

LASSEN COMMUNITY COLLEGE

ACADEMIC SENATE



2014-2015

Minutes
Tuesday, February 10, 2015

President
Cheryl Aschenbach

Call to Order: President Aschenbach called the meeting to order at 3:00.
Present: Cheryl Aschenbach, Barbara Baston, Lisa Gardiner, Cory McClellan, Richard Swanson
Guests: Alison Somerville

Vice-President
Carrie Nyman

Approval of Agenda: Agenda amended with removal of approval of minutes from January 13, 2015, approval of minutes from January 27, 2015 and closed session. (Gardiner/Baston; MSCU)

Secretaries
Lisa Gardiner
Richard Swanson

Public Comment
None.

Senators
Barbara Baston
Cory McClellan

Action

1. Assign faculty to Distance Education Review Committee: Approve Cheryl Aschenbach, Nancy Beterbide, Carie Camacho, Betsy Elam, Lisa Gardiner, Cory McClellan to sit on the Distance Education Review Committee. (Gardiner/McClellan; MSCU)
Discussion focused upon distance education experience of faculty who had expressed interest in serving on this committee. Selection for committee service was based upon a blend of faculty with experiences in varying distance education modalities. Nancy Beterbide (correspondence), Carie Camacho (correspondence/online/hybrid), Betsy Elam (correspondence/online), Cory McClellan (online), Lisa Gardiner (hybrid), and Curriculum Chair Cheryl Aschenbach (correspondence/online) were appointed to the inaugural Distance Education Review Committee.

Discussion

1. Student records and Moodle
Senator Gardiner expressed concern regarding a student who challenged his Fall 2014 grade for a Moodle course. Upon researching the issue the student's work and instructor comments were not readily available in Moodle. Archived student data was retrieved by IT. IT reported the problem occurred because the student had disenrolled himself from the course. Concern was expressed regarding 1) instructor access to evidence to justify student grade for least as long as the timeframe allowed for grade grievances 2) no evidence of interaction with students as requested by ACCJC. Lisa will work on a statement to capture Senate concerns.
2. Special Admit Students
Alison Somerville voiced a concern the Counseling Department has with regard to assessment testing procedures limiting special admit students from enrolling in CTE courses. The concern is that there are special admit students who appear that they could be successful in LCC CTE courses, but they have a

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difficult time enrolling in these courses based upon our Special Admit Assessment Policy. Cheryl and Alison will survey our CTE faculty to get their input on the issue and check with other campuses to determine how they address similar concerns.

3. Review of Board Policies and Procedures Chapter 4

BP & AP 4000 Instructional Programs:

Minor revisions identified to fix typos.

AP 4005 Enrollment Management:

Minor revisions identified to add clarity. Under item #2 an inconsistency was identified between this AP and catalog language regarding responsibility for dropping students. Under item #3 conversation included exploring consistent language in course syllabi regarding instructor policies for dropping students. Further discussion on this topic will be explored in the faculty breakout at convocation.

BP & AP 4010 Academic Calendar:

Minor revisions for consistent font size.

BP & AP 4020 Program, Curriculum, and Course Development:

Minor revisions.

BP & AP 4022 Program and Course Approval:

Comments included delineating a process for credit, non-credit and not-for-credit program and course approval as well as deletion of language for approval of stand-alone courses as it is no longer applicable.

Above revisions will be reflected in the next draft of these policies and procedures.

Information:

None.

Reports

- Senators

Cheryl reported that Carrie Nyman has been working on plans for Betsy Elam's retirement party. She will be querying Betsy as to preference for dates of May 1st or May 8th for the party.

- Administration
- LCFA

Adjournment: 4:12p.m. (McClellan/Baston)

Next Academic Senate Meetings

Tuesday, February 24, 2015 3:00pm in HU-204

Tuesday, March 10, 2015 3:00pm in HU-204

Tuesday, March 24, 2015 3:00pm in HU-204

Tuesday, April 14, 2015 3:00pm in HU-204

Tuesday, April 28, 2015 3:00pm in HU-204

Tuesday, May 12, 2015 3:00pm in HU-204

Additional meetings will be scheduled as necessary.

Future Agenda Items

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- BP/AP Chapter 4 review
- Election Timelines (March 10) and related actions (March 24)
- 2014 Athletics IPR
- 2014 Agriculture IPR

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