



Consultation Council / Strategic Planning Committee 2013-2014

Administration:

Dr. Marlon Hall
Dave Clausen
Dr. Tammy Robinson
Dr. Beatriz Vasquez
Patrick Walton

Classified:

TBD*
TBD*
TBD*
ASB
Jonathan Herring

Faculty:

Cheryl Aschenbach
Sandy Beckwith
Carie Camacho
Sue Mouck
Ross Stevenson

Management:

Terry Bartley
Vickie Ramsey (HRMP)
TBA (FMP)
Aeron Zentner (OIE)

Those present indicated in **bold**.

Guests present: Shelly Baxter

*Classified appointments have not been made; however, classified personnel are welcome to attend as guests.

Minutes for October 3, 2013

Called to order at 3:00pm

Consultation Council

1. Review of the October 8, 2013 Governing Board agenda (Information)
Dr. Hall asked if there were any questions. An inquiry was made as to the process for replacing the board member who resignation due to his election to another board. The response was that AP 2110-Vacancies on the Board addresses the procedure for replacing a board member. The District has sixty days to provisionally fill the positions. The vacancy will be posted and individuals will have an opportunity to apply for the positions.
2. Academic Services – Student Services Update (Information)
Patrick Walton announced the success of College day. The evaluations received contained many positive comments. Mr. Walton advised the group that Adam Runyan, Outreach Coordinator, had commission the filming of a promotional video. The initial filming was completed yesterday. Hopefully, the video will be available on our website soon. Mr. Walton indicated that for the first time Gunsmithing applications were accepted electronically beginning October 1, instead of the usually camping out for several days by potential applicant. For about 90% of the applicants the process worked well. There were some issues. A few of the applications arrived blank, others had trouble attaching the applications to the email. Efforts are being made to fairly handle the complaints. Currently 74 unduplicated applications have been received. Last year at this time the College had received 50 applications. There are 24 available slots in the program, others are placed onto the waitlist. Many applicants thought that the process much easier this year as compared to last year. Particularly the out-of-state applicants appreciated not needing to travel to Susanville. Mr. Walton announced the beginning of priority registration for spring on November 4.
3. Adoption of AP 5031 - Instructional Materials Fees (Consultation)



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*Cheryl Aschenbach indicated that she has added several statements. Patrick Walton expressed satisfaction with the proposed changes. **The group accepted AP 5031 - Instructional Materials Fees by consensus.***

4. Adoption of BP & AP 4005 – Enrollment Management and Attendance Accounting (Consultation)
*Cheryl Aschenbach presented the proposed BP & AP 4005 – Enrollment Management and Attendance Accounting. She reminded the committee of the different processes utilized in the adoption of board policies and administrative procedures. Consultation Council recommends adoption of board policies to the president who forwards those recommendations to the Governing Board. Consultation Council adopts administrative procedures for implementation. **Consultation Council recommended forwarding of the proposed BP 4005 – Enrollment Management and Attendance Accounting to the Governing Board and adoption of AP 4005 – Enrollment Management and Attendance Accounting by consensus.***

Strategic Planning
None

Accreditation Steering

1. Accreditation Update (Information)
Sue Mouck reported that she had received feedback from several individuals on the current draft of the self-evaluation. She reminded the group that the Governing Board will review the document at their October 8, 2013 meeting. She identified that Aeron Zentner had reformatted the document and the Lori Collier was working on the cover. Ms. Mouck reported that she had attended the ALO Training Workshop in Oakland last week. During the training, the proposed new standards had been presented. She offered to share the draft with any interested individuals.

Other:

Aeron Zentner reported the results of the survey that he had conducted on the use of data types. The report server currently provides raw data. The majority of respondents indicated that they would prefer tabular and graphic data. He will be providing program review data in the preferred formats.

Dr. Vasquez expressed the administrative concern about safety of one of the floors in the gymnasium. She identified that since the safety issue was identified as priority two in the budget prioritization list last spring, the administration was proposing fixing the floor and upgrade unsafe equipment in the exercise room at the same time using money saved from unfilled positions. Shelly Baxter indicated that her



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recollection was that safety in the Child Development Center had been a higher priority. Upon review of the list from last spring it was determined that Ms. Baxter was correct. The administration indicated that they would further investigate the cost of both projects and the amount of money available to determine if at least the most pressing safety issues of each could be addressed.

Jonathan Herring reported that the ASB is sponsoring a Lunch Activity on October 15 in recognition of Breast Cancer Awareness Month. Reduced cost for lunch will be provided to individuals wearing pink. Aurora Network is initiating a series of activities beginning October 25 aimed at de-stigmatizing mental health issues

Patrick Walton indicated that he is focusing on Dorm upgrades for this year. The vending machine in the Dorm has been determined to still be functional and ASB will begin stocking the machine. The Graphic Design class is planning to paint murals for the hallways in the Dorm. Currently, the Dorm is very stark, all white. An ATM Machine in the Dorm linked to student's CalCard will be installed. The card will serve a variety of functions for students. It provides for financial aid distributions and will serve as a student bus, pass student ID card and student library card. The same cards may be made available to staff. The cards with the college logo will provided good marketing and increase visibility for the college in the community.

Meeting adjourned at 3:40 pm

Future Meetings:

Thursday, October 10, 2013 - no meeting

Thursday, October 17, 2013

Future Agendas:

1. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
2. Acceptance of AP 3600– Auxiliary Services (Consultation) – Vickie Ramsey
3. Presentation of 2012 Auxiliary Services (Food Service/Bookstore/Book Rental/Loan Program) NIPR (Information) – Dave Clausen
4. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
5. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
6. Presentation of 2013 Gunsmithing IPR (Information) - Cheryl Aschenbach
7. Presentation of 2013 Maintenance and Operation of Plant NIPR (Information) – Dave Clausen



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*Proposed Lassen Community College District
Procedure*

CCLC No. 5031

Student Services
DRAFT as of 9-17-13
Consultation Council Approved 10/3/13

AP 5031 INSTRUCTIONAL MATERIALS FEES

References:

Education Code Section 76365;
Title 5 Sections 59400 et seq.

***Note:** This procedure is **legally required**. Local practice may be inserted.*

Students may be required to provide instructional and other materials required for a credit or non-credit course. For the purposes of this AP, instructional materials are defined as:

"**Instructional and other materials**" means any tangible personal property, which is owned or primarily controlled by an individual student.

"**Tangible personal property**" includes electronic data that the student may access during the class and store for personal use after the class in a manner comparable to the use available during the class.

"**Required instructional and other materials**" means any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class, or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

"**Solely or exclusively available from the District**" means that the material is not available except through the District, or that the District requires that the material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District's actual cost; and 1) The material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or



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2) The material is provided in lieu of other generally available but more expensive material which would otherwise be required.

"Required instructional and other materials which are of continuing value outside of the classroom setting" are materials, which can be taken from the classroom setting and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course to be accomplished under the supervision of an instructor during class hours.

Establishing Required Materials and Related Fees

- Needs for instructional materials and compliance with definitions are determined by the discipline faculty and the appropriate educational administrator according to regulations concerning required materials fees.
- The instructor has provided a specific breakdown of materials to be provided to students and their costs to Curriculum/Academic Standards Committee for approval as a course revision.
- Materials will be provided by the instructor of the course.
- Fees for instructional materials are published in the class schedule and collected by Admissions and Records at the time of registration for the course.
- The designated researcher on campus will gather the required data and respond to the State Chancellor's Office.
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Office of Primary Responsibility: Academic Services

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)



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Lassen Community College District Policy

CCLC No. 4005

Academic Affairs

BP 4005 ENROLLMENT MANAGEMENT AND ATTENDANCE ACCOUNTING

References:

Education Code section 87828

Members of the certificated unit are extended all the rights and privileges embodied in academic freedom (Board Policy 4116.1). Consistent with attendance accounting standards prescribed by Title 5, Chapter 9, Subchapter 1: Attendance, the assurance of all attendance accounting shall be the responsibility of the assigned Instructor of Record. The Instructor of Record shall ensure that attendance accounting procedures are followed and that all student attendance is reported properly to the Office of Admissions and Records and in accordance with established timelines.

Failure to comply with proper student attendance accounting procedures by certificated personnel may be the basis for decertification of contact hours generated. For this reason, courses offered by the District, but lacking proper attendance records shall not be submitted for apportionment.

Certificated personnel failing to provide proper attendance accounting forms and assurances may be found to be “not faithfully performing all the duties prescribed.”

(From Former LCC Policy 4117.5)

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)



Consultation Council / Strategic Planning Committee 2013-2014

*Proposed Lassen Community College District
Procedure*

CCLC No. 4005

Academic Affairs

Senate Approved 9/24/13

Consultation Council Approved 10/3/13

AP 4005 ENROLLMENT MANAGEMENT

References:

No references

The management of enrollments shall be a shared responsibility between the 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.

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 Vice-President 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.

The Lassen Community College District governing board has adopted procedures that will ensure full documentation for all course enrollments, attendance, and disenrollment information as required by the provisions of Title V section 58030 and 58030.1.

For the purpose of receiving state apportionment, the following procedure will be followed.

1.0 General Requirements

- 1.1 The students must be engaged in educational activities described in the course outline. If the course involves student use of district computers, other equipment, or facilities, the district will monitor usage of such equipment or facilities as part of the course to ensure that they are used solely for the specified educational activities. The number of contact hours for which apportionment is



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claimed shall not exceed the number specified in the course outline of record [ref. Title 5 Section 58050(5)].

- 1.2 All students must be under the immediate supervision of an employee of the district who is competent to render service as defined by meeting minimum qualifications.
- 1.3 To be eligible for apportionment, the course must be under the immediate supervision of an academic employee who has met the minimum qualifications for the course.
- 1.4 All courses will comply with all “Minimum Conditions” Regulations [Title 5 Section 51000-51006]

2.0 Attendance Accounting Standards and Procedures

The district is required to maintain accurate and auditable records of student enrollment, attendance, and disenrollment in order to comply with Title 5 requirements [Section 58782, et. al.] state requirements related to general apportionment eligibility, calculation and related audits, federal audits where federal funds, such as student financial aid, are involved, and to establish and maintain practices that are consistent with general principles of accountability and sound fiscal management. Individual faculty member reports provide the principle basis for assuring that the district fulfills its attendance accounting and reporting responsibilities. Faculty shall maintain daily attendance records.

Definitions:

- 2.1 **The District retains** all student enrollment and attendance records for a minimum of three years after the college year in which they originated.
- 2.2 All members of the faculty will complete all required attendance forms and rosters, in full, and will be responsible for clearing class rosters of all inactive enrollments and shall return all rosters to the Office of Admissions and Records no later than one (1) week after the “census day” or “census week” of any semester or academic session.
- 2.3 Positive Attendance classes do not have a census date. Apportionment for these classes is based upon the actual student contact hours of attendance generated by the each student. Faculty members are required to record individual student attendance at each class meeting. The Office of Admissions will ~~produce and~~



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distribute a Positive Attendance roster prior to the start of the class for this purpose. Hours reported for each student may not exceed the total number of hours the class meets pursuant to the course outline of record, except in cases of Open Entry/Open Exit courses where the maximum number of hours a student may be enrolled is determined by the curriculum committee based on the maximum time reasonably needed to achieve the educational objectives of the course. The Positive Attendance roster must be returned to the Office of Admissions within five (5) work days following the last day of any semester or academic session.

- 2.4 Students who begin attending census-procedure based courses (WSCH, DSCH, and courses of Independent Study and Work Experience Education) on or after the census date will not be counted for apportionment purposes. Instructors may not add students whose first day of attendance is on or after the census date. Exemptions can be granted by the President or his/her designee.
 - 2.5 The Lassen Community College District is committed to the proper classification, retention, and destruction of records as required by Title 5 Section 59020 et seq. and other applicable Title 5 sections related to records retention, including primary and support records relating to student attendance, student residency determination, course section contact hour tabulations, and FTES reported for the calculation of State apportionment.
- 3.0 **Faculty Member Requirements Related to Student Attendance**
The Lassen College Faculty Handbook and Attendance Accounting Handbook provides instructions and details of faculty responsibilities under this section.
Census rosters are distributed to instructors just prior to the census date. Faculty members are required to drop all students (clear the rolls) who meet the following criteria by the established census date:
- 3.1 Never attended the class (NS). Those students are referred to as “no show”, *or*
 - 3.2 Are no longer participating in the course (DROP). The term “no longer participating” includes, but is not limited to, absences over 20% of the course’s total class hours. Instructors may allow students to make up coursework missed during absences caused by extenuating circumstances, defined below. In order to insure consistency of treatment and to eliminate the potential for internal bias, students who are dropped from a class due to excessive absences may pursue an appeal through the Student Grievance and Appeal process defined in the current college catalog.



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- 3.2.1 Extenuating circumstances include verified medical or legal reasons; bereavement; student participation in such college-approved activities as field trips, athletic contests, academic competitions, fine arts performances, and other circumstances beyond student control. An absence may be excused when, in the judgment of the faculty member, a student missed class in order to resolve a serious personal problem not covered above.
- 3.4 Faculty members are required to submit all completed ~~WSCH, DSCH,~~ or UA census rosters to the Office of the Admissions and Records no later than one (1) week following the census date.
- 3.5 Regular attendance in all classes is required. By enrolling in a class, the student obligates himself or herself to attend classes regularly. Generally, a student is allowed one hour of absence per unit of credit without penalty. Students are expected to be on time for classes. Excessive absence or tardiness may result in lowering the student's grade for the course, except in special cases of prolonged illness as certified by a physician. The instructors concerned shall consider these cases individually. It is the student's responsibility to make up any work missed because of absence. Make-up tests or examinations will be given only if approved by the instructor concerned.
- 3.5.1 Faculty must keep and maintain daily records of attendance sufficient to ensure reliability of attendance and contact hour data for Title 5 requirements, Federal Financial Aid requirements, Athletic eligibility requirements, and to insure academic integrity.
- 3.6 To be in full compliance with all requirements of attendance accounting standards and Board Policy 4005, all records, including daily attendance records and grade reports, must be completed fully and accurately and returned to the Office of Admissions and Records no later than five (5) working days following the end of the semester or academic session.

Office of Primary Responsibility: Academic Services _____

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:



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