

LASSEN COMMUNITY COLLEGE

ACADEMIC SENATE



Approved Minutes
Tuesday, November 22, 2011

2011-2012

President
Cheryl Aschenbach

Vice-President
Nancy Beterbide

Secretaries
Lisa Gardiner
Richard Swanson

Senators
Michael Giampaoli
Carrie Nyman

Call to Order: President Aschenbach called the meeting to order at 3:31 p.m.

Senators Present: Cheryl Aschenbach, Nancy Beterbide, Lisa Gardiner, Michael Giampaoli, Carrie Nyman, Richard Swanson

Guest: Sue Mouck

Approval of Agenda: Nyman/Gardiner MSCU to approve amended agenda moving Discussion Items to after Closed Session Report.

Public Comment

Sue Mouck announced the Transfer A.S. Degree in Administration of Justice was just approved by the Chancellors Office. This is the first LCC degree to meet the SB 1440? requirements. The Transfer degree in Sociology has been submitted and the transfer degree in Child Development will be submitted soon once curriculum changes are approved.

Action Items

1. Giampaoli/Swanson MSCU to approve the Textbook Policies draft to be included in the Faculty Handbook (attached).

Closed Session: Senate entered in to closed session at 3:36.

- Minimum Qualifications and Equivalencies
- Faculty Evaluation Recommendation – President Aschenbach exempted herself from participation in this item and exited the meeting room until the senate reconvened in open session.

Closed Session Report:

- Minimum Qualifications and Equivalencies were reviewed with the following outcomes:
English: Denied

Dana Higgins Fire Technology

Completion of Fire Instructor 1A & 1B, documentation that the individual is considered an expert by peers in the field, and position currency documented as of May 18, 2011.

Joelle Porter Humanities

Sufficient coursework in literature and related subjects to equate to a Master's degree in Humanities.

- Faculty Evaluation Recommendation
Giampaoli/Beterbide MSCU to forward faculty evaluation recommendation to President's Office. The Senate agreed that the evaluation process was completed within LCFA contract timeline. However, Senate has serious concerns about the

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sequence of dates on form C; specifically that “Notice sent to faculty by 3rd week of semester”, “Receipt of Completed Form C-1”, and “Receipt of Completed Evaluations: Form C-2” all have the date 9/8/11 listed as to when these actions were completed.

Discussion Items

1. Academic Grievance Policy

President Aschenbach provided a handout of ideas for consideration in the development of an academic grievance process. Ideas shared included: The grievance process should define what separates an academic grievance from other kinds of grievances. The academic grievance process should:

- Require the student to identify what remedy is sought. Any remedy that is academic in nature should be addressed through the Academic Grievance process.
- Fall under the authority and responsibility of Academic Services.
- Be designed in such a way as to solve the issue at the lowest possible level
- Lead a student through a thoughtful process of examination to identify if a grievable issue exists.
- Require evidence.
- Require the student provide a written grievance that should be shared with the involved faculty member for the purpose of identifying the specific issue at hand and preparing a thoughtful response; without the faculty receiving a copy they are operating in the dark based on an ever changing list of complaints.
- Occur within a reasonable time frame

It was acknowledged that constructing an academic grievance policy was a portion of the draft AP 5530 document entitled “Student Rights and Grievances” Dean Templeton brought to Senate over a year ago, but Dean Templeton has not returned to Senate with any revisions of the presented draft. Senate was in agreement that revising current conflicting policy and processes for student academic grievances needs to be addressed. President Aschenbach will draft an academic grievance policy to present at the next Senate meeting based on Senate recommendation above.

Concern was expressed that academic grievances that have occurred over that past few years have been handled poorly and processes involved have served to harass faculty members and have not served students well in their learning process.

Information Items: None

Reports

- Senators: None
- Administration: None
- LCFA: None

Adjournment: Beterbide/Gardiner 4:54 p.m.

Next Academic Senate Meetings

Tuesday, December 13, 2011

Additional meetings will be scheduled as necessary.

Future Agenda Items

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- Welding IPR
- Discussion: Athletic Team Schedules and December Final Exams
- Consider revisions to Senate Bylaws
- BP & AP 4250 Probation
- Human Services IPR(from Spring 2009).
- Automotive IPR (from fall 2010)
- Social Science IPR (from May 2011)
- Gunsmithing IPR (from May 2011)
- Journalism IPR (from May 2011)

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Textbook policies to be included in Faculty Handbook.

Approved by Senate on November 22, 2011

- Textbooks are selected by the full-time faculty who teach the class. When multiple full-time permanent faculty teach sections of the same class, all need to collaborate and agree on a single required textbook to be used by all sections of the class. Adjunct instructors are also encouraged to participate in the discussion.
- Even if a course is taught only by adjunct instructors, full-time faculty with experience and an FSA in the discipline as well as the division chair should participate in the decision. If no full-time faculty has the FSA, then the adjunct faculty member should make recommendations for changes in consultation with their division chair.
- Ideally, the textbook should be the same for all sections of a course regardless of mode of delivery. Care should be taken to select a textbook that meets the requirements/limitations set by prisons. Remember that community students take correspondence and one day may end up taking the same course face-to-face. In this case, students should not have to incur additional expenses for textbook because of different texts being used for different modes of delivery. This is also true of students who may attempt to take a course in both online and traditional face-to-face formats.
- Selection of supplemental texts, for example novels used in English courses, may still vary between instructors. Care should be taken, however, to ensure that supplemental text selections are comparable to the examples included in the course outline.
- Whenever possible, textbooks should be adopted for a minimum period of three years. This reduces costs to students and allows longer use of textbooks in prison facilities, EOP&S book loan library and, if it still exists, the LCC textbook rental program.
- Because instructor materials may not be available for an edition of a text over a period of 3-4 years, the college should request 5-6 copies of instructor materials to have on hand for when new instructors teach classes. This eliminates the need to transition to a new edition simply because instructor materials for a previous edition are no longer available, a practice that ultimately costs students more money when they have to buy new edition textbooks.
- Adopting a new textbook in any semester but the fall semester is discouraged.
- The Senate suggests that faculty engage in discussions about textbooks as a regular part of the curriculum review process during an Instructional Program Review. This discussion should take place no later than the end of the fall semester in order to have adequate time to submit revisions of Course Outline to Curriculum/Academic Standards.
- Course outlines must be updated to reflect any changes in required textbooks.
- Once course outlines are updated to reflect changes in required textbooks, notice of a pending textbook adoption can be given to the bookstore. Ideally, this happens by the end of the previous fall semester in order to allow the bookstore adequate time to order copies of new books and liquidate copies of old editions. At the very latest, a new textbook adoption should be planned, course outline revised and approved by Curriculum/Academic Standards, and bookstore notified by mid-way through the spring semester for a Fall semester textbook adoption.
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