Person Completing Form _____

Ext. _____ Date _____