

Consultation Council/Strategic Planning Committee Minutes  
January 27, 2011

Present

Terry Bartley (management)	Toni Gomez (ASB)
David Burris (Exec Director-HR)	Phil Horner (classified)
Carie Camacho (Div Chair -faculty)	Carol Montgomery (classified)
Kayleigh Carabajal (Exec Director-IR)	Sue Mouck (Accreditation Liaison -faculty)
Dave Clausen (Exec Director –Fiscal Services)	Eric Rulofson (Chair/ Facilities Planning)
Monica Cochran (Public Relations)	Cary Templeton (Dean of Student Services)

Absent

Cheryl Aschenbach (AS-faculty)	Dr. Doug Houston (President)
Shelly Baxter (management)	Logan Merchant (Chair/IT Planning)
Sandy Beckwith (Lead Counselor –faculty)	Jeff Lang (classified)
Dr. Irving Berkowitz (Dean of Instruction)	Brian Wolf (Div Chair –faculty)

Guest

Suzanne Garcia Trujillo (ASB)

With a quorum present, the meeting began at 2:50 pm.

**Consultation Council:**

**1. Review of February 8, 2011 Governing Board Agenda (Information)**

In Dr. Houston's absence Dave Clausen presented the Governing Board agenda for February 8, 2011. Standard items include approval of minutes, approval of personnel consent agenda (including the appointment of Noelle Eckley as the Business/Math/Science chair and the resignation of Nancy Eachus), warrants and financial reports, and approval of Curriculum /Academic Senate Committee action). The administrative action items include approval of the Academic Calendar for 2011-2012, CCT Board Election and Board Code of Ethics. The first reading of the Accreditation Midterm Report and the Educational Master Plan are being provided as information. It was identified that on the Academic Calendar being forwarded to the Governing Board December 23, 2011 (the last day of finals) is a holiday for classified employees.

**2. AP 4325 Credit by Examination and AP 4325 2+2 Form (attached) (Consultation)**

AP 4325 Credit by Examination and AP 4325 2+2 Form forwarded by the Academic Senate for adoption will be considered at the next Consultation Council meeting, February 3, 2011.

**3. Personnel Update (Information) - Administration**

The Library Director position is being offered to the successful applicant. The selection committee for the Accounting Technician II position is considering options in light of the very limited applicant pool.

**Strategic Planning:**

**1. Community Services NIPR (Information)**

The Community Services NIPR was presented without comment. **Consultation Council accepted the 2010 Community Services NIPR as presented by consensus. (Executive Summary attached)**

2.

**Other:**

**No Consultation Council Meeting – February 10, 2011**

The meeting adjourned at 2:56 pm

**Future Agendas:**

- 1. Human Resource NIPR (Information) – February 3, 2011- David Burris**
- 2. Civility – Students and Staff (Consultation) – February 3, 2011- Dr. Houston**

3. **Prioritized Lists of Budget Requests due from each Area Dean/Director (Consultation) – February 3, 2011**
4. **Student Work Study Allocation (Information) -- February 3, 2011- Dave Clausen/Cary Templeton**
5. **Acceptance of Accreditation Midterm-Report due March 15, 2011 - (Consultation) – February 24, 2011- Sue Mouck**
6. **Review of March 8, 2011 Governing Board Agenda (Information) - February 24, 2011- Dr. Houston**
7. **Fiscal Operations NIPR (Information) – February 24, 2011- Dave Clausen**
8. **Auxiliary Services (Bookstore) NIPR (Information) – February 24, 2011– Dave Clausen**
9. **Campus Emergency Notification System (Consultation) - Dr. Kayleigh Carabajal/Eric Rulofson**

**Academic Affairs**  
**Approved by Senate on 11/2/10**

## **AP 4235 CREDIT BY EXAMINATION**

### **Reference:**

[Title 5 Section 55050](#)

*Note: This procedure is **optional** but it **legally advised** if the Board has approved a policy to allow credit by examination.*

Credit by Examination may be obtained by the following method:

- Credit by satisfactory completion of an examination administered by the District in lieu of completion of a course listed in the District's catalog.

### Determination of Eligibility to Take the Examination

Any student may petition for credit by examination provided the following minimum requirements are met:

- The student must be currently registered in the college and in good standing.
- The course is listed in the District's catalog.
- The petitioner has completed six (6) semester units at Lassen Community College.
- The petitioner is in good standing at Lassen Community College with at least a 2.0 grade point average.
- The student may petition to be examined only in those subjects currently offered in the catalog and supplement, and for which the student has not previously earned a grade.
- The petitioner may earn no more than fifteen (15) semester units by credit by examination while at Lassen Community College.
- The petitioner may not challenge prerequisite courses after completing advanced courses.
- The course must be completed by the end of the semester in which application is made.
- Students with an approved 2 + 2 agreement will follow the procedures designated by the 2 + 2 agreement for the awarding of Credit by Examination and will be awarded the credit upon successful completion of the competencies.
- Students who participate in approved 2 + 2 agreements are exempt from the 15 semester unit maximum for credit by examination.
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Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veteran's, or Social Security benefits.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an Associate degree.

The student's academic record will clearly indicate that the credit was earned by examination. Unsuccessful credit by exam attempts will be recorded on a student's academic record with the grade NP.

The petition process will be approved by the Lassen Community College Curriculum/Academic Standards Committee and maintained in the Office of Instruction.

Black typeface above is **from current Lassen College Policy 6445 titled Credit By Examination**. Black typeface below is from the original Credit by Exam form.

### **How to Petition:**

For any questions relating to the college's policy on credit by examination, see the Director of Enrollment Services. Students wishing to petition shall observe the following steps:

1. The student obtains the Credit by Exam form from the Admissions & Records Office.
2. The student is to complete the Credit by Exam form and submit it to the Director of Enrollment Services so that eligibility may be determined.
3. The student obtains counselor approval (academic review).
4. The student meets with the full-time instructor that will be the instructor of record of the course for which credit is sought. The instructor will appraise the student's background for such an examination.
5. The instructor will sign the petition for those students having adequate background and will then arrange with the student a time, date and place for taking the examination. The instructor will decide the nature of the test (i.e. standardized, instructor's own test, or other option).
6. The student obtains final approval from the Office of Instruction.

### **Recording of Results:**

At the end of the semester the instructor will receive a grade report for the credit-by-exam course offered. The student's academic records shall be clearly annotated to reflect that credit was earned by examination. The student's academic records will also reflect unsuccessful credit by exam attempts with the grade NP.

### **2+2 Procedures**

After completing an articulated 2+2 class with a grade of "B" or better, a high school student can qualify for college credit at Lassen Community College in the articulated course(s) by following these requirements at the college level:

- Must have completed 6 units and hold a 2.0 GPA or better at Lassen Community College

- The student obtains and completes the Lassen College 2+2 forms from the Admissions & Records Office at Lassen Community College or their high school counselor.
- The student attaches a copy of the high school transcript to the Lassen College 2+2 form. The student must have earned a grade of “B” or better in the articulated 2+2 course.
- The student will submit the completed 2+2 form and high school transcripts to the counselor for signature.
- The student will submit the fully completed Lassen College 2+2 form to the Admissions & Records Office. Payment for credit is required at this time. Fees applied will be the current enrollment fee per unit. This fee is nonrefundable. The Admissions & Records Office will then apply the high school grade earned in the 2+2 articulated course to the student’s permanent record.
- Credit will be identified on the students’ transcript as “Credit by Exam.”

Lassen Community College credit is only available up to five years after completing the 2+2 course at the high school level. “Credit by Exam” is granted based on articulated course content and exams or alternate assessments.

**Credit By Exam Application**

NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_

\_\_\_\_\_  
LAST

FIRST

MI

Semester:(circle one)

Spring

Summer

Fall

Year: \_\_\_\_\_

- |  |     |     |
|--|-----|-----|
| 1. Are you currently enrolled at Lassen Community College                          | Yes | No  |
| 2. Have you completed 6 semester units at Lassen Community College                 | Yes | No  |
| 3. Do you have a G.P.A. of 2.0 or better?  | Yes | No  |
| 4. Is the course you wish to take credit by exam currently offered in the catalog? | Yes | No  |
| 5. Have you taken other Lassen Community College courses credit by exam?           | Yes | Yes |
|  | No  |     |

I hereby request permission to attempt to earn credit by exam for the following course:

\_\_\_\_\_  
Course Number and Course Title (i.e. AJ 24 - Community Relations)

Units

Evidence of subject knowledge: \_\_\_\_\_

\_\_\_\_\_  
The student's academic record will clearly indicate that the credit was earned by examination. Unsuccessful credit by exam attempts will be recorded on a student's academic record with the grade NP.

**APPROVED FOR EXAMINATION:**

YES NO \_\_\_\_\_  
Director of Enrollment Services Signature Date

YES NO \_\_\_\_\_  
Counselor Signature Date

YES NO \_\_\_\_\_  
Instructor Signature Date

YES NO \_\_\_\_\_  
Office of Instruction Signature Date

Form approved by Curriculum/Academic Standards Committee on \_\_\_\_\_.

Form approved by Academic Senate on \_\_\_\_\_.

**\*\*Attach 2+2 FORM HERE\*\***

Office of Primary Responsibility: \_\_\_\_\_

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**NOTE:** The **red type** signifies **legally advised** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Lassen College Policy 6445 titled Credit By Examination adopted on 11/18/80 and revised on 5/5/87, 2/25/97, 6/23/98, and 8/12/08. The information in **blue type** is additional language to consider including in this procedure.

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**Date Approved:**  
(Replaces current Lassen College Policy  
6445)

## Legal Citation for AP 4235 Credit by Examination

Cal. Admin. Code tit. 5 Section 55050

5 CCR § 55050

Cal. Admin. Code tit. 5, § 55050

TITLE 5. EDUCATION  
DIVISION 6. CALIFORNIA COMMUNITY COLLEGES  
CHAPTER 6. CURRICULUM AND INSTRUCTION  
SUBCHAPTER 1. PROGRAMS, COURSES AND CLASSES  
ARTICLE 5. ALTERNATIVE METHODS FOR AWARDING CREDIT  
§ 55050. Credit by Examination.

- (a) The governing board of each community college district shall adopt and publish policies and procedures pertaining to credit by examination in accordance with the provisions of this section.
- (b) The governing board may grant credit to any student who satisfactorily passes an examination approved or conducted by proper authorities of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the catalog of the community college.
- (c) The nature and content of the examination shall be determined solely by faculty in the discipline who normally teach the course for which credit is to be granted in accordance with policies and procedures approved by the curriculum committee established pursuant to section 55002. The faculty shall determine that the examination adequately measures mastery of the course content as set forth in the outline of record. The faculty may accept an examination conducted at a location other than the community college for this purpose.
- (d) A separate examination shall be conducted for each course for which credit is to be granted. Credit may be awarded for prior experience or prior learning only in terms of individually identified courses for which examinations are conducted pursuant to this section.
- (e) The student's academic record shall be clearly annotated to reflect that credit was earned by examination.
- (f) Grading shall be according to the regular grading system approved by the governing board pursuant to section 55023, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.
- (g) Units for which credit is given pursuant to the provisions of this section shall not be counted in determining the 12 semester hours of credit in residence required for an associate degree.
- (h) A district may charge a student a fee for administering an examination pursuant to



this section, provided the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901 and 70902, Education Code.



**Community Service**  
**2010 Non- Instructional Program Review**  
**Executive Summary and Prioritized Recommendations**

The mission of Lassen Community College is powerful, visionary and inclusive of the broad community served:

*Lassen Community College provides outstanding programs for all those pursuing higher education goals. These programs include a wide range of educational opportunities including transfer degrees and certificate programs economic and workforce development, basic skills instruction, and support services that ensure students succeed at the post-secondary level. They also include non-credit and community service courses and programs that enhance the community culturally, civically and socially. The college serves the community, both on campus and in the outreach centers in its effort to build intellectual growth, human perspective and economic potential.*

The Community Service Program addresses those courses and programs that enhance the community culturally, civically and socially. These courses and programs help the college achieve the level of leadership set forth by the Governing Board in the College's Vision to:

- Be an Academic Leader by ensuring Quality and Student Success
- Be an Educational Leader by expanding Outreach and Student Access
- Be a Trusted Steward by providing capable Leadership and Accountability
- Be an Economic and Workforce-Development Leader for the Community
- Be a Cultural Leader in the Community
- Be a Civic and Social Leader in the Community

An analysis of Community Service courses over the last three years indicates course success, faculty satisfaction and institutional fiscal responsibility for those offerings. In an era of budget constraints and tightening expectations regarding apportionment-supported credit coursework, the Community Service Program offers a viable mechanism for the college to fully achieve its purpose and be responsive to the educational needs of the community.

Student learning outcomes for those courses and programs delivered via Community Service are:

1. Increase student awareness of and interest in pursuing Life Long Learning.
2. Increase student return to and participation at Lassen College in personal enrichment and professional development.
3. Increase the College's visibility, credibility and impact within the community as a result of the Community Service Program.

## **B. Recommendations from Sections 1-6 (Prioritized)**

### **Planning and Assessment**

1. Examine LCC's credit courses that may translate appropriately to Community Service offerings and schedule accordingly.
2. Implement a community needs assessment to determine the alignment of the college's capacity to offer Community Service courses and programs with community needs.
3. Review the curricular offerings in Community Service to determine the variety of courses that best meet the needs of the community within the existing constraints of available qualified instructors.
11. Track student participation and return data and assure the use of these data in ongoing program improvement.
12. Track budget to assure no impact to positive impact on District resources. Utilize fiscal impact in planning for Community Service program growth.
13. Research and identify best practices in Community Service Programs delivery. Pilot appropriate projects to implement these best practices in courses and programs and assess impact on participation and return rates.
14. Implement a recruitment effort to determine an instructor pool for Community Service courses and programs.
16. Implement a standard course evaluation protocol to assure participants' learning needs are met.
17. Create a Community Service Plan to assure the alignment of the program with the mission and vision of the college and the needs of the community.
19. Assess the college's visibility through a community impact study.

### **Training**

10. Train Community Service faculty to assure implementation of sound instructional practice in the delivery of Community service courses and programs.
15. Implement online faculty training for all off-campus faculty teaching at outreach locations.

### **Operational Procedures**

4. Examine the workflow processes of the program and centralize functions as appropriate.
7. Create a Community Service course schedule and market courses widely, timely and appropriately.
8. Develop a communication protocol across all campus employees to assure accurate information related to facility and equipment usage is available for all Community Service courses.
18. Consider and adopt an appropriate software package for managing the Community Service Program.

## **Staffing**

5. Assure a knowledgeable point of contact for Community Service offerings in the Office of Instruction.
6. Similarly assure a point of contact for fee payments in the Business Office, and Independent Contractor hiring procedures in Human Resources.

## **Student Support**

9. Develop a communication protocol across all campus employees to assure students receive accurate information related to Community Service courses.