

CHAPTER III

INSTRUCTIONAL PROGRAMS

3.01 Philosophy

A. Purpose

Lake Tahoe Community College exists to meet the post-high school educational needs of the residents of the District. The College places the student at the center of all considerations. The educational needs, interests, and welfare of the students are the principal criteria against which all determinations are measured. Equal emphasis is assigned to the following four principal purposes of the College:

- The providing of counseling, guidance, and special assistance to individuals, that they may recognize their special abilities, needs, and interests
- The offering of courses designed to satisfy the lower division requirements of four-year institutions
- The offering of courses designed to provide direct employment in business, industry, and public service agencies
- The offering of classes, programs, and special services through which all persons in the community may broaden their educational, occupational, and career potential and enhance their personal and cultural development

B. Programs

To achieve this purpose, the College will offer the following kinds of programs:

1. General Education
2. Lower Division College Education
3. Occupational Education
4. Foundational (or Developmental) Education
5. Continuing Education

6. Community Service
7. Other educational services provided by contract

3.02 Supervision of Instructional Programs and Campus Activities

All instructional services and activities conducted either on or off the College campus in the name of the District or the College will be governed by the policies and regulations of the Lake Tahoe Community College District. These policies will also prevail when the use of campus space is granted to community groups under the provisions of the Civic Center Act.

3.03 Delineation of College Day

The college day shall be from midnight to midnight. As a full-service, comprehensive institution in a 24-hour-a-day community, the College may offer courses around the clock. The faculty teaching schedule shall be based upon the college day.

3.04 Minimum Class Size

The College will organize classes in as efficient a manner as possible, consistent with sound instructional practices. Generally, classes without an initial enrollment of 15 will be cancelled or sections merged; however, necessary classes with enrollment under 15 may be offered. The offering of credit courses shall be determined on the need of students to progress normally through the curriculum in which they are enrolled. Whether or not a class shall be cancelled will be determined by the appropriate Dean after consultation with the Vice President, Academic Affairs and Student Services.

3.05 Administrative Responsibility for Instructional Programs

- A. The final decision regarding course offerings in each quarter and the utilization of available facilities are administrative responsibilities.
- B. Quarterly course offerings are based upon recommendations of the academic departments and are subject to administrative review and adjustment to conform to District policies.

3.06 Assignment of Instructors

Instructors shall be assigned to classes in disciplines in which they meet the minimum qualifications. The final decision on assignments shall rest with the administration through the Office of the Vice President, Academic Affairs and Student Services.

3.07 Nature of Class Offerings

After consultation with individual faculty, the administration shall develop a class schedule that will provide students:

1. maximum flexibility in scheduling
2. minimum class conflicts
3. proper sequence of courses in program
4. maximum opportunity for Library and laboratory usage

3.08 Curriculum Development

- A. The Superintendent/President shall make recommendations to the Board of Trustees for the adoption of the curriculum with such additions, deletions or modifications as necessary. These recommendations shall take into consideration the recommendations of the College Curriculum Committee and the Vice President, Academic Affairs and Student Services.
- B. The Curriculum Committee's responsibilities, organization, procedures and membership composition of student, faculty and administrative representatives shall be described in the *Curriculum Committee Handbook*.

3.09 Degrees and Certificates

- A. The Associate in Arts degree, Certificates of Achievement and Certificates of Completion shall be granted under conditions adopted and published in the College Catalog by the Board of Trustees and are, therefore, District policies.

The Associate in Arts degree, Certificate of Achievement and Certificate of Completion will be awarded upon petition to the Admissions & Records Office after successful completion of courses in designated areas as outlined in the College Catalog.

- B. The Board of Trustees may confer honorary Associate in Arts degrees. Such a distinction shall be made on the basis of exemplary and extraordinary service, scholarship, professional achievement, or contribution to society. The Board of Trustees will consider awarding such honorary degrees based upon the recommendation of the Superintendent/President.

3.10 Honors at Graduation

Honors at graduation will be bestowed on students for all course work accomplished at Lake Tahoe Community College based upon the cumulative average attained through the quarter prior to graduation in the following manner:

Students achieving a 4.0 cumulative average--graduation with highest honors

Students achieving a cumulative average of not less than 3.65 and not more than 3.99
--graduation with honors

§ **3.11 Grading System**

The College grading system will be in conformance with the California Community College grading system adopted by the Board of Governors and will be published in the College Catalog.

3.12 Credit By Examination

Any student may challenge designated courses to receive credit by examination. Challenge courses will be listed at the beginning of each subject area in the course description section of the College Catalog. The credit by examination procedures will be described in the College Catalog.

3.13 Evaluation of Transcripts

All transcripts are evaluated under the direction of the Director of Admissions & Records. Regulations regarding transfer of credit to the College shall be noted in the College Catalog.

3.14 Course Numbering System

There shall be a course numbering system that reflects subject, academic level and transferability and it shall be published in the College Catalog.

§ **3.15 Prerequisite/Corequisite Policy**

Lake Tahoe Community College District adopts the following policy in order to provide for the establishing, reviewing, and challenging of prerequisites, corequisites, advisories on recommended preparation, and certain limitations on enrollment in a manner consistent with law and good practice. The Governing Board recognizes that if these prerequisites, corequisites, advisories and limitations are established unnecessarily or inappropriately, they constitute unjustifiable obstacles to student access and success and, therefore, the Board adopts this policy which calls for caution and careful scrutiny in establishing them. Nonetheless, the Board also recognizes that it is as important to have prerequisites in place where they are a vital factor in maintaining academic standards as it is to avoid establishing prerequisites where they are not needed. For these reasons, the Board has sought to establish a policy that fosters the appropriate balance between these two concerns.

A. The College shall provide the following explanations both in the *College Catalog* and in the quarterly *Schedule of Classes*:

1. Definitions of prerequisites, corequisites, and limitations on enrollment including the specific differences among them and the specific prerequisites, corequisites, and limitations on enrollment which have been established pursuant to *Title 5* section 55200 (a)-(f).
2. Procedures for a student to appeal prerequisites, corequisites, and limitations on enrollment and circumstances under which a student is encouraged to make such an appeal.
3. Definitions of advisories on recommended preparation, the right of a student to choose to take a course without meeting the advisory, and circumstances under which a student is encouraged to examine that right.

B. Appeal Process

The College shall establish procedures by which any student who does not meet a prerequisite or corequisite or who is not permitted to enroll due to a limitation on enrollment, but who provides satisfactory evidence, may seek entry into the class according to an appeal process as required in and according to provisions of *Title 5*, section 55201(f) and section I.B.1.-3. of the *Model District Policy*.

C. Curriculum Review Process

1. The College certifies that the Curriculum Committee has been established by mutual agreement of the administration and the Academic Senate as required in *Title 5*, section 55002(a) (1). The Curriculum Committee shall:
 - a. Establish prerequisites, corequisites, advisories on recommended preparation, and limitation on enrollment pursuant to *Title 5*, sections 55002, 55201, 55202 and 58106 and section I.C.3. and II.C. of the *Model District Policy*
 - b. Verify and provide documentation that prerequisites or corequisites meet the scrutiny specified in one of the measures of readiness specified in *Title 5*, section 55201(b) (1) of and sections II.A.1.a.-g. of the *Model District Policy*
 - c. Provide for a review of each prerequisite, corequisite, or advisory at least once every six (6) years pursuant to *Title 5*, section 55201 (b)(3) and section I.D. of the *Model District Policy*. Any prerequisite or corequisite which is successfully challenged under subsection (1), (2), or (3) of section 55201(f) shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of the law
 - d. Provide for a review of each limitation on enrollment at least once every six (6) years pursuant to section II.C. of the *Model District Policy*

D. Implementing Prerequisites, Corequisites, and Limitations on Enrollment

The College shall establish procedures wherein every attempt shall be made to enforce all conditions a student must meet to be enrolled through the registration process.

Such procedures shall be established so that a student is not permitted to enroll unless he or she (1) has met all the conditions or (2) has met all except those for which he or she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition pursuant to *Title 5*, section 55202(g) and section I.E. of the *Model District Policy*.

E. Instructor's Formal Agreement to Teach the Course as Described

The College shall establish a procedure whereby courses for which prerequisites, corequisites, or advisories on recommended preparation are established will be taught in accordance with the course outline pursuant to *Title 5*, section 55201(b)(2).

§ 3.16 Course Repetition

The college shall establish procedures for course repetition consistent with Title 5, section 55040-55045.

3.17 District-Wide Attendance Policy

Students enrolled in a course who fail to attend the first class meeting may be dropped from the course by the instructor. Students who will miss the first class meeting must advise the instructor of the absence prior to the first class meeting in order to be assured that they will remain enrolled in the class. This does not preclude the fact that students are ultimately responsible for dropping the class.

Unless the student and instructor have made previous arrangements, a student may be dropped from class whenever that person's total absences are two more than the number of times a class meets per week.

In the case of excessive absences, where special circumstances exist, and where no previous arrangements have been made, a petition for continuance may be filed by the student with the instructor and a counselor. A student may remain in the class until the petition is acted upon.

3.18 Limitation of Unit Load

A full-time student is one taking a minimum of 12 units per quarter. Fifteen (15) units is considered an average load for a full-time student. A unit load of 19 units per quarter is considered maximum. In order to take more than the maximum, approval must be obtained from a counselor. A student may not enroll in more than nine (9) units in each summer session without approval from a counselor.

§ 3.19 Academic and Progress Probation and Dismissal

The College will establish and publish in the College Catalog procedures relating to academic and progress probation as well as dismissal.

3.20 Study of Controversial Issues

A. Assumptions Basic to District Policy

Citizens in a free society, in order to discharge their responsibilities fully and intelligently, must examine with critical judgment all points of view regarding major issues of their day, nation and humanity.

1. Objectivity

Instructors shall maintain an attitude of objectivity toward controversial topics in discussing them in the classroom and shall refrain from advocating any partisan position without providing for a balanced presentation of the opposing position(s).

2. Respect for Others

Instructors shall encourage a spirit of mutual respect for honest and informed opinions, regardless of how divergent the opinions may be.

3. Relevant Data

Instructors shall become fully informed about the various viewpoints relevant to their instructional assignments and shall limit class discussion to issues related to course content.

4. Time Consideration

Undue time shall not be devoted to the study of any single issue inconsistent with the course goals and objectives and the normal development of course material.

5. Suitable Learning Materials

Instructors and Library staff shall make available and publicize the availability of a variety of suitable learning materials from which students may obtain data dealing with the pros and cons of issues being studied.

B. District Policies

Within the framework of the orderly processes of our constitutionally defined democratic society, the faculty of the College will have freedom to consider all issues which will contribute to the development of its students, provided the issues are consistent with the prescribed course of study and the general education program of

the College. Pursuant to this policy, the administration, faculty and student organizations may sponsor programs representing the full spectrum of divergent opinion.

1. Approval of guest speakers on campus is a function of the Superintendent/President.
2. Speakers will be governed by the regulations of the District as to time, place and manner of public presentation (see section 6.25).
3. The Superintendent/President will encourage presentation of the widest possible range of points of view.

C. Promulgation of District Policies

Pursuant to this policy the District will define and announce to the College community the conditions of allowable assembly. These regulations shall include due process procedures for handling discipline and the review of appeals by appropriate bodies and individuals (see *Board Policy Manual* sections 4.21, 4.22, 5.06, 5.08, 6.28, 6.31; *Full-time Faculty Handbook*; and appropriate student publications).

§ 3.21 Advisory Committees

A. After consultation with the appropriate Vice President, the Superintendent/President shall recommend to the Board of Trustees the establishment or dissolution of other advisory committees. These committees shall be organized and operate under the applicable guidelines set forth in regulation 3.20.

B. College Advisory Committees

1. Appropriate occupational advisory committees including those required by state or federal funding agencies
2. EOPS/CARE/CalWORKS Advisory Committee
3. Disability Resource Center Advisory Committee
4. Faculty and Staff Diversity Advisory Committee
5. Foster and Kinship Care Education Advisory Committee
6. Demonstration Garden Advisory Committee
7. English As A Second Language Advisory Committee

§ 3.22 Family Educational Rights and Privacy Act (FERPA)

The College will establish policies and procedures guaranteeing students (and/or their parents if conditions are met as stated under exceptions in the Act) access to their educational records as stated in the Family Educational Rights and Privacy Act regulations. The Lake Tahoe Community College policy statement is published in the College catalog.

§ 3.23 Library Materials Selection

A primary function of the Library is to provide instructional materials and associated support services to the college community, students, faculty and support staff, under standards and conditions conducive to the free exercise of intellectual inquiry. Accordingly, the great majority of materials selected for the Library shall substantially reflect the established curriculum of the College as it is described in the College catalog and other official documents. Additional materials will be selected to meet the general educational needs of the community college students served by the Library.

Within the scope of its philosophy and resources, the Library may augment rather than duplicate, those services, materials and functions which are characteristic of the public and public school libraries. In serving its non-college clientele, the Library shall attempt to provide a broad range of materials and services having potential benefit for the community at large.

Authority and responsibility for materials selection lies with the Director of the Library who shall:

1. Utilize the standard professional reviewing tools and subject bibliographies appropriate to the two-year college for the purposes of materials selection and collection development
2. Solicit College faculty recommendations and suggestions in the selection of materials having specific relevance to respective disciplines
3. Assess the annual circulation record of the Library
4. Review changes and revisions in the College curriculum, which may affect materials selection in related subject areas

The process of materials selection for the Library shall be governed by those basic principles of intellectual and academic freedom promulgated in the Library Bill of Rights of the American Library Association as detailed in *Board Policy Manual* Regulation 3.23.

The selection criteria used for adding donations to the collection will be the same as for the purchase of new materials above. The Library welcomes gifts such as hardbacks, paperbacks, CDs, videos, and DVDs. The materials the Library accepts as donations shall be evaluated for inclusion in the collection according to

the library materials selection criteria described above. The LTCC Library reserves the right to keep, discard, sell or give away donated materials.

Clientele having a question regarding the selection of specific materials in the Library collection shall be given an opportunity to file a written statement using a form provided by the Director of the Library for the Director's review and consideration. Should the patron disagree with the findings of the Library Director, the matter shall be referred to the Vice President, Academic Affairs and Student Services who shall convene an *ad hoc* committee comprised of a Dean, the Library Director and at least three full-time faculty to review the matter in deliberation consistent with the guidelines of the materials selection policy, and make a written recommendation to the Superintendent/President of the College. Should the patron dissent from the findings of the Superintendent/President, an appeal may then be made to the College Board of Trustees.

3.24 Prohibition of Discrimination

Lake Tahoe Community College District does not discriminate on the basis of race, sex, disability, religion, color, creed, national origin, language, sexual orientation, or age in any of its educational and employment programs, activities, policies, practices and procedures. The Equal Employment Opportunity Officer is designated responsibility for discrimination inquiries from college staff and students.

3.25 Compliance with Rehabilitation Act of 1974 and Americans with Disabilities Act of 1990

Lake Tahoe Community College, in compliance with section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act of 1990, does not discriminate on the basis of handicap in any of its policies, procedures or practices, including admission and access to programs. Inquiries or complaints regarding section 504 should be directed to the Compliance Officer, who is the Equal Employment Opportunity Officer.