

Consultation Council/Strategic Planning Committee Minutes

July 15, 2010

Present

Shelly Baxter (management)
Monica Cochran (Public Relations)
Phil Horner (classified)

Dr. Doug Houston (President)
Jeff Lang (classified)
Sue Mouck (Accreditation Liaison -faculty)

Absent

Cheryl Aschenbach (AS - faculty)
Terry Bartley (management)
Sandy Beckwith (Div Chair -faculty)
Dr. Irving Berkowitz (Dean of Instruction)
Tina Bishop (Lead Counselor - faculty)
David Burris (Exec Director-HR)
Carie Camacho (Div Chair -faculty)
Kayleigh Carabajal (Exec Director-IR)

Dave Clausen (Exec Director –Fiscal Services)
Marshel Couso (management)
Logan Merchant (Chair/IT Planning)
Carol Montgomery (classified)
Eric Rulofson (Chair/ Facilities Planning)
Cary Templeton (Dean of Student Services)
Amber Williams (Associated Student Body)
Brian Wolf (Div Chair –faculty)

Guest

None

With a quorum present, the meeting began at 10:05 am.

Consultation Council:

1. July 27, 2010 Governing Board Planning Retreat

Dr. Houston presented the agenda for the July 27, 2010 Governing Board Planning Retreat. The agenda includes a discussion of the Comprehensive Institutional Master Plan presented to the Governing Board at their regular June meeting. In addition Dr. Carabajal will present updated key performance indicators (KPIs). Dr. Houston intends to recommend that the board reaffirm the existing Strategic Plan (mission and six strategic goals) with a minor modification to the existing vision statement. He will suggest that the college be identified at the “the” leader as opposite to “a” leader in the various statements. In addition to the planning discussion, the agenda also includes a personnel consent agenda that should include the hiring of the Athletic Director and two Counselors. Lastly, the agenda includes a discussion on parliamentary protocols. The intention is to develop a brief one-page sheet identifying the essential components of parliamentary procedures for small meeting operations

2. Sustained Improvement Matrix

Dr. Houston presented the current Sustained Improvement Matrix as updated by Cabinet. Changes since the last review by Consultation Council were indicated in green. The Consultation Council affirmed the updated version allowing completed items to be moved off of the pending version and onto the completed matrix for last year. Jeff Lang identified that one of the previously completed rows contained information that needed to be updated. Cabinet will review the previously identified completed items to assure accuracy of the status column. (Sustained Improvement Matrix not attached)

3. Policy and Procedure Chapters – Chapter 4 – Academic Affairs (Consultation)

Cheryl Aschenbach, as representative of the Academic Senate, had provided the FastTrack Policy and Procedures – Chapter 4- Academic Affairs at the May 20, 2010 Consultation Council meeting for constituent group review. No suggestions were provided by classified, management, or administration. **By consensus, the committee forwarded the following proposed policies: BP 4060, BP 4070, BP 4080, BP 4220, BP 4226, BP 4230, BP 4231, BP 4270, [Board Policies attached] In addition the following administrative procedures were accepted: AP 4060, AP 4070, AP 4220, AP 4222, AP 4226, AP 4227, AP 4228, AP 4229, AP 4230, AP 4231, AP 4232, AP 4610. [Administrative Procedures attached]**

Strategic Planning:

1. Annual Planning Calendar (Consultation)

In the absence of Kayleigh Carabajal, Sue Mouck presented the draft Annual Planning Calendar (attached). The Annual Planning Calendar is a one page visual identifying the program review, planning and budget activities for the year. The calendar will be included in the Institutional Planning and Budget Development Process Handbook to be adopted by the Academic Senate early in the fall.

Other:

None

The meeting adjourned at 10:40 am

Future Agendas:

1. **1 Review of August 10, 2010 Governing Board Agenda (Information) –July 29, 2010 - Dr. Houston**
2. **Committee Membership for 2010-2011(Information) - July 29, 2010 – David Burris**
3. **Feedback from the Governing Board Planning Retreat (Information) – July 29, 2010 -Dr. Houston**
4. **Update on Staffing of Positions - July 29, 2010**
5. **Consultation Council/Strategic Planning Committee Organizational Meeting for 2010-2011 (set meeting day/time and election of chair)– August 12, 2010**
6. **Consultation Council Orientation (Concept of Consultation Council) - August 12, 2010 – Kayleigh Carabajal**
7. **Acceptance of Shared Governance & Collegial Consultation Process Handbook 2010-201 (Governance)- August 19, 2010**
8. **Status of Budget Reduction Proposals for 2010-2011 (Information) – August 19, 2010 – Dave Clausen**
9. **Adoption of Annual Budget Prioritization Criteria for 2011-2012 Budget (Consultation) – August 19, 2010 – Dave Clausen**
10. **Acceptance of Institutional Planning & Budget Development Handbook 2011-2012 (Governance)– August 26, 2010 – Cheryl Aschenbach**
11. **Campus Landscaping (reduction in resource intensity) (Consultation)–**
12. **Interim Graphic Design Manual (Consultation) -**
13. **Safety Committee – Dr. Houston**

LASSEN COLLEGE

TRACKING CHART FOR CHAPTER 4 (ACADEMIC AFFAIRS)
Board Policies and Administrative Procedures

			Senate reading	Senate approval	Submitted to CC	CC accepted	NOTES
BP 4000	AP 4000	Instructional Programs					
	AP 4005	Enrollment Management					
BP 4010	AP 4010	Academic Calendar					
BP 4020	AP 4020	Program, Curriculum, and Course Devel.					
	AP 4021	Program Discontinuance					
BP 4022	AP 4022	Program and Course Approval					
BP 4025	AP 4025	Philosophy and Criteria for Associate Degree and General Education					
	AP 4026	Philosophy and Criteria for International Education					
BP 4030	AP 4030	Academic Freedom					
BP 4040	AP 4040	Library and Other Instructional Support Services					
BP 4050	AP 4050	Articulation					
BP 4060	AP 4060	Delineation of Functions Agreement	3/18/10	4/22/10	05/10/10	07/14/10	

BP 4070	AP 4070	Auditing and Auditing Fees	3/18/10	4/22/10	05/10/10	07/14/10	
BP 4080		Class Size	3/18/10	4/22/10	05/10/10	07/14/10	
BP 4090		Guest Speakers					

BP 4100	AP 4100	Graduation Requirements for Degrees and Certificates					
	AP 4101	Independent Study					
	AP 4102	Career/Technical Programs					
	AP 4103	Work Experience	3/18/10				
	AP 4104	Contract Education					
	AP 4105	Distance Education					
BP 4106	AP 4106	Nursing Programs					
BP 4110	AP 4110	Honorary Degrees	3/18/10				
BP 4220	AP 4220	Standards of Scholarship	3/18/10	4/22/10	05/10/10	07/14/10	
	AP 4222	Remedial Coursework	3/18/10	4/22/10	05/10/10	07/14/10	
	AP 4223	Withdrawal from Courses	3/18/10				
BP 4225	AP 4225	Course Repetition	3/18/10				
BP 4226	AP 4226	Multiple and Overlapping Enrollment	3/18/10	4/22/10	05/10/10	07/14/10	
	AP 4227	Repeatable Courses	3/18/10	4/22/10	05/10/10	07/14/10	
	AP 4228	Course Repetition – Significant Lapse of Time	3/18/10	4/22/10	05/10/10	07/14/10	
	AP 4229	Course Repetition – Variable Units	3/18/10	4/22/10	05/10/10	07/14/10	
BP 4230	AP 4230	Grading and Academic Record Symbols	12/3/09	12/15/09	Feb. 2010	07/14/10	
BP 4231	AP 4231	Grade Changes	3/18/10	4/22/10	05/10/10	07/14/10	

	AP 4232	Pass/No Pass	2/18/10	3/4/10	05/10/10	07/14/10	
BP 4235	AP 4235	Credit By Examination					
BP 4240	AP 4240	Academic Renewal					
BP 4250	AP 4250	Probation					
	AP 4255	Disqualification and Dismissal					
BP 4260	AP 4260	Prerequisites, Co-requisites, and Advisories	2/18/10				
BP 4270		Acceptance of Upper Division Coursework	2/18/10	4/22/10	05/10/10	07/14/10	

BP 4300	AP 4300	Field Trips and Excursions					
BP 4400	AP 4400	Community Services Programs					
	AP 4500	Student Publications					
	AP 4610	Instructional Service Agreements	2/18/10	4/22/10	05/10/10	07/14/10	

Updated 4/22/10 Senate
Updated 7/14/10 CC

Academic Affairs
Approved by Senate 4/22/10
Accepted by Consultation Council 7/14/10

BP 4060 DELINEATION OF FUNCTIONS AGREEMENTS

References:

Education Code Sections 8535 and 8536

Note: This policy is **optional** but is **legally advised** if the District engages in adult non-credit instruction.

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the Superintendent/President shall present an appropriate memorandum of understanding to the Board of Trustees for approval.

Office of Primary Responsibility: _____

NOTE: The **red type** signifies language that 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.

Date Adopted:

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

Academic Affairs
Approved by Senate 4/22/10
Accepted by Consultation Council 7/14/10

AP 4060 DELINEATION OF FUNCTIONS AGREEMENTS

References:

Education Code Sections 8535 and 8536

Note: This procedure is **optional** but is **legally advised** if the District is engaged in adult non-credit instruction. Insert local practice here, if any, regarding memoranda of understanding related to noncredit continuing education programs.

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)

Academic Affairs

Approved by Senate 4/22/10

Accepted by Consultation Council 7/14/10

BP 4070 AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

❖ From current Lassen College Policy 5120 titled Auditing of Courses

~~The governing board of a community college district may authorize a person to audit a community college course and may charge that person a fee pursuant to this section. If a fee for auditing is charged, it shall not exceed fifteen dollars (\$15.00) per unit per semester.~~

Auditing of Lassen College classes is permitted. Instructor approval is required, and a fifteen dollar (\$15.00) per unit auditing fee will be assessed for auditing classes. Students enrolled in classes for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester.

No students auditing a course shall be permitted to change enrollment in that course from audit to credit.

Priority in class enrollment shall be given to students desiring the class for credit.

Students who audit a class are not eligible for state apportionment, and the instructor must maintain a separate roll sheet. Students who enroll on an audit basis may not be counted toward the class enrollment.

highlighted text moved to AP 4070

Office of Primary Responsibility: _____

NOTE: The **red type** signifies **legally required** language (if the District permits auditing) recommended from the Community College League and legal counsel (Liebert Cassidy Whitmore). The language in **black ink** is current Lassen College Policy 5120 titled Auditing of Courses adopted on 3/17/87 and revised on 1/10/98, 10/11/05, and 6/27/06. The information in **blue type** is additional language to consider including.

Date Adopted:

(Replaces current Lassen College Policy 5120)

Academic Affairs

Approved by Senate 4/22/10

Accepted by Consultation Council 7/14/10

AP 4070 AUDITING AND AUDITING FEES

Reference:

Education Code Section 76370

Instructor approval is required, and a fifteen dollar **(\$15.00)** per unit auditing fee will be assessed for auditing classes. Students enrolled in classes for 10 or more semester credit units shall not be charged a fee to audit three or fewer units per semester.

No students auditing a course shall be permitted to change enrollment in that course from audit to credit.

Priority in class enrollment shall be given to students desiring the class for credit.

Students who audit a class are not eligible for state apportionment, and the instructor must maintain a separate roll sheet. Students who enroll on an audit basis may not be counted toward the class enrollment.

~~**Note:** This procedure is **legally advised** only if the District permits auditing. The District may insert its local procedures for auditing courses, including:~~

- ~~• Who may audit~~
- ~~• Application process~~
- ~~• Required approvals~~
- ~~• Priority to be given to student desiring to take the course for credit toward a degree or certificate~~
- ~~• Payment of fees not to exceed \$15.00 per unit, unless student is enrolled in classes to receive credit for 10 or more semester units, and is auditing three or fewer semester units~~
- ~~• Refunds~~
- ~~• Limits on auditing~~

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 Policy

CCLC No. 4080

Academic Affairs

Approved by Senate 04/22/10

Accepted by Consultation Council 7/14/10

BP 4080 CLASS SIZE

References:

No references

❖ **From current Lassen College Policy 6360 titled Class Size**

The college shall organize classes in as efficient a manner as possible consistent with sound instructional practices.

The Governing Board recognizes the minimal class size goal shall be 15 students in the regular day, extended day, and summer sessions. Determination of minimum class size shall be subject to review and approval by the Chief Instructional Officer.

Minimum class size shall apply to all lecture, seminar and laboratory classes. Independent study classes are exempted from the guidelines on minimal class size.

Exceptions to minimum class size guidelines may be based upon the following: courses required for graduation, courses required in a major or in a career subject area, courses offered sequentially, courses offered irregularly based on enrollment and need, limited classroom, or laboratory facilities, campus size and geographical location, experimental or pilot programs and statutory and state regulations mandating class size.

Minimum and maximum size for each class shall be determined by the Chief Instructional Officer in accordance with the bargaining unit contract.

Office of Primary Responsibility: _____

NOTE: The wording in **black ink** is from current Lassen College Policy 6360 titled Class Size 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 6360 – just re-numbered)

Proposed Lassen Community College District Policy

CCLC No. 4220

Academic Affairs
Approved by Senate 4/22/10
Accepted by Consultation Council 7/14/10

BP 4220 STANDARDS OF SCHOLARSHIP

References:

Education Code Section 70902(b)(3);
Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.

The Superintendent/President shall establish procedures that establish standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq. and Board Policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the District catalog.

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. 4220

Academic Affairs
Approved by Senate 04/22/10
Accepted by Consultation Council 7/14/10

AP 4220 STANDARDS OF SCHOLARSHIP

Reference:

Education Code Section 70902(d)

Note: Matters identified by Title 5 as standards of scholarship are grading practices, credit and non-credit options, credit by examination, standards for probation and dismissal, remedial course work, academic record symbols, grade changes, course repetition, and academic renewal. Authority and responsibility is delegated to the Chief Instructional Officer and the Academic Senate as described in the policies and procedures on participation in local decision-making.

❖ **From current Lassen College Policy 6050 titled Official College Policy on Instructional Programs**

The college catalog contains the official district information on instructional programs, course offerings, and certificate and degree requirements. Also, the schedule of classes contains information about course offerings.

❖ **From current Lassen College Policy 6310 titled Schedule of Classes**

The Chief Instructional Officer will be responsible for developing a class schedule that provides for optimal flexibility, minimum class and time conflicts, proper sequence of courses in programs and optimal use of facilities. Classes shall be scheduled mornings, afternoons, evenings and weekends, on and off campus as student needs and enrollments require. The schedule of classes is designed for the benefit of the students.

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 wording in **black ink** is from current Lassen College Policy 6050 titled Official College Policy on Instructional Programs adopted on 5/5/87 and revised on 6/23/98 and 8/12/08 and Policy 6310 titled Schedule of Classes 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 6050 and 6310)

Proposed Lassen Community College District Procedure

CCLC No. 4222

Academic Affairs

Approved by Senate 04/22/10

Accepted by Consultation Council 7/14/10

AP 4222 REMEDIAL COURSEWORK

Reference:

[Title 5 Section 55035](#)

Note: This procedure is **legally required**. Local practice may be inserted here, which must include the following:

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

No student shall receive more than 30 semester units for remedial coursework. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college-level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.

Students who demonstrate significant, measurable progress toward development of skills appropriate to enrollment in college-level courses may be granted a waiver of the limitations of this procedure.

District catalogs shall include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

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)

Proposed Lassen Community College District Policy

CCLC No. 4226

Academic Affairs

Approved by Senate 04/22/10

Accepted by Consultation Council 7/14/10

BP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference:

[Title 5 Section 55007](#)

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more sections of the same credit course during the same term if the length of the course provides that the student is not enrolled in more than one section at any given time.

The Superintendent/President shall establish procedures to ensure that students may only enroll in two or more courses where the meeting times overlap under the conditions specified in Title 5 Section 55007.

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 League and the League's legal counsel)

Proposed Lassen Community College District Procedure

CCLC No. 4226

Academic Affairs

Approved by Senate 4/22/10

Accepted by Consultation Council 7/14/10

AP 4226 MULTIPLE AND OVERLAPPING ENROLLMENTS

Reference:

Title 5 Sections 55007

Note: *Insert local practice, which must include procedures that ensure the following:*

A student may not enroll in two or more sections of the same credit course during the same term unless the length of the course provides that the student is not enrolled in more than one section at any given time.

A student may not enroll in two or more courses where the meeting times for the courses overlap, unless:

- The student provides a valid justification, other than scheduling convenience, of the need for an overlapping schedule.
- An appropriate district official [Dean of Instruction] approves the schedule.
- The student makes up the overlapping hours at some other time during the same week under the supervision of the instructor of the course.

****ATTACH FORM****

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)

Proposed Lassen Community College District Procedure

CCLC No. 4227

Academic Affairs

Approved by Senate 04/22/10

Accepted by Consultation Council 7/14/10

AP 4227 REPEATABLE COURSES

References:

Title 5 Sections 55041, 55042, and 55253

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

Under special circumstances, students may repeat courses in which a C or better grade was earned.

Students are allowed to repeat a course without petition when repetition is necessary to enable that student to meet a legally mandated training requirement as a condition of volunteer or paid employment. Students can repeat such courses any number of times, even if they received a grade of C or better; however, the grade received by the student each time will be included in calculations of the student's grade point average.

Students may repeat activity courses that have been designated as activity courses and where it is found that the course content differs each time it is offered to enhance the skills and proficiencies of the student. Activity courses are defined as career/technical courses where the content differs each time the course is offered, but the primary educational activity remains the same. Examples of activity courses include physical education and courses in music, fine arts, theater, and dance. Absent substandard academic work courses may not be repeated for more than three semesters or five quarters including summers and intersessions.

Students with disabilities can repeat a special class for students with disabilities any number of times when an individualized determination verifies that such repetition is required as a disability-related accommodation.

Students are allowed to repeat a cooperative work experience course if a college only offers one course in cooperative work experience. Where only one work experience course is offered, students may be permitted to repeat this course any number of times as long as they do not exceed the limits on the number of units of cooperative work experience set forth in Title 5 Section 55253(a).

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)

Proposed Lassen Community College District Procedure

CCLC No. 4228

Academic Affairs

Approved by Senate 04/22/10

Accepted by Consultation Council 7/14/10

AP 4228 COURSE REPETITION – SIGNIFICANT LAPSE OF TIME

Reference:

Title 5 Section 55043

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

Students may be permitted or required to repeat courses in which a "C" or better grade was earned where there was a significant lapse of time since the grade was obtained and:

- The District has defined "significant lapse of time" or has established a recency prerequisite for a course or program; or
- An institution of higher education to which a student wishes to transfer has established a recency requirement that the student cannot satisfy without repeating the course.

When a student needs to repeat an activity course due to a significant lapse of time, each repetition attempt will be counted toward the established repetition limits. However, if a student has already exhausted the number of permitted repetitions, then an additional repetition due to significant lapse of time may be permitted or required by the District.

When a course is repeated due to a significant lapse of time, the District may disregard the previous grade and credit when computing a student's grade point average.

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

AP 4229 COURSE REPETITION – VARIABLE UNITS

Reference:

Title 5 Section 55044

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

Students may be permitted to enroll in variable unit open-entry/open-exit courses as many times as necessary to enable them to complete the entire curriculum of the course once.

Students may not repeat variable unit open-entry/open-exit courses unless:

- The course is required for legally mandated training; or
- The course is a special class for students with disabilities which needs to be repeated; or
- Repetition of the course is justified by extenuating circumstances; or
- The student wishes to repeat the course to alleviate substandard work.

Whenever a student enrolls in a physical education activity course offered for open-entry/open exit, the enrollment will count as a repetition of the course.

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)

BP 4231 GRADE CHANGES

References:

Education Code Sections 76224 and 76232;
Title 5 Section 55025

The Superintendent/President shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud or incompetence, the grades awarded by faculty shall be final.

- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP 4231 titled Grade Changes, and BP/AP 5040 titled Student Records.

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. 4231**

Academic Affairs
Approved by Senate 04/22/10
Accepted by Consultation Council 7/14/10

AP 4231 GRADE CHANGES

References:
Education Code Sections 76224 and 76232;
Title 5 Section 55025

Note: *This procedure is **legally required**. The following language is provided as a sample. Local practice may be inserted, but must comply with the Education Code and Title 5 and address the following:*

Changing Grades
The instructor of the course shall determine the grade to be awarded to each student.

The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to, errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is

not available or where the District determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetence, the final determination concerning removal or change of grade will be made by the **Dean of Instruction**.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade data bases, locking mechanisms for computer stations from which student grade data bases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the **Director of Enrollment Services**. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the **Executive Director of Research, Planning, and Information Services** immediately. The **Executive Director of Research, Planning, and Information Services** shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify:

- 1) the student;
- 2) the instructor who originally awarded the grade;
- 3) any educational institution to which the student has transferred;
- 4) the accreditation agency; and
- 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

Note: *The District may insert procedures related to processes for seeking grade changes, time limits, if any, and appeals to the Superintendent/President. Suggested procedures for doing so are contained in AP 5530 titled Student Grievance Procedures.*

Also see BP 3310 titled Records Retention and Destruction and BP/AP 5040 titled Student Records

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)

AP 4232 PASS/NO PASS

Reference:

[Title 5 Section 55022](#)

❖ From current Lassen College Policy 6405 titled Credit/No Credit Courses

Each division/department shall determine the courses it will designate as only pass/no pass ~~credit/no credit~~ courses. Such courses must be approved by the Curriculum/Academic Standards Committee and the Chief Instructional Officer. These courses will be designated in the college catalog, in the schedule of classes, and on the course outline of record.

~~Legal Reference: Title V Section 55002~~

❖ From current Lassen College Policy 6410 titled Credit/No Credit Grades

Courses in the college catalog shall be structured as follows:

1. Courses in which all students are evaluated on a pass/no pass ~~credit/no credit~~ basis.
2. Courses in which each student may elect (no later than the end of the first 30 percent of the course term) to be evaluated on the basis of pass/no pass ~~credit/no credit~~. If the course lasts less than two weeks the student must request pass/no pass ~~credit/no credit~~ grading on the first day of class.
 - a. A grade of "A", "B", or "C" will become P (pass) ~~CR (credit)~~ grade.
 - b. A grade of "D" or "F" will become an NP (no pass) ~~NC (no credit)~~ grade.

Pass/no pass ~~credit/no credit~~ grades shall be excluded from the computation of units attempted, grade point, and grade point average.

Units attempted for which NP ~~NC~~ is recorded shall be considered in probation and dismissal procedures.

Once filed, the petition for pass/no pass ~~credit/no credit~~ cannot be withdrawn nor may the decision be reversed. However changes in major may require a student to petition for a change of grade from pass/no pass ~~credit/no credit~~ to a letter grade: the student shall receive a grade of "C" if P ~~CR~~ was previously received; a grade of "F" if no pass ~~non-credit~~ was previously received.

A student may earn no more than twelve (12.0) units of credit toward the Associate Degree in courses graded on a pass/no pass ~~credit/no credit~~ option. Courses that are offered only pass/no pass ~~credit/no credit~~ will not be counted in the 12 unit limit.

~~Legal Reference: Title V Section 55752~~

Note: *The District may insert its local practice on how pass/no pass classes are identified and how students select the pass/no pass option. The District must replace "credit/no credit" with "pass/no-pass" by Fall 2009. Local practice may be inserted, but should comply with the following:*

Courses may be offered in either or both of the following categories:

- Courses in which all students are evaluated on a "pass/no pass" basis.
- Courses in which each student may elect on registration, or within the designated time dependent on the type of class to take the course on a "pass/no pass" basis.
 - o For a full-term course, a student must elect pass/no pass prior to the end of the fifth (5th) week.

- o For a course that is less than full term but longer than two (2) weeks, a student must elect pass/no pass prior to the end of 30% of the course.
- o For a course that is two weeks or less, students must elect pass/no pass at the time of enrollment.

A student electing to be evaluated on the "pass/no pass" basis will receive both course credit and unit credit upon satisfactory completion of the course. In computing a student's grade-point average, grades of "pass/no pass" are omitted.

A pass grade is granted for performance that is equivalent to the letter grade of "C" or better. A student who fails to perform satisfactorily will be assigned a "no pass" grade.

The student is held responsible for all assignments and examinations required in the course. The standards of evaluation are identical for all students in the course.

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 6405 titled Credit/No Credit Courses adopted on 2/22/77 and revised on 5/5/87, 6/23/98, and 8/12/08 and Policy 6410 titled Credit/No Credit Grades 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 6405 and 6410)

Proposed Lassen Community College District Policy

CCLC No. 4270

Academic Affairs

Approved by Senate 4/22/10

Accepted by Consultation Council 7/14/10

BP 4270 ACCEPTANCE OF UPPER DIVISION COURSEWORK

References:

No references

❖ **From current Lassen College Policy 6045 titled Acceptance of Upper Division Coursework**

Lassen College will accept coursework completed at the upper division level under the following conditions:

- The course must have been completed at a regionally accredited college or university.
- The course must be deemed comparable to a Lassen College course by the faculty in the discipline, or an appropriate designee, or an articulation agreement. Upper division courses (or graduate level courses) that require attainment of the lower division course competencies may also be accepted.
- The upper division course may be used to satisfy a Lassen College major requirement, an A.S. Degree general education requirement, or a prerequisite.
- Courses will be accepted for subject credit only. Unit credit will not be awarded toward the 60 units required for a degree. Upper division courses will not be used to certify CSU GE or IGETC requirements.
- At least 12 units in the major field of study must be completed at Lassen College.

Office of Primary Responsibility: _____

NOTE: The wording in **black ink** is from current Lassen College Policy 6045 titled Acceptance of Upper Division Coursework adopted on 3/7/06 and revised on 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 6045 – just re-numbered)

Proposed Lassen Community College District Procedure

CCLC No. 4610

Academic Affairs

Approved by Senate 4/22/10

Accepted by Consultation Council 7/14/10

AP 4610 INSTRUCTIONAL SERVICE AGREEMENTS

References:

Education Code Section 78015;

Title 5 Sections 51006, 53410, 55002, 55005, 55300-55302, 55600 et seq., 55805.5, 58051(c) – (g), 58051.5, 58055, 58056, 58058(b), and 58100-58110

Note: This procedure is **legally advised**. The following list includes criteria found in other sample Administrative Procedures. The District may choose to refer to other procedures or repeat criteria within this procedure. Insert local practice, which should address the following and be used as a guide in the preparation of agreements or contracts including:

- Delegation of responsibility for instructional service agreements
- Compliance with relevant policies and procedures,
- The responsibility of the governing board, prior to establishing a career/technical program, to conduct a job market study of the labor market area, and determine whether or not the results justify the proposed career/technical program;
- A written agreement or contract with the contractor stating the responsibilities of each party and that the college or district is responsible for the educational program conducted on site;
- The inclusion of procedures, terms and conditions relating to: 1) enrollment period; 2) student enrollment fees; 3) the number of class hours sufficient to meet the stated performance objectives; 4) supervision and evaluation of students; and 5) withdrawal of students prior to completion of a course or program.

The agreement/contract shall contain terms and conditions relating to cancellation and termination of the arrangement.

Instruction claimed for apportionment under the agreement/contract, shall be under the immediate supervision and control of an employee of the District who has met the minimum qualifications for instruction.

Where the instructor is not a paid employee, the District shall have a written agreement or contract with each instructor conducting instruction for which full-time employees are to be reported and stating that the District has the primary right to control and direct the instructional activities of the instructor.

The District shall list the minimum qualifications for instructors teaching these courses and that the qualifications are consistent with requirements in other similar courses given in the District.

The course must be held at facilities which are clearly identified as being open to the general public. Enrollment in the course must be open to any person who has been admitted to the District and has met any applicable prerequisites. Board policy on open enrollment must be published in the District catalog, schedule of classes, and any addenda to the schedule of classes, along with a description of the course and information about whether the course is offered for credit and is transferable.

Degree and certificate programs must have been approved by the System Office and courses that make up the programs must be part of the approved programs, or the District must have received delegated authority to approve those courses locally.

The courses of instruction are specified in the agreement, the outlines of record for such courses and are approved by the District's curriculum committee as meeting Title 5 course standards, and the courses have been approved by the Board of Trustees.

Procedures used by the District to assure that faculty teaching different sections of the same course, teach in a manner consistent with the approved outline of record for that course are applied to courses and faculty covered under the agreement and students are held to a comparable level of rigor.

Records of student attendance and achievement shall be maintained by the District. Records will be open for review at all times by officials of the District and submitted on a schedule developed by the District.

It is agreed that both contractor and the District shall insure that ancillary and support services are provided for the students.

The District must certify that it does not receive full compensation for the direct education costs of the course from any public or private agency, individual or group.

The District is responsible for obtaining certification verifying that the instructional activity to be conducted will not be fully funded by other sources.

The District shall comply with the requirements of Title 5 Sections 55230-55232 concerning approval by adjoining high school or community college districts and use of non-District facilities, if classes are to be located outside the boundaries of the District.

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)

Planning Cycle - Strategic Planning; Comprehensive Institutional Master Plan & Budget Development

