

Consultation Council/Strategic Planning Committee Minutes
July 7, 2011

Present

Shelly Baxter (management)
Sandy Beckwith (Lead Counselor – faculty)
Carie Camacho (Div Chair -faculty)
Kayleigh Carabajal (Acting President)
Dave Clausen (Dean of Admin Services)
Marshel Couso (management)

Phil Horner (classified)
Jeff Lang (classified)
Sue Mouck (Accreditation Liaison -faculty)
Eric Rulofson (Chair/ Facilities Planning)
Ross Stevenson (Div Chair-faculty)
Cary Templeton (Dean of Student Services)

Absent

ASB Representative
Cheryl Aschenbach (AS/Div Chair-faculty)
Colleen Baker (Div Chair-faculty)
Terry Bartley (management)

Logan Merchant (Chair/IT Planning)
Carol Montgomery (classified)

Guest

Kim Clain (classified)
Sandra Jonas (classified)

Matt Levine (management)

With a quorum present, the meeting began at 9:35 am.

Consultation Council:

1. Final Review of July 12, 2011 Governing Board Agenda (Information)

Dr. Kayleigh Carabajal asked for questions concerning the Governing Board agenda. The absence of the Personnel Consent agenda was noted and Dr. Carabajal offered to have copies delivered to the meeting with an opportunity for questions later. After the arrival of copies of the Personnel Consent agenda there were no questions.

2. Initial Review of July 26, 2011 Governing Board Planning Retreat Agenda (Information)

Dr. Kayleigh Carabajal stated that the Governing Board participates in two planning retreats annually. The agenda for the planning retreat on July 26, 2011 will include an overview of the planning process as it occurs at Lassen Community College. She noted that there are two new board members, who are unfamiliar with the planning process. Dr. Carabajal will provide the board members with copies of the annual fact book in addition to census data. Following the overview of the planning process and presentation of updated data, the board will be provided with an opportunity to recommend changes to the Strategic Plan proposed by the Strategic Planning Committee. The discussion related to item #1 under Strategic Planning below.

3. Review of Board Policies – Chapter 4 (Consultation)

Following a discussion of revisions to the mission and vision statement, the committee considered the board policies and administrative procedures from Chapter 4 forwarded by the Academic Senate. **By consensus Consultation Council forwarded the following board policies to the subcommittee of the Governing Board: BP 4000 – Instructional Programs, BP 4010 – Academic Calendar, BP 4020 -Program, Curriculum, and Course Development, BP 4022 -Program and Course Approval, BP 4025 – Philosophy and Criteria for Associate Degree and General Education, BP 4030 – Academic Freedom, BP 4040 – Library and Other Instructional Support Service, BP 4060 – Delineation of Functions Agreement, BP 4070 – Auditing and Auditing fees, BP 4080 – Class Size, BP 4090 - Guest Speakers, BP 4100 -Graduation Requirements for Degrees and Certificates, BP 4110- Honorary Degrees, BP 4220 -Standards of Scholarship, BP 4226 – Multiple and Overlapping Enrollments, BP 4230 – Grading and Academic Record Symbols, BP 4231 – Grade Changes, BP 4235 – Credit by Examination, BP 4240- Academic Renewal, BP 4270 – Acceptance of Upper Division Coursework, , BP 4400 – Community Services Programs. By consensus Consultation Council adopted the following administrative procedures effective the day following the Governing Board adoption of the companion board policy: AP 4000 – Instructional Programs, AP 4010 – Academic Calendar, AP 4020 -Program, Curriculum, and Course Development, AP 4022 -Program and Course Approval, AP 4025 – Philosophy and Criteria for Associate Degree and General Education, AP 4026 – Philosophy and Criteria for International Education, AP 4030 – Academic Freedom, AP 4040 – Library and Other Instructional Support Service, AP 4060 – Delineation of Functions Agreement, AP 4070 – Auditing and Auditing fees, AP 4100 -Graduation Requirements for Degrees and Certificates, AP 4102 – Career/Technical Program, AP 4105 – Distance Education, AP 4110- Honorary Degrees, AP 4220 -Standards of Scholarship, AP 4222- Remedial Coursework, AP 4226 – Multiple and Overlapping Enrollments, AP 4227 – Repeatable Courses, AP 4228 – Course Repetition- Significant Lapse of Time, AP 4229 – Course Repetition- Variable Units, , AP 4230 – Grading and Academic Record Symbols,**

AP 4231 – Grade Changes, AP 4232 – Pass/No Pass, AP 4235 – Credit by Examination, AP 4240- Academic Renewal, AP 4400 – Community Services Programs, AP 4500 – Student Publications and AP 4610 – Instructional Services Agreements. AP 4005 – Enrollment Management was forwarded to the Academic Planning Committee for review. BP 4300 and AP 4300– Field Trips and Excursions were forwarded to the Dean of Administrative Services to review for need for a waiver of liability. [very lengthy files attached]

4. Adoption of BP and AP 6750 – Parking (Consultation)

Sandy Beckwith and Eric Rulofson added proposed language to BP and AP 6750 – Parking as a result of a previous discussion at Consultation Council. By consensus Consultation Council forwarded the recommended change to BP 6750 – Parking to the subcommittee of the Governing Board for their consideration. By consensus Consultation Council adopted the revised AP 6750- Parking, effective the day following the Governing Board adoption of the revised companion board policy.

5. Personnel Update (Information) – Administration

Dave Clausen provided an update of the status of the staffing of vacant positions in this years budget (handout attached).

Strategic Planning:

1. 2011-2012 Strategic Plan – Mission Statement, Vision Statement, Strategic Goals (Consultation)

Dr. Kayleigh Carabajal led the group in a discussion of the mission statement. She identified that the mission statement is one component of the Strategic Plan, which should periodically be reviewed and revised by the Governing Board. Previously the Governing Board revised the mission statement based upon the recommendations from the Strategic Planning Committee. Dr. Carabajal provided the group with the handout utilized in 2007, the last time the mission statement was revised. She further indicated that, the content of the college mission statement is guided by ACCJC Standard 1: Institutional Mission and Effectiveness. The mission statement should identify the population that the college serves, the focus on student learning and the purpose of the college. With the shift in focus of community colleges to their core functions: transfer, vocational and basic skills education as a result of the current economic climate, Dr. Carabajal suggested that revisions to the mission statement would be appropriate. A lengthy discussion with numerous suggestions followed. By consensus, the group ultimately agreed to recommend:

Lassen Community College provides outstanding programs for all those pursuing higher education goals. These core programs include a wide range of educational opportunities including transfer degrees and certificates, programs, economic and workforce development, and 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 students, the community, both on campus and in the outreach areas ~~enters~~ in its effort to build intellectual growth, human prospective and economic potential.

The group then turned their attention to the existing vision statement. Previous discussions had suggested that “an” be replaced with “the” in the majority of statements. The group was generally in agreement with this suggestion although some concern about the perception by other educational institutions in the community that we are the leader. It was articulated that Lassen Community College is the only institution for higher education in the community and that a vision statement is an articulated goal or aspiration. It was also suggested that an additional bullet be added identifying Lassen Community College want to become the model of a highly efficient self-sustaining rural community college. In current difficult economic times. pressure is mounting to consolidate small rural colleges. By consensus, the group agreed to recommend:

- *Be ~~an~~ the Academic Leader by ensuring Quality and Student Success*
- *Be ~~an~~ the Educational Leader by expanding Outreach and Student Access*
- *Be a Trusted Steward by providing capable Leadership and Accountability*
- *Be ~~an~~ the Economic and Workforce Development Leader for the Community*
- *Be ~~a~~ the Cultural Leader in the Community*
- *Be ~~a~~ the Civic & Social Leader in the Community*
- *Become the Model of a highly efficient self-sustaining Rural Community College*

2. Selection of Participants for Board Planning Retreat – July 26, 2011 (Consultation)

Dr. Kayleigh Carabajal suggested that two representatives from the Strategic Planning Committee attend the Governing Board Planning Retreat. Joint involvement by the Governing Board and representatives from Strategic Planning will improve communication relating to institutional planning. She suggested that Sue Mouck as chair of Strategic Planning Committee and Cheryl Aschenbach as the Academic Senate representative to the Strategic Planning Committee and a division chair participant on the Academic Planning Committee would be appropriate representative. **Consultation Council/Strategic Planning Committee agreed to the appointments by consensus.**

Information:

Consultation Council Summer Meeting Schedule (Consultation)

Thursday, July 28, 2011 – 1:30 pm

Other:

Update on Com.P.Act moves:

Dr. Kayleigh Carabajal, Dave Clausen and Cary Templeton provided updates on moves contained within the COM.P.ACT, which are scheduled for summer and fall 2011. The intent to minimize cost and retain existing flexibility in the various buildings was articulated. A spreadsheet with proposed timeline and approximate cost was provided (attached). The timeline is extremely uncertain because of the need to hire contractors who are particularly busy this time of year. Additionally, proposed floor plans of the Business Office, Cafeteria and Student Services were provided. Attendees provided questions and suggestions concerning several of the proposed room changes. Concerns about cooking and books in the same area were expressed. The council was reminded that the food services in the new cafeteria will be very different from the current cafeteria. Food will be primarily pre-packaged, the grill will not be in use. Additionally, the arrangement of the bookstore will be very different. There will be no stacks of books, rather individuals will request books, which will be packaged and made available. The temporary nature of the proposal was emphasized. The partitions used will be movable and temporary at this time. If the plan works are intent more permanent partitions can be provided in the future. Concerns about traffic flow in student services were expressed as well as continuing concerns about confidentiality issues.

Book Loan Rental Program:

Ross Stevenson expressed concern that the book loan/rental program be up and running by the first day of the fall semester (August 19, 2011). He also expressed concern about the status of the current book inventory. Dave Clausen will assume responsibility for making sure the books are available by the start of school.

The meeting adjourned at 11:40 am

Future Agendas:

- 1. Initial Review of August 9, 2011 Governing Board Agenda (Information) – July 28, 2011 - Bill Studt**
- 2. Plan for Work Study Allocation for 2011-2012 (Information)– Cary Templeton**
- 3. Administrative Services (Duplicating, Purchasing, Logistics, Fiscal Services) NIPR (Information) – September 2011– Dave Clausen**
- 4. Contract Education NIPR (Information) – September 2011– Dr. Kayleigh Carabajal**
- 5. Instructional Services (Learning Center) NIPR (Information) – September 2011**
- 6. Information Technology NIPR (Information) – September 2011– Dr. Kayleigh Carabajal**
- 7. Social Science IPR (Information) – September 2011– Cheryl Aschenbach**
- 8. Automotive Technology IPR (Information) – unknown– Cheryl Aschenbach**
- 9. Fire Technology IPR (Information) – September 2011– Cheryl Aschenbach**
- 10. Gunsmithing IPR (Information) – September 2011– Cheryl Aschenbach**
- 11. Human Services IPR (Information) – unknown– Cheryl Aschenbach**
- 12. Journalism IPR (Information) – September 2011– Cheryl Aschenbach**
- 13. Vocational Nursing IPR (Information) – September 2011– Cheryl Aschenbach**
- 14. Welding Technology IPR (Information) – September 2011– Cheryl Aschenbach**
- 15. Selection and Hiring Manual – September 2011**

BP 4000 INSTRUCTIONAL PROGRAMS

References:

No references

❖ From current Lassen College Policy 6000 titled Instructional Programs

The Lassen Community College District exists to meet the educational needs of its students. To meet these needs the college pursues excellence in the following areas:

- Providing counseling, guidance, and support services to students in order that they may recognize their special abilities, needs, and interests.
- Offering courses designed to provide comprehensive lower division instruction for students planning to transfer to a four-year institution as well as courses designed to contribute to the development of a broadly educated person who understands the need to gain self-knowledge, to perceive relationships among the individual, society, and the natural world, and to make sound judgments about relative values.
- Offering vocational programs and courses designed to provide skills necessary to a successful career in a vocational or technical field, and to assist those already employed to improve their skills or to train for another career.
- Offering pre-collegiate courses designed to provide opportunities to acquire and improve basic learning skills.
- Offering non-credit courses designed to provide life-long learning in areas of parenting, citizenship, health and safety, occupational training, and home economics, and to give educational opportunities to older adults and the disabled.
- Offering short-term, fee-based, not-for-credit community service courses to provide the surrounding community with opportunities for cultural enrichment, social and recreational activities, and academic and practical information to promote the quality of life.

Office of Primary Responsibility: _____

NOTE: The wording in **black ink** is from current Lassen College Policy 6000 titled Instructional Programs adopted on 5/5/87 and revised on 6/23/98 and 8/12/08. The information in **blue type** is additional language to consider including in this policy.

Date Adopted:

(This is current Lassen College Policy 6000 – just re-numbered)

Academic Affairs
Senate Approved 11/16/10
Consultation Council Approved 7/7/11

AP 4000 INSTRUCTIONAL PROGRAMS

References:

No references

- ❖ **From current Lassen College Policy 6300 titled Supervision of Instructional Programs and Activities**

All instructional services and activities conducted on the campus or at other sites will be governed by the policies and regulation of the Lassen Community College District. The instructional program is under the direct supervision of the Chief Instructional Officer.

- ❖ **From current Lassen College Policy 6700 titled Student and Staff Complaints**

All complaints concerning instruction, grading, equipment, books and/or materials shall be directed to the Chief Instructional Officer.

Office of Primary Responsibility: _____

NOTE: The wording in **black ink** is from current Lassen College Policy 6300 titled Supervision of Instructional Programs and Activities adopted on 5/5/87 and revised on 6/23/98 and 8/12/08 and Policy 6700 titled Student and Staff Complaints adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(This is current Lassen College Policies 6300 and 6700 – just re-numbered)

Academic Affairs
No Senate Approval: Senate recommends sending to APC

AP 4005 ENROLLMENT MANAGEMENT

References:

No references

❖ **From current Lassen College Policy 2120 titled Enrollment Management**

The management of enrollments shall be a shared responsibility between the Associate Dean of Student Services and the Dean of Instructional Services. A timeline of enrollment activities shall be presented to the Board annually along with quarterly reports on current and projected enrollment.

❖ **From current Lassen College Policy 3230 titled Minimum Enrollment Standards**

Note: The Community College League Policy and Procedure Consultant, Dr. Jane Wright, originally placed current Lassen Policy 3230 titled Minimum Enrollment Standards in the draft of new AP 6300 titled Fiscal Management. The language in this Lassen Policy on Minimum Enrollment Standards touches on both areas of Enrollment Management as well as Fiscal Management. This policy has been inserted here for consideration as to whether it actually belongs in this procedure(?) or in AP 6300.

It shall be the policy of the District to only offer those classes that are educationally and financially beneficial to the District. Classes having insufficient enrollment, based upon direct and indirect costs, as determined by the Dean of Administrative Services, shall be cancelled by the Office of Instruction. The Superintendent/President shall be provided the authority to waive this policy when it is determined that special educational circumstances exist that warrant the continuation of the class.

Office of Primary Responsibility: _____

NOTE: The wording in **black ink** is from current Lassen College Policy 2120 titled Enrollment Management adopted on 11/4/06 and Policy 3230 titled Minimum Enrollment Standards adopted on 12/19/06. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(This is current Lassen College Policies 2120 and 3230 – just re-numbered)

Proposed Lassen Community College District Policy CCLC No. 4010

Academic Affairs

Approved by Senate 5/18/11

Consultation Council Approved 7/7/11

BP 4010 ACADEMIC CALENDAR

Reference:

Education Code Section 70902(b)(12)

Note: *The work year calendar is a mandatory subject of bargaining under Government Code Sections 3540 et seq. and must be negotiated in those districts where the faculty are represented by an exclusive representative and negotiate a collective bargaining agreement.*

Following the procedure outlined in The Contract Between the Lassen College Faculty Association (LCFA) and Lassen Community College District (LCCD) and AP 4010 Academic Calendar, the Superintendent/President shall submit an academic calendar to the Board for approval.

Office of Primary Responsibility: Office of Superintendent/President

NOTE: *The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including.*

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4010

**Academic Affairs
Approved by Senate 5/19/11
Consultation Council Approved 7/7/11**

AP 4010 ACADEMIC CALENDAR

References:

Education Code Sections 79020 and 84890;
Title 5 Sections 55002.5, 55700 et seq. and 58142

❖ **From current Lassen College Policy 6200 titled College Terms**

The academic year shall consist of at least 177 days of instructional and staff development days, including two days designated for staff in-service. The District may hold summer session(s) and other short-term sessions that shall provide for student instructional time, equivalent on a per credit-hour basis with that provided during a regular academic semester.

❖ **From current Lassen College Policy 6250 titled Academic Calendar**

An equal number of representatives designated by the LCFA and the Superintendent/President shall annually convene no later than October 31 to consider and recommend the District's Academic Calendar for the following year in accordance with the regulations set forth by the Board of Governors

of the California Community Colleges. The committee's recommendation will be forwarded to the Superintendent/President no later than February 1.

The Superintendent/President shall submit the resulting calendar to the Lassen Community College District Governing Board by the first regular meeting in April.

❖ **From current Lassen College Policy 6390 titled Final Exams**

Final examinations shall be scheduled during the last week of each semester or session (including summer sessions). Final exams are required in all degree applicable lecture courses. Final exams are optional in degree applicable laboratory and activity courses, non-degree applicable courses and noncredit courses.

❖ **From current Lassen College Policy 6255 titled Flexible Calendar**

In accordance with Education Code Section 84890, Lassen Community College District authorizes the offering of classes under a "flexible calendar."

The academic year shall consist of a total of 177 instruction and staff development days, including two days designated for staff in-service. To ensure that all courses have the minimum number of teaching days, the academic calendar shall reflect sixteen (16) teaching days Monday through Saturday.

The Governing Board may designate an amount of time during each fiscal year to be used for staff development activities not to exceed fifteen (15) days. The time designated for these activities shall be known as "flex time." The activities of all faculty during the designated flex days are to be directed toward instructional improvement activities such as the following:

- a) Course instruction and evaluation;
- b) Staff development, in-service training, and instructional improvement;
- c) Program and course curriculum or learning resource development and evaluation;
- d) Related activities, such as student advising, guidance, orientation and matriculation services;
- e) Conferences, workshops, and institutional research;
- f) Other duties as approved by the District.

~~References: Education Code Section 84890; Title V Section 55720 – 55732~~

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Lassen College Policy 6200 titled College Terms adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08; Policy 6250 titled Academic Calendar adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08; Policy 6255 titled Flexible Calendar adopted on 2/20/87 and revised on 4/18/89, 6/23/98, and 8/12/08; and Policy 6390 titled Final Exams adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(Replaces current Lassen College Policies 6200, 6250, 6255, and 6390)

Proposed Lassen Community College District Policy CCLC No. 4020

Academic Affairs

Approved by Senate 2/17/11

Consultation Council Approved 7/7/11

BP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:

Education Code Sections 70901(b), 70902(b), 78016;
Title 5 Sections 51000, 51022, 55100, 55130, and 55150

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. The Superintendent/President shall establish procedures for the development and review of all curricular offerings, including their establishment, modification, or discontinuance.

Furthermore, these procedures shall include:

16. appropriate involvement of the faculty and Academic Senate in all processes;
17. regular review and justification of programs and course descriptions;
18. opportunities for training for persons involved in aspects of curriculum development; and
19. consideration of job market and other related information for career and technical programs.

All new programs and program deletions shall be approved by the Board of Trustees.

All new programs shall be submitted to the State Chancellor's Office for approval as required.

Individual degree-applicable credit courses offered as part of a permitted educational program shall be approved by the Board of Trustees. Non-degree applicable credit and degree-applicable courses that are not part of an existing approved program must satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board of Trustees.

❖ From current Lassen College Policy 6015 titled Curriculum Development

Under the direction of the Superintendent/President, and in conjunction with the Curriculum/Academic Standards Committee the Chief Instructional Officer shall formulate procedures for curriculum development, review, and evaluation. Curriculum recommendations are approved by the Curriculum/Academic Standards Committee and are recommended to the Academic Senate. The Academic Senate shall make recommendations to the Governing Board for the approval of all programs and courses offered at the college.

Items concerning Academic Standards are also approved by the Curriculum/Academic Standards Committee and are recommended to the Academic Senate prior to forwarding to the Chief Instructional Officer.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The wording in **black ink** is from current Lassen College Policy 6015 titled Curriculum Development adopted on 5/5/87 and revised on 6/23/98 and 8/12/08. The information in **blue type** is additional language to consider including.

Date Adopted:

(Replaces current Lassen College Policy 6015)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4020

Academic Affairs

Approved by Senate 2/17/11

Consultation Council Approved 7/7/11

AP 4020 PROGRAM, CURRICULUM, AND COURSE DEVELOPMENT

References:

[Title 5 Sections 51021, 55000 et seq., 55100 et seq., 55253, and 55256.5;](#)
[ACCJC Accreditation Standard II.A](#)

Procedures for program and curriculum development and required forms are available in the Curriculum/Academic Standards Committee Handbook, which is updated annually. The Handbook is available in the Office of Instruction.

❖ **From current Lassen College Policy 6020 titled Courses and Classes**

Lassen Community College District is a comprehensive community college that seeks to fulfill the educational needs of its students. It offers the following types of instruction:

1. Credit courses, which meet the following minimum qualifications:
 - a. recommended through the established curriculum process and have been approved by the Governing Board;
 - b. taught by an instructor certified as meeting the minimum qualifications for faculty established by the Board of Governors of the California Community Colleges;
 - c. taught in accordance with a set of instructional course objectives, identified on the course outline of record;
 - d. provide for measurement of student performance in terms of the stated student learning outcomes and culminate in a formal grade based upon uniform standards;

- e. grant units of credit based upon the specified relationship between units assigned and hours of lecture and laboratory (~~see Board Policy 6210~~);
 - f. are available for credit to those students who have met the prerequisites;
 - g. allow repeated enrollment only as permitted by the provisions of Title 5, Section 58161, California Code of Regulations;
 - h. can be audited, as approved through [the Board Policy on auditing. #5120](#)
2. Noncredit courses which meet the following requirements:
 - a. are in one of the following subject areas allowed by the State Education Code: parenting, citizenship, health and safety, occupational training, and home economics, and have been approved by the Governing Board and the Chancellor's Office of California Community Colleges
 - b. taught by an instructor certified as meeting the minimum qualifications for faculty established by the Board of Governors of the California Community Colleges
 - c. are conducted in accordance with the course outline of record, which specifies scope, course objectives, student learning outcomes, content, methods of instruction, and methods of evaluation student learning outcomes.
 3. Not- for-Credit Community services classes, which meet the following requirements:
 - a. provide subject matter, content and teaching methods appropriate for enrolled students and have been approved the Governing Board;
 - b. are offered at no cost to the district and a fee is assessed to cover cost of instruction and administrative overhead.

❖ **From current Lassen College Policy 6210 titled Unit of Academic Credit**

The Carnegie Unit, or unit of academic credit, is the semester unit or semester hour. Its use is in conformance with universal academic practice in American colleges and universities.

One semester unit is a minimum of units with one of the following options:

- One class-hour of recitation or lecture per week for the 16 to 18 week semester, with at least two hours of study being expected in preparation for each hour of recitation or lecture, or
- Two class-hours per week in certain activity type courses (e.g. art, music and other areas) with at least one additional hour of outside preparation being expected for each two hours of class work, or
- Three to four class-hours per week of laboratory work and physical education.
- Ten class-hours per week in intercollegiate competitive activity type courses (e.g. athletics and rodeo).

One student contact hour is counted for each unit of Work Experience credit in which a student is enrolled during any census period. Each seventy-five (75) hours of paid work equals one unit of semester credit. Each sixty (60) hours of non-paid work equals one unit of semester credit.

Removal suggested because of inconsistency with the AP titled Program, Curriculum, and Course Development.

❖ ~~From current Lassen College Policy 5170 titled Definitions of Student Status~~

~~Definitions of Student Status~~

- ~~Full-Time Student~~— A student enrolled for 12 or more units of credit.
- ~~Part-Time Student~~— A student enrolled for fewer than 12 units of credit.

❖ ~~From current Lassen College Policy 6320 titled Course Syllabi~~

~~A course syllabus, consistent with the course outline of record, must be submitted to the Office of Instruction prior to the end of the first week of instruction each semester. The Office of Instruction will maintain the syllabus file in a manner similar to that used for the course outlines of record.~~

~~Freedom is granted to faculty members in determination of student course requirements, student performance evaluations, the final examination and course structure requirements as long as requirements outlined in the approved course outline are met. The format may vary; however, all syllabi must contain the following minimum requirements:~~

- ~~Course Title and Number~~
- ~~Current Semester and Year~~
- ~~Instructor Name~~
- ~~Instructor Contact Information (e.g. phone, email)~~
- ~~Telephone Number~~
- ~~Times available to consult with students (e.g. posted office hours)~~
- ~~Description/Student Learning Outcomes~~
- ~~Course Objectives~~
- ~~Required Assignments~~
- ~~Grading Criteria/Scale~~
- ~~Textbook Requirements~~
- ~~Attendance Policy~~
- ~~Key Dates (e.g. dates for mid-term exams, term papers and field trips)~~

Also see AP 4103 titled [Work Experience](#)

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Lassen College Policy 6020 titled Courses and Classes adopted on 5/5/87 and revised on 6/23/98 and 8/12/08; Policy 6210 titled Unit of Academic Credit adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08; Policy 5170 titled Definitions of Student Status adopted on 9/20/76 and revised on 3/17/87, 11/10/98, and 6/27/06; and Policy 6320 titled Course Syllabi adopted on 11/9/99 and revised on 6/27/06 and 8/12/08. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(Replaces current Lassen College Policies 6020, 6210, 5170, and 6320)

Proposed Lassen Community College District Policy CCLC No. 4022

Academic Affairs

BP 4022 PROGRAM AND COURSE APPROVAL

References:

Education Code Section 70901;
Title 5 Sections 55002, 55100, 55130, and 55150

❖ From current Lassen College Policy 6010 titled Program and Course Approval

Programs

Each program to be offered by Lassen Community College District shall be approved by the Chancellor's Office of the California Community Colleges before the program is offered. Once an educational program has been approved, the Governing Board shall approve individual courses ~~which are~~ offered as part of the approved program upon the recommendation of the Academic Senate in accordance with established procedures for curriculum development.

Courses

The Chancellor's Office of the California Community College delegates the authority to the Governing Board to approve individual courses which are not part of an approved program. All credit courses locally approved under the delegation of state powers must meet the relevant state standards. The Governing Board shall approve courses upon the recommendation of the Academic Senate in accordance with established procedures for curriculum development.

Following Governing Board approval of non-credit courses upon recommendation of the Academic Senate in accordance with established procedures for curriculum development, each non-credit course shall be approved by the Chancellor's Office of the California Community Colleges before the course is offered.

Office of Primary Responsibility: _____

NOTE: The wording in **black ink** is from current Lassen College Policy 6010 titled Program and Course Approval adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08. The information in **blue type** is additional language to consider including in this policy.

Date Adopted:

(This is current Lassen College Policy 6010 –
just re-numbered)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4022

**Academic Affairs
Approved by Senate 2/17/11**

AP 4022 PROGRAM AND COURSE APPROVAL

Reference:

[Title 5 Section 55100](#)

Information about required forms as well as further explanation of processes and timelines is included in the Curriculum/Academic Standards Committee Handbook which is updated annually.

Note: This procedure applies to the processes for approving individual credit and non-credit courses. Local practice may be inserted, but must address the following requirements of Title 5 Section 55100.

- Procedures for submitting for Board of Trustees approval individual degree-applicable credit courses offered as part of an educational program approved by the State Chancellor's Office.
- Procedures for course approval of non-degree-applicable credit courses and degree-applicable credit courses that are not part of a permitted educational program must address at least the following:
 - These courses must be approved by the curriculum committee;
 - The individuals on the curriculum committee must have received the training provided for in Title 5 Section 55100;
 - Unless modified to properly address the reasons for denial, no courses may be offered that were previously denied separate approval by the State Chancellor's Office;
 - Students may only count a limited amount of semester or quarter units approved toward satisfying the requirements for a certificate or completion of an associate degree;
 - Regulatory limits on the number of courses that may be linked to one another by prerequisites or co-requisites; and
 - All courses approved must be reported to the State Chancellor's Office.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Academic Affairs
Approved by Senate 3/24/11
Consultation Council Approved 7/7/11

BP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE & GENERAL EDUCATION

References:

[ACCJC Accreditation Standard II.A.3;](#)
[Title 5 Section 55061](#)

[Courses that are designated to fulfill the general education and depth requirements shall meet the following philosophy.](#)

Lassen Community College offers a breadth of courses that are intended to prepare students to think and communicate clearly and effectively; to use mathematics; to understand the roles of inquiry in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems;; and to develop the capacity for self-understanding. These courses will give students sufficient depth in a field of knowledge to contribute to lifetime interests as well as give the student the tools to navigate through complex life experiences.

General education, included in the Associate Degree, is designed to introduce students to a variety of means to comprehend the modern world. This experience will assist students in their evaluation and appreciation of the physical environment, the culture, and the society in which they live.

The criteria used to determine inclusion in the Associate Degree and General Education offerings includes those classes that foster understanding and evaluation of the natural sciences, social and behavioral sciences, humanities, language and rationality, and physical health and activities.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

Procedure

Academic Affairs
Approved by Senate 3/24/11
Consultation Council Approved 7/7/11

AP 4025 PHILOSOPHY AND CRITERIA FOR ASSOCIATE DEGREE & GENERAL EDUCATION

References:

[Title 5 Section 55061:](#)
[ACCJC Accreditation Standard II.A.3](#)

Lassen Community College offers a breadth of courses that are intended to prepare students to think and communicate clearly and effectively; to use mathematics; to understand the roles of inquiry in the major disciplines; to be aware of other cultures and times; to achieve insights gained through experience in thinking about ethical problems;; and to develop the capacity for self-understanding. These courses will give students sufficient depth in a field of knowledge to contribute to lifetime interests as well as give the student the tools to navigate through complex life experiences.

General education, included in the Associate Degree, is designed to introduce students to a variety of means to comprehend the modern world. This experience will assist students in their evaluation and appreciation of the physical environment, the culture, and the society in which they live.

The criteria used to determine inclusion in the Associate Degree and General Education offerings includes those classes that foster understanding and evaluation of the natural sciences, social and behavioral sciences, humanities, language and rationality, and physical health and activities.

Lassen Community College programs are consistent with the institutional mission, purposes, demographics, and economics of the community it serves.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(This is a new procedure recommended by the League and the League's legal counsel)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4026

AP 4026 PHILOSOPHY AND CRITERIA FOR INTERNATIONAL EDUCATION

Reference:

Education Code Section 66015.7

*Note: This procedure is **optional**. AB 1342 amended the Education Code to encourage districts to engage in international education as resources permit. Local practice may be inserted.*

International education should encourage programs that support learning about other cultures, global issues, and the exchange of Californians and international students and scholars, such as:

- Develop courses of study in as many fields as possible to increase students' understanding of global issues and cultural differences.
- Offer courses in languages other than English to train students to communicate effectively in other cultures and to enhance their understanding of other nations' values.
- Provide opportunities for domestic and international students to interact effectively and routinely share their views, perceptions, and experiences in educational settings.
- Develop innovative public educational forums and venues to explore global issues and showcase world cultures.

For international students and scholars:

- Encourage the presence of qualified students from other countries with sufficient geographic diversity to inspire an appreciation for differences among cultures and a deeper understanding of the values and perspectives of other people.
- Recruit and retain the world's best and brightest faculty to educate California's students as globally competent citizens.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **optional** language **suggested as good practice** by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Lassen Community College District Policy CCLC No. 4030

Academic Affairs

BP 4030 ACADEMIC FREEDOM

References:

[ACCJC Accreditation Standard II.A.7;](#)
[Title 5 Section 51023;](#)

Education Code Sections 51500, 51501, 51510, 51511, 51512, and 51530

❖ From current Lassen College Policy 6800 titled Academic Freedom

The Lassen Community College District Governing Board recognizes that academic freedom is necessary to the pursuit of truth and supports the principles of academic freedom enunciated in the American Association of University Professors (AAUP) and the Association of American Colleges and Universities ethics statement. The Academic Senate of Lassen Community College adopted the AAUP 1940 Statement of Principles on Academic Freedom and the 1987 AAUP Statement on Professional Ethics.

❖ From current Lassen College Policy 4116.1 titled Academic Freedom

The teacher must be free to think and express ideas, free to select and employ materials and methods of instruction, free from undue pressures of authority, and free to act within the teachers' professional group. Such freedom should be used judiciously and prudently to the end that it promotes the free exercise of intelligence and student learning.

Academic freedom is not an absolute. It must be exercised within the law and the basic ethical responsibilities of the teaching profession. Those responsibilities include:

1. An understanding of our democratic tradition and its methods.
2. A concern for the welfare, growth, maturity, and development of students.
3. The method of scholarship.

Additional information regarding Academic Freedom at Lassen Community College is available in *The Contract Between Lassen College Faculty Association (LCFA) and Lassen Community College District (LCCD)* and the *Lassen College Faculty Handbook*.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Lassen College Policies 4116.1 titled Academic Freedom adopted on 7/5/77 and revised on 8/4/87 and 12/12/00 and 6800 titled Academic Freedom adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08. The information in **blue type** is additional language to consider including.

Date Adopted:

(Replaces current Lassen College Policies)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4030

Academic Affairs

No Senate Approval: Senate does not recommend the AP 12/7/10

AP 4030 ACADEMIC FREEDOM

References:

Title 5 Section 51023;
ACCJC Accreditation Standard II.A.7

Note: This procedure is **optional** as long as there is a Board Policy in place which complies with Title 5 and the accreditation standard. Local practice may be inserted here to implement Board Policy, if necessary.

Office of Primary Responsibility: _____

NOTE: This procedure is **suggested** as **good practice**. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(This is a new procedure recommended by the League and the League's legal counsel)

Proposed Lassen Community College District Policy CCLC No. 4040

Academic Affairs

Senate Approved 11/16/10

Consultation Council Approved 7/7/11

BP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES

References:

Education Code Section 78100;
Accreditation Standard II.C;

The District shall have library services that are an integral part of the educational program and meet the standards of the Accrediting Commission for Community and Junior Colleges.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

AP 4040 LIBRARY AND OTHER INSTRUCTIONAL SUPPORT SERVICES

References:

[Education Code Section 78100;](#)
[ACCJC Accreditation Standard II.C](#)

December 3, 2010

AP 4040 Library and Other Instructional Support Services Reference:
Education Code Section 78100-78103:
Accreditation Standard Two

- I. Library Privileges and Obligations
 - A. Library Privileges: Borrowing privileges are extended to all Lassen Community College employees and emeriti, currently registered Lassen Community College students and Board of Trustees.
 - B. Library Obligations:
 - 1. The borrower is responsible for returning materials on time.
 - 2. Fines may be charged for overdue material.
 - 3. Grades transcripts, diplomas, and registration privileges may be withheld until material is returned and fines paid.
 - 4. In the event library material is lost or destroyed, the borrower may be charged processing fees in addition to the replacement cost of the material.
 - 5. The current fine and fee schedule is posted at the Circulation Desk.
- II. Library resources shall be accessible to all users.
 - A. Students and faculty involved in distance education or off-campus programs shall have electronic access to sufficient library resources to ensure successful completion of their academic course work.
 - B. The libraries shall be open during all terms in which classes are offered.
 - C. Libraries shall operate under the supervision of library faculty during all open hours per California Education Code Section 78100-78103.

III. Library Materials Selection:

- A. The primary function of the Lassen Community College Library is to provide instructional resources and associated support services to the college community, students, faculty and support staff under standards and conditions conducive to the free exercise of intellectual inquiry.
- B. Accordingly, the great majority of materials selected for the Library shall substantially reflect the established curriculum of the college as it is described in the college catalog and other official documents.
- C. The selection policy acknowledges the basic responsibility to provide materials which allow for the free exchange of ideas.
 1. No material will be excluded solely on the basis of frankness of language, or the controversial manner an author may use in dealing with religious, political, sexual, social, economic, scientific, or moral issues.
 2. Attempts to influence what students read and learn may not violate the rights of others nor interfere with the professional responsibilities of the faculty, management and the Board of Trustees, whose judgment on educational matters must remain central.
- D. Additional material will be selected to meet the general educational needs of the students served by the Library.
- E. Within the scope of its philosophy and resources, the Library may augment rather than duplicate those services, materials and functions, which are characteristic of community and public school libraries.
- F. Materials will be:
 1. provided in all media of communication that will enrich and support the curriculum, taking into consideration the students served;
 2. provided objectively (for example, present all reasonable sides of controversial issues) so that students may develop the practice of critical thinking.
- G. Gifts to the Lassen Community College Library are welcome.
 1. The offer of a gift does not imply an obligation to make the gift a part of the permanent collection.
 2. Gifts being considered for addition to the permanent collection will meet the same criteria that govern the selection of purchased items.
 3. All gifts will be reported and accepted as specified in Board Policy 3950, Gifts and Donations.
- H. Authority and responsibility for materials selection lies with the Director of the Library who shall:
 1. Use the standard professional reviewing tools and subject bibliographies appropriate to the two year college for purposes of materials selection and collection development.
 2. Solicit college faculty recommendations and suggestions in the selection of material having specific relevance to respective disciplines.
 3. Assess the annual circulation record of the Library to determine approximate

levels of use for each subject area represented in the collection.

4. Review changes and revisions in the college curriculum, which may affect materials selection in related subject areas.

I. The process of materials selection for the Library shall be governed by those basic principles of intellectual and academic freedom promulgated in the Library Bill of Rights of the American Library Association.

J. Challenged Materials

1. Serious challenges against the merits of materials shall be presented in writing on a Request for Reconsideration of Library Resources form available at the Library Circulation Desk and addressed to the Library Director.
2. The Library Director shall advise the Vice President of Academic Services of the challenge received and the disposition thereof.
3. If the person making the challenge is not satisfied, the challenge will be referred to the Vice President of Academic Services for appropriate action and recommendation to the College President.
4. All decisions may be reviewed by the Board whose decisions are final.

IV. The Lassen Community College District supports the American Library Association's Bill of Rights that affirms both library users' right to read what they choose and the library's responsibility to provide books and materials presenting a variety of points of view. (<http://www.ala.org/ala/issuesadvocacy/intfreedom/librarybill/index.cfm>)

1.

December 3, 2010

Lassen Community College Library

Request for Reconsideration of Library Resources

The Lassen Community College Board of Trustees has delegated the responsibility for selection and evaluation of library/educational resources to the Library Director, and has established reconsideration procedures to address concerns about those resources.

Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Director, Lassen Community College Library

Name _____ Date _____

Address _____ City _____

State _____ Zip _____

Phone _____

Do you represent self? ___ Organization? ___

1. Resource on which you are commenting:

___ Book ___ Textbook ___ Video ___ Display ___ Magazine ___ Library Program

___ Audio Recording ___ Newspaper ___ Electronic Information/Network (please specify): _____

Other _____

Title _____

Author/Producer _____

Publisher _____

2. What brought this resource to your attention?

3. Have you examined the entire resource?

4. What concerns you about the resource? (use other side or additional pages if necessary) Please include reason for objection, and page number of each item to which objection is being made.

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

Adapted from the form Revised by the American Library Association Intellectual Freedom Committee, June 27, 1995.

<http://www.ala.org/ala/issuesadvocacy/banned/challengeslibrarymaterials/essentialpreparation/workbooks/ctn/index.cfm>

Office of Primary Responsibility: _____

NOTE: This procedure is **optional** but is **suggested as good practice** by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Lassen Community College District Policy CCLC No. 4090

Academic Affairs
Senate Approved 3/24/11
Consultation Council Approved 7/7/11

BP 4090 GUEST SPEAKERS

References:

No references

❖ **From current Lassen College Policy 6370 titled Guest Speakers**

Lassen Community College encourages the use of guest speakers as a supplement to classroom instruction.

The sponsorship of a guest speaker does not imply endorsement or approval of the view expressed, either by the sponsor or by Lassen Community College.

Office of Primary Responsibility: _____

NOTE: The wording in **black ink** is from current Lassen College Policy 6370 titled Guest Speakers adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08. The information in **blue type** is additional language to consider including in this policy.

Date Adopted:

(This is current Lassen College Policy 6370 – just re-numbered)

Proposed Lassen Community College District Policy CCLC No. 4100

BP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

References:

Education Code Section 70902(b)(3);
Title 5 Sections 55060 et seq.

The District grants the degrees of Associate in Arts and Associate in Science to those students who have completed the subject requirements for graduation and who have maintained a 2.0 average in subjects attempted. Students must also complete the general education residency and competency requirements set forth in the Title 5 Regulations.

Students may be awarded a Certificate of Achievement upon successful completion of a minimum of 18 or more semester units or 27 or more quarter units of degree-applicable coursework designed as a pattern of learning experiences designed to develop certain capabilities that may be oriented to career or general education.

The Superintendent/President shall establish procedures to determine degree and certificate requirements that include appropriate involvement of the local curriculum committee. The procedures shall assure that graduation requirements are published in the District's catalog and included in other resources that are convenient for students.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4100

Academic Affairs
Senate Approved 04/07/11
Consultation Council Approved 7/7/11

AP 4100 GRADUATION REQUIREMENTS FOR DEGREES AND CERTIFICATES

References:

Title 5 Sections 55060 et seq., 55151, and 55500

Note: *This procedure is **legally required**. Local practice may be inserted. Procedures must address at least the following included in this bulleted checklist:*

- For the Associate and Arts or Associate in Science degree, a student must demonstrate competence in reading, written expression, and mathematics.
- The student must satisfactorily complete at least 60 semester units or 90 quarter units of college work.
- A definition of “college work” that provides that courses acceptable toward the associate degree include those that have been properly approved pursuant to Title 5 Section 55002(a), or, if completed at other than a California community college, would reasonably be expected to meet the standards of that section.
- The work must include at least 18 semester units or 27 quarter units in general education and at least 18 semester units or 27 quarter units in a major listed in the Community Colleges “Taxonomy of Programs.”
- The work must include at least 12 semester units or 18 quarter units of study in residence; exceptions to the residence requirement can be made by the Board of Trustees when an injustice or undue hardship would result.
- The general education requirements must include a minimum of work in the natural sciences, the social and behavioral sciences, humanities, and language and rationality.
- Students may petition to have non-credit courses counted toward the satisfaction of requirements for an associate degree.
- Ethnic studies must be offered.
- Board policies and administrative procedures regarding general education and degree requirements must be published in the District catalog and must be filed with the State Chancellor’s Office.
- For a certificate of achievement, a student must successfully complete a course of study or curriculum that consists of [18 or more semester units or 27 or more quarter units] of degree-applicable credit coursework. The certificate of achievement shall be designed to demonstrate that the student has completed coursework and developed capabilities relating to career or general education.
- Shorter credit programs that lead to a certificate may be established by the District.
- Content and assessment standards for certificates shall ensure that certificate programs are consistent with the mission of the District, meet a demonstrated need, are feasible, and adhere to guidelines on academic achievement.
- Certificates for which the State Chancellor’s Office approval is not sought may be given any name or designation deemed appropriate except for certificate of achievement, certificate of completion, or certificate of competency.

❖ **From current Lassen College Policy 6315 titled Course Offerings**

To ensure access and completion of degrees and certificates, a two year plan of academic offerings for each program will be on file in the Office of Instruction and Counseling/Transfer Center.

All required courses within an Associate of Arts or Associate of Science Degree must be offered at least once within two years. All required courses within a certificate must be offered within the term of the certificate.

The Chief Instructional Officer in consultation with the subject area faculty shall determine an appropriate course substitution when the institution cannot offer a course in accordance with this policy.

❖ From current Lassen College Policy 6500 titled Graduation Requirements

Associate Degree Requirements:

By authority of the Board of Governors of the California Community Colleges and the Lassen Community College District Governing Board, either an Associate in Arts or an Associate in Science degree shall be conferred upon those who satisfy all of the following requirements.

1. Satisfactory completion of at least sixty (60) units in courses used toward the degree is required.
2. Completion of a major in a discipline, vocational, or non-vocational, as outlined in the college catalog or an official listing of the California Community Colleges "Classification of Instructional Disciplines." A minimum of eighteen (18) units within the core is required.
3. A minimum grade of "C" is required in each core course counted towards an associate degree. A minimum grade point average of 2.0 ("C" average) is required in all Lassen Community College units attempted.

All new, revised or deleted degree programs must be approved by the Curriculum/Academic Standards Committee, the Academic Senate, and the Governing Board.

4. Completion of eighteen (18) semester units of general education is required to give breadth within the areas of Natural Science, Social and Behavioral Science, Humanities, Language and Rationality, and Physical Health and Activities. Students must complete one course from each of the following areas for a total of eighteen (18) units:
 - A. Natural Science
 - B. Social and Behavioral Science
 - C. Humanities
 - D1. English Composition
 - D2. Communication and Analytical Thinking
 - E. Physical Health and Activities

The courses satisfying these areas are listed in the college catalog. Courses added or deleted from this list must be approved the Curriculum/Academic Standards Committee, the Academic Senate, and the Governing Board.

5. A student must have a minimum of 18 completed units of major core requirements and 18 completed units of General Education requirements before any course may be used to satisfy both major core and General Education requirements.
6. Of the sixty (60) units used for graduation, at least twelve (12) must be in residence at Lassen Community College.

7. In order to obtain the Associate degree from Lassen Community College, a student must meet the math competency requirement. This requirement may be satisfied by either of the following:
 - a. Obtaining a score on the current adopted Lassen Community College mathematics Assessment Instrument equivalent to placement at the Math 51 level, or
 - b. A "C" or better in any three to five unit mathematics course at or above Math 60 level from an accredited college or university.
8. In order to obtain the Associate degree from Lassen Community College, a student must meet the reading competency requirement. This requirement may be satisfied by obtaining a grade level equivalent score of 12.0 or higher on the current adopted Lassen Community College Reading Assessment Instrument or "C" or better in completion of a college level reading course (English 51).
9. In order to obtain the Associate degree from Lassen Community College, a student must complete English 1, with "C" or better or the equivalent from an accredited college or university.
10. Non-degree applicable courses will NOT count towards the sixty (60) units required for the degree. These courses are listed in the college catalog. The Curriculum/Academic Standards Committee, the Academic Senate, and the Chief Instructional Officer will approve all additions or deletions to this list.
11. Student must file a petition to graduate through the Counseling Office. Students may graduate at the end of any semester or summer session.

❖ **From current Lassen College Policy 6430 titled Military Service Credit**

Lassen Community College will grant a minimum of four units of elective credit for military experience without regard to the field of service. These units do meet the health and physical education requirement for graduation. Additional credit may be allowed on the basis of college level coursework completed in military schools. All military experience must be verified by the appropriate documents in order to grant the credit.

❖ **From current Lassen College Policy 6510 titled Certificate Requirements**

Certificate of Achievement Requirements:

The Lassen Community College District Governing Board has approved granting of a Certificate of Achievement in certain vocational programs. Certificates of Achievement require a minimum of eighteen (18) units, not to exceed a maximum of forty-two (42) units. Exceptions will be considered for mandated training requirements. Students must complete all courses listed in the college catalog for that certificate with a minimum grade of "C" in each course. New, revised or deleted Certificates of Achievement must be approved by the Curriculum/Academic Standards Committee, the Academic Senate and the Chief Instructional Officer prior to forwarding to the Governing Board. New Certificates of Achievement must be submitted the Chancellor's Office for California Community Colleges for final approval.

❖ **From current Lassen College Policy 6030 titled Certificate Policy**

The following standards for credit certificates at Lassen Community College have been established:

Certificate of Accomplishment:

A Certificate of Accomplishment will be awarded for degree-applicable credit course work ranging from six (6) units to seventeen (17) units unless statutory or license requirements necessitate a higher unit value (appropriate statutory or license documentation must be attached). The course work must be within a specific educational program.

Certificate of Achievement:

A Certificate of Achievement will be awarded for degree-applicable credit course work ranging from eighteen (18) units to forty-two (42) units. The course work must be within a specific educational program and approved to be offered at Lassen Community College by the Chancellor's Office of the California Community Colleges.

Noncredit Certificates

The following standards for noncredit certificates at Lassen Community College have been established:

Noncredit Certificate of Completion

A noncredit Certificate of Completion will be awarded for a program or sequence of courses that prepare a student to progress in a career path or to undertake degree applicable credit courses. The certificate is designed to result in improved employability or job opportunities.

Noncredit Certificate of Competency

A noncredit Certificate of Competency will be awarded for a program or sequence of courses that result in the student demonstrating achievement of a set of competencies that prepare him/her to progress in a career path or to undertake degree-applicable or nondegree-applicable credit courses. The certificate is in a recognized career field articulated with degree-applicable coursework, completion of an associate degree or transfer to a baccalaureate institution.

~~Legal Reference: Title V, Section 55000, 55070 & 55151~~

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Lassen College Policy 6315 titled Course Offerings adopted on 6/23/98 and revised on 8/12/08; Policy 6500 titled Graduation Requirements adopted on 9/20/76 and revised on 5/18/82, 5/5/87, 6/23/98, and 8/12/08; Policy 6430 titled Military Service Credit adopted on 5/22/79 and revised on 5/5/87, 6/23/98, and 8/12/08; Policy 6510 titled Certificate Requirements adopted on 9/20/76 and revised on 5/5/87, 6/23/98, and 8/12/08; and Policy 6030 titled Certificate Policy adopted on 1/11/00 and revised on 8/12/08. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(Replaces current Lassen College Policies 6315, 6500, 6430, 6510, and 6030)

AP 4102 CAREER/TECHNICAL PROGRAMS

References:

[Title 5 Sections 55600 et seq.](#)

❖ From current Lassen College Policy 6070 titled Advisory Committees – Vocational

Advisory Committees shall be established and maintained for career/technical ~~vocational~~ programs in accordance with the applicable sections of the current revision of *The Curriculum Standards Handbook for the California Community Colleges, Volume One*. Committees shall not be vested with any administrative authority.

Meetings

Advisory Committees shall meet a minimum of once each academic year; record minutes for all meetings, and submit each set of minutes to the Office of Instruction.

Membership Program faculty will nominate voting and non-voting advisory committee candidates to the Chief Instructional Officer for two-year terms. Advisory Committee members may be nominated for consecutive terms. As a minimum, the nominations shall include job title and affiliation. The Chief Instructional Officer will forward candidates to the Superintendent/ President for consideration. The Board of Trustees will make appointments that conform to the following membership guidelines:

A. Voting Member Qualifications

1. A minimum of five professionals that are actively engaged in the industry and/or other individuals who would hire graduates of the program. As appropriate, additional qualified professionals may be added above the minimum.
2. A number of part-time Lassen Community College instructors who are also actively engaged in the industry not to exceed three individuals or 34% of the voting membership, whichever is greater.
3. A minimum of one member from the public sector such as the Employment Development Department or the Private Industry Council.
4. Other individuals as might be required by affiliated or licensing agencies.

B. Non-Voting Member Qualifications

1. Full or part-time program instructors.
2. Full or part-time instructors from associated programs not to exceed a total of four individuals.
3. Lassen Community College careers or other counselors.
4. Lassen Community College administrators.
5. Other individuals deemed appropriate by the program faculty and the Chief Instructional Officer such as constituents from the Lassen Career Network (LCN).

For this Policy, ~~P~~part-time instructors are defined as individuals under contract to teach during any semester of his/her appointment any class in any program that requires an advisory committee in accordance with this Policy.

Functions

An advisory committee shall serve as an informational body for the program faculty, the Curriculum/Academic Standards Committee, the Instructional Office, the Superintendent/President and the Board of Trustees as might be required or requested. Committee members are expected to provide professional expertise and to offer recommendations for creating an environment of continuous quality improvement in program curricula and student success. Specific functions may include, but are not limited to, the following:

- A. Explain industry or professional functions and requirements.
- B. Provide industry trends and projections for employment opportunities and wage structures.
- C. Review existing or proposed curricula and offer recommendations with respect to current or projected technology and competency requirements.
- D. Recommend faculty and staff development opportunities.
- E. Participate in the development of student scholarships, job shadowing, cooperative work experience and internship opportunities, and other approaches to student success.
- F. Participate in the development of additional funding opportunities for new equipment and equipment replacement for the program.
- G. Assist program faculty with feasibility studies and need assessments as requested.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Lassen College Policy 6070 titled Advisory Committees -- Vocational adopted on 5/5/87 and revised on 6/23/98, 6/8/99, 4/24/01, and 8/12/08. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(Replaces current Lassen College Policy 6070)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4104

Academic Affairs

Senate recommends forwarding AP 4104 to Administration 3/24/11

AP 4104 CONTRACT EDUCATION

Reference:

[Title 5 Section 55170](#)

Note: This procedure is **legally advised**.

The District may contract for instructional classes to be offered at the request of public or private agencies or groups.

The District may insert its local practice here, which should include:

- Development, review, approval, and evaluation processes and criteria
- Criteria for and limits on contracts, including differentiation of courses for which state support is sought and those for which it is not
- Ratification of contract by the Board of Trustees

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally advised** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4105

**Academic Affairs
Senate Approved 3/24/11
Consultation Council Approved 7/7/11**

AP 4105 DISTANCE EDUCATION

References:

Title 5 Sections 55200 et seq.

Note: *This procedure is **legally required** if the District has implemented distance education courses. Local practice may be inserted, but must include the following minimum requirements contained in Title 5.*

Definition: Distance education means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in AP 4020 titled Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distance education courses, the Curriculum/Academic Standards Committee as a sub-committee of the Academic Senate will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education courses as are applied to traditional classroom courses.
- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the Curriculum/Academic Standards Committee approval procedures.
- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students.
- **Duration of Approval:** All distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

BP & AP 4106 NURSING PROGRAMS

No action on BP & AP 4106 Nursing Programs was taken per the recommendation of LVN Director Monna Walters. According to Ms. Walters, these documents are only necessary for RN programs.

Proposed Lassen Community College District Policy CCLC No. 4110

**Academic Affairs
Senate Approved 3/24/11
Consultation Council Approved 7/7/11**

BP 4110 HONORARY DEGREES

Reference:

Education Code Section 72122

Note: Only if the Board has determined to offer honorary degrees, will the following apply:

Honorary degrees may be awarded at commencement or some other equally appropriate time. The names of persons receiving honorary degrees must be approved by the Board of Trustees.

The Superintendent/President shall establish procedures and criteria for the award of honorary degrees.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** (if the Board offers honorary degrees) language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including.

Date Adopted:

(This is a new policy recommended by the League and the League's legal counsel)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4110

Academic Affairs

Senate recommends that President recommend AP per BP 4110 3/24/11

AP 4110 HONORARY DEGREES

Reference:

Education Code Section 70902

Note: This procedure is **optional** and applies only if the Board of Trustees has adopted a policy that allows for honorary degrees. Local practice may be inserted here.

Office of Primary Responsibility: _____

NOTE: The language in **red type** is **suggested as good practice** by the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(This is a new procedure recommended by the CC League and the League's legal counsel)

Proposed Lassen Community College District Policy CCLC No. 4240

Academic Affairs
Senate Approved 3/24/11
Consultation Council Approved 7/7/11

BP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Section 55044

Previously recorded substandard academic performance may be disregarded if it is not reflective of a student's demonstrated ability. The Superintendent/President shall establish procedures that provide for academic renewal.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language (except where otherwise noted) recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4240

Academic Affairs
Senate Approved 3/24/11
Consultation Council Approved 7/7/11

AP 4240 ACADEMIC RENEWAL

Reference:

Title 5 Section 55044

Note: *This procedure is **legally required**. Local practice may be inserted but should comply with the following:*

Students may petition to have their academic record reviewed for academic renewal of substandard academic performance under the following conditions:

- To apply for academic renewal, the student must have completed either 15 semester units with a 3.0 Grade Point Average (G.P.A.) or 20 semester units with a 2.5 G.P.A.; or 30 semester units with a 2.0 G.P.A. since the completion of course(s) to be renewed, and
1. A minimum of two academic years must have elapsed since the course work to be renewed was completed.
 2. Up to 30 units of course work may be eliminated from consideration in the cumulative grade point average.

Specific courses and/or categories of courses that are exempt from academic renewal must be described. Academic renewal actions are irreversible. When academic renewal procedures permit previously recorded substandard coursework to be disregarded in the computation of a student's grade point average, the student's permanent academic record should contain an accurate record of all coursework to ensure a complete academic history.

Academic renewal procedures may not conflict with the District's obligation to retain and destroy records or with the instructor's ability to determine a student's final grade.

Note: *Additional local procedures should be inserted, which must include:*

- The procedures to be followed by the student in requesting academic renewal.
- Designated authorities.

❖ **From current Lassen College Policy 6421 titled without Course Repetition Policy**

Academic Renewal may only be applied when it is determined that the substandard academic performance is not reflective of the student's demonstrated ability.

Academic Renewal permits removing only "D" and "F" and non-credit grades from the grade point calculation when the student's previous academic performance is not reflective of the student's recent performance. Academic Renewal may only be utilized one time in the student's attendance at Lassen Community College. This action is subject to the following conditions:

3. Academic Renewal may not be used to reduce a student's total academic units for the purpose of obtaining financial aid, nor for the fulfillment of requirements for a degree or certificate.
4. The maximum amount of course work that may be academically renewed is 30 semester units.
5. Units that have been excluded by Academic Renewal cannot be reinstated.
6. The student's permanent records will be annotated in such a way that all work remains legible, ensuring a true and complete academic history; however, the grades will no longer be included in the computation of the student's G.P.A.

****If needed, Senate President Cheryl Aschenbach has original file for the AP4240 form attached below****

Lassen Community College - Admissions & Records Office

Academic Renewal without Course Repetition

Name: _____
 Last First MI Student ID

Address: _____

Current Mailing Address

City

State

ZIP

Day Phone :(____) _____

Evening Phone :(____) _____

In accordance with Title V, Section 55764 and 55765, the policy on Lassen Community College Academic Renewal is adopted for students who need a means of amending their previous academic record. Academic renewal may only be applied when it is determined that the standard academic performance is not reflective of the student's demonstrated ability. Academic renewal permits removing only "D" and "F" and no-credit grades from the grade point calculation when the student's previous academic performance is not reflective of the student's recent performance. Academic Renewal may only be utilized one time in the student's attendance at Lassen Community College.

Original Course (taken at Lassen Community College only)

Course Number and Title	Semester/Year	Units	Grade

Note: All grades will remain on the record, but the cumulative totals will be adjusted to reflect the most recent grade earned. Additional units are not given for repeated classes nor included in total unit load for any benefit purposes.

Petitioning for Academic Renewal is subject to the following conditions:

1. Academic Renewal may not be used to reduce a student's total academic units for the purpose of obtaining financial aid, nor for the fulfillment of requirements for a degree or certificate.
2. The maximum amount of course work that may be academically renewed is 30 semester units.
3. A minimum of two academic years must have elapsed since the course work to be renewed was completed.
4. Units that have been excluded by Academic Renewal cannot be reinstated.
5. The students' permanent record will be annotated in such a way that all work remains legible, ensuring a true and complete academic history: however, the grades will no longer be included in the computation of the students' G.P.A.
6. Academic Renewal may only be utilized one time in the students' attendance at Lassen Community College.
7. Student may contact current faculty for written comments to be attached (not required).

The following must be attached by the student in order for this Academic Renewal to be processed:

1. Attach a typed explanation of why the grades in question are not reflective of your demonstrated ability.
2. Attach an Education Plan from the Institution you are currently attending.
3. An Official Transcript must be attached to verify student has completed at least one of the following:
 - ▶ 15 semester units with a 3.0 Grade Point Average (G.P.A.) OR
 - ▶ 20 semester units with a 2.5 G.P.A.; OR
 - ▶ 30 semester units with a 2.0 G.P.A

I have read the above information on Academic Renewal and hereby petition that it be applied to my academic record.

Student Signature: _____ Date: _____

For Office Use Only

Academic Renewal requests are to be submitted to the **Director of Enrollment Services** for GPA value and unit verification.

Units Completed _____ GPA _____

GPA value and units verified by **Director of Enrollment Services**.

Director of Enrollment Services Date

Following verification by the **Director of Enrollment Services**, the document will be held by a designated A&R staff member and members of the Academic Renewal Committee contacted.

Committee members verify that student has attached each of the following documents:

1. _____ Ed Plan Attached.
2. _____ Official Transcript attached.
3. _____ Student meets units & GPA value of one of the following:
 - _____ 15 semester units with a 3.0 GPA
 - _____ 20 semester units with a 2.5 GPA
 - _____ 30 semester units with a 2.0 GPA

The following Committee Members are signing to verify that the student has met all criteria for Academic Renewal:

Committee Member Signature

Date

Committee Member Signature

Date

Committee Member Signature

Date

Approved by Academic Senate 3/24/11
Board Policy and Administrative Procedure 4240
A&R/academic renewal

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Lassen College Policy 6421 titled Academic Renewal without Course Repetition Policy adopted on 8/10/99 and revised on 8/12/08. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:
(Replaces current Lassen College Policy 6421)

Proposed Lassen Community College District Policy CCLC No. 4300

Academic Affairs
Senate Approved 5/12/11
Consultation Council Approved 7/7/11

BP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

The Superintendent/President shall establish procedures that regulate the use of District funds for student travel and attendance at conferences and other activities that are performed as a class assignment or co-curricular activity.

The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source. The expenses of instructors, chaperones, and other personnel traveling with students may also be paid from District funds.

Students and staff shall at all times adhere to the standards of conduct applicable to conduct on campus.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language (except where otherwise noted) recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

***Proposed Lassen Community College District
Procedure***

CCLC No. 4300

Academic Affairs
Senate Approved 5/12/11
***Senate recommends Dean of Admin. Services review this AP, especially the reference to a liability waiver.**

AP 4300 FIELD TRIPS AND EXCURSIONS

Reference:

Title 5 Section 55220

*Note: The language in red ink is **legally advised**.*

❖ From current Lassen College Policy 5440 titled Field Trips and Excursions

The District may conduct field trips and excursions in connection with courses of instruction or college-related social, educational, cultural, athletic or musical activities to and from places in California, or any other state, the District of Columbia, or a foreign country for students. Such field trips will provide learning not possible in the classroom setting. No District funds shall be used to support student expenses for out-of-state field trips or excursions. The actual traveling expenses of advisors traveling with students may be paid from District funds.

The District shall engage instructors, supervisors, and other personnel as may be necessary for such excursions or field trips who desire to contribute their services over and above the normal period for which they are employed by the District. The District may pay expenses of instructors, chaperones, and other personnel participating in a field trip or excursion. Payment shall be by way of itemized reimbursement in a form prescribed by the Chief Financial Officer. The District may pay for expenses of students participating in a field trip or excursion with auxiliary, grant, or categorical program funds if the funds are used consistently with the funding source.

The District shall, at the discretion of the Chief Financial Officer transport students, instructors, supervisors or other personnel by use of District equipment, contract to provide transportation, or arrange transportation by the use of other equipment.

When District equipment is used, the District shall obtain liability insurance, and if travel is to and from a foreign country, the liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

No student shall be prevented from making a field trip or excursion which is integral to the completion of the course because of lack of sufficient funds. The District shall coordinate efforts of community services groups to provide funds for students in need of them.

Field Trips and Excursions Associated with a recognized Student Club

The Board of Trustees authorizes field trips associated with recognized student clubs. The District recognizes the importance of extracurricular, social, and cultural activities and awareness. The administration is prohibited from expending District funds on transportation or student expenses associated with club trips and excursions. All student expenses associated with such trips or excursions must be covered by students or the particular club through club funds. The expenses of club sponsors or advisors traveling with students may be paid from District funds.

Waiver of Liability

All persons making a field trip or excursion shall be deemed to have waived all claims against the District for injury, accident, illness, or death occurring during or by reason of the field trip or excursion. All adults taking field trips and all parents or guardians of minor students shall sign a statement waiving such claims.

❖ **From current Lassen College Policy 6380 titled Field Trips**

Field trips should be approved and scheduled through the Chief Instructional Officer by a minimum of one month prior to the scheduled outing. Field trip attendance may be required where it is an essential part of the class. Students have the responsibility of making up all school work missed while attending approved college functions.

A Lassen Community College instructor must be in charge and in attendance during each instructional field trip.

Students and staff shall at all times adhere to the standards of the Student Code of Conduct.

Office of Primary Responsibility: _____

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 5440 titled Field Trips and Excursions adopted on 6/27/06 and Policy 6380 titled Field Trips adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:
(Replaces current Lassen College Policies
5440 and 6380)

Proposed Lassen Community College District Policy CCLC No. 4400

Academic Affairs
Senate Approved 3/3/11
Consultation Council Approved 7/7/11

BP 4400 COMMUNITY SERVICES PROGRAMS

Reference:
Education Code Section 78300

Note: *The District is not required to have a Community Services Program; but if it chooses to do so, it is not required to seek approval from the Board of Governors. The following policy language would be appropriate.*

The District shall maintain a Community Services Program.

The Community Services Program shall be designed to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in it.

Community services courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

Office of Primary Responsibility: Office of Instruction

NOTE: The **red type** signifies **legally required** language (except where otherwise noted) recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including.

Date Adopted:

(This is a new policy recommended by the CC League and the League's legal counsel)

**Proposed Lassen Community College District
Procedure**

CCLC No. 4400

Academic Affairs
Senate approved 3/3/11
Consultation Council Approved 7/7/11

AP 4400 COMMUNITY SERVICES PROGRAMS

References:

Education Code Section 78300 et seq.;
Title 5 Sections 55002 and 55160(b)

Note: *This procedure is optional, but is **legally advised** if the District maintains community services offerings. Local practice may be inserted, but they must comply with the following:*

Offerings are established and maintained in civic, career/technical, literacy, health, homemaking, and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports, and athletics.

Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

Offerings are open for the admission of adults and of those minors as in the judgment of the governing board may profit.

The classes are not transferable, do not carry any credit or noncredit value, and do not receive state apportionment or support.

❖ **From current Lassen College Policy 3340 titled Fees for Community Service Classes**

Community Service classes shall be offered at no cost to the District. The fees for such classes shall be set by the instructor and the Office of Instruction with the approval of the Dean of Administrative Services and shall cover all costs to the District.

Office of Primary Responsibility: Office of Instruction

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 3340 titled Fees for Community Services Classes adopted on 4/15/77 and revised on 2/17/87. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(Replaces current Lassen College Policy 3340)

The forms below didn't seem to copy into this file well. A current electronic file is available from Senate President Cheryl Aschenbach and was previously submitted for Consultation Council consideration.

Operational Procedures for Establishing Community Service Classes

Community Service classes are designed for the physical, mental, moral, economic, or civic development of the persons enrolled. The class provides subject matter content, resource materials, and teaching methods that are deemed appropriate by the district. The class must be conducted in accordance with a predetermined strategy or plan and are open to all members of the community. The classes are not transferable and do not carry any credit or noncredit value and do not receive state apportionment or support.

1. Request of Community Service education must be submitted to the Office of Instruction for approval using the appropriate form (see attached).
2. Originator will be notified by the Office of Instruction upon approval.
3. The Originator will be responsible for:
 - A. Maintaining college standards and safety.
 - B. Determination of cost per student based on estimated enrollment. If an insufficient number of students enroll to cover the cost of the course, the course will either be cancelled, student fees increased, or instructor remuneration decreased.
 - C. Development of course materials (handout materials, etc.).
 - D. Development of all marketing materials.

- E. Ensuring that all students are registered for the class. Parent/guardian signature required for all minor students (see attached form).
 - F. Delivery of instruction.
 - G. Complete reconciliation form at end of course.
4. The college will be responsible for:
- A. Assistance/approval of marketing materials for the course by the Office of Instruction.
 - B. Provision of facilities.
 - C. Originator compensation (not to exceed class revenue).
 - D. Processing of completed reconciliation.

4400

Fees for Community Service Classes

Community Service classes shall be offered at no cost to the District. The fees for such classes shall be set by the instructor and the Office of Instruction with the approval of the Dean of Administrative Services and shall cover all costs to the District.



COMMUNITY SERVICE REQUEST FORM

ACTIVITY NUMBER (assigned by Office of Instruction)

ACTIVITY TITLE

BRIEF DESCRIPTION FOR ADVERTISING _____

Contact Person _____ Phone # _____

Days _____ Time _____ AM/PM Begin/End Dates _____

Enrollment Limit _____

Estimated Enrollment _____ Fee per enrollee \$ _____ Total Amount Estimated \$ _____

Type of Advertisement Requested: Check All Required

Flyers Newspaper Radio

Type of Facilities Needed: Check All Required

Lecture Room Lab Facility Computers Gym Athletic Field Transportation

Other (please specify) _____

Supplies Needed _____

Determination of cost per student based on estimated enrollment. If an insufficient number of students enroll to cover the cost of the activity, the course will be cancelled, student fees increased, or instructor remuneration decreased.

Office of Instruction Signature

Approved

Denied



LASSEN COMMUNITY COLLEGE

REQUEST OF FACILITY FOR COMMUNITY SERVICE COURSE

Return to: Office of Instruction

Today's Date: _____

Instructions: Please type or print clearly. An approved copy will be returned to you. This is not a request for scheduling a class.

Office/Group making request: _____ Contact Phone: _____

Person in Charge: _____ Approximate Number to be Present: _____

Building and Room Desired: _____

Day(s) of Week: Mon Tues Wed Thur Fri Sat Sun Date of Event: _____

Hours in Facility:

Check-in Time: _____ a.m./p.m. Check-out Time: _____ a.m./p.m.

Event Begins: _____ a.m./p.m. Event Ends: _____ a.m./p.m.

Nature or Purpose of use: _____

Is this event open to the public? ____ Yes ____ No

Person Requesting Facility: _____
Signature Phone #

FACILITY PRIORITIES:

- 1) Credit Courses 2) Non-Credit Courses 3) Community Service Courses 4) Community Requests

Will Food Service be needed? You will need prior approval from the Food Service Manager 251-8936.

Facility Available: Yes No Cafeteria Supervisor Signature _____

=====FOR OFFICE OF INSTRUCTION USE ONLY=====

Date Received: _____ Facility Available: Yes ____ No ____
Verified By _____ Date _____

Building Supervisor: _____ Date: _____

Office of Instruction or Student Services: _____ Date: _____

Dean of Administrative Services: _____ Date: _____

It is your responsibility to make sure you leave the room you are using in its original state.

Additional Notes:

c: Maintenance-E. Rulofson c: Custodial- C. Freeman c: Applicant c: Switchboard c: Food Services

LASSEN COMMUNITY COLLEGE
COMMUNITY SERVICE RECONCILIATION



COURSE NUMBER: _____

AMOUNT TO BE DEPOSITED:

Total Student Fees Collected: \$ _____

Budget # 11-000-700-1-682010-_____
51300 Fall & Spring Semester
51330 Summer Semester

ACTUAL EXPENSES:

Cost of Facility \$ _____

Cost of Advertising \$ _____

Cost of Materials/Supplies \$ _____

Cost of Meals \$ _____

Cost of Housing \$ _____

Other.....Please Explain \$ _____

College Administrative Reimbursement \$ _____
(\$50 if student fees collected is under \$400.00, \$100.00 if student fees collected is over \$400.00)

College Income \$ _____
(10% minimum of remaining student fees)

Instructor/Aide Salaries \$ _____

Total Actual Expenses \$ _____

Remaining Balance: \$ _____

Remaining balance payable to: Instructor/Facilitator: _____
(Name)

Foundation Account
Account # _____

Other _____
(Please explain)

Instructor/Facilitator Signature _____ Date _____

Dean of Instructional Services _____ Date _____

**LASSEN COMMUNITY COLLEGE
COMMUNITY SERVICE INSTRUCTOR CONTRACT**



Course Title & Number: _____

Instructor Name: _____

Address: _____

Phone Number: _____

SSN: _____

Instructor will be paid: (check one)

Hourly Rate \$ _____ per hr ~~x~~ _____ # of hours TOTAL \$ _____

Daily Rate \$ _____ per day ~~x~~ _____ # of days TOTAL \$ _____

Lump Sum TOTAL \$ _____

*Community Service course regulations require that no instructor/umpire will be paid if amount to be paid exceeds amount of funds deposited into the community service account.

Instructor Signature: _____ Date _____

ALL Human Relations paperwork **must** be completed prior to instructing a Community Service Course. Please contact Susie Humphries at 530-251-8811 for a complete hiring packet.

I verify that all required personnel documentation has been completed.

HR Signature: _____ Date: _____

Dean of Instruction: _____ Date: _____

OFFICE USE ONLY:

Submitted to payroll by: Initials _____ Date: _____

AP 4500 STUDENT PUBLICATIONS

Reference:

Lassen College Administration

❖ From current Lassen College Policy 5540 titled Student Publications

Student publications are valuable in establishing and maintaining an atmosphere of free and responsible discussion. They serve as a means of reporting the news, including college events and activities, bringing student concerns to the attention of the college community and the public, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States. Student publications are published as a learning experience, offered under the Journalism program.

Student publications are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in Journalism program. Student publications may include, but are not limited to, student newspaper reporting, broadcast news journalism, and internet news journalism. The term "editorial" refers to all content other than advertising.

Student publications are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. As the publisher, Lassen Community College bears the legal responsibility for the contents of the publications. In the delegation of editorial responsibility to students, the college must provide sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

The editorial freedom of student editors and managers entails corresponding responsibilities to be governed by the canons of responsible journalism such as truth and accuracy, impartiality, fair play, and responsible activity. As safeguards for the editorial freedom of student publications, the following provisions will apply:

1. Editors and managers of student publications will be protected from arbitrary suspension and removed only for proper cause through orderly procedures.

2. All college published and financed student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college or the student body.
3. Editorial comments and opinion will be printed only when faculty advisor knows the identity of the author.

When deemed necessary, an Ad-Hoc Publication committee may be convened. This committee will consist of the following members: Chief Instructional Officer, Dean of Student Services, student publication faculty advisor, a student representative, and the editor of the college newspaper.

Suggestion: refer to BP & AP _____ Student Grievances rather than developing separate grievance processes for Journalism, plus ensure that the AP includes Journalism Grievances.

Note: The District is advised to establish grievance procedures that provide an avenue for complaints about news media content. They should include or address:

Journalism Grievance Procedures

Definition of a Grievance

A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

Informal Grievance Proceedings

Describe a procedure that includes a written complaint to those with direct responsibility for the program and their responsibilities to respond in a timely manner.

Formal Grievance Proceedings

More formal grievance procedures may include a grievance hearing committee and appeal to the Superintendent/President or designee in a timely fashion. The procedures should include how grievance hearings should be conducted, access to and maintenance of related records, and the responsibility of the authorities to respond to the grievance in a timely fashion.

Office of Primary Responsibility: _____

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 5540 titled Student Publications adopted on 9/20/76 and revised on 3/17/87, 11/10/98, and 6/27/06. The information in **blue type** is additional language to consider including in this procedure.

Date Approved:

(Replaces current Lassen College Policy 6200, 5540)

AP 6750 PARKING

References:

Education Code Section 76360;
Vehicle Code Section 21113

Note: *This procedure is **legally required**. Local practice may be inserted. The following example will satisfy all requirements:*

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

All persons who enter on the college are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

[Insert provisions for charging and collecting parking fees]

In accordance with Vehicle Code Section 21113a, it shall be a misdemeanor for any person to do any act forbidden or fail to perform any act required in these procedures.

❖ **From current Lassen College Policy 5530 titled Student Parking**

Students may park anywhere in designated campus parking lots except for the posted restricted areas. No permit is required. Restricted areas include school vehicle parking and special student parking for physically limited students. A parking fee may be charged to students, as approved by the Governing Board.

Legal Reference: ~~Educational Code 76360~~

❖ **From current Lassen College Policy 3620 titled Student Parking**

Students may park anywhere in designated campus parking lots except for the posted restricted areas. No permit or fee is required.

❖ **From current Lassen College Policy 3610 titled Vehicle Use and Parking Regulations**

All campus traffic regulations are enforceable by law enforcement agencies, which include the California Highway Patrol, Lassen County Sheriff's Department, and the Susanville Police Department.

A. Authority

Vehicle operations and parking regulations are subject to the California Vehicle Code under Section 21113 except those which by their nature have no application and also by other special rules, regulations, or conditions adopted by the Lassen College Governing Board, or the Superintendent/President.

B. Special Rules, Regulations, and Conditions

In addition to the statutes contained in the California Vehicle Code, special rules, Regulations, and conditions may be adopted by the Lassen College Governing Board or enacted by the Superintendent/President in order to insure the safe operation of vehicles on the campus. These regulations govern parking, curb markings, operation or parking of vehicles on lawns or athletic areas, or special conditions which must be enacted for reasons of public safety caused by weather, fire, or other conditions.

C. Parking

Persons operating vehicles on the College campus must comply with all requirements of the California Vehicle Code and the special rules, regulations, and conditions adopted by the Governing Board or so designated as appropriate by the Superintendent/President.

1. When parking stalls are marked, vehicles shall park within a single stall.
2. No parking is permitted on walkways, lawns, or other landscaped areas.
 - a. *District authorized vehicles including; vendors, contractors, event personnel and those off loading shall be permitted on walkways providing access is maintained for the physically challenged. Physically challenged access is defined as a wheel chair width plus one foot (42"). Additionally vehicle off loading on walkways shall leave their hazard lights on and move their vehicles immediately after unloading.*
3. No parking is permitted on athletic fields (areas designed for athletic practice or athletic events).
4. Curb markings shall be in accordance with California Vehicle Code Section 21458 and may be used to mark special parking areas.

Red Curb – No stopping, standing, or parking at any time except for buses or as permitted by the California Vehicle Code

White or Yellow Curb – Stopping only for loading and unloading passengers or freight

5. No parking is permitted in areas posted "No parking" because of special conditions required for public safety, such as fire lanes and bus or loading zones, including:
 - a) The entrance and inside area around the circle

- b) The area in front of the bus shelter
- c) The loading area behind the Creative Arts Building
- d) The loading and truck turn around areas behind the Cougar's Lair (cafeteria)

D. Speed Regulations

In accordance with California Vehicle Code Section 21113a, the speed limit on all campus roadways and parking areas shall be 15 miles per hour.

E. Vehicle Operation

1. College roadways are defined as those locations which meet the Vehicle Code definition of a street.
2. No vehicle operation is permitted on lawns, athletic fields or any other areas posted "restricted to college vehicles."
3. No horn may be used on campus except in accordance with Vehicle Code Section 27001.
4. Vehicles may not be operated on campus in such a manner that their noise becomes a public disturbance.

F. Enforcement of Vehicle Use and Parking Regulations

1. Law enforcement officers, college security officers, and college employees working under the direction of law enforcement or security personnel are authorized to enforce vehicle use and parking regulations.
2. Failure to comply with a lawful order or direction of persons enumerated in F.1 (above) regarding specific rules, regulations and conditions is a violation of California Vehicle Code Section 21113a.
3. No person shall alter any signs or markings posted under the provisions of the California Vehicle Code, or the special rules, regulations and conditions adopted by the Lassen College Governing Board, the Superintendent/ President or their designee.
4. No signs or markings may be installed without prior written approval of the Lassen College Governing Board, the Superintendent/President or their designee.

G. Abandoned Vehicle Policy

1. Abandoned Vehicles

- a) Vehicles which appear to be abandoned on campus will be ticketed by the campus safety department. If the vehicle is not moved within seven (7) days the vehicle will be reported abandoned to the California Highway Patrol (CHP) and may be towed.
- b) Any vehicle on campus property which is not legally operational shall be considered abandoned and will be reported to the CHP and may be towed.

2. Exceptions

- a) Vehicles used for, or involved in, instructional programs such as Automotive, and which are located safely within the confines of that department shall be under the control of that respective department's designee. The department designee may report a vehicle abandoned to campus safety who will follow the above procedure for its removal.
- b) Vehicles of Residence Hall residents shall be subject to the above policies, however, the residence hall manager shall first be notified and will ascertain the vehicles status prior to any action. It is understood that vehicles of Residence Hall residents may remain parked on campus for up to the length of their residency.

H. Exceptions to Vehicle Use and Parking Regulations

Bona fide emergency vehicles and college vehicles on College business may be Exempt from the special rules, regulations, and conditions but are required to comply with the California Vehicle Code.

Also see AP 6530 titled District Vehicles

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The information in **blue type** is additional language to consider including in this procedure. The language in **black ink** is current Lassen College Policy 5530 titled Student Parking adopted on 9-20-76 and revised on 3-17-87, 11-10-98, and 6-27-06; Policy 3620 titled Student Parking adopted on 9-20-76 (as 5530) and revised on 3-17-87 (as 5530) and 10-28-97; and Policy 3610 titled Vehicle Use and Parking Regulations adopted on 2-16-89 (as 3830) and revised on 3-12-96, 10-28-97, and 12-9-97.

Date Approved:

(Replaces current Lassen College Policies 5530, 3620, and 3610)

Open Position List 7.6.2011

<u>POSITION</u>	<u>BUDGETED WAGE</u>	<u>NOTES</u>
<u>ADMINISTRATIVE</u>		
Vac A& R Supervisor	\$52,189.00	(Screening Meet on July 11th initial selection, Interview Dates July 18,19)
Vac Library Tech 1	\$32,671.00	(Language 39 Month Rehire)
Vac Financial Aid Tech 2	\$36,387.00	(Selections Made - Interviews scheduled 7/12 2nd same day)
Vac Admin 1 Athletics	\$27,924.00	TBF - In House 5 Days CSEA 7.8.2011 then open
Vac IT Support Specialist 1	\$34,534.00	TBF - In House 5 Days CSEA 7.8.2011 then open
Vac Custodian	\$36,734.00	TBF - In House 5 Days CSEA 7.8.2011 then open
Vac Financial Aid Outreach	\$34,769.00	TBF - In House 5 Days CSEA 7.8.2011 then open
Vac Purchasing Assis 53%	\$20,900.00	TBF - In House 5 Days CSEA 7.8.2011 then open
<u>INSTRUCTION</u>		
<u>- FACULTY</u>		
Vac VP Instruction	\$37,500.00	On Hold
Vac English	\$3,544.00	(Interviews - July 5th)
Vac Math	\$3,544.00	(Interviews - July 8th)
Vac Physical Science	\$3,544.00	Will be flown week of 7.11.2011
Counseling - Academic	\$5,000.00	(Close July 8th) - Min Quals review before first interview selection - July 26, 28
Counseling - EOPS	\$5,000.00	(Close July 8th) July 20th
<u>- SUPPORT</u>		
Vac ISS Math/Science	\$32,012.00	TBF - In House 5 Days CSEA 7.8.2011 then open
Vac ISS Bskills	\$26,560.00	TBF - In House 5 Days CSEA 7.8.2011 then open
Vac ISS DSPTS	\$26,560.00	TBF - In House 5 Days CSEA 7.8.2011 then open
<u>- COACHING</u>		
Women's Rodeo Coach	\$21,000.00	(One Applicant Incomplete needs transcripts and experience)
Women's Soccer Coach	\$21,000.00	(3 or 4 applicants missing documents)
<u>- ADJUNCT FACULTY</u>		
Adjunct Faculty Physical Education (Adaptive) FSA	Part Time Rate	Will be flown week of 7.11.2011
Adjunct Faculty - Library	Part Time Rate	Will be flown week of 7.11.2011

Term	Move/Remodel	From	To	Date	~Cost	Responsibility
Summer 2011	Assessment Center	CA 209	VT 103	August 4	PT Labor	Kayleigh
	Create storage area for A&R records	VT116 construct new storage area		July 15	Estimated \$6200	Eric
	Remodel current A&R storage area to convert to Information Services Data Center Office	VT 109	VT 116	July 15	Quoted \$12,000	Eric
	Construct privacy walls and air conditioning for Counseling	VT 105		July 15		Eric
	Bookstore	Bookstore Bldg.	Cafeteria	August 10	Estimated \$4800 PT Labor	Eric
	Board Room	N Building N 3	Bookstore Bldg	August 18	Estimated \$22,000	Eric
	Establish Computer Lab	Multi-purpose Classroom MS 125 conversion to Multi-purpose Computer Lab		August 18	Estimated \$12,000	
	Desk Moves <ul style="list-style-type: none"> Cheryl Aschenbach Sandy Beckwith Sandy Jonas Matt Levine Laurel Norman Toni Poulsen Tami Wattenburg Nursing Program Instructional Staff 	HU 208 VT 1119 VT 116 VT 116 VT 116 Sports Complex VT 115 N 3	HU 212 VT 105 VT 116 VT 115 VT 116 HU 208 VT 119 HU 213/214	August 1-18	PT Labor	Kayleigh
	Kinship	HU 213/214	Child Development Center/ Infant Care		PT Labor	Eric
	Surplus Items (Serious About Surplus)	Various Campus Locations	N Building Board Room N 3	August 10 on...		Eric
Fall 2011	Associated Student Body Office	HU 101	TBD			Cary and Eric
	Establish Center for Excellence in Learning and	NA	HU102			Eric

	Teaching					
	Desk Moves • Elaine Theobald	SS 107	HU 101			Eric
	Establish 2 nd Computer Lab	TBD				Kayleigh and Eric

