



**Executive Order:** 2020-07

**Effective Date:** May 21, 2020

**Title:** Temporary Suspension of Regulations Related to Cooperative Work Experience Education to Address the Continuity of Education in Community Colleges During the COVID-19 Declared State of Emergency

Executive Order 2020-07 is issued pursuant to Resolution of the California Community Colleges Board of Governors No. 2020-01 and title 5, section 52020, of the California Code of Regulations, which confers on the Chancellor emergency powers to take all appropriate actions, including the issuance of executive orders, to allow for the continued education of community college students during the period of emergency proclaimed by the Governor of the State of California on March 4, 2020. This authority allows 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.

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 the statewide Academic Senate, 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 by meeting 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 in Cooperative Work Experience Education programs.

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

1. The above recitals are true and correct.
2. Resolution of the California Community Colleges Board of Governors No. 2020-01 and title 5, section 52020, of the California Code of Regulations, authorize me to take all appropriate actions to allow for the continued education of 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 and the suspension of local rules and regulations that are a barrier to the continuity of educational services.

3. Due to the existing state of emergency, 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 work-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 deployed. These approved alternatives include consultations conducted telephonically or through videoconferencing technologies.

4. Any local district board policies or regulations in conflict with the above regulatory suspension shall also be suspended for the duration of the COVID-19 state of emergency or the expiration of Section 52020, whichever is earlier.
5. This executive order shall remain in full force and effect as long as the declaration of the COVID-19 state of emergency is in place, or the expiration of Section 52020, whichever is earlier.

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

---

Eloy Ortiz Oakley, Chancellor

Dated: May 21, 2020