

LASSEN COMMUNITY COLLEGE

ACADEMIC SENATE



Approved Minutes
Tuesday, July 30, 2014

2014-2015

President
Cheryl Aschenbach

Call to Order: President Aschenbach called the meeting to order at 2:02pm
Present: Cheryl Aschenbach, Barbara Baston, Lisa Gardiner, Cory McClellan, Carrie Nyman.
Guests: Sue Mouck, Dr. Tammy Robinson

Vice-President
Carrie Nyman

Approval of Agenda: (Nyman/McClellan: MSCU) with deletion of Minimum Qualifications and Equivalencies from closed session.

Secretaries
Lisa Gardiner
Richard Swanson

Minutes:
Approve minutes from June 10, 2014. (Nyman/Baston: MSCU)

Public Comment
None.

Senators
Barbara Baston
Cory McClellan

Action

1. Approve Curriculum Action and forward to Board (McClellan/Gardiner: MSCU)
Painting for Personal Enrichment by Michael Giampaoli to be taught F14
2. Update 2014-2015 faculty committee appointments (McClellan/Nyman: MSCU)
Replace Jake Williams (resigned) with Jeff Owens (hired) on Facilities Master Planning Committee.
3. Approve 2014-2015 Shared Governance Handbook with minor revisions (Gardiner/Baston: MSCU)
In addition to approving the Handbook, Senate discussed its willingness to include the charge for the Safety Committee as a regular standing committee rather than ad-hoc committee if Consultation Council supports on the action.
4. Approve 2015-2016 Planning and Budget Development Handbook (McClellan/Baston: MSCU)

Discussion

1. Standards for online instruction (for inclusion in Online Instructors' Handbook)
See draft attached to end of minutes

Information

Reports

- Senators - None
- Administration – None

Academic Senate
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- LCFA – Negotiations resume 8/13/14

Adjournment: (Nyman/Gardiner) at 3:10pm

Next Academic Senate Meetings

August 26, 2014 at 3:00pm in HU-204

Future Agenda Items

- Approve 2014 Business IPR
- Approve 2014 Automotive Technology IPR
- Assign 2014-2015 IPR mentors
- Handbook for Online Instructors – further review and approval
- IPR Handbook – further review and approval
- AP 4005 Enrollment Management and Attendance Accounting
- Ethics Statement: AP 3050
- Accept 2014 Annual IPR Updates
- 2013 Human Services IPR
- 2013 Welding IPR
- 2014 Athletics IPR
- 2014 Agriculture IPR
- 2014 Physical Education IPR

Expectations for Online Courses, Instructors and Students

Academic Senate **DRAFT** – July 29, 2014

Online courses must include evidence of:

- Weekly student-to-student contact via discussion forums
- Weekly instructor-to-student (group) contact
- Weekly instructor-to-student (individual) contact
This must be demonstrated through weekly assignment feedback, a separate assignment that allows for students to check-in/ask questions and instructors to provide feedback, or email generated within Moodle using the Moodle QuickMail function. While it is inevitable that students will email faculty members, it is important that regular feedback and individual interaction occur within Moodle because it is easily accessible to outside evaluators. If external email is utilized regularly for weekly interaction with individual students, instructors must save all emails for submission to Academic Services at the end of the semester as evidence of regular and effective contact between instructors and students.
- Weekly units must include a clear explanation of concepts covered and assignments due.
- Lectures must be included weekly and should include instructor-generated documents or files (Word, Powerpoint, Prezi, video) but can also include external links and references.

Additionally, all online course materials must be ADA accessible.

Online Course Syllabi

- Must include guidelines for appropriate student interaction in forums (netiquette) as well as potential consequences for inappropriate postings
- Must include expectations for student interaction in forums (ie. one original post and two responses to classmates)
- Must include information about methods for weekly student question and faculty feedback opportunities
- Must include information about when to expect feedback on assignments (ie. feedback on quizzes and assignments within 48 hours; feedback on essays and exams within 1 week).
- Students must know when to expect return communication when questions are asked via email or within a Moodle questions forum. Communicate this in syllabus (ie. questions answered within 24 hours when received M-F, 48 hours when received Saturday or Sunday)

This is currently a draft, but only in the sense that more requirements expectations may be added as the Senate finalizes the Online Instructors' Handbook. These guidelines are necessary to ensure that all courses are meeting state and federal regulations for online education including equivalency to face-to-face classes, regular, effective opportunities for feedback, and accessibility.