SOUTHERN CALIFORNIA FOOTHILLS CONSORTIUM
GUIDELINES

The Southern California Foothills Consortium, formed for the purpose of choosing students
and instructors to study abroad, consists of the following named institutions:

Antelope Valley College
Barstow Community College
Citrus College
College of the Canyons
College of the Desert
Crafton Hills College
MiraCosta College
Mt. San Antonio College
Mt. San Jacinto College
Rio Hondo College
San Bernardino Valley College
San Diego City College
Victor Valley College

1. Colleges that wish to join the Southern California Foothills Consortium, hereinafter referred
to as the Consortium, after the date of execution of this document must be approved by a
majority vote of the Consortium members.

2. Each Consortium College shall appoint one person to serve on the Consortium. The Chair
shall call meetings as needed and a quorum shall require the presence of two-thirds or more
of the members who make up the Consortium.

3. The Consortium shall function as a policy advisory unit in the administration of the program
and, among other responsibilities, shall be charged with determining the curriculum content
of the program, staffing needs, and other activities necessary to maintain a quality
instructional program.

4. Citrus Community College District will serve as the fiscal agent for the Consortium. The
Citrus Community College District is authorized by the member colleges to award and
disburse financial aid to students enrolled in Consortium programs.

5. The Consortium will try to maintain a goal of a ratio of 20 to one in spring and fall
semesters.
6. The prerogative to appoint instructors shall be the Consortium's. Consortium Colleges are not required to recruit or submit faculty for selection.

The on-site coordinator may be a faculty member from any of the member colleges. The prerogative to select the on-site coordinator shall rest with the Citrus Community College District. The other faculty members participating in the program acknowledge that the on-site coordinator shall exercise supervision over them in carrying out and serving the purpose of the Study Abroad Program.

7. The Consortium shall develop each semester's curriculum. The curriculum, including disciplines and courses to be taught, shall be based on the desire to provide curricular breadth and shall capitalize on the strengths of appointed instructors. Standards for courses, instructors, texts, out-of-classroom assignments and grading practices shall, as a minimum, be equivalent to those required in Title 5.

8. Each college shall be allocated a prorata quota of the total number of student spaces available, and any college that fails to meet its quota shall allow the Consortium to assign unfilled spaces to other colleges.

9. The salary of instructors in the Study Abroad Program shall be paid by their respective institutions. Each institute shall be responsible for paying fringe benefits and any non-salary pre-requisites. As fiscal agent, Citrus Community College District shall reimburse respective colleges up to $9,000 for the services of participating faculty. Colleges shall be reimbursed upon receipt of an itemized invoice from the fiscal officer of the respective college. (Invoices to be sent to Office of Instruction – Attention: Coordinator for Study Abroad.)

10. Additional faculty members may be warranted when the enrollment of the spring and fall program exceeds 60 students and/or the Consortium deems that the curriculum would be sufficiently enhanced. Replacement costs of additional faculty would be borne by the participating college which opted to make faculty available.

11. All students shall be enrolled through Citrus Community College District. Each students’ tuition, fees, and room and board costs shall be paid by the student and shall be calculated in accordance with the requirements of the study abroad sites as arranged through the American Institute for Foreign Study (AIFS). Citrus Community College District shall provide a transcript at no cost to each student to transfer courses and credits earned in the Study Abroad Program from Citrus College to each student’s college.
12. Citrus Community College District shall award and disburse federal financial aid funds to eligible students in accordance with all federal and state requirements. An “eligible student” for purposes of these Guidelines is a student previously enrolled at a member college who has been selected to participate in the Study Abroad Program in accordance with these Guidelines, who otherwise meets all eligibility criteria for federal financial aid.

13. In awarding and disbursing federal financial aid funds to eligible students, Citrus Community College District shall be responsible for all of the following:

1. Monitoring student eligibility.

2. Calculating awards in accordance with federal regulatory requirements.

3. Disbursing aid in accordance with federal regulatory requirements.

4. Monitoring satisfactory progress and other student eligibility requirements in accordance with federal regulatory requirements.

5. Maintaining all records required by federal regulatory requirements.

14. Instructors remain employees of their respective employer college and remain generally subject to the rules and regulations of their employer college as may be reasonable and appropriate considering the foreign study program itself and its locale. Instructors shall be entitled to sick leave and fringe benefits otherwise provided when serving on campus, subject to appropriate sick leave verification by the onsite coordinator.

15. Instructors must sign the agreement from Citrus Community College District regarding their instructional responsibilities while teaching abroad. Instructors must meet Citrus Community College District's credentialing and/or minimum qualifications requirement and register their credentials with the Los Angeles County Office of Education.

16. To be considered for the program, students must have completed 12 units of post-secondary education classes with a 2.5 GPA by the time they begin a Study Abroad program. Students who do not meet those criteria may petition the President of the sending college.

17. Students participating in the spring or fall semester shall be required to enroll in a minimum of 12 units, including 3 units of the designated country’s Life & Culture class offered by the American Institute for Foreign Study (AIFS). Students are required to maintain a minimum of 12 units.
18. The fall Semester for the Study Abroad Program shall normally commence in early September and the spring semester the middle of February.

19. This Consortium shall continue until rescinded by any party but, in any case, not before June 30, 2013, without the consent of all parties. Agreement regarding the continuation of the Consortium will be contingent upon sufficient enrollment to maintain an effective program.
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