ACKNOWLEDGEMENT OF RECEIPT OF FACULTY HANDBOOK

I, _________________________ acknowledge that I have received a copy of the Lake Tahoe Community College Faculty Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures outlined in this document. Many policies and procedures have been condensed for purposes of presentation and should not be substituted for the most current Board Policies approved by the LTCC Board of Trustees. I am aware that if I would like to review the complete Board Policy Manual, I can contact Human Resources or view it online at www.ltcc.edu. I also understand that by signing this form I agree to the following terms:

1. I have received a copy of the Acceptable Use Policy (pg. 29-33 of the Lake Tahoe Community College Faculty Handbook).

2. I agree to comply with the content outlined in the Acceptable Use Policy and understand the consequences of not doing so.

3. I agree that if I leave the College for any reason, I shall immediately return any college-purchased software and hardware to the College.

____________________________________________ __________________ ___
Employee Signature       Date

____________________________________________
Employee Name (PRINT)

**Please sign and return to Human Resources**
FORWARD

The learners will inherit the world. The learned will increasingly be fit to live in a world that no longer exists.

-Eric Hoffer

It is my great pleasure to welcome you to the beginning of another academic year. It is a good time to reflect on the fact that we are all part of a great, uniquely American social experiment called the community college. Begun in 1901, the community college movement was fueled by the vision that anyone who could benefit should have access to higher education. A radical idea at the time, this egalitarian vision has found its fullest expression in the California Community College system. Educating more than 2 million students each year, the system of which we are a part provides 60% of all students who graduate from the California State University system and 33% of the students that graduate from a campus of the University of California as well as train 70% of all nurses and 80% of all California firefighters, law enforcement officers, and EMTs.

This handbook is the result of several years’ effort. It was originally written by Bill Scoble, who served as the Director of Library and Media Services until his retirement in 2001. It is a collection of policies and procedures of the college and is meant to be useful to members of the faculty. In several sections you will be referred to the contract with the Faculty Association and you are encouraged to review that document as well.

This latest edition has been revised and edited by a number of people on campus who gave freely of their time to provide a helpful publication. Thank you to all who had a hand in updating this document.

No other segment of education in the United States has been so bold that its leaders have labeled it a movement. I invite you to undertake another year of leadership in providing our students with the keys to their future.

Philip L. Hartley, Ph.D.

Interim Vice President of Academic Affairs
DEDICATION

Computer pioneer Alan Kay said it best; “The best way to predict the future is to invent it.”
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SECTION I: INTRODUCTION

LAKE TAHOE COMMUNITY COLLEGE
Lake Tahoe Community College is a comprehensive educational institution. Founded in 1974 and opened in 1975, the College serves a diverse constituency in El Dorado County.

The College grants Associate in Arts degrees and Certificates of Achievement in a wide variety of subject areas. The College also offers Associate in Arts for Transfer (AA-T) or Associate in Science for Transfer (AS-T) for students who plan to complete a bachelor’s degree in a similar major at a California State University campus. The College’s services and curricula are directly correlated with community needs so that the lives of individuals and the quality of life within the district are enhanced.

Lake Tahoe Community College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. The accreditation process helps assure the educational community, the general public, and other organizations and agencies that an institution has clearly defined objectives appropriate to higher education; has established conditions under which their achievement can reasonably be expected; appears to be accomplishing them substantially; is so organized, staffed, and supported that it can be expected to continue to do so; and demonstrates that it meets Commission standards.

The University of California and California State University systems as well as other accredited colleges and universities give full credit for equivalent and transferable courses satisfactorily completed at Lake Tahoe Community College.

OUR MISSION
Lake Tahoe Community College (LTCC) provides access to higher education for the local community and to those who show an interest in our unique and supportive environment. LTCC focuses on enhancing the intellectual, cultural, and economic vitality of our diverse community by offering opportunities for students to achieve their educational, professional, and personal goals through the provision of:

- Developmental education to achieve basic foundational skills in English, including reading and writing, and mathematics, which is essential for students to succeed in the workforce and higher education.
- Professional and career education to achieve employment, and enhanced career and technical skills for job advancement, in order to stimulate the development of an increasingly diverse local economy, and to advance California’s economic growth and global competitiveness.
- Lower division post-secondary education to achieve transfer to a four-year post-secondary educational institution and success in obtaining a degree.
- General education to achieve critical thinking and communication skills, global awareness, personal responsibility, and professional development.

LTCC is committed to fostering innovative and sustainable practices that contribute to institutional effectiveness and student success, verified by a process of assessment, and supported by integrated planning and resource allocation.
OUR VISION
Lake Tahoe Community College will provide outstanding educational opportunities for every student in a personal environment.

Guided by our commitment to learning, we will be known for our innovative instructional programs delivered in a student-oriented environment.

Academic excellence and strong community partnerships will afford our students the experiences necessary for their future.

“A Personal Learning Community for all Seasons.”

OUR BELIEFS
We at Lake Tahoe Community College believe:

- Students come first.
- An educated citizenry is fundamental.
- Learning enhances the quality of life.
- Innovation, integrity, high standards and the pursuit of excellence are essential.
- Diversity enriches.
- We make a difference.
SECTION II: GOVERNANCE

CALIFORNIA COMMUNITY COLLEGES
Together with the University of California and California State University systems, the California Community Colleges are part of the three-tiered network of public higher education in state. There are 112 community colleges statewide organized into 72 districts. Together, these institutions serve more than 2.4 million students and represent the largest system of higher education in the world.

The Chancellor’s Office is the administrative branch of the California Community College system. Located in Sacramento, this state agency provides leadership and technical assistance to the institutions. It is also responsible for allocating state funding to the colleges and districts.

The Chancellor’s Office operates under the guidance of the Board of Governors, which sets policy and provides long-range planning. The Governor appoints this 17-member Board. The Board of Governors selects a chief executive officer, the Chancellor of the system.

LAKE TAHOE COMMUNITY COLLEGE BOARD OF TRUSTEES
The Lake Tahoe Community College District Board of Trustees consists of six members. Five voting members are elected at large by the eligible voters of the College district to four-year terms, and one non-voting student member is elected annually by the students of the College.

The Board of Trustees is subject to the federal Constitution and the statutes of the State of California, and is regulated by the California Community College Board of Governors, its own established policies, and the expressed will of the electorate of the district.

Through the process of shared governance, the Board of Trustees determines policies that govern the operation of the district and reviews them annually; provides for and participates in long-range planning; reviews the progress of the College in meeting the post-secondary needs of the community; establishes all faculty and staff positions; approves employment of all individuals for those positions; reviews salary schedules; fixes rates of compensation for employees; adopts the annual budget; approves expenditures of all district funds; and serves as a final appeal for students, employees, and citizens of the district.

A comprehensive description of the policies and procedures of the Lake Tahoe Community College District Board of Trustees is contained in the Board Policy Manual.

Board of Trustee meetings are held on the second Tuesdays of each month in the Board Room (L104), on the Lake Tahoe Community College campus.

Board meetings are open to the public.

SHARED GOVERNANCE
The Lake Tahoe Community College District is committed to the principles of participatory governance founded on consultation and collegiality. The principles facilitate institutional participation in college decision making through recommendations from the various standing committees and guide the achievement of the College’s mission and strategic goals.
ADMINISTRATION
Administrators, with the assistance of instructional faculty, counselors, librarians, academic directors, classified staff, and students, are responsible for formulation of policies and procedures requiring Board of Trustee approval, recommendations for Board of Trustee actions, and implementation of Board of Trustee policies. They administer and organize their departments to run efficiently, recommend the hiring of personnel for their respective areas of responsibility, promote staff morale, interpret college policies and procedures, prepare and implement the budgets for their respective areas, and perform the duties as prescribed in Board Policy.

SUPERINTENDENT/PRESIDENT
The Superintendent/President is the chief executive and administrative officer for the Board of Trustees; all executive and administrative powers and duties in connection with the conduct of the College are exercised by the Superintendent/President.

VICE PRESIDENT OF ACADEMIC AFFAIRS AND STUDENT SERVICES
The Vice President of Academic Affairs and Student Services serves as the chief instructional and student services officer of the College, and has general supervisory responsibility for the instructional program, Admissions and Records, Student Services, Library, and Career and Technical Education.

VICE PRESIDENT OF ADMINISTRATIVE SERVICES
The Vice President of Administrative Services plans, organizes, and administers the financial and business activities of the College and has general supervisory responsibility for the budget, maintenance and operations, risk management, accounting, bookstore, food services, and capital projects.

DEAN OF INSTRUCTION
The Deans of Instruction administer the instructional programs, develop course schedules, review programs, develop budgets, and evaluate faculty. The Deans also have a major responsibility for recommending adjunct faculty for employment based upon recommendations, if available, from full-time faculty within the discipline.

DEAN OF STUDENT AND ACADEMIC SUPPORT SERVICES
The Dean of Student and Academic Support Services administers the programs in counseling, EOP&S, financial aid, and matriculation. The director also recommends adjunct counselors for employment, evaluates faculty, and oversees services for students with disabilities.

DEAN CAREER & TECHNICAL EDUCATION AND INSTRUCTION
Dean of Career & Technical Education & Instruction coordinates assigned vocational and instructional programs develops course schedules, review programs, develop budgets and evaluate faculty in or to better address the needs of students, the community, and local business and industry. The Dean prepares and implements vocational education grants, serves as the liaison with area schools to implement Tech Prep, and other articulation initiatives. The Dean develops and maintains linkages, and establishes partnerships with local business and industry to assess and assist with their workforce training needs.
# ACADEMIC AREAS OF RESPONSIBILITY

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<td>Allied Health*</td>
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<td>Workforce &amp; Economic Development</td>
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<td>*Career and Technical Education</td>
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**KINDRED MURILLO, Ed.D.**  
**PRESIDENT/SUPERINTENDENT**

- Community Education
- Distance Education
ACADEMIC SENATE
The Academic Senate of Lake Tahoe Community College, organized under the provision of Title 5, represents the instructional faculty, counselors, academic directors, and librarians and makes recommendations to the administration and Board of Trustees with respect to academic and professional matters. This body is the primary structure through which faculty exercise their role in college governance. The Board of Trustees will consult collegially with the Academic Senate when adopting policies and procedures on academic and professional matters.

Faculty is defined as those employees of a community college district who are employed in positions that are not designated as supervisory or management.

The Academic Senate shall have primary responsibility (the Board of Trustees shall “rely primarily” on the Senate) and shall work with the Board of Trustees to reach mutual agreement (“mutually agree”) on academic and professional matters as follows (Board/Senate Agreement):

1. Curriculum, including establishing prerequisites and placing courses with the discipline
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development
11. Appointment of faculty to committees
12. Prioritization and processes for hiring of faculty
13. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Senate

"Consult collegially" means the Board of Trustees shall develop policies on academic and professional matters through one of two methods.

1. In instances where the Board of Trustees elects to rely primarily upon the advice and judgment of the Academic Senate, the recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Board of Trustees or its designee, upon request of the Academic Senate, shall promptly communicate its reasons in writing to the Academic Senate.
2. In instances where the Board of Trustees elects to provide for mutual agreement with the Academic Senate, and agreement has not been reached, existing policy shall remain in effect. In cases where there is not existing policy, the Board of Trustees may act, absent mutual agreement, only for compelling legal, fiscal, or organizational reasons.
ACADEMIC SENATE CONSTITUTION AND BYLAWS

CONSTITUTION

ARTICLE I - LEGAL BASIS FOR AN ACADEMIC SENATE

SECTION 1 – Title 5
We the faculty of the Lake Tahoe Community College District hereby establish this constitution and these bylaws of the Academic Senate of Lake Tahoe Community College in order to promote the best interests of higher education and to serve the needs of the faculty and all members of the district community; to ensure that the faculty participate in the governance process of the district and that it consult collegially with the Board of Trustees; to provide a forum for the faculty to discuss, debate, and formulate opinion on district policy development of academic and professional matters as set forth in Title 5 of the California Code of Regulations.

SECTION 2 – Powers Vested in the Faculty
All powers and responsibilities herein granted shall be vested in the faculty acting through the Academic Senate.

ARTICLE II - PURPOSE

SECTION 1 – Senate Purpose
The Academic Senate, in accordance with Title 5 of the California Code of Regulations, shall be the recognized representative of the faculty to the administration and Board of Trustees of Lake Tahoe Community College in matters concerning academic and professional issues, and shall participate in the formation and revision of district policies and procedures in all matters of an academic and professional nature.

The purpose of the Senate shall be to:

- Promote the general welfare of Lake Tahoe Community College and the faculty.
- Promote the development and maintenance of high standards in teaching within a framework of academic freedom, professional responsibility, and ethics.
- Strengthen the role that faculty members play in the College's governance processes.
- Participate in the process of developing the educational philosophy, objectives, plans, and budgets of the district.
- Participate in the selection of administrative and management personnel and faculty.
- Assess and declare positions on existing and proposed legislation relative to the welfare of the district and the California Community College system.
- Represent the faculty of Lake Tahoe Community College and make recommendations to the college administration and the Board of Trustees with respect to local and statewide academic and professional matters and the formation of college policy. "Academic and professional matters" means the policy development and implementation matters delineated in Section 2.
SECTION 2 – Senate Responsibilities
The Academic Senate shall have primary responsibility (the Board of Trustees shall “rely primarily” on the Senate) and shall work with the Board of Trustees to reach mutual agreement (“mutually agree”) on academic and professional matters as follows (Board/Senate Agreement):

1. Curriculum, including establishing prerequisites and placing courses within disciplines—rely primarily
2. Degree and certificate requirements—rely primarily
3. Grading policies—rely primarily
4. Educational program development—mutually agree
5. Standards or policies regarding student preparation and success—rely primarily
6. District and college governance constitutions, as related to faculty roles—rely primarily
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports—mutually agree
8. Policies for faculty professional development activities—rely primarily
9. Processes for program review—mutually agree
10. Processes for institutional planning and budget development—mutually agree
11. Appointment of faculty to committees—rely primarily
12. Prioritization and processes for hiring of faculty—rely primarily
13. Other academic and professional matters as are mutually agreed upon between the Board of Trustees and the Senate—mutually agree

According to California Code of Regulations in Title 5, “Consult Collegially” means that the district governing board shall develop policies on academic and professional matters through either or both of the following:

1. Rely primarily upon the advice and judgment of the academic senate, OR
2. The governing board, or its designees, and the academic senate shall reach mutual agreement by written resolution, regulation, or policy of the governing board effectuating such recommendations.…
3. When the board elects to rely primarily upon the advice and judgment of the academic senate, the recommendation of the senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.
4. When the board elects to provide for mutual agreement with the academic senate, and an agreement has not been reached, existing policy shall remain in effect unless such policy exposes the district to legal liability or fiscal hardship. In cases where there is no existing policy, or when legal liability or fiscal hardship requires existing policy to be changed, the board may act, after a good faith effort to reach agreement, only for compelling legal, fiscal, or organizational reasons.”

ARTICLE III - MEMBERSHIP QUALIFICATIONS

SECTION 1 – Senate Membership
Membership in the Academic Senate shall consist of those individuals employed by the Lake Tahoe Community College District who as contract employees are employed one-half time or more in regular, authorized positions and who are employed in positions that are not designated as supervisory or management. An adjunct faculty member is eligible for membership only if currently employed by the district.
Members (Senators) will regularly attend meetings of the Academic Senate of Lake Tahoe Community College and will professionally discuss, debate, and take opinions on matters brought before the Academic Senate.

SECTION 2 – Ineligibility
If a member of the Academic Senate becomes ineligible for membership (refer to Constitution, Article III, Section 1), that person will no longer continue to be a member of the Senate and the vacancy shall be filled as provided in the Bylaws.

ARTICLE IV – COMPOSITION AND OFFICERS

SECTION 1 – Senate Composition
The Academic Senate shall be composed of the elected President of the Senate, the elected Vice-President of the Senate, the elected Secretary of the Senate, six additional full-time faculty members, and two adjunct faculty members.

SECTION 2 – Senate Officers
The officers of the Senate shall include a President, Vice-President, and a Secretary. The officers’ terms, election procedures, and duties are set forth in the Bylaws.

SECTION 3 – Senate Representation
Representation to the Senate shall be as follows. There will be a total of eight representative Senators according to the following academic groups:

1. Mathematics, Physics, Biology, Chemistry, Geology, and Physical Education (2 Senators)
2. Anthropology/Sociology, Psychology, History/Political Science, English, Art, World Languages, Music, Theatre (2 Senators)
3. Counseling, Disabilities Resource Center, Library (1 Senator)
4. Early Childhood Education, Culinary Arts, Business, Computer and Information Sciences, Computer Applications (1 Senator)
5. Adjunct Faculty (2 Senators)

The President, Vice-President, and Secretary shall be nominated and elected by the faculty as a whole. Academic group members shall nominate and elect from their own group. If any academic group chooses not to elect a representative, that position will become an at-large position, and the person elected to that at-large position will represent all full-time faculty members. Only Senators elected by the means set forth in the Bylaws will be seated. Officers and Senators shall not hold concurrent positions, except if necessary to fill a vacancy on an emergency and/or temporary basis.

ARTICLE V – DUTIES AND RESPONSIBILITIES

SECTION 1 – Senate Quorum
The Academic Senate shall have regular and special meetings, as herein provided, and a majority of the Senate shall constitute a quorum, which shall be sufficient to transact business.

SECTION 2 – Meeting Minutes
The Academic Senate shall keep minutes of all its meetings and publish the proceedings of each meeting.
SECTION 3 – Senate Committees
The Academic Senate may create and maintain committees and authorize such to perform any duty within the scope of the Senate's authority.

SECTION 4 – Recommendations to the Board of Trustees
The Academic Senate shall present its written and oral views and recommendations to the Board of Trustees through regularly established channels. However, the Senate, after consultation with the college administration and/or the Board of Trustees’ designee, may present its views directly to the Board of Trustees. In accordance with the regulations of the California Community College Board of Governors, "The Board of Trustees shall consider such views and recommendations."

ARTICLE VI - AMENDMENTS
The Academic Senate and/or members of the faculty may propose amendments to the Lake Tahoe Community College Academic Senate Constitution and Bylaws, as set forth in the Bylaws, Article V.

BYLAWS

ARTICLE I - DUTIES OF OFFICERS AND SENATORS

SECTION 1 – Officers of the Academic Senate
The officers of the Academic Senate shall be a President, Vice-President, and a Secretary.

SECTION 2 – Election of the Officers
1. Officers will be elected at-large from the full-time faculty. Any full-time faculty member is eligible for these offices.
2. The election of the officers shall conform to the procedures specified in the Bylaws, Article III, Section 1.

SECTION 3 – Election of the Senators
1. Senators will be elected from the specific academic groups as delineated in Article IV, Section 2 of the Constitution.
2. The election of the Senators shall conform to the procedures specified in Bylaws, Article III, Sections 2 and 3.

SECTION 4 – Terms
1. Officers and Senators shall serve for a term of one academic year (with the exception of 3 Senators, who shall serve one two-year term—2012-13 and 2013-14) (see Article III, Section 6).
2. Terms of officers and full-time faculty Senators shall begin July 1 and end June 30 of the calendar year.
3. Adjunct Senators’ terms shall begin on the second Academic Senate meeting of the fall quarter and end on June 30.

SECTION 5 – Duties of the President
1. Serve as the official spokesperson for the Academic Senate and perform those tasks that the Senate deems necessary to the responsible discharge of the President’s obligations to the faculty and Senate.
2. Establish the place and time for all meetings of the Senate and attend all regular and special meetings of the Senate and all meetings of the faculty called by the Senate President or by the Senate.
3. Ensure that Senate business is carried forward from previous Senate meetings in a timely manner.
4. Implement decisions of the Senate and supervise administration of Senate business, including being responsible for all financial matters associates with the Senate.
6. Attend, or have a Senate representative attend, all regular meetings of the Board of Trustees. The Vice-President should first be asked to attend in the President’s absence; if the Vice-President is unavailable, then another member of the Senate should be asked.
7. Preside over meetings of the Academic Senate in the absence of the Vice-President.
8. Appoint members of committees formed by the Academic Senate and recommend faculty members to the administration for College committees.
9. Serve as an ex-officio member of all committees formed by the Academic Senate.
10. Serve on the Learning Council and as one of the tri-chairs (along with the Vice-President of Academic Affairs and Student Services and the Director of Institutional Research) for the Accreditation Self-Study.
11. Represent the Senate on all “major governance” committees if the Senate has not already appointed a person to represent the Senate at such meetings. The President should regularly attend all “major governance” committees, especially when major academic and professional matters are under discussion. The Academic Senate shall determine which committees are to be defined as “major governance” committees.
12. Represent the Academic Senate and act as liaison in affairs and meetings with the administration and Board of Trustees. The President should be accompanied by the Vice-President, another Senator, or designated faculty representative at all meetings with the administration. The Vice-President should first be asked to accompany the President; if the Vice-President is unavailable, another member of the Senate or a faculty representative should be asked.
13. Coordinate activities with the Faculty Association.
14. Maintain ties between the Academic Senate and the statewide Academic Senate for California Community Colleges.
15. Encourage Senators to attend area meetings and fall and spring sessions of the statewide Academic Senate for California Community Colleges.

SECTION 6 – Duties of the Vice-President
1. Prepare and distribute an agenda for each Senate meeting and preside over all meetings of the Academic Senate.
2. Represent the Academic Senate and, in conjunction with the President, act as liaison in affairs and meetings with the administration and Board of Trustees.
3. Assist the President and execute all duties specifically assigned to him/her by the President.
4. If the President is absent or incapacitated, the Vice-President shall assume full presidential powers until such time as determined by the Senate.
5. Preside over elections of the Academic Senate.

SECTION 7 – Duties of the Secretary
1. Maintain a written record of attendance for Academic Senate members.
2. Prepare and distribute the minutes of previous meetings to all faculty at least twenty-four hours prior to meetings of the Academic Senate.
3. Prepare and distribute motions and resolutions of each meeting to all faculty in a timely fashion.
4. Be responsible for all official correspondence and all official minutes of the Academic Senate and for keeping the historical record to be passed on to the Secretary elect.
5. Assume full presidential powers if both the President and Vice-President are absent or incapacitated.
6. Assist the President and execute all duties specifically assigned to him/her by the President, including serving on the Learning Council, if so designated.

SECTION 8 – Duties of Senators
1. Attend Senate meetings regularly.
2. Report Senate deliberations to constituents and communicate and represent the interests, opinions, and concerns of constituents at Senate meetings.
3. Represent assigned committees and report on committee work during Senate meetings when appropriate and/or arrange for committee chairs to report to Senate.
4. Represent the Senate only when authorized to do so and assist the President and execute all duties specifically assigned to him/her by the President, including serving on the Learning Council, if so designated.

SECTION 9 – Duties of Adjunct Faculty Representatives:
1. Serve as the direct liaisons between the full-time faculty and the adjunct faculty.
2. Represent and communicate the interests and opinions of all adjunct faculty.
3. Maintain communication on academic and professional matters, especially those related to adjunct faculty issues, through necessary means, such as surveys, newsletters, e-mails, the portal, discussion groups/boards, and meetings of the adjunct faculty.
4. Assist the President and execute all duties specifically assigned to him/her by the President, including serving on the Learning Council, if so designated.

SECTION 10 – Scope of Office and Compensation of Officers:
1. Academic Senate officers are the representative leadership of the faculty and, in consulting collegially with the administration and Board of Trustees, must represent the majority interest of the Academic Senate.
2. Academic Senate representatives (Senators) are the representative leadership of their academic groups and, in consulting collegially with the other members of the Academic Senate, the administration, and Board of Trustees, must represent the majority interest of their academic groups.
3. Officers will be compensated at the rate negotiated by the Faculty Association and with distribution approved by the Academic Senate. (See “Agreement Between Board of Trustees of the Lake Tahoe Community College District and Lake Tahoe Community College Faculty Association/CTA/CCA/NEA.”) If any officer must delegate duties to other individuals, those individuals may be compensated from the amount allotted to that officer proportionate to the duties given.
4. Senators’ work on the Academic Senate and related assigned roles shall be considered as some portion of their contractually required “college work” or as negotiated by the Faculty Association. (See “Agreement Between Board of Trustees of the Lake Tahoe Community College District and Lake Tahoe Community College Faculty Association/CTA/CCA/NEA.”)
SECTION 11 – Removal from Office, Vacancies, Ineligibility, or Resignation

1. Officers who miss half or more of the Academic Senate meetings in any quarter may be removed from office. The process of removal will begin with a petition presented to the Academic Senate and signed by forty percent of the faculty who voted that individual into office. The officer may be removed by a two-thirds vote and previous notice of the full-time faculty.

2. Officers may also be removed from office by a no-confidence vote by written ballot of two-thirds and previous notice of the full-time faculty.

3. Senators who miss half or more of the Academic Senate meetings in any quarter may be removed from office. The process of removal will begin with a petition presented to the Academic Senate and signed by forty percent of the faculty who voted that Senator into his or her position. The Senator may be removed by a two-thirds vote and previous notice of their academic groups.

4. Senators may also be removed from office by a no-confidence vote by written ballot of two-thirds and previous notice of the faculty of their academic groups.

5. If a vacancy of any sort occurs, it shall be filled by special election no later than ten working days after the vacancy has been announced. If the vacancy is the Vice-President, the election shall be presided over by the highest ranking officer remaining.

6. If the President resigns or becomes permanently incapacitated, the full-time faculty shall determine whether to hold a new election or have the Vice-President serve the remainder of the President’s term.

7. Upon the election of a new President by special election or as outlined in Bylaws, Article III, Section 1, the new President will immediately assume the role of President of the Academic Senate.

8. A Senator shall become ineligible for a position on the Senate when he or she no longer meets the definition of "faculty" as set forth in Constitution, Article III, Section 1, and shall be required to resign immediately from the Academic Senate. The vacancy thus created shall be filled as herein provided (See Bylaws, Article III).

9. In the case of all officers resigning from office, the full-time faculty will elect an election chair to preside over nominations and the elections of new officers.

10. Officers filling vacancies shall do so for the remainder of the term. If the vacancy occurs among the Vice-President/President, the vacancy shall be filled for the coming year during the regularly scheduled spring elections.

ARTICLE II - MEETINGS

SECTION 1 – Regular Meetings

1. In accordance with the Ralph M. Brown Act, all meetings of the Academic Senate of Lake Tahoe Community College are open meetings.

2. Any full-time or adjunct faculty member, administrator, classified staff member, student, trustee, community member, or member of the public may attend Academic Senate meetings.

3. Regular meetings of the Academic Senate shall be held:
   a. At a regularly scheduled meeting time on a bi-monthly basis
   b. When called by the President.

4. Meetings shall be scheduled to accommodate the greatest number of members. Specific meeting times shall be established by the Academic Senate officers at the beginning of each term.

5. An agenda for each regular meeting shall be posted at least 72 hours before the meeting containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall also specify the time
and location of the meeting and shall be posted in a location that is freely accessible to members of the public (California Government Code [Brown Act]).

6. The most current edition of Robert’s Rules of Order will serve as the parliamentary authority of the Academic Senate of Lake Tahoe Community College.

7. Matters may be brought before the Academic Senate by Academic Senate members, college staff, the Board of Trustees, or students in the following ways:
   a. By requesting that an item be put on the agenda before distribution;
   b. Through a committee chair or his/her representative;
   c. By requesting that an item be added to the agenda during an Academic Senate meeting.

8. Minutes of the meetings, as well as any documents or proposals discussed, shall be distributed by the Secretary to all Academic Senate members and posted in a location that is freely accessible to members of the public.

9. Discussion time for all matters will be limited to ten minutes with a majority vote to continue required for any additional ten minutes.

10. A majority of the Senate shall constitute a quorum, which shall be sufficient to transact business.

SECTION 2 – Special Meetings
Special meetings of the Academic Senate may be held for regular or special business matters, but 24-hour notice, per Brown Act requirements, must be given to all Senators, full-time and adjunct faculty, and the general public setting forth the date, time, and place.

SECTION 3 – Compliance with Brown Act
All regular and special meetings of the Senate and its committees shall be open to all parties, with the exception of those portions of the meetings closed by the consent of the Senate or President such as sessions to discuss personnel matters.

SECTION 4 – Calling Special Meetings
A special meeting of the Academic Senate shall be called by the President upon the written petition of at least three members of the Senate, of ten percent of the members of the faculty, or at the discretion of the President.

ARTICLE III - ELECTIONS

SECTION 1 – Election of Officers
1. The President shall determine the nomination period for the offices of President, Vice-President, and Secretary. Candidates must complete an intent-to-seek-office form, due by the specified deadline date. The names of all candidates who have returned forms will be announced at the meeting immediately following the deadline date for nominations. At that meeting, nominations will be taken from the floor. Nominations will officially close at the adjournment of that meeting.

2. Officers will be chosen by a majority vote and previous notice of the full-time faculty. If no candidate for office receives a majority, the two top candidates receiving the most votes will participate in a run-off vote.

3. For the offices of President, Vice-President, and Secretary, a secret, written ballot will be distributed by the Vice-President to all members within one week of the first Academic Senate meeting in May. Election results will be announced at the next Academic Senate meeting.

4. The Vice-President shall secure the ballot box, ensure that each faculty member casts only one vote, and ensure that all faculty members are given the opportunity to vote appropriately.
SECTION 2 – Election of Senators Representing Academic Groups

1. The President shall determine the nomination period for the positions of the full-time faculty Senators. Nominations will be accepted from interested faculty from the four (4) academic groups and will be solicited using a written nomination form. Nominations will close by the date specified on the form.

2. For the positions of Senator, a written ballot will be distributed to the faculty of the academic groups that are eligible to elect a member from within their group within one week of the first Academic Senate meeting in May. Only those individuals who meet the criteria for "faculty" as set forth in Senate Constitution, Article III, Section 1, may be elected. Election results will be announced at the next Academic Senate meeting.

3. The Vice-President shall secure the ballot box, ensure that each faculty member casts only one vote, and ensure that all faculty members are given the opportunity to vote appropriately.

4. The nomination from an academic group may be made by self-nomination or by another member of the representative group, with the consent of the nominee.

5. If a representative area or academic group does not submit a nominee, that position shall be appointed by the Academic Senate President from that area or group.

SECTION 2 – Election of Senators Representing Adjunct Faculty

1. The President shall determine the nomination period for the positions of the adjunct faculty Senators. Nominations will be accepted from interested adjunct faculty and will be solicited using a written nomination form. Nominations will close by the date specified on the form.

2. For the positions of Senator, a written ballot will be distributed to the adjunct faculty who are eligible to elect a member from within their group within one week of the first Academic Senate meeting in the fall quarter. Only those individuals who meet the criteria for "faculty" as set forth in Senate Constitution, Article III, Section 1, may be elected. Election results will be announced at the next Academic Senate meeting.

3. The Vice-President shall secure the ballot box, ensure that each faculty member casts only one vote, and ensure that all eligible adjunct faculty members are given the opportunity to vote appropriately.

4. The nomination of adjunct faculty may be made by self-nomination or by another member of the representative group, with the consent of the nominee.

5. If the adjunct faculty group does not submit a nominee, that position shall be appointed by the Academic Senate President from that area or group.

SECTION 3 – Senate Terms

The Senate Officers shall serve one-year terms. Officers will be elected every spring quarter. Senators shall serve one-year terms. Full-time faculty Senators will be elected every spring quarter. Adjunct faculty Senators will be elected every fall quarter. Elections for the Senators shall be staggered as follows:

A. All Senators shall be elected to serve the 2012-13 term.
B. One Senator from each of the following academic groups 1, 2, and 3/4 will be elected to serve 2013-2014, with the other Senator from each of those groups serving an initial two years in order to stagger terms.
C. The Senator’s position that was filled for an initial two-year term will be elected to serve the 2014-2015 term.
D. After this initial exception, all Senators will be elected for one-year terms, with three elected in one year, and the remaining three elected in the subsequent year.

E. Adjunct faculty Senators will be elected every fall quarter, beginning in 2012.

The academic groups are as follows:

1. Mathematics, Physics, Biology, Chemistry, Geology, and Physical Education (2 Senators)
2. Anthropology/Sociology, Psychology, History/Political Science, English, Art, World Languages, Music, Theatre (2 Senators)
3. Counseling, Disabilities Resource Center, Library (1 Senator)
4. Early Childhood Education, Culinary Arts, Business, Computer and Information Sciences, Computer Applications (1 Senator)
5. Adjunct Faculty (2 Senators)

ARTICLE IV - COMMITTEES

1. The President of the Academic Senate shall select members for appointment to Senate and College committees, including hiring committees.
2. Adjunct faculty committee representatives will be chosen by the President of the Academic Senate in consultation with the adjunct faculty Senators.
3. Academic Senate committees may be created and appointed by the President and/or a majority vote in an Academic Senate meeting.
4. Academic Senate committees shall recommend action on designated issues to the Academic Senate, unless specifically authorized by the Senate to report directly to the administration or concerned parties.
5. Committees will each be assigned to a Senator for the purposes of updates and reporting at Academic Senate meetings. Reports of Academic Senate committees shall be presented either by the representative Senator or by the committee chairperson, when necessary and appropriate. Committees will also be encouraged to present such reports in written form.
6. Standing committees shall conduct business in accordance with the Ralph M. Brown Act and the most recent edition of Robert’s Rules of Order.
7. Committee chairpersons shall:
   a. Be elected by majority vote of their committee.
   b. Regularly hold committee meetings.
   c. Regularly report to the Academic Senate President.
   d. Be responsible for updating the representative Senator on information necessary to report to the Academic Senate and/or for presenting committee reports at Academic Senate meetings.
   e. Be responsible for the final committee report in the Year-End Report of the Academic Senate.
8. Other college committees and bodies may be granted courtesy report status on the agenda of the Academic Senate.
9. The Year-End Report of the Academic Senate of Lake Tahoe Community College will be produced by the officers and committee chairs of the Academic Senate.
   a. The report will be distributed as part of the official record of the Academic Senate by no later than the last Academic Senate meeting of the academic year.
   b. This report will generally detail the activities and accomplishments of officers, standing committees, ad hoc committees, and other pertinent matters deemed of major importance.
c. The report will further include suggested goals for officers, standing committees and ad hoc committees for the upcoming academic year.
d. The report will finally include a text summary of all Academic Senate resolutions of that year.

ARTICLE V - AMENDMENT PROCEDURES

SECTION 1 – Manner of Amendment
The Lake Tahoe Community College Academic Senate Constitution and Bylaws shall be amended in the following manner:

1. By a two-thirds vote of the Academic Senate and previous notice of the faculty.
2. Amendments must be presented in writing a minimum of one week prior to voting.

ARTICLE VI - SUPPLEMENTAL PROCEDURES
In order to facilitate the operation of the Senate and provide for the resolution of contentious issues, the Senate shall from time to time formulate “Supplemental Procedures.” These Supplemental Procedures will carry the authority of Senate resolution and shall be binding. They will generally deal with issues of less importance than those items enumerated in this Constitution and Bylaws. They can be passed and modified by a majority vote of the Senate. They will be published separately from this Constitution and Bylaws.

CURRICULUM COMMITTEE
The Academic Senate has delegated to the Curriculum Committee the following four academic and professional areas:

1. Curriculum, including establishing prerequisites and placing courses with the discipline
2. Degree and certificate requirements
3. Grading policies
4. Educational program development

The Curriculum Committee is co-chaired by a faculty member and the Vice President of Academic Affairs and Student Services and is composed of a majority of faculty members. A faculty member of the Curriculum Committee regularly reports to the Academic Senate. Once every year, the Curriculum Committee develops a recommendation to the administration and the Board of Trustees regarding changes and additions to the College Catalog. The reports to the Senate by the faculty co-chair and faculty members of the Curriculum Committee are designed to keep the Senate apprised of important actions taken by the Curriculum Committee.

Shared governance procedures in the following academic and professional areas are needed from time to time and will be developed or revised in consultation with the Senate as required by the regulations regarding collegial consultation:

5. Standards or policies regarding student preparation and success
6. District and college governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes including self-study and annual reports
8. Processes for institutional planning and budget development
Procedures, policies, and/or regulations for faculty professional development activities and program review are in place and have been agreed to by the Board of Trustees and the Academic Senate. These procedures, policies, and/or regulations relate to:

- Program planning
- AB 1725 staff development funds
- Travel
- Flex activities
- Professional Development Leaves
- Convocation

The process for faculty appointments to committees has been developed. The appointments, except for the Curriculum Committee, are made by the President of the Academic Senate after consultation with the Superintendent/President and/or the Vice President of Academic Affairs and Student Services. The Vice President of Academic Affairs and Student Services and the President of the Academic Senate mutually agree on the faculty appointments to the Curriculum Committee, then the appointments are made by the President of the Academic Senate.

Each academic year, when the decision is made to hire new faculty, the Academic Senate develops a recommendation regarding specific disciplines. The administration provides data and advice to the Senate in this process. The Senate’s recommendation is submitted to the Vice President of Academic Affairs and Student Services who, in consultation with the Deans, reviews the Senate’s recommendation and also develops a recommendation to the Superintendent/President. The Superintendent/President then makes a recommendation to the Board of Trustees.

**FACULTY ASSOCIATION**

The faculty is represented by the Faculty Association CCA/CTA/NEA in matters related to wages and working conditions. See the “Agreement Between the Board of Trustees of the Lake Tahoe Community College District and the Lake Tahoe Community College Faculty Association CCA/CTA/NEA” for details (henceforth referred to as “contract”). Copies of this contract are located in Human Resources and the Instruction Office.

**COLLEGE LEARNING COUNCIL**

The College Learning Council (CLC) serves as a college-wide governing body for coordinated quality learning at Lake Tahoe Community College. The CLC is to commission, review, and approve the work of various committees, task forces, and individuals in areas related to the general charge of the Council. The CLC will act as an effective and efficient participatory governance body to assist in the decision making around and the implementation of decisions involving academic matters. The CLC will act in compliance with Board Policy and the nature of participatory governance as established in Title 5, California Education Code, and California state regulation and legislation. The CLC will ensure that its communication, deliberation, and decision-making processes incorporate the input of the Academic Senate and that all 10+3 matters are forwarded to the Academic Senate for its recommendation. Additionally, the CLC will determine by consensus whether items will be forwarded to the Institutional Effectiveness Council (IEC) as consent or action items.
INSTITUTIONAL EFFECTIVENESS COUNCIL

At Lake Tahoe Community College, the Institutional Effectiveness Council serves as the official body on campus to provide for faculty, staff, administrators, and students the opportunity to participate in the governance and consensus decision making processes of the College in the areas specified in Article VII, Functions, of the Governance Bylaws Handbook. The Institutional Effectiveness Council recognizes that ethical and effective leadership resides throughout the institution and encourages all constituents to participate in an ongoing effort to improve the practices, programs, and services of the College. When ideas for improvement have policy, budget, or other significant institution-wide implications, the Institutional Effectiveness Council provides a process for effective discussion, planning, and implementation. The Institutional Effectiveness Council also recognizes and respects that other organizations on campus have areas of responsibility for college governance issues. The Board of Trustees, as elected representatives of the community is the final voice in the district (subject to the laws and appropriate regulations of the State Legislature and Chancellor’s Office).

The composition of the Institutional Effectiveness Council is:

Faculty (one of which may be adjunct) ............................................................................................. 3
Classified Staff ..................................................................................................................................
   CEU ............................................................................................................ 2
   Confidential ................................................................................................ 1
Students .............................................................................................................................................. 2
Administrative (ex-officio) .................................................................................................................. 3
   Vice President of Administrative Services .............................................................. 1
   Vice President of Academic Affairs and Student Services ..................................... 1
Directors ............................................................................................................................................... 1

TOTAL ............................................................................................................................................. 11

Functions of the Institutional Effectiveness Council are to:

a. Advise the Superintendent/President on policies and procedures and related college issues and implement the College’s overall planning activities with the prioritization of short-and long-term goals and priorities.
b. Act as the institutional accreditation steering committee and make recommendations for ongoing institutional improvement.
c. Be a resource to the campus on accreditation issues; understand accrediting standards and inform the College community.
d. Develop and implement processes and procedures to evaluate institutional integrity and effectiveness, including governance and consensus decision making structures and processes; widely communicate these results and assure their use for institutional improvement.
e. Facilitate communication and consultation on issues related to institutional policy and planning including progress in achieving college goals and institutional effectiveness.
f. Review recommendations of the institutional councils – Learning Council, Budget Council, Facilities Council, and Technology Council – and facilitate collaboration between these councils to ensure alignment with the strategic plan and its short and long-term goals and priorities.
g. Review and update the College’s strategic plan and its mission, vision, and philosophy statements through the coordination of college-wide consultation.

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SECTION III: ACADEMIC POLICIES

Academic employees include instructional faculty, counselors, librarians and academic directors, hereinafter referred to as faculty.

SELECTION PROCEDURES: ACADEMIC PERSONNEL

FULL-TIME FACULTY

The procedure outlining the employment of full-time academic personnel is contained in the Board Policy Manual, entitled “A Model for Contract Faculty Hiring Procedures.”

ADJUNCT FACULTY

Positions requiring the services of adjunct faculty are generally advertised on the College website, www.ltcc.edu, and in the local newspaper/local online classified listings.

Potential applicants are asked to submit to Human Resources the following information:

a. A completed LTCC application form, which can be obtained from the Human Resources Office
b. A current resume
c. A cover letter indicating area(s) of teaching interest
d. Unofficial transcripts
e. Equivalency form if education level does not meet stated minimum qualifications

Applications from candidates are reviewed by the Dean overseeing the related subject(s). Potential candidates are then interviewed by the appropriate full-time faculty and Dean. The Dean, considering the advice of the faculty member, will make a decision to recommend/not recommend the applicant to the Vice President of Academic Affairs and Student Services, who has responsibility for making employment recommendations to the Superintendent/President. The Superintendent/President submits the recommendation(s) to the Board of Trustees, which has ultimate responsibility for hiring the candidate.

ONLINE FACULTY

Applicants desiring to teach online for the district shall provide a portfolio of materials from online courses they have taught as supplementary materials to their application. If they have not taught online before, they should provide materials they are developing and/or materials they would adapt to online delivery from other courses they have taught.

The hiring committee shall include:

a. The Distance Education Coordinator
b. A faculty member in the discipline if such exists and/or the Dean overseeing the discipline

The district shall inform such applicants that the following additional requirements must be met prior to their teaching online for the district:

a. Completion of a two-week Etudes training course conducted by etudes.org
b. Submission of the online course materials for the proposed course
The district shall supply applicants with:

a. the district’s standards for evaluation
b. the district’s online course evaluation rubric

Newly hired instructors shall have their course(s) evaluated in the first quarter they are offered. A full-time faculty member in the area and/or the Distance Education Coordinator shall be given access to the course(s) the first quarter they are taught (in addition to the regular, formal evaluation, which will be done separately).

Full-time faculty members teaching online for the first time shall:

a. Complete a two-week Etudes training course conducted by etudes.org
b. Be supplied by the district with standards for evaluation and the online course evaluation rubric
c. Will work with either another full-time faculty member in the area and/or the Distance Education Coordinator (in the capacity of “mentor”) the first quarter they teach online.

CLASSIFICATION OF ACADEMIC PERSONNEL

Employees hired on or after July 1, 1990, will either be required to meet “minimum qualifications” adopted by the Board of Governors or be approved as meeting necessary standards by our Faculty Equivalency Committee.

Any person employed under a credential as of June 30, 1990, including an instructor, librarian, counselor, student personnel worker, supervisor, administrator, or chief administrative officer, shall be entitled to serve under the terms of that credential until it terminates, and during the period the credential is effective, shall not be required to meet the minimum qualifications applicable after July 1, 1990.

The governing board of a district shall employ faculty for the first academic year of his or her employment by contract. Any person who, at the time an employment contract is offered to him or her by the district, is neither a tenured employee of the district nor a probationary employee then serving under a second or third contract shall be deemed to be employed for "the first academic year of his or her employment." A faculty member shall be deemed to have completed his or her first contract year if he or she provides service for 75 percent of the first academic year.

If a contract employee is working under his or her first contract, the governing board, at its discretion and not subject to judicial review (except as expressly stated in the contract), shall elect one of the following alternatives:

a. Not enter into a contract for the following academic year.
b. Enter into a contract for the following academic year.
c. Employ the contract employee as a regular employee for all subsequent academic years.

If a contract employee is working under his or her second contract, the governing board, at its discretion and not subject to judicial review (except as expressly provided in the contract), shall elect one of the following alternatives:

a. Not enter into a contract for the following academic year.
b. Enter into a contract for the following two academic years.
c. Employ the contract employee as a regular employee for all subsequent academic years.

If a contract employee is employed under his or her third consecutive contract entered, the governing board shall elect one of the following alternatives:

a. Employ the probationary employee as a tenured employee for all subsequent academic years.
b. Not employ the probationary employee as a tenured employee.

The governing board shall give written notice of its decision and the reasons therefor to the employee on or before March 15 of the academic year covered by the existing contract. The notice shall be by registered or certified mail to the most recent address on file with the district personnel office. Failure to give the notice as required to a contract employee under his or her first or second contract shall be deemed an extension of the existing contract without change for the following academic year.

The governing board shall give written notice of its decision and the reasons therefor to the employee on or before March 15 of the last academic year covered by the existing contract. The notice shall be by registered or certified mail to the most recent address on file with the district personnel office. Failure to give the notice as required to a contract employee under his or her third consecutive contract shall be deemed a decision to employ him or her as a regular employee for all subsequent academic years.

The dismissal of academic personnel during the academic year shall be in accordance with Education Code.

DEFINITION OF TERMS
a. Contract/Probationary refers to any faculty member who has not yet been awarded tenure.
b. Regular/Permanent refers to any faculty member who has been awarded tenure.

FACULTY SERVICE AREAS
Assignment of faculty to Faculty Service Areas shall be in keeping with Board Policy and the procedures outlined in the Lake Tahoe Community College document entitled Faculty Service Areas, Minimum Qualifications, Equivalencies, Disciplines.

FACULTY CODE OF ETHICS
The LTCC Academic Senate has created the following Code of Ethics, modeled after the American Association of University Professors’ Statement of Professional Ethics, with the goal that professionalism will be enhanced by making our values explicit and insisting on a campus culture that promotes and protects these values.

SECTION I. RESPONSIBILITY TO SEEK AND STATE THE TRUTH
a. We are obligated to develop and maintain scholarly competence.
b. We are responsible for defending the right of free inquiry and to respect the point of view of others, even though their perspectives may differ from our own.
c. We are committed to practice intellectual honesty.

SECTION II. OBLIGATION TO THE FREE PURSUIT OF LEARNING
a. We respect students as individuals.
b. We serve as intellectual guides and advisors.
c. We foster honest academic conduct and evaluate students according to their merit, and not personality, race, gender, religion, sexual orientation, political or personal beliefs, disability, or other non-academic criteria.
d. We respect the confidential nature of the faculty/student relationship.
e. We protect and advance the academic freedom of students.

SECTION III. COMMITMENT TO COLLEGIAL CONDUCT
a. We defend the right of colleagues to engage in free inquiry.
b. We demonstrate due respect for the opinions of others.
c. We accept our share of faculty responsibility for governance of the academic institution.
d. We treat all members of the College community with equal consideration and respect regardless of age, race, gender, ethnicity, religion, sexual orientation or disability.
e. We foster a collegial atmosphere through mutual respect, pride, integrity, professionalism, and truth, through communication and administration with faculty and students.

SECTION IV. DEDICATION TO TEACHING AND SCHOLARSHIP
a. We embrace our primary responsibility to the instructional role within the institution.
b. We determine the amount and character of work done within the community.

SECTION V. ACCEPTANCE OF COMMUNITY OBLIGATIONS
a. We acknowledge that when an individual speaks they represent their personal opinion and not that of the College.
b. We accept the obligation to promote conditions of free inquiry and to promote public understanding of academic freedom.

FACULTY DUTIES AND RESPONSIBILITIES

FULL-TIME FACULTY
It is the responsibility of the full-time faculty member to teach, to serve on committees, and to perform other comparable professional duties as assigned. Each faculty member is responsible to the Vice President of Academic Affairs and Student Services via the appropriate Dean.

These duties shall include but not be limited to:

a. Teach assigned classes.
b. Exhibit in their professional performance that they understand and accept the philosophy upon which Lake Tahoe Community College is based.
c. Develop, review, and revise course outlines on a regular basis in accordance with Title V and District guidelines.
d. Be responsible for any work relating to the classroom (e.g., census rosters, roll books, end-of-quarter reports, assigning and reporting grades, submitting book orders).
e. Assist in the development of academic area teaching schedules.
f. Post office hours and be available to students for advising at those times.
g. Attend administration-called and/or assigned meetings.
h. Attend professional meetings and initiate and establish a professional development program.
i. Supervise student assistants, tutors, and teacher aides assigned to the faculty members' teaching area.
j. Assist in the development of the faculty members' subject area(s) budget.
k. Assist in the planning, development, and implementation of long-range programmatic goals and objectives and review these annually.

l. Be aware of and responsive to the needs of students and assist them in their educational development.

m. Perform other duties as assigned by the Vice President of Academic Affairs and Student Services, or Superintendent/President.

**ADJUNCT FACULTY**

It is the responsibility of the adjunct faculty member to teach and to perform other comparable professional duties as assigned. Each instructor is responsible to the Vice President of Academic Affairs and Student Services via the appropriate Dean.

These duties shall include but not be limited to:

a. Teach assigned classes.

b. Exhibit in their professional performance that they understand and accept the philosophy upon which Lake Tahoe Community College is based.

b. Develop, review, and revise course outlines as needed.

d. Be responsible for any work relating to the classroom (e.g., drop rosters, roll books, end-of-quarter reports, assigning and reporting of grades, submitting book orders).

e. Attend administration-called and/or assigned meetings.

f. Be aware of and responsive to the needs of the students and assist them in their educational development.

The appropriate Dean reviews applications from candidates. Applications not meeting stated minimum qualifications are evaluated by a faculty equivalency committee. The appropriate full-time faculty member(s) and Dean then interview potential candidates. The Dean will make a decision to recommend/not recommend the applicant to the Superintendent/President. The Superintendent/President submits the recommendation(s) to the Board of Trustees, which has ultimate responsibility for hiring the candidate. Adjunct faculty is then notified in writing of the College's intent to employ them after approval by the Board.

Adjunct faculty are hired on a quarter-to-quarter basis.

**SUBSTITUTE FACULTY**

Substitute faculty are those who serve on an hourly basis to fill the positions of faculty who are absent from service.

It is the responsibility of the substitute faculty member to teach and to perform other comparable duties as assigned. Each substitute faculty member is responsible to the Vice President of Academic Affairs and Student Services via the appropriate Dean. A roster of academic and competent substitute faculty will be kept in the Instruction Office. The College may employ members of the faculty in the appropriate subject area(s) to serve as temporary substitutes for absent faculty at the substitute rate of pay.

These duties shall include but not be limited to:

a. Teach assigned classes.
b. Exhibit in their professional performances that they understand and accept the philosophy upon which Lake Tahoe Community College is based.
c. Be aware of and responsive to the needs of the students and assist them in their educational development.

COUNSELORS
It is the responsibility of full-time Counselors to counsel, advise, render services in the student services area and perform other comparable duties as assigned. Each Counselor is responsible to the Vice President of Academic Affairs and Student Services via the Dean of Student and Academic Support Services.

These duties shall include but not be limited to:

a. Counsel and advise students in the area of academic program planning.
b. Counsel and advise students in planning their immediate future educational and career goals.
c. Coordinate various student support services such as: EOP&S, articulation with high schools and four-year institutions of higher learning; student follow-up activities; and career, transfer and student assessment services.
d. Assist in outreach to potential students.
e. Assist in the planning, development, and implementation of long-range programmatic goals and objectives and review these annually.
f. Prepare student services budgets; publications; and federal, state, regional and local reports.
g. Teach assigned classes.
h. Attend administration-called and/or assigned meetings.
i. Exhibit in their professional performance that they understand and accept the philosophy upon which Lake Tahoe Community College is based.
j. Be aware of and responsive to the needs of students and assist them in their educational development.
k. Attend professional meetings and initiate and establish a professional development program.
l. Perform other duties as assigned by the Dean of Students and Academic Support Services, Vice President of Academic Affairs and Student Services, or Superintendent/President.

DIRECTOR, LIBRARY
It is the responsibility of the Library Director to coordinate, plan, organize, direct and supervise the activities involved in the College Library, to serve on committees and to undertake other comparable duties as assigned. The Director, Library is responsible to the Vice President of Academic Affairs and Student Services.

These duties shall include but not be limited to:

a. Develop and operate the College Library.
b. Supervise the staff of the College Library; develop staffing criteria and regularly assess job performance of College Library staff; and arrange and supervise work schedules.
c. Plan, design, and implement new services within the context of both short and long range planning; undertake planning to accommodate physical growth within the College Library facilities.
d. Be responsible for the selection and organization of all library materials including the selection of electronic resources.
e. Exhibit in his/her professional performance that he/she understands and accepts the philosophy upon which Lake Tahoe Community College is based.

f. Be responsible for the selection and acquisition of all media services equipment.

g. Be responsible for acquisitions and cataloging of all print and non-print materials acquired for the College Library collection.

h. Prepare regular reports for the Vice President of Academic Affairs and Student Services and other administrators including mandated state and federal reports.

i. Prepare, coordinate, and administer grant programs for the College Library.

j. Develop, prepare, and administer the annual College Library budget; solicit individual faculty input affecting the College Library budget; establish purchase priorities for collection development consistent with College goals and objectives.

k. Provide resource and research services for students, faculty, staff, and the community; provide instruction and teaching in library research and information competency skills.

l. Develop, implement, and supervise policies and procedures.

m. Publicize College Library materials and promote their use by students and faculty.

n. Provide training to students, faculty, and staff in the use and care of library and media materials and equipment.

o. Provide guidance to faculty and staff on copyright issues as they affect classroom instruction.

p. Be responsible for coordinating the inter-library loan program.

q. Develop, prepare, recommend to the College administration, and supervise policies and procedures affecting all aspects of the operation of College Library and their services.

r. Attend professional meetings and initiate and establish a professional development program.

s. Attend administration-called and/or assigned meetings.

t. Perform other duties as assigned by the Vice President of Academic Affairs and Student Services, or Superintendent/President.

**DIRECTOR, DISABILITY RESOURCE CENTER/TUTORING & LEARNING CENTER**

It is the responsibility of the Director of the Disability Resource Center (DRC)/Tutoring & Learning Center (TLC) to teach assigned classes and coordinate, plan, organize, direct, and supervise the activities involved in the DRC program and TLC, to serve on committees, and to perform other comparable duties as assigned. These duties may be performed by one or more faculty members in the DRC program and TLC. The Director of the DRC/TLC is responsible to the Vice President of Academic Affairs and Student Services.

These duties shall include but not be limited to:

a. Develop and operate the College Disability Resource Center program and Tutoring & Learning Center.

b. Exhibit in his/her professional performance that he/she understands and accepts the philosophy upon which Lake Tahoe Community College is based.

c. Post office hours and be available to students for advising at those times.

d. Interview, recommend for hire, train, supervise the DRC and TLC staff; develop staffing needs and selection criteria; regularly assess job performance of DRC and TLC staff and arrange and supervise work schedules.

e. Plan, design, and implement new curriculum and services within the context of both short- and long-range planning; undertake planning to accommodate enrollment shifts within the DRC and growth in the TLC; coordinate use of the DRC program and TLC with other disciplines.
f. Prepare regular reports and research documents including mandated state and federal reports.
g. Prepare, coordinate, and administer/oversee grant programs for the DRC program and TLC.
h. Develop, prepare, and administer annual DRC and TLC budget; solicit individual faculty recommendations affecting the DRC and TLC budget; establish purchasing priorities for the DRC and TLC consistent with the College’s goals and objectives.
i. Teach assigned classes.
j. Coordinate the use of the DRC and TLC computers with the Director, Office of Information Technology Services.
k. Attend administration-called and/or assigned meetings.
l. Attend professional meetings and initiate and establish a professional development program.
m. Serve on appropriate college committees.
n. Assist in the planning and development of long-range programmatic goals and objectives and to review these annually.
o. Be aware of and responsive to the needs of students and assist them in their educational development.
p. Perform other duties as assigned by the Dean of Student and Academic Support Services, Vice President of Academic Affairs and Student Services, or the Superintendent/President.

LEARNING DISABILITIES SPECIALIST, DISABILITY RESOURCE CENTER

It is the responsibility of the Learning Disabilities Specialist to provide assessment, evaluation, and specialized tutorial services to students with learning disability, and teach special classes. The Learning Disabilities Specialist is responsible to the Vice President of Academic Affairs and Student Services.

These duties shall include but not be limited to:

a. Identity educational limitations of and appropriate accommodations for learning disabled students.
b. Develop student educational plans for learning disabled individuals.
c. Assist in development and maintenance of departmental budget.
d. Maintain appropriate student records for purposes of evaluation and accountability including federal and state reporting.
e. Teach assigned classes.
f. Attend administration-called and/or assigned meetings.
g. Serve on appropriate college committees.
h. Attend commencement exercises as prescribed by the District.
i. Attend professional meetings and initiate and establish a professional development program.
j. Exhibit in their professional performance that they understand and accept the philosophy upon which Lake Tahoe Community College is based.
k. Assist in the planning and development of long-range programmatic goals and objectives and review these annually.
l. Be aware of and responsible to the needs of students and assist them in their educational development.
m. Perform other duties as assigned by the Vice President of Academic Affairs and Student Services, or Superintendent/President.
ACADEMIC EMPLOYEE'S PERSONNEL FOLDER

See contract.

ACADEMIC FREEDOM

Academic freedom and academic responsibility are inseparable. Academic freedom is the right of instructors in their area of expertise to teach, conduct research and to communicate one's knowledge to the academic community openly, honestly and without interference.

Academic responsibility is the acceptance on the part of the instructor while teaching, researching and communicating, to do so in such a manner as not to bring discredit to the College, profession, or community.

ACADEMIC YEAR AND FLEX PROGRAM

Lake Tahoe Community College is on a 12-week quarter system. Each term includes 11 weeks of instruction and one week of finals. The fall quarter extends from late September to early December, winter quarter runs from January through March, and spring quarter is scheduled from April to late June. A six-week summer session is held from July through early August. A detailed academic calendar is provided in Appendix A.

Lake Tahoe Community College participates in the flexible calendar option for the academic calendar. This program allows a college to designate an amount of instructional days in each academic year for employees to conduct staff, student, and instructional improvement activities. The time designated for these activities is known as flex time or flex days.

Each full-time faculty member is required to participate in a total of five flex days of six-hours duration, or equivalent, to fulfill flex requirements each academic year. Work with the overseeing Dean to develop a flex plan for the year.

ACCEPTABLE USE POLICY –

COMPUTERS/TELECOMMUNICATIONS/COPIERS

In support of achieving its mission, Lake Tahoe Community College (College) has a significant investment in computing and telecommunications systems, including telephones, faxes, desktop computers, printers, servers, software, and wired and wireless networks. In addition, the College spends considerable monies every year to support and maintain these technology resources for its students, faculty, and staff. All users of the College computing and telecommunications systems must acknowledge that these resources and services are provided by the College, are College property and that their purpose is to facilitate and support the operation of the institution. All users have the responsibility to use these resources in a professional, ethical, and lawful manner.

The tenets of academic freedom and freedom of expression apply to the use of the College’s computing and telecommunications systems, while users are engaged in acceptable use of these resources. The College does not, however, hold out or otherwise guarantee that these communications are private to the users.

The use of the College computing and telecommunications systems is subject to the normal requirements of legal and ethical behavior within the College community. Thus, acceptable use of these resources does not extend to whatever is technologically or behaviorally possible. Users must
 abide by all applicable restrictions, as described herein, whether or not such restrictions are enforced by the technologies and whether or not they can be circumvented.

Users are also subject to the CENIC AUP guidelines found here: http://www.cenic.org/calren/aup.html

DEFINITIONS
- **User:** Any college employee, student, faculty member, or other person using or accessing the College computer or telecommunications systems
- **Computer systems:** All software and computers, printers, scanners, external drives, and other hardware devices provided by the College, whether attached to the College network or free-standing
- **Telecommunications systems:** All wired and wireless voice, fax, and data telecommunications using College-supplied or College network-connected telephones, facsimiles, modems, computers, PDA’s, cellular phones or other communication devices

PURPOSE
This Acceptable Use Policy (AUP) is designed to protect the College’s technology resources, assist in maintaining uninterrupted access to the critical resources, and protect the College from liabilities resulting from unlawful or unethical activities.

SCOPE
This AUP applies to all users of the College’s computing and telecommunications systems, whether on campus or accessing systems remotely.

PRIVILEGES
Computing and telecommunications systems provide access to information as well as the ability to communicate with others worldwide. Access to the College computing and telecommunications resources is provided for the purpose of accomplishing the mission and the related work of the institution and requires users to act professionally and responsibly. Users must respect the rights of others, respect the integrity of the systems they are using, and observe all relevant laws and regulations.

Users do not own accounts at the College, but rather are granted the use of such accounts. The College owns the accounts and grants users the privilege of using them.

ACCEPTABLE USE
This section defines acceptable use of the College’s computing and telecommunications systems. It does not include all permitted and prohibited uses, but is intended to provide a framework to guide users based on honoring the rights of others, respecting the integrity of the systems, and observing relevant laws, regulations, contractual obligations, and Board Policies. The intended uses of the College computing and telecommunications systems are:

- Direct and indirect support of instruction, research, and service missions
- College administrative functions
- Exchange of ideas among members of the College community
- Student and campus life activities
All users of the College systems must:

- Comply with all federal, California, and other applicable laws; all applicable College rules and policies; and all applicable contracts and licenses associated with the systems
- Recognize and behave in a manner consistent with the fact that they may be subject to the laws in other states and countries
- Use only the computing and telecommunications resources that the College has authorized them to use
- Respect the privacy of other users and their accounts
- Respect the finite capacity of the technologies and services that they use and refrain from acts that are wasteful, unnecessary, overload or prevent others from using the services and technologies
- Be responsible for using College technology resources and services in an efficient, ethical and lawful manner
- Treat all members of the college community with equal consideration and respect regardless of age, race, gender, ethnicity, religion, sexual orientation or disability.
- Foster a collegial atmosphere through mutual respect, pride, integrity, professionalism, and truth, through communication and administration with faculty and students.

UNACCEPTABLE USE

Unacceptable use of the College’s computer and telecommunications systems include, but are not limited to:

- Any purpose that violates state or federal law including, but not limited to,
  - violation of copyright laws
  - violation of software license agreements, including:
    - installing, copying or using unlicensed software on College computers except with prior written consent by the College
    - unauthorized duplication
    - transmission or use of unlicensed copies
  - any unauthorized access or use of any college or other computing and/or network system
- Any purpose that violates College policy or guidelines including, but not limited to,
  - giving the impression that users are representing, giving opinions, or making statements on behalf of the College unless appropriately authorized to do so
  - intellectual property
  - nondiscrimination
  - sexual or other forms of harassment
- Any appropriate use or purpose that could interfere with or disrupt computing and telecommunications systems including, but not limited to:
  - monitoring or tampering with computer or telecommunications systems to gain unauthorized access
  - running programs to uncover security loopholes and or decrypt intentionally secure data
  - use of protocol analyzers and port scanning software
  - connecting any personal computing devices to the College’s internal network such as, notebook computers, wireless devices, PDA’s, without the written consent of the College
  - knowingly or carelessly introducing invasive or destructive programs, such as viruses, worms, Trojan horses, or other rogue programs into college computers or networks
  - spamming or bombing; propagating chain letters or virus hoaxes; sending or forwarding junk email
  - attempting unauthorized access to data, files, passwords, or breach of security measures on any electronic communication system
  - advertising, campaigning, soliciting for any religious or political cause
o sending or accessing pornography or obscene material other than for authorized research or instructional purposes

- Private commercial purposes, including, but not limited to:
  o personal financial gain
  o transmission of any unsolicited advertising, promotional materials, or other forms of solicitation
  o inappropriate mass mailing

- Any purpose that infringes on the privacy and rights of other users of the College’s technology resources including, but not limited to:
  o attempting to intercept, eavesdrop, record, read, receive or alter other person’s email without proper authorization
  o reposting personal communications without the author’s prior consent

- Any purpose that would result in damage to computer or telecommunication systems, such as:
  o destruction or damage to equipment, software or data belonging to the College
  o unauthorized tampering with the systems, including connecting or disconnecting equipment, or otherwise altering the set-up of any computing or telecommunication device

- Using another person’s login credentials to gain access to College computer and telecommunications resources. This includes sharing passwords with co-workers, students, friends and family members without prior written authorization from the College

- Tampering with any software or system protections or restrictions placed on computers, applications, or files

- Removing or modifying any data on College-owned administrative or instructional systems without proper authorization

PERSONAL USE
The College’s computing and telecommunications systems are provided to support the educational mission of the College. These systems are to be used primarily for College-related purposes. Incidental personal use is permitted provided the use conforms to this policy and does not:

- interfere with the user’s employment or other employees
- directly or indirectly interfere with the College operation of computing and telecommunications systems
- burden the College with noticeable incremental cost

It is the responsibility of the user to verify that their personal use conforms to the above.

PRIVACY

- Users should have no expectation of privacy or confidentiality in the content of voice, voicemail, fax, email, text messages or other forms of communications or data in any form stored, sent or received on the College’s computer and telecommunications systems.

- Although the College does not routinely inspect, monitor, or disclose electronic data or analog or digital communications, the College reserves the right to inspect, monitor, or disclose electronic data and analog or digital communications without prior notice and without consent. Reasons for inspecting, monitoring or disclosing electronic communications include, but are not limited to, the following:
  o when required by and consistent with law
  o when there is significant reason to believe that violations of policy or law have occurred
  o when failure to act may result in significant bodily harm
  o when significant property loss or damage would result
when loss of significant evidence of one or more violations of law or of College policies would result
when significant liability to the College or to members of the College community would result
significant liability to business purposes, such as inspection of the contents of electronic messages in the course of an investigation triggered by indications of misconduct.

Such inspections must be authorized by the College President, Vice President of Academic Affairs and Student Services, or Vice President of Administrative Services. The inspection must be limited to materials related to the purposes stated above and the confidentiality of the data or electronic communication must be maintained to the highest degree possible.

Those users granted electronic access to College student transcripts have the responsibility to protect the rights of our students, specifically as outlined in the Family Educational Rights and Privacy Act (FERPA). Student records are available only to members of the administration, faculty and staff of the College who have a legitimate need to access their contents; however, all authorized users have the responsibility to maintain confidentiality. It is the responsibility of the user to be fully aware of the specific requirements of FERPA, before accessing student records. A copy of these requirements can be obtained from the College’s Human Resources Department or Admissions & Records office.

ENFORCEMENT
To retain access privileges, users must abide by this policy. Users who violate this policy may be denied access to the College computing and telecommunications resources and may be subject to disciplinary action, up to and including termination. The College may temporarily suspend or block user access prior to the initiation of such procedures when it appears necessary to do so to protect the integrity, security, or functionality of College resources, or to protect the College from liability. The College may also refer suspected violations of applicable law to appropriate law enforcement agencies.

SECURITY
The College utilizes various methods to protect its computing and telecommunications systems and employee user accounts. Users should be aware, however, that the College cannot guarantee security. Users should therefore engage in secure practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing passwords regularly.

COLLECTING MONEY, SOLICITING, SELLING
1. Instructors, students or other persons shall not solicit or collect money, or sell articles or materials on the College premises for any purpose unless prior approval has been granted by the Instruction Office. Student clubs must contact the Dean of Student and Academic Support Services for policies regarding fund raising.
2. Solicitation of Funds
   a. By Off-Campus Organizations and/or Individuals
      Organizations and/or individuals wishing to solicit funds from or sell products or services to students or staff must complete and have approved an Application and Contract for Use of Facilities form.
   b. By College Organizations
Solicitation of funds by college organizations will be governed by the regulations of the College as to time, place and manner of public presentation. An Application and Contract for Use of Facilities form must be completed and approved prior to solicitation.

COPYRIGHT AND DUPLICATION OF MATERIALS

Regulations governing issues related to the duplication of copyrighted material were formulated as guidelines by the Ad Hoc Copyright Committee of the college and established as regulations by the Superintendent/President in 1978. Any appeals for exemption from these regulations are to be submitted to the Superintendent/President and such appeals from the regulations will be granted in writing by the Superintendent/President's Office only.

INFRINGEMENT OF COPYRIGHT

Generally speaking, it is an infringement of copyright (for which the law provides penalties) for any person other than the copyright owner to exercise these rights, unless the owner has authorized the activity or the use made of the material constitutes "fair use." Therefore, whenever copyrighted materials are to be reproduced for use in the teaching process (whether in the form of syllabi, classroom handouts, or reference materials used only by the instructor), it must be determined either that the permission of the copyright owner will be obtained or that the planned use of the material fits the "fair use" concept.

FAIR USE

The doctrine of "fair use" provides that copyrighted materials may be used in certain ways, for certain purposes, without infringing the copyright owner's rights, even if his or her permission is not obtained. The law recognizes this concept explicitly and defines four issues that must be considered in specific cases in order to determine whether or not the use in question is "fair." As Congress itself recognized, however, the principle of fair use is so broad that the law cannot define specific practices which it would permit.

Generally speaking, the fair use provision allows copying without permission from, or payment to, the copyright owner where the use is reasonable and not harmful to the rights of the copyright owner. The statute specifically states that multiple copying for classroom use may fall within the category of "fair use copying." The statutory criteria for deciding fair use are:

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

GUIDELINES FOR PRINT MEDIA

1. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his/her individual request for his/her scholarly research or use in teaching or preparation to teach a class:

a. a chapter from a book;
b. an article from a periodical or newspaper;
c. a short story, short essay or short poem, whether or not from a collective work; or
d. a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper;

e. web page outside the public domain.

2. **Multiple Copies for Classroom Use**

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion, provided that:

a. the copying is brief and spontaneous ("brief"--for prose, 1000 words or 10% of a work, whichever is less, or one chart, graph, diagram, drawing, cartoon, or picture per book or periodical are permitted); ("spontaneous"--the time between the decision to use the work and the moment of its use are so close that it would be unreasonable to expect a timely reply to a request for permission);

b. the copying meets the "cumulative effect test" ("cumulative effect"--the copying is for only one course in the school; not more than one article may be copied from the same author, nor more than three from the same work or periodical volume per term; there shall not be more than nine instances of such multiple copying for one class during one class term); and

c. each copy includes a notice of copyright (the statement, "This handout may have been copied from copyrighted material" should be sufficient).

3. **Prohibitions**

a. There shall be no copying of or from works intended to be consumable in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets, answer sheets, and similar consumable materials. An exception is made in the instance of producing an overhead transparency from a consumable item when the transparency is used by the instructor for classroom assistance and instruction.

b. Copying shall not be repeated with respect to the same item by the same teacher from term to term.

c. No charge shall be made to the student beyond the actual cost of photocopying.

**GUIDELINES FOR AUDIO-VISUAL MEDIA**

1. Generally speaking, with the exception of "hard news" shows and those programs distributed by the Public Broadcasting Service, it is illegal to make video/DVD copies of any copyrighted material broadcast on either commercial or public television (PBS normally alerts schools as to which programs may by taped and retained for a maximum of 45 days, after which a licensing agreement must be obtained). The library will attempt to purchase television programs of significant educational value within budgetary constraints.

2. It is recommended that instructors give advance notice to students when a program will be broadcast that is germane to their classes. The library will attempt to arrange a live feed of a requested television program if technically feasible.

3. CD’s or other media used on an individualized basis with a related text or workbook may be duplicated and circulated exclusively for student use if the instructor has obtained written permission for such duplication from the appropriate copyright holder, and forwarded a copy of the permission agreement to the Media Specialist. In all other cases, the library is prohibited from making copies of any copyrighted phonodiscs or audio tapes for instructors, staff, students or members of the community for which permission to duplicate has not been obtained from the copyright holder.
DUPLICATION OF COMPUTER SOFTWARE
Computer programs and data, including websites and other online content, are subject to the same regulations as other media.

RESPONSIBILITY FOR DECISIONS
Every instructor and staff member who may be involved in the reproduction of copyrighted materials for classroom use has an important responsibility to assure that the rights of copyright holders are recognized and honored. The website for the national Copyright Clearance Center (www.copyright.com) has copyright permission forms and other useful resources.

EVALUATION OF FACULTY
See contract.

FACULTY TUTORING
Without the written authorization of the Vice President of Academic Affairs and Student Services or the Superintendent/President, no instructor shall privately tutor for pay or other compensation a student currently enrolled in his/her class in the subject material covered in that class. (An English instructor could tutor in math or could tutor in literature if the student was in his or her composition class).

FINAL EXAMINATIONS
Each academic term on the quarter system is 12 weeks in duration and includes 11 weeks of instruction and 1 week of finals. Full-quarter length classes are required to meet during finals week according to the final exam schedule. Six-week classes meet for their regularly scheduled class time and days during finals week and hold their final on the last day of class. Short-term courses have their final on the last day of class.

For full quarter length courses, faculty may not hold final exams earlier than the 12th week of the quarter (i.e., final week). For some courses, a “traditional” final exam may not be appropriate to course content or to the nature of the course. In those cases, faculty are asked to conduct a meaningful instructional activity for their final class meeting during finals week. In other words, utilize the final class meeting during finals week for the final exam or an appropriate activity – it is part of the instructional time for the course. The final exam schedule is published in the quarterly Schedule of Classes. It is prepared each quarter by the Instructional Scheduling Specialist with the goal of minimizing conflicts for students.

If a student has three or more final exams scheduled in one day, the student may re-schedule one of the exams with the permission of one of the affected instructors. Please be sure that you understand when your final exam is scheduled and that you inform your students of this information in your syllabus.

HOUSEKEEPING
When an instructor dismisses a class, day or evening, it is expected that he or she will leave the room in good order for the instructor who is assigned to the room following your class period. Chalkboards/whiteboards should be erased, chairs placed in order, and lights turned off. This applies to all teaching locations.
INSTRUCTIONAL WORK DAYS AND ASSIGNMENTS

See contract.

LEAVES OF ABSENCE

Refer to SECTION IV for details on reporting absences.

MINIMUM CLASS SIZE AND CANCELLATIONS

In accordance with Board policy, classes without an initial enrollment of 15 students will be canceled or may be merged with another section. However, necessary classes with enrollment under 15 may be offered.

Class cancellations are authorized by the Vice President of Academic Affairs and Student Services. The Vice President of Academic Affairs and Student Services meets with the Deans during the first week of each quarter to review course enrollment data. In the process of determining whether a class is to be canceled, the following factors are used:

1. Required minimum class size
2. Place of course in terms of meeting general education and degree/certificate requirements
3. Availability of other courses meeting general education and degree/certificate requirements
4. Availability of other sections of the course
5. Day/evening course availability
6. History of course cancellations
7. Frequency of course offering
8. Experimental nature of special topics courses
9. Sequence of course offerings

No credit classes with less than 15 students enrolled shall be offered without the consent of the Vice President of Academic Affairs and Student Services.

OFFICE HOURS

Full-time faculty are required to maintain five office hours each week. See contract for details. Information on office hours for adjunct faculty can be found in SECTION V.

ONLINE TEACHING

The College encourages faculty to explore online teaching as a means of diversifying departmental course offerings. The Distance Education Coordinator is available to assist faculty as they experiment with this delivery method. For information regarding online teaching methods and procedures please refer to the Online Faculty Handbook. See Appendix N for the Online Instructor Hiring Procedure.

If the faculty member develops and teaches a 100% online course, the load credit will be a 1:1.33 ratio for the first time it is taught by that faculty member. For example, if a faculty member developed and taught a 4-unit online course, s/he would receive 5.32 unit of load credit (4 x 1.33) the first time the class is taught.

Under certain circumstances, we may find it necessary to cancel an online class after the quarter begins. Given that online faculty typically have course materials uploaded in advance, we have the following pay structure for cancelled online classes:
Calculation:  Unit value ÷ # of weeks class scheduled = unit value to be paid by week

Example
4 unit online class ÷ 12 weeks class scheduled = .33 units
Adjunct faculty member would receive .33 units if online class is cancelled during the first week of classes

Example (summer session)
4 unit online class ÷ 6 weeks class scheduled = .67 units
Adjunct faculty member would receive .67 units if online class is cancelled during the first week of classes.

OUTSIDE SPEAKERS IN CLASSROOM
Because the College has the responsibility to develop critical thinking and such thinking can germinate best in an atmosphere assuring a free interchange of ideas, those responsible for selecting forum speakers will attempt to obtain authorities who will present diverse views in the best tradition of the American forum. No topic should be avoided as long as reasonable standards of decency and morals are not violated. Staff, faculty members and other qualified employees of the College district, both full and part-time, may guest lecture (i.e., lecture while the regular instructor is present) in an instructor's class only in a non-paid, voluntary basis.

The administration shall determine that each forum speaker agrees to the following four provisions before being permitted to speak:

1. That the speaker's background will be made known to the audience as accurately and completely as possible.
2. That the speaker shall answer without exception unsolicited questions from the floor which are related to that person's address.
3. That the speaker shall allow remarks to be analyzed critically to any degree desired in Lake Tahoe Community College classes.
4. That the speaker will abide by the regulations of the College and the laws of the State of California.

In addition, the name and background of each speaker and the intended date, location and subject of the presentation shall be provided to the Vice President of Academic Affairs and Student Services at least three working days prior to the presentation.

All guest speakers are subject to the final approval of the Superintendent/President.

PROFESSIONAL DEVELOPMENT LEAVE
A professional development leave program is provided to all full-time faculty. See the contract for details and timelines.

RECORDING CLASSROOM INSTRUCTION
The recording of classroom instruction by a student is not authorized unless approval has been obtained in advance first from the instructor and then from the appropriate Dean.
RESIGNATIONS
Resignations will be submitted to the Superintendent/President. The Superintendent/President will accept the resignation of any employee and will mutually fix the time with the employee when resignation takes effect.

RUBRIC FOR QUALITY INSTRUCTION

RATIONALE
What should a quality course look like?

The Rubric for Quality Instruction offers a framework for addressing this question. Use of this rubric represents a developmental process for course design and delivery, and provides a means for an instructor to self-assess course(s) based on expectations.

Furthermore, the rubric provides a means for supporting and recognizing a faculty member's effort in developing expertise in instruction as part of our commitment to high quality learning environments.

The Rubric for Quality Instruction can be used in four ways:

1. As a course "self-evaluation" tool - advising instructors how to revise an existing course to the Rubric for Quality Instruction.
2. As a way to design a new course, following the rubric as a road map.
3. As a means for getting recognition for exemplary instruction. Going through a nomination/recognition process on campus, faculty can receive recognition.
4. As part of the formal evaluation process.

ATTRIBUTION
This document is adapted from CSU Chico’s “Rubric for Online Instruction.” The original may be viewed at www.csuchico.edu/roi.

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SALARY SCHEDULE, BENEFITS, AND WORKLOAD
See contract.

SALE OF EXAMINATION COPIES
The sale of examination copies received from textbook publishers by instructors is prohibited by the Board Policy Manual.

"District employees or representatives, or groups of employees or representatives shall not accept, solicit or convert any items and/or gratuities for personal gain in conjunction with College duties which are received from individuals, groups or companies with whom the employee deals in the course of his/her District employment or representation. All such items are considered the property of Lake Tahoe Community College District."
SECTION IV: ACADEMIC PROCEDURES

ABSENCES

FINDING A SUBSTITUTE/PROCTOR
Faculty who are unable to meet their classes must call the Instruction Office with as much advance notice as possible. Substitute faculty will be arranged only in the case of the bona fide absence of the regular faculty and in the interest of providing essential instruction for the students. Additionally, the College provides substitutes when it is determined that the absence of the instructor would have a significant impact upon the progress of the course. Requests are reviewed by the appropriate Dean in advance of the absence. If approved, the Instruction Office will then arrange to find a substitute or proctor for the class from the available faculty files.

Substitutes cannot be paid or utilized unless they are certified by the College as qualified and approved by the Board of Trustees prior to use in the classroom. The Board of Trustees must legally hire substitutes and proctors prior to being considered for service. Thus, it is important to work with the Instruction Office to identify a substitute/proctor who is both appropriate for the course and Board approved. The Instruction Office maintains a list of Board-approved substitutes by discipline and adjunct faculty are requested to work with the Instruction Office to arrange for appropriate substitutes. A faculty member may not substitute for another instructor on an informal, unauthorized basis; all absences and substitutions MUST be reported to the Instruction Office.

If a substitute/proctor is not available, staff in the Instruction Office will post appropriate cancellation of class notices on classroom doors as needed. The Instruction Office personnel are not responsible for notifying students by telephone of an instructor's absence, unless specifically authorized to do so by the Vice President of Academic Affairs and Student Services.

ABSENCE REPORTING
Faculty is requested to submit an absence report in advance of an anticipated absence for review and approval by appropriate Dean. Absences due to unanticipated situations (e.g. illness) should be submitted upon return to work. If an absence form is not received in a timely manner, the absence may be considered as leave without pay and result in a payroll deduction. Faculty is advised to become familiar with Article 10 of the contract which addresses leaves.

An Academic Employee Absence Report (in the Instruction Office or Administrative Services) must be filed with the Instruction Office by the regular instructor in order to validate the absence and process the request for the reimbursement of the substitute. Absence report forms are to be filled out and turned in to the appropriate supervisor immediately upon return to work. Reported absences for which there is no supporting leave form by the last working day of the month may result in a portion of pay being computed as leave without pay.

Leave Codes
(See contract for detailed descriptions of Leaves of Absence)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LWOP</td>
<td>Leave Without Pay</td>
</tr>
<tr>
<td>SL</td>
<td>Sick Leave, Regular</td>
</tr>
<tr>
<td>SLH</td>
<td>Sick Leave, Half-Pay</td>
</tr>
<tr>
<td>BL</td>
<td>Bereavement Leave</td>
</tr>
</tbody>
</table>
IA    Industrial Accident/Illness Leave
ML    Military Leave
JD    Jury Duty/Court Appearance
PNL   Personal Necessity Leave (maximum 7 days/year, drawn from accumulated sick leave)

SUBSTITUTE/PROCTOR TIMESHEET
A Substitute/Proctor Timesheet (in the Instruction Office or Administrative Services) should be obtained by the substitute, completed, and submitted by the last working day of that month so that payment can be processed.

1. If you must be absent from class, please notify the Instruction Office prior to the time your class meets. She/he will assist in obtaining a substitute instructor for your class.
2. Complete an absence report indicating the type of absence and if a substitute instructor was used. Submit this form to the Instruction Office by the next business day after the absence. These forms are available in the Instruction Office and Reprographics.
3. Omitting breaks or lengthening remaining classes may not be used to make up missed classes. A separate date must be designed, with students’ and Dean’s approval.
4. If your absence is due to illness, it will be covered by any accumulated sick leave you may have, in which case no change will be made in your pay.
5. Personal necessity leave must be approved PRIOR to the leave by a Dean. See explanation of personal necessity leave in Article 10 of the contract.
6. Upcoming scheduled absences (e.g., conferences) must be approved prior to taking leave.
7. A faculty member may not substitute for another on an informal, unauthorized basis.

PAYROLL

HOURLY TIMESHEETS AND LEAVE ACCRUALS
1. All hourly timesheets must be in the Payroll Office no later than 5:00 pm on the last business day of the month. Timesheets submitted after that date and time may be processed with the next payroll, resulting in a one-month delay. Timesheets must be complete, including signatures, social security number or employee ID, and budget codes. Payroll hire forms and contracts must be submitted to Human Resources prior to hire. Late timesheets and/or incomplete information may cause a month delay issuing a paycheck.
2. The Board Policy Manual and the Faculty Association Agreement detail the various leave options available to all employees. Questions regarding accrued hours may be directed to the Payroll Office where the leave records are maintained. Questions regarding appropriate use of various types of leave should be directed to your supervisor/administrator.

PAYROLL DEDUCTIONS
Changes to deductions may be made at any time during the year, but must always be turned in to the Payroll Office by the first of the month in which they are to take effect. (Exception: changes to Credit Union deductions may take up to six weeks processing time and are sent directly to the Credit Union; contact the Credit Union for specifics or the Payroll Office for a change form).

PAY SCHEDULE, CHECK RELEASE, MISCELLANEOUS
1. All checks are distributed from the Payroll Office from 8:00 am to 5:00 pm (during summer hours until 4:00 pm). If you would like someone else to pick up your checks, authorization must be in
writing, identification will be required. Information regarding electronic deposit (for full-time regular faculty only) is available from the Human Resources and Payroll Offices.

2. Address changes should be submitted immediately to Human Resources for amendment of the permanent payroll records. Incorrect addresses may result in lost or undelivered paychecks and W-2 forms in January.

3. Full-Time Faculty Pay Schedule: The yearly contract can be paid in ten or twelve installments if your contract starts in September. Paychecks are available for pick-up on the last working day of the month between the hours of 8:00 am to 5:00 pm in the Payroll Office in Fiscal Services; unclaimed checks are mailed two calendar days after payday. Supplemental checks (substitute pay and overloads) are available on or about the 10th of the month following the month worked. Timesheets for substitute pay must be turned in to the Instruction Office by noon on the last working day of the month. (Overloads are paid quarterly and are submitted to and approved by the Instruction Office.) Electronic deposit is available for the regular end-of-month payroll only. Information about electronic deposit is available in the Human Resources and Payroll Office.

4. Adjunct Faculty Pay Schedule: Pay periods run from the first to the last day of the month. Checks may be picked up in Fiscal Services; unclaimed checks are mailed two (2) calendar days after payday, unless documentation is missing in which case the check will be held until the documentation is received. Final checks are not released until the class is completed and grades, positive attendance, and drop rosters have been turned in. All hourly adjunct timesheets must be signed and turned in to the Instruction Office by noon on the last working day of the month. Direct deposit is not available for adjunct faculty.

TUBERCULOSIS CLEARANCE
California law requires that all district employees have a current tuberculosis clearance on file. These tests may be obtained by appointment only at the El Dorado County Health Department; a follow-up visit is required. The examination must have been conducted within a 60-day period preceding the date of employment. The tests are good for four years. Failure to have a current clearance on file will affect eligibility for employment. Cost for the initial clearance is the responsibility of the employee; renewals are paid by the District.

*Online instructors, who only teach online courses, are not required to have tuberculosis clearance.*

FINGERPRINTING
All full-time and adjunct faculties are required to have a criminal history background check on file. Fingerprinting for this purpose is coordinated by Human Resources with local law enforcement agencies at no charge to the employee.

CLASSROOM PROCEDURES

HOURS OF INSTRUCTION
Classes are generally scheduled from 8:00 am to 10:00 pm Monday through Friday and 8:00 am to 5:00 pm on Saturday. Each class hour is fifty minutes in length. Instructors are expected to meet their classes for the full fifty-minute period. Classes meeting for more than one hour at a time will meet for a proportional period of time, i.e. 1½ hour class meets 75 minutes or a three-hour class meets 150 minutes. Title 5 of the Education Code requires a 10-minute break at the end of every 50-minute period of instruction; however, classes that meet for more than 60 minutes and less than 110 minutes do not have a break.
Examples

3 hour/week course meeting M,W,F 8-8:50 am: No break required
3 hour/week course meeting M, W 8-9:15 am: No break required
4 hour/week course meeting M, W 8-9:50 am: One 10-minute break required
4 hour/week course meeting M 6-9:50 pm: Three 10-minute breaks required
5 hour/week course meeting M, W 6-8:25 pm: Two 10-minutes breaks required

Break time may not be "bumped" for the purposes of early dismissal. (Example: a 6:00-9:50 pm class may not elect to meet without a break from 6:00-9:20 pm and dismiss at 9:20 pm)

COURSE PREPARATION

As you think about the structure and format of your course, be advised of the following expectations which have resulted from curriculum reform and legislation at the state level:

- A stronger emphasis on writing.
- Two hours of outside study time is required of students for each lecture hour in class.
- Subject matter is presented with a scope and intensity which requires students to study independently outside of class.
- The ability to think critically as a course requirement.
- College-level vocabulary, study skills, and course materials.
- Grades are based in part on the use of essays and/or problem-solving exercises or skill demonstrations by students.

THE DAILY LESSON PLAN

One of the most important activities an instructor performs is that of preparing for class. Before you enter the classroom you should have thought about what you are going to do and why you are doing it. The following items are essential parts of a lesson plan:

a. The objectives of the class session (what is it that you are hoping to accomplish; what do you wish the students to gain from the lesson).

b. A definite plan for the lesson (that is, how the lesson is structured and how it will flow from one topic to the next).

c. Plan for how you intend to open the lesson and capture the students’ interest in the topic.

d. The instructional strategies you will use throughout the lesson to encourage student participation and engagement in the learning process.

e. A list of terms that should be clarified and/or defined for the students.

f. The assignment for the next session.

g. Summary or review of the lesson for closure at the end of the class session.

CLASSROOM LOCATION

Classes are offered at the main campus and at various sites in the community. Some faculty members can expect to be assigned to off-campus locations.

INSTRUCTOR INITIATED CLASSROOM CHANGE

If an instructor wishes to hold a class any place other than the room or site specified in the Schedule of Classes, the plans must be discussed with the appropriate Dean prior to the class session.
If for any reason you find the room you’ve been assigned to for the quarter is unacceptable, you may request a change in room. You will be required to fill out a Room Change Request form, available on the Schedule Production page of the portal or in the Instruction Office. It will need to be submitted to the Instruction Office for the Dean’s approval. The reassignment of classrooms will be determined based on room availability.

**COLLEGE CATALOG**
The College Catalog is published on an annual basis and is made available without charge to faculty, staff and students. Copies of the College Catalog may be obtained from all instructional and student support offices of the College.

Through the established procedures of the Curriculum Committee, faculty may add, delete, or modify courses for the catalog. This may include changing prerequisites, hours, units, course titles, and descriptions of course content, as approved by the Curriculum Committee and the Board of Trustees.

Responsibility for the preparation and annual revision of the Catalog rests with the Vice President of Academic Affairs and Student Services Office.

It is the responsibility of all full-time faculty to annually review the catalog in their applicable course and program areas to ensure accuracy and seek approval for any changes through the curriculum approval process.

Revisions can be submitted throughout the year; however, it is the responsibility of faculty to adhere to the curriculum addition/deletion/modification timeline established by the Curriculum Committee.

Catalog changes and revisions are normally forwarded to the Board of Trustees for their approval in March. The catalog is usually received from the printer in early June for distribution to the campus community.

**CURRICULUM**
All aspects of the curriculum development, review, and approval process are comprehensively described in the Curriculum Committee Handbook.

All faculty should read this document in its entirety, because it addresses most issues pertinent to developing and modifying curriculum in accordance with the academic standards in the California Education Code, Title 5 of the California Code of Regulations, and Chancellor’s Office policy.

**COURSE OUTLINES**
Outlines for all new courses are to be prepared by faculty, reviewed by the Dean, approved by the Curriculum Committee, the Vice President of Academic Affairs and Student Services, the Superintendent/President and the Board of Trustees, and placed on file in the Instruction Office.

Course outlines are official documents of the College and describe the content, learning objectives, and structure of the course. Each official outline must conform to the academic standards set forth in Title 5. Course outlines should be periodically reviewed and officially updated at least every six years by faculty to ensure that they are accurate representations of the nature, scope, and content of the course as it is actually taught.

Course outlines are official documents of the institution which are shared with other colleges (through the articulation process to determine course transferability) and, in many cases, approved by the
Chancellor's Office. It is important that these documents be conscientiously developed and written. Outlines must contain the following:

1. Subject Area and Course Number
2. Course Title
3. Number of Quarter Units
4. Hours per week of Lecture/Lab
5. Repeatability
6. Grading Option
7. Catalog description
8. Schedule description
9. Course prerequisites, non-course prerequisites, co-requisites, course advisories, entrance and exit skills
10. Course Objectives
11. Topics and Subtopics
12. Student Learning Outcomes
13. Methods of Assessing Student Learning Outcomes
14. Methods of Instruction
15. Appropriate Readings
16. Outside Assignments
17. Writing Assignments
18. Critical Thinking
20. Credit Course Type
21. Associates Degree Program
   a. Majors
   b. Subsections
22. Transfer Degrees (Transfer Model Curriculum)
   a. Majors
   b. Subsections
23. Certificate Program
   a. Majors
   b. Subsections
24. Evidence of need for proposed course or reason for modification of existing course (required)
25. College Impact
   a. Review/Approval by Department (if applicable)
   b. Reviewed by Advisory Committee (if applicable)
   c. Effect on courses and/or programs taught by other departments
26. Similar Community College Courses
27. Proposed LTCC GE Area(s)
28. Similar UC/CSU Courses
29. Proposed CSU GE Area(s)
30. IGETC Area(s)
31. Budget Code Information
32. Articulation Information
33. Other information

**NOTE:** The detailed topical outline of course content (#10) is critical to the articulation process, and helps to determine transferability of college credit classes to other institutions.
COURSE SYLLABUS

A syllabus should be distributed to students during the first class meeting. The syllabus should contain the items noted below and should clearly communicate to students the nature of the course as well as what is expected. Please ensure your grading policy is clearly detailed in the syllabus as this forms the basis for final grade determination (and is often the source of student grade complaints and appeals). It is incumbent upon all faculty to follow the official course outlines of record with regard to content, scope, and course objectives/outcomes to ensure transferability and continuity of instruction in a given subject area, especially sequential courses.

Checklist for course syllabus:

1. Instructor name, office number, telephone ext., e-mail, and office hours
2. Course number, section, title, meeting days and times, building/room number
3. Official prerequisites and/or course advisories
4. Description of the course
5. Course goals
6. Student Learning Outcomes
7. Grading standards and criteria
8. Policy regarding late assignments
9. Required purchases: text and supplies
10. Dates for major assignments/exams
11. Place, time, and date of final examinations
12. Topics to be covered in sequence with dates
13. Reading assignments and due dates
14. Absence policy
15. Plagiarism Policy (see page 68-69)
16. A statement reflecting your policy of accommodating students with disabilities, such as:

Students with disabilities who may need accommodations for this class are encouraged to notify the instructor and contact the Disability Resource Center (DRC) early in the quarter so that reasonable accommodations may be implemented as soon as possible. Students may contact the DRC by visiting the Center (located in room A205) or by phoning (530) 541-4660 ext. 249 (voice) or (530) 542-1870 (TTY for deaf students). All information will remain confidential.

In addition to the above, you may want to include such topics as:

1. Why would a student want to take this course?
2. Why do the topics of the course come in the order they do?
3. What teaching approaches can the students expect from you? Lecture? Group work? Discussion?
4. Why have the particular textbooks been chosen for this course?
5. What is the purpose of the assignments?
7. Your thoughts about the discipline and/or the specific course you will be teaching. The following provides an example:
UNITED STATES HISTORY SINCE 1865: INSIDERS AND OUTSIDERS

This course has the potential to be one of the most interesting and exciting you will take [in college]. The period we’ll study, from 1865 to the present, has seen technological, artistic, social, cultural, and political transformations that boggle the imagination. In this class we will survey some of these changes and try to make sense of their causes and consequences. We cannot cover everything worthy of our attention; some things have to be left out because there simply isn’t enough time. So, we’re offering an intellectual buffet that allows you to sample from art, politics, architecture, war, literature, music, films, and folklore, and that introduces you to the wide range of material that makes up the American experience. We hope that you will continue in more specialized courses to pursue those subjects that interest you.

Given the wide-ranging nature of this course, how do we corral together Janis Joplin and Huey Long? Or Playboy and Reconstruction? To make sense of the long time period and the different materials, we’ve chosen a unifying theme that we call “insiders and outsiders.” What does that mean? It means that we’ll look closely at these questions:

a. How and why have different people over time defined who is an American and who isn’t?

b. How and why has the American Dream differed according to the dreamer?

c. Put simply, how and why do people and ideas get labeled as “American” or “un-American?”

Finally, we’ll be exploring the three “R’s”: writing, reading, and reasoning. Historical writing and thinking are not restricted to a priestly caste. This course helps you hone the skills critical to thinking historically and to intelligently expressing your own understanding of the past. At the same time, you will learn how to apply these skills not just to the past, but to the future as well—both your own and America’s. Excerpted from: Filene, Peter, (2005) The Joy of Teaching. Chapel Hill North Carolina: The University of North Carolina Press.

8. Your grading philosophy.

If you need assistance developing your syllabus or have questions, feel free to contact your Dean.

STUDENT LEARNING OUTCOMES

The major focus of the new accreditation standards that govern California’s community colleges is Student Learning Outcomes (SLOs). When institutions write their self-studies and when accreditation teams visit institutions, careful attention is paid to the level of involvement and the progress made in writing, assessing, and institutionalizing student learning outcomes. The accrediting commission wants SLOs for every course and program, and they want these SLOs assessed, reviewed, and used as guidelines for improving the educational experience of our students. Lake Tahoe Community College has developed a process of review, consultation, and implementation of the assessment results of all courses and programs. This self-reflection of what we do as faculty to improve student learning is the intention of the accrediting commission, and what we learn about what we do is intended to help us expand upon the exceptional learning environment of Lake Tahoe Community College. For more information on SLOs, see Appendix G.
DUE PROCESS
The Board of Trustees has adopted a due process procedure as set forth in the California Education Code applicable to all academic personnel.

Due process procedures are established to guarantee the protection of individual rights in those matters of disagreement between employees and employers where the employer chooses to initiate disciplinary or dismissal procedures against an employee. The laws of the State of California are explicit relative to school districts initiating dismissal procedures against academic employees and the procedures which must be followed.

The due process procedure for academic personnel of the Lake Tahoe Community College District are the procedures established by the statutes of the State of California pertaining to academic personnel and any Federal statutes directly relating to employer-employee relationships relative to protecting the rights of an individual employee.

FIELD TRIPS
All field trips must be approved at least ten days in advance of the intended trip. Authorization for a field trip is granted by the appropriate Dean.

VOLUNTARY FIELD TRIPS
A voluntary field trip is one that is not essential to the offering of the particular course and has not had funds allocated for college expenses encumbered for such an outing.

The instructor is not authorized to miss other teaching assignments in order to lead a voluntary trip, and students cannot be penalized for not attending a voluntary field trip which is held outside of the regular class time.

It is the responsibility of the students in the class to clear their absences with other teachers if the trip results in students missing other classes.

MANDATORY FIELD TRIPS
A mandatory field trip is one that is essential to the course being offered, has been approved as such by the Chancellor's Office and Curriculum Committee, is specified and described in the quarterly Schedule of Classes, and for which a budget has been developed and approved.

A faculty member is authorized to miss part of his/her teaching assignments in order to lead the field trip. Prior arrangements must be made through the Instruction Office. It is the responsibility of the faculty member to secure permission from colleagues for students to take the field trips if the trip interferes with other class sessions.

FIELD TRIP FORMS
For both voluntary and mandatory field trips, the instructor shall fill out a Request for Field Trip form and submit it for signature to the appropriate Dean at least one week prior to the trip. The instructor is also obligated to have each student sign and return a Field Trip Notice and Medical Authorization form which is to be turned into the Instruction Office prior to the trip.
PAID FIELD TRIP ACTIVITIES
For those field trips which include paid activities, students must pay for their tickets at the Admissions and Records counter. Instructors are NOT to accept money for these activities from students.

FIELD TRIP POLICY
This policy is established to provide rules and guidelines for students and instructors engaged in any college-sponsored field trip. The underlying premise behind this policy is the understanding that both students and instructors have an obligation to act responsibly, ethically, and professionally during the course of any college-sponsored field trip. Specifically, the following guidelines will apply:

1. Each field trip shall have specifically designated hours when class is officially in session.
2. During the hours the class is officially in session, all student conduct standards, as stated in the College Catalog, shall apply. In addition, disciplinary actions for violation of those standards shall follow the same process as if the violation occurred on campus. Within this process, the instructor has the authority to dismiss a student from further participation in the field trip.
3. As a representative of the College, the instructor has an obligation and duty to maintain professional and ethical standards of conduct throughout the entire field trip. During official field trip hours, the instructor's behavior shall be commensurate with the conduct expected of an instructor on campus.
4. During the hours the class is not officially in session, each student is responsible for his/her own conduct. Neither the College nor the instructor has any responsibility for student conduct outside of the official class hours.
5. Arrangements for transportation, food, and lodging are the responsibility of the student except in special circumstances where a group reservation is required (i.e., campgrounds or group tours booked through an agent).
6. Each student shall be required to sign a release of liability before departing on any college-sponsored field trip. Students under 18 years of age must obtain a signature from their legal guardian.
7. The instructor shall make students aware of any special regulations pertinent to the site of the field trip (e.g., no collecting of artifacts or rocks in national parks).

OTHER FIELD TRIP PROCEDURES

Schedule of Classes
Instructors should specify in the copy submitted for the Schedule of Classes all expectations regarding the student's responsibility for lodging, transportation, food, or other requirements.

Specific meeting places and times of the field trip are to be specified in the Schedule of Classes as class sessions.

Field Trip Request/Waiver of Liability
For both voluntary and mandatory field trips, the instructor must complete a Request for Field Trip form and submit it for signature to the appropriate Dean; the instructor is also obligated to have each student sign a Field Trip Notice and Medical Authorization form and return it to the Instruction Office prior to the trip. Wilderness faculty will need to have their students fill out an Activities Participation, Acknowledgement, Assumption of Potential Risk and Medical Authorization form. This form is specific to your class name and number. Please see the Dean’s assistant to request these
forms. The assistant will fill out the form with the correct class and number and give the amount requested to the instructor for student signatures. These signed forms should also be submitted to the Dean.

**Instructor Reimbursements**
To be reimbursed for the expense of travel, lodging, and meals associated with a mandatory field trip, the instructor must submit, prior to the trip, a Conference/Travel Approval and Claim form to the appropriate administrator; the instructor must also collect and turn in valid receipts for lodging, parking fees, taxi fares, and plane tickets. Since allotments for meals are specified in Board Policy, receipts for meals are not required.

**Lodging for Students**
a. Students may choose their own lodging and sources for meals. For some field trips, the College may make arrangements for lodging and will collect appropriate fees at the time of registration; however, it will remain optional for the student to choose to participate in these arrangements.

b. When a field trip requires advanced reservations for campground sites (e.g., eight weeks for national park campgrounds), the following procedures for reserving campground sites for college-sponsored field trips will apply:

- The instructor will make reservations through the appropriate agency for the campground sites.
- The instructor must coordinate with Administrative Services to ensure that a purchase requisition is submitted sufficiently in advance to allow for the issue of a purchase order and check to pay for the sites.
- An optional fee will be listed in the Schedule of Classes. Students making use of the reserved campground will be required to pay this fee at the time of registration. The fee charged is based upon full enrollment.
- The instructor will not be responsible for arranging alternate accommodations for students choosing not to utilize the reserved campground.

**Emergencies During Field Trips**
Instructors are expected to act as responsible adults and handle emergencies accordingly. As soon as possible notify the appropriate responsible person at the College. A first aid kit is available for field trips. Please see the Instruction Office for checkout procedures.

**Transportation of Students on College Activities**
- Travel by chartered and/or rented vehicle must be approved by the appropriate administrator. Requests will be submitted to Administrative Services at least two (2) weeks in advance of the date of the proposed trip.
- Chartered vehicles, District vehicles or rented vehicles may be used for field trips, athletic trips and other activity trips where attendance of students is desired. All carriers used shall be licensed by the appropriate state and federal agencies. Drivers must be appropriately licensed and insured.

All buses used shall have been inspected and approved by the California Highway Patrol. The bus driver shall have a valid California School Bus Driver’s Certificate. The College may contract with another school district for transportation by bus.
- All trips involving students in chartered vehicles will be supervised by a faculty member in each vehicle.
Voluntary student car pools may be used as part of authorized field trips. Student drivers will not be reimbursed for any expenses incurred when voluntary car pools are used as the means of transportation on field trips. No instructor shall direct either the use of student automobiles or assign passengers. Instructors may provide written directions to a route that students could choose to follow to get to a site. Waivers of liability will be required of all participants.

Voluntary student car pools, involving both the student driver and passengers, will not be covered by the District's insurance. The District's insurance will cover all students during the actual period of the field trip, beginning when the responsible faculty member begins the class on location and ending when the class is officially terminated on location.

Waiver of liability (Field Trip Notice and Medical Authorization and/or Voluntary Activities Participation, Acknowledgment, Assumption of Potential Risk and Medical Authorization and/or Employee/Volunteer Personal Vehicle Use) forms will be required of all participants.

Title 5 Regulations Regarding Field Trips

No student shall be prevented from making the field trip or excursion because of lack of sufficient funds. To this end, the governing board shall coordinate efforts of community service groups to supply funds for students in need of them.

No group shall be authorized to take a field trip or excursion authorized by this section if any student who is a member of such an identifiable group will be excluded from participation in the field trip or excursion because of lack of sufficient funds.

No expenses of students participating in a field trip or excursion to any other state, the District of Columbia or a foreign country shall be paid with district funds.

GRIEVANCE PROCEDURE

This grievance procedure is applicable in all instances except those covered by the District's Faculty and Staff Diversity Plan, the Agreement Between the Board of Trustees of the Lake Tahoe Community College District and Lake Tahoe Community College Faculty Association CCA/CTA/NEA, and as provided for by the California Education Code relative to discipline matters. Copies of these are available in administrative offices and in the College Library.

The following grievance procedure shall be available to all academic employees, per Board Policy. The procedural steps included herein have been designed to secure an equitable solution to a grievant’s claim at the earliest possible date. The grievance procedure shall not be used to establish new policies or to change existing rules and/or regulations, and shall not be used in matters for which other appeal procedures, means or methods of review have been established, such as in a disciplinary action.

Definition of Terms

1. Grievance: A "grievance" is a formal written allegation by an employee that he/she has been adversely affected by a violation, misinterpretation or improper application of a Lake Tahoe Community College District policy, rule and/or regulation.

2. Days: All references to "days" included herein shall be days when the District administrative offices are open for business.

Informal Grievance Procedure:

Before filing a grievance, an employee shall first discuss the basis for the contemplated allegation with the employee's immediate administrator with the objective of resolving the matter through such
an informal conference. This informal conference may include any other involved parties at the discretion of the grievant.

**Formal Grievance Procedure**

**Level I**

a. Within 60 days after the occurrence of the act or omission or within 60 days of the time the grievant became aware or should have become aware of the act or omission giving rise to the grievance, the employee must present his/her grievance in writing to the supervisor of the person against whom the grievance is filed.

b. The written grievance must include a description of the general and specific grounds for the grievance, a list of specific actions upon which the grievance is based, including the names of all persons involved, and the times, places and events when each person so named was involved, the conclusion reached at the informal conference, and a list of specific actions which the grievant feels the college should take to remedy the grievance.

c. The supervisor shall communicate a written decision to the grievant within ten days after receiving the grievance. If the supervisor does not respond within the time limit, the grievance is deemed denied, and the employee may appeal in writing to the next level. Such appeal must be made within five days after expiration of the time limit or after the written answer is received, whichever occurs first.

d. Within the specified time limit, the grievant or the supervisor may request a personal conference with the other, and such request shall be granted, with the objective of resolving the matter at this level.

**Level II**

a. If the grievant or the subject of the grievance is not satisfied with the decision of the grievance at Level I, either party may appeal by filing a Notice of Appeal with the Vice President for Academic Affairs, which shall include a copy of the original grievance, the response, if any, from Level I, and a notice stating that the employee is appealing, with a clear and concise statement of the reasons for the appeal.

b. The Vice President may request a personal conference with the grievant or any party named in the grievance, and shall render a written decision within ten days of receipt of the appeal. If the Vice President does not render a written decision within the prescribed time limit the grievance is deemed denied, and the employee may appeal to the next level. Such appeal must be made within five days after expiration of the time limit or after the written response is received, whichever occurs first.

**Level III**

If the grievance is not resolved at the level of the Vice President, the grievant or the subject of the grievance may appeal for the grievance to be considered by a hearing committee. The hearing committee shall be composed of three members consisting of a faculty member recommended by the grievant, a faculty member recommended by the chief party against whom the grievance is brought and a faculty member (full-time or adjunct) or an administrator appointed by the Superintendent/President who shall chair the committee. The hearing committee shall meet within 20 days of its appointment for the purpose of conducting a hearing at which all parties to the grievance shall be present and allowed to present information and argument. The hearing committee shall render its decision in writing to the Superintendent/President within 10 days after the close of such
hearing. If the hearing committee does not respond within the time limit the grievance is deemed denied, and the employee may appeal in writing to the next level. Such appeal must be made within five days after expiration of the time limit or after the written answer is received, whichever occurs first.

Level IV
If the grievance is not resolved at Level III, the grievant or the subject of the grievance may appeal to the Superintendent/President by filing a written Notice of Appeal, together with a copy of the original grievance and any responses at Levels I, II and III, and a statement of reasons for the appeal. The Superintendent/President may conduct a review of the matter himself/herself, including requesting meetings with the grievant and other parties concerned. These meetings may be held separately or together with the involved parties. The decision of the Superintendent/President on the grievance shall be in writing, and shall be issued within 20 days after the filing of the grievance.

Level V
In the event the grievance is not resolved at Level IV, the grievant or the subject of the grievance may appeal the decision of the Superintendent/President by filing a written Notice of Appeal with the governing board within five days after receipt of the Superintendent/President's decision. The appeal must be in writing, and shall include the original grievance, the responses at Levels I, II, III and IV, and a clear and concise statement of the reasons for the appeal. The governing board shall conduct such hearings as the board determines necessary in order to review the matter and render a fair and just decision. The board shall render its decision within thirty (30) days after receipt of the appeal, or such ext. of that time as determined by the board to be necessary to complete its review of the matter. The decision of the board shall be final and binding.

Other Provisions
1. An employee may represent him/herself at all stages of the informal or formal grievance process, or may be assisted by a representative.
2. A resolution of the grievance shall be deemed to exist at any level either by affirmation of the grievant or the subject of the grievance to concur with the decision rendered or by failure of the grievant or the subject of the grievance to appeal the decision within the specified time period to the next higher level.
3. The filing of a grievance shall in no way interfere with the right of any District administrator to proceed in carrying out his/her management responsibilities and decisions prior to a final resolution the grievance. In the event that an employee protests an order, requirement or other directive, the employee shall fulfill or carry out such order, requirement or other directive pending final resolution of the grievance.
4. The time limits as specified at each level of the grievance procedure may be extended by mutual written agreement between the parties.
5. A grievant shall be released from regular assignment if required by this grievance procedure.
6. If a grievance is against an Instructional Dean or a Director, the grievance process shall begin at Level II; if against Vice President for Academic Affairs and Student Services, the grievance process shall begin at Level III; if against the Superintendent/President, the process shall begin at Level V.
7. There shall be no reprisals of any kind taken against any of the participants or representatives because of participation in a grievance or support thereof.
8. All documents, communications and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

**SCHEDULE OF CLASSES**

**ADMINISTRATIVE RESPONSIBILITY FOR INSTRUCTIONAL PROGRAMS**
1. All quarterly schedules are built based upon the recommendations of faculty and appropriate instructional administrators, subject to administrative review and adjusted to conform to district policies.
2. The final decision on quarterly course offerings and the use of available facilities are administrative responsibilities.

**ASSIGNMENT OF INSTRUCTORS**
Instructors shall be assigned to classes according to their approved minimum qualifications. The final decision on assignments shall rest with the administration through the Vice President of Academic Affairs and Student Services Office.

**NATURE OF CLASS OFFERINGS**
1. After consultation with individual faculty, the administration shall develop a class schedule that will provide students with
   a. maximum flexibility;
   b. minimum class conflicts;
   c. proper sequence of courses in programs; and
   d. courses in accordance with the projected schedule.
2. Scheduling Process
   The quarterly schedule development process begins with a memo to faculty from the Schedule Production Specialist requesting course offering and staffing recommendations for the upcoming quarter. For areas where there is no full-time instructor, the Deans have responsibility for developing course offerings.

The calendar for quarterly schedule development for faculty is as follows:

- Winter/Spring quarter schedule development: early-April to early-October
- Summer/Fall quarter schedule development: early-February to early-May

Course offerings are based on the following institutional plans and criteria:

1. A Projected Schedule of course offerings developed for each instructional area. This projected schedule forms the core for quarterly schedule development. The projected schedule is very important as the counselors use this plan to answer student inquiries and assist students in the development of their educational plans.
2. Course offerings which fulfill general education, transfer requirements, and degree/certificate requirements established by the College.

Necessary information for schedule compilation for each course submitted includes: course number, section, meeting day(s), location, hours, beginning and ending dates, instructor's name, applicable fees, and textbook requirements.
Instructors are to submit all requested schedule preparation data to the Projected Schedule program through the Curriculum Manager System (CMS). Course outlines for new special topics courses are to be submitted early in the scheduling process through the Curriculum Manager System (CMS) located at www.ltcc.edu; click on About, choose Resources-Faculty/Staff, and click on Curriculum Manager System.

**PROJECTED SCHEDULE**

The Projected Schedule for the next two academic years is available to view on the Curriculum Manager System (CMS). To view this information, please enter the following:

1. Access the Curriculum Manager System (CMS) by entering www.ltcc.edu; click on Faculty/Staff; click on the Curriculum Manager link under Faculty Resources.
2. Login in using your assigned Username and Password. If you do not have a username and password, please contact the Instruction Office and request to be added to CMS.
3. View top or bottom tool bar and click on “Projected Schedule.”
4. View course offerings by:
   a. **Specific Disciplines**
      Click on “Edit/View Projected Schedule.”
      Click on pull-down box arrow.
      Select the department to view.
      Courses can be viewed or printed.
   b. **All Departments**
      Click on “Print All Departments” to view and/or print all courses.

**SNOW DAY POLICY**

In the event of extreme weather conditions, please check Passport or call the College’s main line (530) 541-4660. If classes are to be cancelled or delayed, every effort will be made to contact radio and television stations by 5:30AM. Announcements will be made on the following stations: KRLT/KOWL, KTHO and Tahoe TV. Note that television and radio stations sometimes take 15-30 minutes to update their lists. Before leaving home check again for delays or cancellations.

If classes are to be cancelled or delayed, please take note of the following:

- All classes cancelled – all day and evening sections will be cancelled and the College will be closed.
- Classes cancelled – day sections only – all classes starting before 5:30PM will be cancelled. All classes starting at 5:30PM or later will be held.
- Classes cancelled – evening sections only – all classes starting at 5:30PM or later will be cancelled.
- Classes “delayed” until a certain time. Example: “Classes delayed until 10:00AM” would mean that ALL classes starting before 10:00AM are cancelled, while classes starting at 10:00AM or later will be held.

With respect to holding or cancelling classes during bad weather, experience has shown that there is never a decision which satisfies everyone. Students and faculty are expected to use good judgment and discretion, since road conditions and personal circumstances may vary. If you are driving to LTCC and it is snowing, please be careful and leave yourself enough time to drive slowly and still arrive in time for your classes.
TEXTBOOKS

REQUIRED TEXTBOOKS
Textbooks are chosen at the time a course outline is prepared and approved by the Curriculum Committee and the Board of Trustees. The Bookstore Manager maintains a computer file of all current textbooks, and each quarter the full-time faculty and/or Dean approves the textbook before it is ordered. A faculty member desiring to change a textbook is required to consult with the appropriate Dean, whether requesting a new book or changing a required textbook to “optional” or “recommended” reading. Textbook changes that significantly affect a course will require a revised course outline and approval by the Curriculum Committee and the Board of Trustees.

Communicate to your students the value and importance of the textbook. Encourage your students to read not only the assigned text, but also other supplementary material appropriate to the course.

RECOMMENDED TEXTBOOKS
Recommended textbooks are treated the same way as required textbooks with the exception that students are not required to purchase them.

STANDARDS FOR TEXTBOOK SELECTION
A critical component of every course is the accompanying textbook. It is your responsibility to acquire a desk copy of the adopted textbook. The Instruction Office and the Bookstore have developed the following procedure to assist you in obtaining an instructor's copy of the text.

1. Contact the Bookstore for textbook information (i.e., title, author, publisher, and edition).
2. If it is more than three weeks prior to the start of the quarter:
   a. Contact the bookstore manager for the toll-free phone number or website of the publisher. The bookstore manager cannot order your desk copies.
   b. Inform the publisher that you will be teaching a particular course (course number and title) at Lake Tahoe Community College and request a desk copy of the adopted text as well as any ancillary resource materials. Be sure to tell the publisher when you will need the book to allow sufficient time for you to prepare for the course.
   c. Have the publisher ship the materials to:
      YOUR NAME
      Lake Tahoe Community College
      One College Drive
      South Lake Tahoe, CA 96150-4524

3. If it is less than three weeks before the quarter begins:
   a. Obtain a loan copy of the textbook from the Bookstore.
   b. Follow the steps outlined above to obtain a desk copy from the publisher. Inform the publisher that this is a rush request and you need the desk copy immediately.
   c. Once you receive the desk copy, please return it to the Bookstore unless the received book is not a saleable version. (i.e. instructor’s manual) The loan copy is yours.
   d. All loan copies must be returned by the fifth week of classes or date otherwise specified as to allow the bookstore ample time for returns. Otherwise, at the end of the quarter, all loan copies that have not been replaced will be charged to your department.

If you are informed of a new edition of the text, please advise the Bookstore.
TRAVEL
As budget allows, each full-time faculty member may be provided funding for travel to/from and participation in discipline-related conferences and meetings.

TRAVEL REQUESTS
Faculty must submit a Conference/Travel Approval and Claim form in advance of travel (including travel which is part of an approved, mandatory field trip) to the appropriate Dean for review and approval.

Requests should be submitted well in advance of need to allow sufficient time for administrative review and processing. All college-related travel must be approved in advance even if the travel is not reimbursed. Staff are encouraged to retain a photocopy of the conference/travel request for follow-up. Administrative approval is required prior to submitting travel requests to the Faculty Professional Development Committee.

Employees are not reimbursed by the district for travel and associated expenses which have not been approved in advance by the appropriate administrator and the Faculty Professional Development Committee.

TRAVEL EXPENSE CLAIMS
It is the policy of the district to provide reimbursement to academic staff for attendance at essential meetings and conferences approved in advance. Approval must be secured from the supervising administrator and, when applicable, the Faculty Professional Development Committee. Correct signatures and budget codes will help ensure speedy processing of the request. To allow for pre-payment of conference registration fees and deposits, all approvals must be secured well ahead of time. Fiscal Services must be notified and all paperwork must be returned on any cancelled conference or travel request.

1. **Transportation to Destination**
   Transportation may be by common carrier, college vehicle or personal car. Determination as to which method of travel will be based upon consideration of cost and the best use of the employees’ time. All employees will be encouraged to utilize the College vehicle for business travel. If by common carrier, reimbursement will not exceed the lowest economy airfare when applicable. If by personal car, payment will be allowed at the standard mileage rate for business use miles as annually established by the Internal Revenue Service. Check with the Fiscal Services Office to determine the current mileage rate. Use of personal car for round trip distances exceeding 500 miles or for use instead of college vehicle when it is available, will be by prior approval of the Vice President of Administrative Services. The reimbursement rate for such use of a personal vehicle shall be based upon airfares, availability of transportation, vehicle scheduling and related costs. All employees driving on district business must have completed an Employee Driver Information form.

2. **Transportation in destination area**
   Local common carrier fares; car rental, if authorized in advance.

3. **Lodging**
   Reasonable and customary expenses. Most California hotels will waive Transient Occupancy Tax (TOT) when payment is made with a district check or credit card and accompanied with a waiver form (available in Fiscal Services).
4. **Meals**
   Payment will be allowed on the basis of the current per diem amount. Check with the Fiscal Services Office to determine current per diem rates.

5. **Receipts**
   The employee must retain receipts for all expenses other than per diem meals and mileage, such as lodging, common carrier transportation expenses, car rental charges, parking fees, bridge tolls, and conference registration and meeting fees. These expenses will not be reimbursed without a receipt. If you have any questions about reimbursable vs. non-reimbursable expenses, contact Fiscal Services.

6. **Prepayments**
   Prepayment of conference expenses (e.g. registration) may be made by the District if the request is received by Fiscal Services at least three weeks in advance of the due date. Supporting documents (e.g. registration form or hotel invoice) must accompany the request.

7. **Cash Advances**
   Cash advances may be requested for no more than one-half of the total approved meals and mileage. Approved advance requests must be received by Fiscal Services at least two weeks prior to the conference date. Advance checks will be available on the business day prior to departure in Fiscal Services.

8. **Reimbursement**
   Within three days after travel is terminated, the employee will complete the Claim for Reimbursement section of the Conference/Travel Approval and Claim form, attach all required receipts for specified expenses, and forward the claim to the appropriate program administrator. The program administrator will review and approve the claim and then forward all copies, with receipts, to the Vice President of Administrative Services. When all approvals have been secured, the claim is processed by Fiscal Services. When the reimbursement check is ready, it will be placed in the employee’s mailbox in the College mailroom. This process normally takes two weeks. A copy of the final claim will be provided with the reimbursement check.
SECTION V: ADJUNCT FACULTY INFORMATION

While this section pertains only to policies/procedures relating to adjunct faculty, the other sections of the handbook contain information pertinent to all instructional faculty, including adjuncts.

ADJUNCT FACULTY PAYROLL PROCEDURES

PAYROLL PACKET
All first time employees will receive a packet of payroll forms from Human Resources that must be completed prior to the first day of work, including attendance at workshops or orientation. Incomplete payroll forms may result in one month or more delay in payment.

EMPLOYMENT CONTRACTS
At the beginning of each quarter, the Human Resources Office will prepare a pre-contract letter for each adjunct faculty member teaching that quarter. These letters state the College's intention to hire and will be mailed and/or emailed to the instructor approximately two weeks before the start of the quarter. Please notify Human Resources of any changes to your contact information.

Two weeks after the start of classes when most cancellations and changes have taken place, official contracts will be prepared for each instructor and placed in his/her College mailboxes. Please sign your contract and return the white copy to Human Resources. The yellow copy is for the instructor.

PAYROLL PROCESS
Payroll is processed through the College’s Fiscal Services Department and checks are produced at the El Dorado County Office of Education. Therefore, it is important that you understand the following procedures and deadlines in order to ensure that adjunct faculty are paid on time.

1. Adjunct faculty members are paid per quarterly contract. Contracts are generated by the Human Resources Office and will be in your mailbox by the end of the second week of classes. Please review the contract, and if all is in order, sign it, keep the yellow copy, and return the white copy to Human Resources. Notify HR of any errors in your contract immediately. Your signed academic contract must be submitted before your paycheck will be released.

2. All hourly timesheets must be completed, signed, and turned in to the Instruction Office by noon on the last working day of the month so that you can be paid around the 10th of the following month (see pay dates below). Timesheets submitted after that date may be processed with the next payroll, resulting in a one-month delay. Timesheets must be complete, including signatures, social security number or employee ID, and budget codes. Payroll hire forms and contracts must be submitted to Human Resources prior to hire. Late timesheets and/or incomplete information may cause a month delay issuing a paycheck. Absence Reports must be submitted to the Instruction Office immediately upon return to work and forwarded to Fiscal Services by Instruction Office staff NO LATER THAN THE LAST WORKING DAY OF THE MONTH. If an absence report is not received according to these guidelines, the absence will be considered Leave With Out Pay and a dock will be made against your wages.

3. Your paycheck will not be issued unless the following items are on file with the Human Resources or Payroll Offices.
   - DHS Form
   - Tuberculosis clearance (current within 60 days of work)
• Produce for copying a Social Security card or other work authorization document (i.e., birth certificate or passport) AND driver’s license.
• Form W-4
• Loyalty Oath
• Employment Information Card
• Fingerprint Clearance
• Signed Academic Contract

4. Pay periods are the first to the last day of the month. Pay dates are on or about the 10th of the following month. Checks may be picked up in the Payroll Office. Paychecks will be available in Fiscal Services on payday and the following business day. Any paychecks unclaimed by the end of the second business day will be mailed if all payroll documents are complete. You and anyone you’ve authorized to collect your paycheck will be required to show ID. No final checks will be released before your class is completed for the quarter and grades, drop rosters, and positive attendance rosters are submitted. Please report any address changes to Human Resources immediately.

5. If you are teaching a full quarter length class, your contract will usually be divided into equal payments. Pay dates for the current quarter can be found in Appendix C.

6. If you are teaching a short-term class or a class that does not fall within the regular quarter dates, your total contract may be divided accordingly and paid around the 10th of the month for each month worked.

TIMESHEETS
If you are contracted by the hour rather than the course (e.g., office hours, FEC employees, NC ESL instructors), you must submit an hourly timesheet each month. It is the adjunct faculty's responsibility to properly fill out the appropriate monthly timesheet, including correct budget code, and submit it for signature to the Instruction Office by noon on the last working day of the month. Payroll hire forms and contracts must be submitted to Human Resources prior to hire. Monthly paychecks will not be processed unless the timesheet has been received by Payroll on time with all correct signatures. Failure to meet the deadlines may result in the delay of your paycheck, and failure to turn in the proper paperwork (contracts, rosters, and grades) will result in a hold on your final paycheck.

Adjunct faculty who receive a quarterly contract detailing the compensation for each course you are teaching and your responsibilities will be paid from that contract and are not required to complete a monthly timesheet.

PAYCHECKS
Paychecks are available for pick up in the Payroll Office on or about the 10th of the month. If the 10th falls on a weekend or holiday, payday will be the following business day. Every attempt is made to make paychecks available at 8:00a.m. on pay days. However, if a pay day falls on a Wednesday or Friday (delivery days from the El Dorado County Office of Education,) it is possible paychecks won’t be available until that afternoon. Notices will be sent and posted if paychecks will be delayed past 8:00a.m. Paychecks will be available in Fiscal Services on payday and the following business day. Any paychecks unclaimed by the end of the second business day will be mailed. You will need to complete a Paycheck Authorization form for anyone you want to authorize to collect your paycheck. You and that designee will also be required to show ID.
HOLD ON PAYCHECKS
Prior to receiving monthly paychecks, adjunct faculty shall submit all forms including, but not limited to, positive attendance, drop rosters, grade reports, applicable timesheets, absence reports, and TB tests as required during that month.

ADJUNCT FACULTY SICK LEAVE
Adjunct faculty will be entitled to 0.64 hours sick leave credit for each Weekly Teacher Contact Hour (WTCH) per quarter. WTCH will be calculated as though the class is offered over a regular quarter even if the class is offered in other time frames. For example, an adjunct instructor teaching a 4-unit class which meets 4 hours per week for 12 weeks would earn 2.56 hours of sick leave that quarter. Calculations: 4 teaching hours each week x 0.64 hours sick leave/weekly teaching hour = 2.56 hours sick leave per quarter.

Adjuncts paid on an hourly basis (e.g. Fitness Education Center, part-time counselors) earn sick leave at a rate of .046 hours of sick leave for each hour worked.

Full-time and adjunct instructors employed for the summer session may draw upon their accumulated sick leave for illness during summer session and will be entitled to 0.64 hours sick leave credit for each Weekly Teacher Contact Hour (WTCH). WTCH will be calculated as though the class is offered over a regular 12 week quarter.

ADJUNCT FACULTY SALARY SCHEDULE
The College has instituted tiered rates for adjunct faculty. The lecture/lab rate will vary according to how many quarters an adjunct has worked. See Appendix C for current salary schedule.

ADJUNCT FACULTY BUMPED BY FULL-TIME FACULTY
In the event of an adjunct faculty being bumped by a full-time faculty member within two weeks of the beginning of the quarter, the adjunct faculty will be compensated at the applicable hourly rate for adjuncts for no less than the appropriate number of hours for the first class meeting.

If an adjunct faculty is bumped after the first class meeting, the adjunct faculty member will be compensated for the actual number of hours the adjunct faculty member met with the class plus one additional class meeting.

ADJUNCT FACULTY COMMITTEE ASSIGNMENTS
The College’s governance processes are modeled upon the principles and practices of participatory governance involving constituent groups from across campus. The adjunct faculty have representation on key college committees and bodies, including Academic Senate, Curriculum Committee, Institutional Effectiveness Council, program review planning teams, accreditation self-study committees, and full-time faculty hiring committees. In most cases, adjunct faculty are compensated for their participation. For information on appointments as adjunct faculty representatives to these committees, please contact the Academic Senate president or the Vice President of Academic Affairs and Student Services.

ADJUNCT FACULTY OFFICE HOURS
While not required to have scheduled office hours, adjunct faculty are expected to be available to students for consultation and advising as pertains to individual faculty member’s teaching.
In an effort to contribute to the success of students, Lake Tahoe Community College has a program to provide for a limited number of paid office hours for adjunct faculty. Continuation of this program is contingent upon available funding.

In order to be eligible for adjunct faculty office hours, an adjunct faculty member must teach at least 3.2 units in the quarter being considered. Part-time faculty office hours are potentially available to those adjunct faculty members who are nominated by the full-time faculty member in their area, or are solicited by a Dean of Instruction, or who choose to apply for office hour funding. Adjunct faculty who are interested or are nominated must complete the “Application for Adjunct Faculty Office Hour” form. Once a pool of applicants has been established, the Deans of Instruction will select from that applicant pool. The decision of the Deans is final.

The Deans of Instruction will consider the following criteria in making selection for adjunct faculty members to be funded for office hours:

- A demonstrated student need in a course for significant amounts of help outside of class;
- A significant chance that contact with an adjunct faculty member during office hours will contribute to individual student success; and
- Availability of funding

Adjunct faculty members who meet these criteria may be selected to conduct one office hour per week in addition to the time they spend in class with students. Office hours are limited to ten hours per quarter and within the dates specified. Hours submitted in excess of ten per quarter or that exceed the parameters of dates specified will not be paid.

Adjunct faculty are required to fill out a Miscellaneous Academic Timesheet for their office hours, which is due to the Instruction Office by noon on the last working day of each month during that quarter. Instructors should record each time they conduct their office hours. Instructors should also indicate on the timesheet that it is for OFFICE HOURS.

*These forms are distributed by the Instruction Office only.

Compensation will be at the adjunct faculty extra duty assignment rate per hour.

**ADJUNCT FACULTY TRAVEL STIPENDS**

Adjunct faculty who travel 50 vehicle miles or more (one-way) on the most direct route from their residence to Lake Tahoe Community College will receive a quarterly travel stipend as delineated below:

For full quarter-length courses:

- Assigned course(s) meets one day per week: $400.00 travel stipend
- Assigned course(s) meets two days per week: $800.00 travel stipend
- Assigned course(s) meets three or more days per week: $1,200.00 travel stipend

For short-term courses:

Adjunct faculty who teach courses meeting for less than a full quarter will receive a pro-rata stipend based upon the number of required trips to scheduled class meetings.
The Instruction Office will initiate the process for those adjunct faculty eligible for a travel stipend. Travel stipend payments will be spread over the duration of the teaching assignment.

**ADJUNCT FACULTY USE OF THE FITNESS EDUCATION CENTER (FEC)**

LTCC will reimburse adjunct faculty for any LTCC FEC class up to the maximum number of times the class is repeatable. Previous quarters of successful course completion of FEC courses will count toward this repeatability requirement (but will not be reimbursed). Adjunct faculty will be responsible for providing transcripts to document successful course completion.

- To be reimbursed, the adjunct faculty member must be in active status (that is, teaching that quarter), must successfully complete the course, and must request reimbursement in advance of taking the course.
- Once maximum repeatability is exhausted, the adjunct faculty member will have access to the FEC without needing to enroll in an FEC course as long as the adjunct faculty member is in active status (that is, teaching that particular quarter).
- Use of the FEC facility under this provision is at the option and risk of the adjunct faculty member. The College assumes no responsibility for accident or injury resulting from this use of the FEC.

For detailed information about this program, please contact the Instruction Office.
SECTION VI: STUDENTS

STUDENT PRIVACY AND CONFIDENTIALITY OF RECORDS

A student’s privacy is protected under FERPA, the Federal Family Educational Rights and Privacy Act of 1974 as Amended. The College is required to obtain the written consent of the student before releasing personally identifiable information or educational records. Faculty and staff must have a legitimate educational interest to have access to these records. If posting grades, faculty must use a unique identifier other than the student’s name or any portion of their social security number. Course rosters are confidential documents that should be treated as such. Directory information as specified in the LTCC Catalog may be released at the discretion of the District. If you have any questions about student privacy rights and/or access, please contact the Director of Enrollment Services. A brochure on student privacy is also available to all employees.

If students have any questions or concerns about the privacy of their information, please refer them to Admissions and Records.

PRIVACY/SECURITY TIPS FOR INSTRUCTORS

Web sites
If you intend to post student information (name, e-mail address, photo, etc.) or student work that identifies the student on a Web site, please obtain the written consent of the student.

Grades
Publicly posted grades should never include a student’s name, social security number or student ID. Also, students should never be allowed to retrieve their graded papers or exams from a stack including other student’s work.

Rosters
Never provide anyone with a list of students enrolled in your class for commercial or other purposes. Rosters are confidential.

Student schedules
Please do not provide anyone (other than College employees) with the course in which a particular student is enrolled.

Letter of recommendation
When writing letters of recommendation, please keep in mind that certain information may be considered part of the student’s educational record. Please remember that you will need to get written consent of the student before discussing their academic progress, coursework, grades, GPA or other attributes of their student record.

Progress
Please do not discuss the progress of any student with anyone other than the student (including parents) without the consent of the student. You may discuss a specific student’s progress with a school official (such as a Dean of Instruction) who has a legitimate educational interest. If you have a special admit student (K-12th grade student) in your class, you may also discuss progress with his/her parent at your discretion because a release form was filed with Admissions & Records at the time that the minor student registered.
Phone/E-mail
Don’t give out any information over the phone or by e-mail unless you can verify the student’s identity through a series of questions.

Locks/Password Protection
If you are leaving student information unattended, please lock doors, files and/or password protect your computer to ensure that no one has unauthorized access.

Right to Inspect
FERPA provides students with the right to inspect and review their education records. Please be aware that some records kept by instructors may be considered education records and may be subject to review.

Records
Please be aware that if you provide student information to a third party (e.g., grades in a letter of recommendation or posting class pictures on a Web site), you must retain the student’s signed release form indefinitely. If you prefer not to store these release forms, you may send them to the Director of Enrollment Services for inclusion in the student files.

When in doubt, don’t give out the information!

ATTENDANCE (ADDS AND DROPS)

ADDING STUDENTS
1. Face-to-Face courses: Students may register for classes online through the first day of the class. After the first day of the class and through the end of the second week of the quarter, students may register late or add full quarter classes with written permission from the instructor. Registration must take place within two business days of receiving permission to enroll.

Online courses: Students may register online through Wednesday of the first week of class. From Thursday of the first week of class through the last business day of the second week of class, students may register with written permission from the instructor. Late registration forms for online classes are available at www.ltcc.edu.

2. NO ENROLLMENT WILL BE ALLOWED AFTER THE SECOND WEEK OF CLASSES.

DROPPING STUDENTS
1. It is ultimately the student's responsibility to drop the class and the student should never assume this was done automatically by the instructor.
2. However, it is also the instructor’s responsibility to notify Admissions and Records of no show students, or students who no longer attend the class by lining out the names of those students on their returned rosters, or by turning in names on the Instructor Drop Form. Many students receive state, federal or private sector money/grants that are based on attendance. It is crucial the Admissions and Records Office be notified when students stop attending. LTCC is required under Title 5 to clear rosters of “no show” students.
3. Unless the student and instructor have made previous arrangements, a student may be dropped from the class whenever total absences are two more than the number of times the class meets per week. Instructor Drop Forms are available from the Admissions and Records Office. The
converse is also true. Students may not attend class without being registered. If a student does not appear on your roster, he/she has not registered for the class and must do so before being allowed to attend class again. Instructors will be using Gradebook to access current rosters and submitting grades at the end of each quarter.

4. **STUDENTS WHO REMAIN ON THE ROLL SHEET PAST THE WITHDRAW (“W”) PERIOD MUST RECEIVE AN “A”- “F” LETTER GRADE OR A P/NP IF TAKEN ON A PASS/NO PASS BASIS.**

5. Instructors should check their mailboxes regularly. All communications from the Admissions and Records Office occur via the College email or the interoffice college mail system.

**WAITLISTS**

If a class fills to capacity, students may place themselves on the waitlist for any seats that may become available before the class begins. Students are notified through their College email account if they receive permission to register for an open seat. Instructors may view the students who have added to the waitlist in WebAdvisor via Passport. Instructors are expected to honor the waitlist when signing late registration permits after the class has begun.

**FIRST CLASS MEETING 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 should they choose to do so.”

**REGULAR ATTENDANCE**

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of his/her registration. Being absent from class, the student misses both the content of the particular session and the continuity of the course as developed in a single period of work. Therefore, the following district-wide attendance policy has been adopted:

1. Unless the student and instructor have made previous arrangements, a student may be dropped from class whenever total absences are two more than the number of times a class meets per week. In the case of impacted classes, instructors may drop no-show students the first week of class. All no-show students should be identified on the drop roster.
2. 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 the Vice President of Academic Affairs and Student Services Office. A student may remain in the class until the petition is acted upon.

**ADD/DROP FORMS**

Add/Drop forms are available in the rack on the wall near the Admissions and Records Office. The student fills out the Add/Drop form(s) (one class per form) and returns it to the Admissions and Records counter for processing. Students may also go online to add or drop courses within the timelines listed in the schedule and online.

Given the conditions described above the instructor may submit an Instructor Drop Form to the Admissions and Records Office. Drop forms are also available in Passport. There is a drop box
outside the A & R office where forms can be submitted after business hours. Instructors may not involuntarily drop a student for reasons that are unrelated to attendance.

**INSTRUCTOR'S ERROR AND CLASS REINSTATEMENT**  
An instructor may reinstate a student dropped from a class in error by completing an Instructor Reinstate Form available in Admissions and Records or in Passport.

**MAINTENANCE OF CLASS ROSTER**  
Although it is ultimately the student's responsibility to officially drop a class, the instructor also has a responsibility to update the class rosters received from the Admissions and Records Office.

**Any students not attending must be lined off the roster and the corrected roster returned to the Admissions and Records Office where staff will drop those students. This must be done so that class enrollments are correct for reporting enrollment hours to the state. Many students receive state, federal or private sector money/grants that are based on attendance. It is crucial the Admissions and Records Office be notified when students stop attending.**

Students whose names do not appear on your roster are not registered and under no circumstances should be allowed to attend. All students with registration problems should go to the Admissions and Records Office.

Rosters (or roll sheets) are distributed at various times during the quarter. Each set of rosters has an instruction sheet attached with information regarding the procedures for dropping students and the date each roster is to be returned to the Admissions and Records Office. Rosters will be distributed as follows:

<table>
<thead>
<tr>
<th>Rosters &amp; Grading</th>
<th>Course Type</th>
<th>Date Distributed</th>
<th>How to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Roster</td>
<td>All</td>
<td>Via Gradebook</td>
<td>Keep for your records</td>
</tr>
<tr>
<td>Drop Roster</td>
<td>All except very short classes</td>
<td>Mailbox or Weblink</td>
<td>Notate students you wish to drop. Return to A&amp;R by the due date.</td>
</tr>
</tbody>
</table>
| Positive Attendance Roster | Positive attendance courses | Via Gradebook | Record the actual hours of attendance for each student in your Gradebook records. Submit online to A&R by the due date.  
(Instructors of positive attendance courses receive a memo at the beginning of the quarter. These courses are generally short-term, irregularly scheduled or have TBA hours.) |
| Grade Sheets      | All         | Available via Gradebook at any time | Submit online through Gradebook. (Grades may be submitted at any time after your course has ended.) |

For a current roster, please check via your Gradebook/Passport account.
Below is a chart for your reference on forms that you can use to change A&R records and the approximate schedule that you will receive rosters during the quarter. Please let us know immediately if you do not receive your rosters. These rosters are time sensitive and we will be unable to assist you with dropping students once the deadlines have passed.

<table>
<thead>
<tr>
<th>Forms</th>
<th>Where</th>
<th>How to Use the Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor Drop Form</td>
<td>Available in A&amp;R and Passport</td>
<td>You may request a drop form at any time to drop students who are “no shows” or have stopped participating in your course.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Drop with no record – Must be received by A&amp;R prior to the drop with no record deadline (varies based on schedule, but approximately the 10% point of the class).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Drop with a W grade – Must be received by A&amp;R prior to the withdrawal deadline (approximately the 58% point of the course).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Specific dates are printed on the back of the Schedule of Classes for full-quarter and six-week courses. See A&amp;R for the dates of other courses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Note:</strong> These deadlines are in accordance with California State regulations and cannot be changed. LTCC is required under Title V to drop “no show” students from the roster.</td>
</tr>
<tr>
<td>Instructor Reinstate Form</td>
<td>Available in A&amp;R and Passport</td>
<td>You may request a reinstate form at any time to reinstate a student dropped from your course in error.</td>
</tr>
<tr>
<td>Instructor Switch Form</td>
<td>Available in A&amp;R and Passport</td>
<td>You may request an instructor switch form at any time to switch a student between different sections of the same course. If you are not the instructor for both sections, the other instructor must also sign the form.</td>
</tr>
<tr>
<td>Incomplete Form</td>
<td>Available in A&amp;R</td>
<td>If a student has incomplete academic work because of unforeseeable, emergency and justifiable reasons at the end of the term, he/she may consult with the instructor and request the instructor issue an “I” (incomplete). The incomplete form must be submitted whenever an “I” grade is to be assigned to a student. Prior to assigning the incomplete, the student must agree to a plan for making up the missing work and sign the incomplete form. If the student does not sign the form, the instructor must assign the appropriate grade for the work actually completed.</td>
</tr>
<tr>
<td>Grade Change Form</td>
<td>Available in A&amp;R and Passport</td>
<td>This form may be used to correct grading errors. Please note that all grades are final in the absence of a mistake, fraud, bad faith or incompetence per Title V. Instructors should not change a final grade except when correcting a technical error or when converting an “I” incomplete grade.</td>
</tr>
</tbody>
</table>
AUDITING OF CLASSES
By Board Policy, students may audit classes under specified circumstances described below:

1. The audit fee will be established at the maximum allowed by law: $10.00 per unit. In addition, the student will pay the $3.00 health fee, and the $1.00 Student Representation Fee.
2. Auditors must be eligible for admission to the College as regularly enrolled students.
3. A list of courses which may not be audited will be established each quarter by the Instruction Office. (Types of classes which usually cannot be audited are those taught at private, non-college facilities, and which may have potential negative impact on a local business entity offering similar classes, i.e.: karate, weight-training, golf, skiing).
4. Auditors must meet the course prerequisites.
5. Auditor status is allowed only if the student has taken the class for credit and exhausted the repeat possibilities available to a regular (credit) student.
6. Faculty must sign an Audit Enrollment Permit to show approval for students to attend class as an auditor on a space-available basis.
7. Under no circumstances will an auditor be given preference over a student enrolled for credit.
8. Auditors will be able to register only after the second class meeting.
9. Students auditing a class will not be considered in the number needed for deciding if a class is to continue.
10. No refunds will be allowed for audit or health fees, unless the class is cancelled.
11. A transcript of record will be maintained.
12. Auditors will provide their own class materials and pay for any related instructional costs.
13. No student auditing a course will be permitted to change his/her enrollment to receive credit for the course.
14. Students enrolled in 15 units may audit up to a maximum of four units at no charge.
15. Audited classes will not be counted toward a student's unit load.

GRADES/POSITIVE ATTENDANCE
It is important that faculty members maintain accurate grade records for classes. These records serve to document the process by which a student earned a particular grade in the course. Thorough documentation allows for verification and reconstruction of a student's grade should a dispute arise at a later date. In addition, accurate attendance records must be maintained for all positive attendance classes or where you have specified that student attendance contributes to the course grade.

Contact Jon Kingsbury at Ext. 263 or Kingsbury@ltcc.edu for additional information and training on Gradebook. Instructors should always follow the standard practice of keeping records of student grades and attendance for at least three years. It may be necessary for you to access these records to document student performance if a student disputes his/her grade.

GRADING POLICY
Grades are submitted electronically through Gradebook. Instructors can access Gradebook from any computer with Internet access. For assistance with Gradebook, please contact Jon Kingsbury at Ext. 263 or kingsbury@ltcc.edu to set up an appointment. Grades are due within three business days of the end of final exams. **Faculty must adhere to the deadline for submitting final grades.**

Students will be able to see their grades via Passport if the instructor allows access and used the Gradebook for more than final grading. Grades are not posted to transcripts until all grades have been
submitted by all instructors. **Grades which are turned in late create many problems for our students including:** unnecessary delays in eligible students receiving their financial aid; unnecessary delays for students attempting to enroll in the next class of a sequential course; unnecessary delays in producing transcripts; inability to meet admission deadlines for transcript submissions at transfer institutions and the like. Timely submission of final grades avoids these problems.

It is a recognized principle that evaluation in college-level courses is a prime responsibility of the instructor. Such evaluation involves the measurement of achievement against the objectives of the course, and the assignment of a letter grade to denote the outcome of the student's work. (In "pass/no pass" classes, a student must earn a grade of "C" or better to obtain the “pass” notation).

Also involved is the mandate to the instructor that the grade book must provide evidence, in matters of attendance and achievement, of the grade assigned. The grade assigned by the instructor shall be final except in cases of mistake, fraud, bad faith, or incompetency (see Academic Standards and Grade Changes). Each instructor is expected to explain a grade to a student who makes an inquiry.

**ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE**

Grade Symbols
Grades from the following grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols *(There are no plus or minus grades.)*:

Symbol Definitions: Per Unit

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Definition</th>
<th>Per Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>(4)</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>(3)</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory</td>
<td>(2)</td>
</tr>
<tr>
<td>D</td>
<td>Passing, less than satisfactory</td>
<td>(1)</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>(0)</td>
</tr>
</tbody>
</table>

For certain courses, pass/no pass is an available grading option. For those courses that have this option, the student is held responsible for all coursework, assignments, and examinations and will earn a “P” if his/her final grade is a “C” or better. A “NP” is issued by the instructor when the final grade earned is a “D” or “F.”

**P = Pass:** at least satisfactory--units awarded not counted in GPA.
**NP = No Pass:** less than satisfactory, or failing--units not counted in GPA.
**I = Incomplete:** The "I" symbol shall not be used in calculating units attempted nor for grade points.

If a student has incomplete academic work for unforeseeable emergency and justifiable **reasons at the end of the term,** he/she may consult with the instructor and request the instructor issue an "I" (Incomplete) on the student's record. The condition for removal of the "I" shall be stated by the instructor on the Condition(s) for Removal of Grade of Incomplete form available from the Admissions and Records Office. This form shall list the conditions for removal of the "I" and the grade assigned in lieu of its removal.
This form must be signed by both the student and the instructor, with each keeping a copy. The original is kept on file with the Director of Enrollment Services until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated or when the time limit for completing the work has passed.

**Time Limit:** The "I" may be made up no later than one academic year following the end of the term in which it was assigned. A student may petition the appropriate Dean for a time extension due to circumstances which are unusual or beyond the student’s control. The instructor may stipulate a time limit of less than one academic year.

**IP = In Progress:** The "IP" shall not be used in calculating the grade point average.

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed.

**RD = Report Delayed:** The "RD" shall not be used in calculating the grade point average.

The "RD" symbol may be assigned by the Director of Enrollment Services only. It is to be used when there is a delay in reporting the grade of the student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

**W = Withdrawal:** The grade of "W" is authorized for students who withdraw from a class or classes during the following periods of time:

a. For the regular length quarter: between the end of the second calendar week and the last day of the seventh calendar week of classes.
b. For all other courses, the last day to withdraw is generally prior to the 58% point of the class.

No notation shall be made on the academic record of the student who withdraws from a class or classes prior to the beginning of the period of time for which a grade of "W" is authorized. The academic record of a student who remains in a class or classes beyond the time authorized to give a grade of "W" must reflect a grade other than "W."

In extenuating circumstances clearly beyond the control of the student, such as verified accidents or extended illnesses, the student may petition the Director of Enrollment Services for a grade of "W" beyond the authorized time for such a grade.

The "W" shall not be used in calculating the grade point average, but excessive "W’s" shall be a

**MW = Military Withdrawal:**

The grade of “MW” shall be authorized upon verification that a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. This grade may be issued at any time following the end of the drop with no record period.

Military withdrawals shall not be counted in progress probation nor dismissal calculations. factor in probation and dismissal procedures.
Grade Point Average:
Lake Tahoe Community College grade point average (GPA) is computed using only grade points and units for courses completed and graded "A"-"F." The grade of "CR" and the units earned in such a course will not be counted in calculating grade point average, but will count in determining probation status.

An overall GPA of 2.0 is required for graduation from Lake Tahoe Community College.

**PASS/NOPASS COURSES**
A maximum of 12 units earned in courses where a grade of "P" is received may be used toward the course requirements for the A.A. degree. A maximum of 4 units earned in courses when a grade of “P” is received may be used toward the course requirements for certificates. Courses taken for P / NP may not transfer as major preparation courses. Students are encouraged to work with a counselor for all transfer planning.

Students must inform the Admissions and Records Office by the end of the fourth week of full-quarter classes which grading option they choose for those classes where P / NP is available. Deadlines for shorter courses are available from the Admissions & Records office.

**ACADEMIC STANDARDS AND GRADE CHANGES**
The sole responsibility for assigning grades rests with the individual instructor. Instructors are requested to employ their best judgment, keeping in mind that they must issue grades according to what they deem to be fair to a student for the work performed and in accordance with their grading policy as described in their course syllabus.

Instructors should be aware of the importance of maintaining the academic integrity of Lake Tahoe Community College.

**GRADE CHANGES**
Per the Grading System section of the Board Policy Manual, the determination of the student’s grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. These circumstances are defined as follows:

- **Mistake:** some unintentional act, omission, or error by the instructor or the college.
- **Fraud:** a deception deliberately practiced in order to secure unfair or unlawful gain.
- **Bad Faith:** an intent to deceive in an act of dishonesty.
- **Incompetency:** a lack of ability, legal qualification, or fitness to discharge a required duty.

A student who feels that an instructor has given an evaluative grade based on a mistake, fraud, bad faith, or incompetency, and has evidence to substantiate the claim, must take the following steps.

**Level 1:** Discuss the matter with the instructor.
Counselors are available to facilitate this step with the student and instructor. Following discussion(s) with the instructor, should the student seek to proceed with a formal appeal of the decision of the instructor, the student must then proceed to Level 2.

If the instructor is no longer employed by the College, the student should present the matter to the area dean and a faculty member from the department in which the course is taught. Following
discussion(s) with the dean and department representative, should the student seek to proceed with a formal appeal of their decision, the student must then proceed to Level 2.

If one of the following conditions exists, the student should present the matter to the area dean and a faculty member from the department in which the course is taught:

- instructor is no longer employed by the college,
- student has filed a discrimination complaint involving the instructor, or
- the college determines it is possible there has been gross misconduct by the original instructor.

Level 2: Submit a written appeal, with evidence substantiating the grounds for the appeal, to the Academic Standards Committee.
The Academic Standards Committee is comprised of three faculty (one counselor, one faculty member from the department in which the course is taught, and one at-large faculty member) appointed by the Academic Senate, one student (appointed by the ASC), the area dean, and the Vice President, Academic Affairs and Student Services. The Committee will be convened and chaired by the Vice President, Academic Affairs and Student Services. The decision of the Academic Standards Committee is reached through a majority vote and its decision is final.

Students requesting a change of grade based on one or more of the conditions delineated above must begin the appeal process within one year from the end of the quarter in which the course was taken.

In cases where an instructor has found student dishonesty or fraud subsequent to the submission of final grades, the instructor will:

1. complete a grade change form reflecting the corrected grade; and
2. notify the student and area dean in writing of the circumstances leading to the grade change and the final grade.

**REPEAT POLICY**
All courses require a grade of “D” or better to earn credit. Courses completed with a grade of “C” or higher may not be repeated unless otherwise noted in the course description of the catalog. Courses completed with a grade of “D” or “F” may be repeated once, but not for duplicate credit (limitations may apply to repeatable courses). The higher of the two grades will be used in computing grade point average. Additional repeats may be allowed by petition. Students must meet with a counselor prior to submitting a petition to repeat. Extra repeats for substandard grades are NOT allowed for repeatable courses.

For up-to-date information on the new repeatability policy, please contact your Dean.

Students on financial aid should check with the Financial Aid Office before repeating courses because of the effect it may have on their award.

**SPECIAL ADMIT STUDENTS**
Upon approval, LTCC allows enrollment of K-12 students who can benefit from advanced scholastic coursework. These minor students are protected under the Child Abuse and Neglect Reporting Act. Faculty are required to immediately report suspected child abuse involving students under age 18 to Child Protective Services or the local police/sheriff’s office. The age of the student involved may be
verified by contacting the Director of Enrollment Services. If the Director is unavailable, please contact one of the staff in either the Admissions and Records Office or the Instruction Office.

**CHALLENGE EXAMS (CREDIT BY EXAMINATION)**

Courses available to be challenged through the credit by examination process are listed at the beginning of each subject area in the Course Description section of the catalog. In order to receive credit by examination, students must petition to challenge a particular course with the Admissions and Records Office and follow the procedures outlined below. Students are strongly urged to meet with a counselor before pursuing the credit by examination process.

The policy for credit by examination is as follows:

1. Students must submit a Challenge Exam petition at least ten days prior to the assigned test date when the challenge exam will be administered. The challenge exam petition deadline and test dates are published each quarter in the schedule of classes.
2. Only courses designated in the current catalog as “Challenge Courses” may be challenged.
3. Only one challenge per quarter is allowed and the course to be challenged must be selected from the current quarter’s schedule.
4. An individual course may only be challenged once by the same student.
5. Students may not challenge a course they have previously taken in which they received a D, F, or NP grade.
6. Credit for courses which have been challenged may apply toward graduation requirements as area, major or elective courses as indicated by course number code, but may not be counted in determining hours of credit in residence.
7. Instructors have two instructional days after the examination date in which to grade the exam and file the grades in the Admissions and Records Office. Grading shall be according to the College’s regular grading scale (that is, A, B, C, D, or F); per Title 5 regulation, students shall be offered a pass/no pass option if that option is ordinarily available for the course.
8. Students may elect to receive the grade on the challenge exam or to enroll in the course as a regular student if space is available. If a student elects to enroll in the course instead of receiving the challenge grade, the student must notify the Admissions and Records Office within two weeks of the exam date. Students enrolling in the course must pay applicable registration fees and/or tuition in addition to the challenge exam fee.
9. The service fee for a challenge examination is NON-REFUNDABLE. The fee varies with changes in the enrollment fee.
10. Students may enroll in the course prior to taking the challenge exam. However, if the student elects to receive the grade on the challenge exam, the student must drop the course that was challenged.

The student must complete the Challenge Petition form available from the Admissions and Records Office. The Director of Enrollment Services submits the Challenge Petition to the Instruction Office, which in turn notifies the instructor affected to prepare the challenge examination.

The instructor must make the exam available to the Instruction Office prior to the designated examination date. Challenge exams are administered by the Instruction Office and returned to the instructor for grading (see condition #7 listed above). The grade is assigned and recorded on the Challenge Petition, signed by the instructor, and returned to the Admissions and Records Office for processing.
REGISTRATION
Students register online through Passport or in person at the Admissions and Records Office. The quarterly schedules contain the detailed priority registration dates and times. These are the resources available for students and faculty related to registration/enrollment:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Where is it?</th>
<th>How is it used?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passport</td>
<td><a href="http://portal.ltcc.edu">http://portal.ltcc.edu</a></td>
<td>In the LTCC portal, you'll find forms, information, governance sites, WebAdvisor, Gradebook, and more.</td>
</tr>
<tr>
<td>WebAdvisor</td>
<td>Within Passport</td>
<td>Use WebAdvisor to access Gradebook, search the schedule, and view course enrollments. Students also use WebAdvisor to register for classes, view financial aid information, and access their records.</td>
</tr>
<tr>
<td>Gradebook</td>
<td>On the WebAdvisor menu</td>
<td>View your rosters, track grades, submit positive attendance, and email your students</td>
</tr>
<tr>
<td>Colleague</td>
<td>Available online to counselors and non-instructional faculty</td>
<td>This is our primary administrative database and student information system. It is used by counselors and staff to provide student service, maintain institutional data, and run operational processes.</td>
</tr>
<tr>
<td>Online Schedule</td>
<td><a href="http://schedule.ltcc.edu">http://schedule.ltcc.edu</a></td>
<td>Anyone can access the public version of the schedule which has online section listings and a PDF of the printed quarterly schedule.</td>
</tr>
</tbody>
</table>

LATE REGISTRATION
During the first two weeks of school, written permission by the instructor on the Late Registration Permit form is required after the day of the first class meeting. Students enrolling in online classes may register through Friday of the first week without a permit.

There will be no registration allowed after the second week of school for full quarter classes, nor is registration allowed after the course has ended.

STUDENT APPEALS/STUDENT PETITION COMMITTEE
The Lake Tahoe Community College Catalog provides that students may petition for exceptions to academic policies and procedures. The Vice President of Academic Affairs and Student Services has been given the responsibility of ruling on these petitions. In addition, authority for departmental petitions is typically delegated to the Dean or director responsible for the area.

The Vice President of Academic Affairs and Student Services has established the Student Petitions and Appeals Committee to advise him/her regarding student petitions for non-routine exceptions to policies and procedures. Student petitions may or may not be sent to the Student Petitions and Appeals Committee for consideration and development of a recommendation to the Vice President of Academic Affairs and Student Services. The Vice President of Academic Affairs and Student Services also may refer appeals to petition decisions to this committee.
SCOPE OF REVIEW
1. Exceptions to academic policies and procedures including but not limited to:
   - variances to degree/certificate requirements
   - course substitutions
   - using special topics to meet general education requirements
   - exceeding the basic skills unit limit
2. Residency determination
3. Student identification verification
4. Course substitution accommodations under Board Policy
5. Requests for non-funded repeats
6. Student Success and Support Program requirements
7. Enrollment priority categories (priority registration)
8. Other petitions or appeals as deemed appropriate by the Vice President of Academic Affairs and Student Services*

*Appeals involving grades, discipline, or grievances are not be handled by this committee.

Purpose
The purpose of the Student Petitions Committee is to render advice to the Vice President of Academic Affairs and Student Services on petitions from students requesting exceptions to College policies and procedures when such petitions are sent to the Committee. The Committee is not a legislative body which creates new policies and procedures for Lake Tahoe Community College. Rather, it exists to advise the Vice President of Academic Affairs and Student Services regarding situations which are unanticipated by college rules and procedures, or which result in students being unable to reasonably comply with college rules and procedures. The Student Petitions Committee does not exist to substitute its judgment for the judgment of other bodies which have developed the College's rules and procedures. However, it will recommend exceptions to college rules and procedures when in its judgment those exceptions are justified.

Composition of the Committee
1. Ex-officio Members:
   - Director of Enrollment Services
   - Director of Financial Aid
   - Admissions and Records staff responsible for credit evaluation
   - Dean of Career Technical Education and Instruction
   - Dean of Instruction
   - Transfer Center Director
   - EOP&S Counselor
   - DRC Counselor
2. Faculty Member
3. Student Services Coordinator

Procedures
1. The Student Petitions and Appeals Committee meets regularly, as necessary, to consider requests for recommendations regarding student petitions by the Vice President of Academic Affairs and Student Services.
2. Full-time faculty members who have provided written supporting documents will be notified in advance of any meetings.
3. Where possible, meetings will be held during instructional days when interested faculty members do not have classes if the petitions under consideration involve academic matters.
4. The Student Petitions and Appeals Committee comes to its recommendations by consensus.
5. Faculty members, departmental staff, or other interested parties may advise the Committee either by providing testimony or by submitting a letter of support.
6. The Committee will produce an agenda, which will consist of the petitions being considered, and minutes, which will be the letters to the students, which notify them of the decision of the committee.
7. The Vice President of Academic Affairs and Student Services is advised of the recommendations of the Committee and will communicate the decision regarding the student petition to the student by a letter. Students have the right to appeal the decision of the Vice President of Academic Affairs and Student Services by either a petition back to the Vice President of Academic Affairs and Student Services or by utilizing the grievance procedures described in the College Catalog.

**Student Related Procedures: Petitions for Exceptions to Academic Policies and Procedures**
1. Students initiate petitions for exceptions to academic policies and procedures.
2. Students are advised to schedule an appointment with a college counselor to discuss the proposed petition for an exception prior to submitting a petition to the Vice President of Academic Affairs and Student Services.
3. Students may petition for exceptions to college policies and procedures using the Student Petition Form. Students who are petitioning for exceptions to graduation requirements must have a completed credit evaluation on file, which will accompany their petition.
4. The Vice President of Academic Affairs and Student Services may refer the petition to the Student Petitions Committee for their advice and recommendations.
5. Students are encouraged to solicit letters of support from faculty members and other interested parties. Faculty members may also choose to answer questions before the Committee.
6. The decision of the Vice President of Academic Affairs and Student Services regarding the petition will be communicated to the student in writing.
7. Students have the right to appeal the decision of the Vice President of Academic Affairs and Student Services either to the Vice President or through the grievance process described in the College Catalog.

**Student Related Procedures: Other Types of Petitions**
1. Students initiate all petitions and are responsible for submitting any supporting documentation to support their request.
2. The student is encouraged to work directly with the department involved (e.g., Admissions & Records) to obtain forms and information. Various petition forms are available for different circumstances.
3. The department head (Dean or director) will rule on the petition or refer to the Vice President of Academic Affairs and Student Services for further review.
4. The Vice President of Academic Affairs and Student Services may refer the petition to the Student Petitions and Appeals Committee for their advice and recommendations.
5. The decision of the Vice President of Academic Affairs and Student Services regarding the petition will be communicated to the student in writing.
6. Students have the right to appeal the decision of the Vice President of Academic Affairs and Student Services either to the Vice President or through the grievance process described in the College Catalog.

**STUDENT CONDUCT STANDARDS**

All members of the College community have a responsibility to contribute to the collegiate atmosphere of study, inquiry, and learning. Students, non-students, and guests on campus assume an obligation to conduct themselves in a manner compatible with the College’s function as an educational institution and in accordance with the College’s policies and regulations.

The principle of personal honor is the basis for student conduct on campus. The honor system rests on the sincere belief that the College student is a mature and self-respecting adult, and can be relied upon to act as a responsible and ethical member of society. The College has adopted student conduct standards and students, non-students, and guests on campus are required to abide by these standards of conduct.

Misconduct for which disciplinary action will be imposed falls into the following categories:

1. Violation of College policies or of campus regulations including, but not limited to, campus regulations concerning student organizations; the use of College facilities; library procedures; College bills and debts; parking.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its community service activity, or of other authorized activities on College-controlled premises.
3. Physical abuse, or threat of physical abuse, of any person on College-owned or controlled property or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
4. Theft of, or damage to, or threat of damage to, property of the College community or campus visitor. Students who willfully damage College property, including materials and equipment, are liable for replacement or repair as prescribed in Education Code.
5. Unauthorized entry to or use of College facilities, equipment and supplies, or unauthorized use of public address systems.
6. Dishonesty, such as cheating, plagiarism or furnishing false information to the College; forgery, alteration or misuses of College documents or records of identification.
7. Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, including, but not limited to, marijuana and alcohol, except as expressly permitted by law.
8. Disorderly conduct or lewd, indecent or obscene conduct or expression on College owned or controlled property or at College sponsored or supervised functions.
9. Failure to comply with directions of College officials acting in the performance of their duties. For all causes as set forth in the Education Code, including but not limited to:
   a. Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
   b. Assault, battery, or any threat of force or violence upon a student or college personnel.
   c. Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.
d. The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by the Business and Professions Code.

e. Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.

f. Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.

10. Falsification by a student of any information on an application for admission to the College.

ACADEMIC DISHONESTY AND PLAGIARISM POLICY

Academic dishonesty and plagiarism are major concerns in higher education. Lake Tahoe Community College is committed to promoting honesty, integrity and originality in all aspects of the classroom.

Lake Tahoe Community College defines academic dishonesty as:

1. Cheating on examinations, quizzes, or other forms of classroom assessment. Cheating includes copying off of another student’s work in class or verbally getting answers or assistance from another student in class.

2. Having another person complete work for a class and submitting that as one’s own.

3. Using data storage or transmission devices, including cell phones, audio devices (iPods), Blackberry, PDAs, cheat sheets to cheat or to complete work in the class.

4. Any other act that constitutes cheating or dishonesty in the classroom.

Lake Tahoe Community College defines plagiarism as:

1. Using another’s language, work, ideas or other original material without giving proper credit to the original source, whether done accidentally or on purpose. It includes written work, ideas, graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. It includes work from published or unpublished sources, including the Internet.

2. Attempting to blur the line between one’s own ideas or words and those taken from another source. Even if only bits and pieces of outside sources are used or if published work is rewritten, it still constitutes plagiarism unless the source is adequately cited and all quoted materials are enclosed in quotation marks.

3. Carelessly or inadequately citing ideas or words from another source.

4. Having another person complete a written or other classroom assignment and submitting that work as one’s own, such as through the use of “paper mill” Web sites or having another person ghostwrite the assignment. It does not matter if ideas are stolen, bought, or downloaded from the Internet or written by someone else, it still constitutes plagiarism.

5. Using a paper, work, or assignment from a previous class, whether at Lake Tahoe Community College or not, and submitting that work as a new assignment, unless otherwise authorized by the faculty member.

RESPONSIBILITY

There are few offenses more serious in an educational environment than academic dishonesty and plagiarism. Students have the ultimate responsibility for avoiding plagiarism in all of their class work. Violations of the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy may result in any number of disciplinary actions below. This policy applies to all classes, including online
and hybrid classes and all instruction that may occur outside the classroom, including field trips, off-campus facilities, and testing centers.

**ENFORCEMENT**
Classroom: It is the responsibility of the instructor to enforce the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy and to determine any consequences for violations of the policy. Consequences could include:

- The student may receive a 0 or F on that assignment.
- The student may receive an F for the class (in accordance with the College’s grading policies).
- The student may be referred for disciplinary action which may include disciplinary suspension from the class or the College.

College: Students found to be in violation of the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy will be subject to the following:

1. Any student violating the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy is subject to the disciplinary procedures outlined in the “Student Rights & Responsibilities” section of the LTCC Catalog. Repeated violations of this policy may result in expulsion from Lake Tahoe Community College.
2. Any student violating the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy who serves on Associated Student Council or is the student representative on the Lake Tahoe Community College Board of Trustees will be removed.
3. Any student violating the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy will be subject to having this violation recorded and retained in the Vice President of Academic Affairs and Student Services’ office.

**DISCIPLINARY ACTIONS AND PROCEDURES**
The following forms of disciplinary action may be initiated at any time when a student is found to be in violation of any of the foregoing student conduct standards. These disciplinary actions are listed in order of severity but not as sequential steps which must be followed in the discipline process. College authorities will determine which type of action is appropriate. Any member of the College community (i.e., faculty, staff, student) may file a written complaint with a college administrator against any student for misconduct.

Prior to initiation of these formal disciplinary actions, the parties involved are encouraged to seek resolution through informal efforts. Should either party wish to pursue an informal resolution, the Vice President of Academic Affairs and Students Services, Dean of Student and Academic Support Services, and the Deans of Instruction are available to meet with the parties and mediate and assist with such informal efforts.

**DISCIPLINARY ACTION**

Warning
Warning is defined as a verbal or written notice to the student that continuation or repetition of specified misconduct may be cause for disciplinary action. A faculty member or administrator shall issue such a warning.
Removal by Instructor
An instructor may remove a student from his/her class when the student conduct interferes with the instructional process. The duration will be for the day of the removal and may extend through the next class meeting. The faculty member shall immediately report the removal in writing to the Vice President of Academic Affairs and Student Services. Records of removal shall be retained in the Vice President of Academic Affairs and Student Services Office.

Official Reprimand
An official reprimand serves to place on record that a student’s conduct is in violation of the College’s student conduct standards. A person receiving a reprimand is notified in writing that continued conduct of the type described in the reprimand may result in additional disciplinary action against the student. A faculty member or administrator shall issue an official reprimand utilizing the Student Conduct Reprimand form (see Appendix D for current forms). Records of official reprimands shall be retained in the Vice President of Academic Affairs and Student Services’ Office.

Disciplinary Probation
Disciplinary probation may consist of removal from all college organization offices, denial of privileges of participating in all college or student-sponsored activities including public performances, or both and may be imposed upon an individual student or groups of students. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Additional violations of the College’s student conduct standards while on disciplinary probation status may be cause for suspension or other, more stringent, disciplinary action. Notification of disciplinary probation actions shall be immediately reported in writing to the Vice President of Academic Affairs and Student Services. Students placed on disciplinary probation actions shall be retained in the Vice President of Academic Affairs and Student Services Office.

INTERIM SUSPENSION
In those cases where an immediate suspension is required in order to protect lives or property or to ensure the maintenance of order, the Vice President of Academic Affairs and Student Services may summarily suspend a student for a period not to exceed ten instructional days provided that, within that ten-day period, a reasonable opportunity for a disciplinary hearing is provided to that student. Interim suspension is subject to the Due Process Hearing and Appeal Procedures outlined in the College Catalog. Records of the interim suspension shall be retained in the Vice President of Academic Affairs and Student Services Office.

Should the due process hearing procedures find in favor of the student under interim suspension, the student will be allowed to make-up any coursework missed during the interim suspension.

DISCIPLINARY SUSPENSION
Disciplinary suspension serves as a penalty against a student for repeated, continued, or serious violations of the College’s student conduct standards. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the College for one or more terms. A suspended student may be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Vice President of Academic Affairs and Student Services and are subject to the Due Process Hearing and Appeal Procedures outlined in the College Catalog. Records of disciplinary suspensions shall be retained in the Vice President of Academic Affairs and Student Services Office.
EXPULSION
Expulsion is the permanent and unconditional removal of a student from the College. As distinguished from suspension, which is handled at the College level, expulsion from the College can only be executed by action of the Board of Trustees upon recommendation of the Superintendent/President. Expulsion is initiated through the Due Process Hearing and Appeal Procedures outlined in the College Catalog.

The Superintendent/President may forward to the Board of Trustees a written notice recommending expulsion which shall include a brief state of charges. The Superintendent/President as Secretary for the Board of Trustees will forward a letter to the student by certified mail (accompanied by a return receipt), advising the student of the intention of the Board to call and hold a closed session to consider an expulsion. This written notification from the Superintendent/President to the student will include the following information:

1. Statement of the charge(s), detailing the specific violation(s) of the College’s student conduct standards.
2. Date, time, and place of the meeting of the Board of Trustees at which the matter of expulsion shall be considered. This hearing date shall not be less than ten days from the date the student received the written notification from the Superintendent/President.
3. Notice that the student may be accompanied at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must so notify the Superintendent/President of that fact at least seven days prior to the date of the scheduled hearing.
4. Notice that the student may submit a written request, within 48 hours after receipt of this written notification, that the hearing of Board be held as a public meeting rather than in closed session.

Unless the student requests that the hearing of the Board be held as a public meeting, then the hearing to consider the matter shall be conducted by the Board in closed session. If a written request by the student is submitted, the meeting shall be public except that any discussion at the meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting, shall be in closed session. Whether the hearing is conducted before the public or in closed session, the Board shall confer in private with its designated legal counsel as necessary to consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the final action of the Board shall be taken at a public meeting and the result of that action shall be made a part of the public record of the College and forwarded to the student by certified mail (accompanied by a return receipt).

If the student fails to appear at the hearing before the Board of Trustees, the Board may declare the student in default and proceed as if the student were present at the hearing.

DUE PROCESS HEARING AND APPEAL PROCEDURES
Consistent with Education Code, the student disciplinary actions of suspension and expulsion are subject to the due process hearing and appeal procedures described herein. In the procedures that follow, the terms “day/days” refer to days that the College is open.

In cases where lesser disciplinary actions have been ineffectual in halting student misconduct or the magnitude of the misconduct warrants more severe disciplinary action, the College will initiate the process for a suspension or expulsion. When the decision is made to initiate such a process, the representative of the College or other person having knowledge of the violation of the student conduct
standards will submit a written account to the Vice President of Academic Affairs and Student Services detailing the violation. The Vice President of Academic Affairs and Student Services will deliver in person or provide via certified mail (accompanied by a return receipt) to the student a copy of the charges against the student and by whom made, the specific violation(s) of the College’s student conduct standards, other relevant information, and notice of the due process hearing and appeal procedures. If the student is a minor, the parent or guardian shall also be provided notice of the due process hearing and appeal procedures.

The Vice President of Academic Affairs and Student Services shall convene the Student Disciplinary Committee to hear the charges and recommend disciplinary action. The Student Disciplinary Committee shall be comprised of two full-time faculty members, two students, and one administrator. Persons who are direct parties to the case may not sit on the committee nor shall the Vice President of Academic Affairs and Student Services or the Superintendent/President.

The hearing meeting of the Student Disciplinary Committee shall be held within ten (10) days of the time the student received the written charges from the Vice President of Academic Affairs and Student Services. Persons who are direct parties to the case shall have the right to be present during the hearing proceedings. All hearing proceedings will be tape recorded. The student may be accompanied by another person at the hearing provided that person does not participate in any way except to offer counsel to the student. The College and the student shall have the right to call, examine, and cross-examine witnesses at the hearing. If the student against whom the charges have been filed fails to appear at the time and place designated, the hearing may proceed without the student and the committee shall reach a decision based on all evidence presented.

Upon consideration of the charges, the Student Disciplinary Committee has the following four options:

1. Recommend expulsion;
2. Impose suspension;
3. Impose lesser disciplinary action; or
4. Drop the charges of violation of the student conduct standards.

Within two days of the meeting to hear the case, a representative of the Student Disciplinary Committee will deliver in person or by certified mail (accompanied by a return receipt) their findings to the student and the Vice President of Academic Affairs and Student Services. With the exception of a recommendation of expulsion, the Vice President of Academic Affairs and Student Services will implement the decision of the committee. Should the findings result in a recommendation of expulsion, the Vice President of Academic Affairs and Student Services will forward such to the Superintendent/President for further action.

**APPEALS**

With the exception of recommendations of expulsions which are subject to appeal to the Board of Trustees, students may appeal the findings of the Student Disciplinary Committee to the Superintendent/President. Such appeal may be based only on the following grounds:

1. required procedures were not properly followed;
2. new evidence, not reasonably available at the time of the Student Disciplinary Committee hearing, is presented and is of sufficient importance to warrant reconsideration;
3. the findings were unsupported by evidence in the record made before the Student Disciplinary Committee; or
4. the sanction imposed for the violation was unreasonably harsh or inappropriate when viewed within the context of the nature of the violation.

The timelines for this appeal process are delineated below:

1. The student has five days from receipt of the findings of the Student Disciplinary Committee to file a written appeal with the Superintendent/President.
2. Upon receipt of the written appeal, the Superintendent/President has ten days to conduct an appeal hearing and five days from that appeal hearing to hand deliver or mail (by certified mail, accompanied by a return receipt) to the student the appeal ruling.
3. The appeal hearing shall consist of a review of the record of the hearing before the Student Disciplinary Committee plus such additional argument as either side wishes to provide. New or additional evidence will only be received in the event that a showing can be made that such evidence was not available at the time of the Student Disciplinary Committee hearing.

All time limits may be extended by mutual agreement between the student and the Superintendent/President.

**DRUG-FREE SCHOOL POLICY**
Lake Tahoe Community College District is committed to providing a healthy, safe, and drug-free learning environment.

Lake Tahoe Community College District (hereafter the “College District”) prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on any property owned by the College District. This standard of conduct also applies to student and employees attending any activity of the College District.

Pursuant to Education Code, the College District Board or president of a community college shall suspend or expel a student, depending on the circumstances, for good cause. Under Education Code, the term “good cause” includes, but is not limited to, the use, sale or possession on campus of, or presence on campus under the influence of, any controlled substance.

**STUDENT HEALTH SERVICES**
No direct medical services, except for first aid kits, are available at the College.

**STUDENT HEALTH INSURANCE**
1. All registered students are required to pay a fee to cover the cost of Student Accident Insurance. This plan covers all students:
   - In school buildings or on school grounds during required attendance;
   - At other locations as required by school sponsored activities such as field trips, including school-sponsored and supervised transportation to and from such activities;
   - At club activities which are sponsored and authorized by the administration of the College;
2. Covers the children of properly enrolled and registered students while they are authorized to use, and only when they are using, any officially designated child-care facility on the campus; and
3. While participating in a school-sponsored and supervised activity such as physical education classes and intramural athletics. Accredited skiing classes are covered.
4. This policy only covers student accidents. It does not cover other kinds of sicknesses.
5. Accidents should be reported by the instructor immediately to Administrative Services and the instructor should fill out an Incident Report form. Student claim forms are available in the Human Resources Office.

OPTIONAL STUDENT HEALTH INSURANCE
Students enrolled in six or more units and actively attending classes may be eligible for commercial student health insurance plans. Information and applications for such plans are available through Student Services.

EMERGENCIES AND FIRST AID
In case of life-threatening emergencies, call 911. See Appendix E for information on Accident Reporting/Emergency Procedures.

STUDENT REFERRALS AND PROGRESS REPORTS

REFERRALS
Instructor referral of students to the counseling office is normally done informally and verbally--no form is established for this process. Instructors may suggest students seek assistance or accompany students to the counseling office.

Faculty may suggest to the student that she or he seek assistance for financial aid, tutoring, career counseling, transfer planning, academic advisement, and personal problems from the Student Services Office. Instructors may also contact counselors to suggest that particular students be sought out by a counselor for direct assistance.

PROGRESS REPORTS
Students receiving certain special college administered financial assistance are required to maintain satisfactory academic standing in their courses.

Periodically, the student will take a progress report form to each of his or her instructors. The instructor evaluates the student according to the criteria listed on the form and returns the completed progress report to the student.
SECTION VII: INSTRUCTIONAL SUPPORT

Lake Tahoe Community College recognizes that our faculty consists of dedicated professional instructors who are committed to providing a quality educational experience to our students. To support you in this endeavor, LTCC offers the following services and opportunities for professional development. Please see one of the Deans of Instruction for further information about these resources.

HOURS OF OPERATION AT-A-GLANCE

The college's main switchboard is (530)541-4660. All college offices are open Monday through Friday 8:00AM to 5:00PM with the exception of:

<table>
<thead>
<tr>
<th>General College Operation Hours</th>
<th>Mon-Fri (Fa, Wi, Sp): 8:00AM – 5:00PM</th>
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</thead>
<tbody>
<tr>
<td>Admissions &amp; Records</td>
<td>Mon-Fri (Summer): 7:30AM – 4:00PM</td>
</tr>
<tr>
<td>Room A102</td>
<td></td>
</tr>
<tr>
<td>Ext. 211</td>
<td></td>
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<tr>
<td>Bookstore</td>
<td>Mon-Thurs: 8:00AM – 6:00PM</td>
</tr>
<tr>
<td>Room A101</td>
<td>Fri: 8:00AM – 12:00PM</td>
</tr>
<tr>
<td>Ext. 227</td>
<td>View current Schedule of Classes for special hours.</td>
</tr>
<tr>
<td>Disability Resource Center</td>
<td>Mon-Thurs: 9:00AM – 9:00PM</td>
</tr>
<tr>
<td>Room A205</td>
<td>Fri: 9:00AM – 4:00PM</td>
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<tr>
<td>Ext. 249</td>
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<tr>
<td>Instruction Office</td>
<td>Mon-Thurs: 7:30AM – 6:00PM</td>
</tr>
<tr>
<td>Room A104</td>
<td>Friday: 8:00AM – 5:00PM</td>
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<tr>
<td>Ext. 225</td>
<td></td>
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<tr>
<td>Library</td>
<td>Mon-Thurs: 8:00AM – 7:00PM</td>
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<tr>
<td>Room B100</td>
<td>Friday: 8:00AM – 4:00PM</td>
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<tr>
<td>Ext. 232</td>
<td>For special hours go to library.ltcc.edu</td>
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<tr>
<td>Reprographics</td>
<td>Mon-Fri (Fa, Wi, Sp): 8:00AM – 5:00PM</td>
</tr>
<tr>
<td>Room B100</td>
<td>Mon-Fri (Summer): 7:30AM – 4:00PM</td>
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<tr>
<td>Ext. 200</td>
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<tr>
<td>Student Services</td>
<td>Monday-Thursday: 8:00AM – 6:00PM</td>
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<td>Room A100</td>
<td>Friday: 8:00AM – 12:00PM</td>
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<tr>
<td>Ext. 231</td>
<td>View current Schedule of Classes for special hours.</td>
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<tr>
<td>Teaching and Learning Center (TLC)</td>
<td>Hours Vary – See Schedule of Classes</td>
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<td>Room A201</td>
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<td>Ext. 744</td>
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<tr>
<th>OTHER CAMPUS CONTACTS</th>
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</thead>
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<tr>
<td>Superintendent/President’s Office</td>
<td>210</td>
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<td>Instruction Office</td>
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<td>A104</td>
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<tr>
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<td>Human Resources Office</td>
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<td>Media Services</td>
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<td>A201</td>
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<tr>
<td>Maintenance</td>
<td>270</td>
<td>B106</td>
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ADMISSIONS AND RECORDS
See Appendix A for the current Academic Calendar.

The Director of Enrollment Services reports directly to the Vice President of Academic Affairs and Student Services, and has primary responsibility for supervising all aspects of the admissions process, and associated student records, including: registration; grades and transcripts; rosters; attendance accounting and the preparation of local, state, and federal reports; admissions, including policies and procedures unique to enrolling veterans, foreign students, and high school students; explication and ascertainment of California residency requirements; adds and drops; general education certification; the maintenance of necessary audit records; and non-technical coordination of ERP-related services including Passport and WebAdvisor.

COLLEGE BOOKSTORE

SERVICES TO FACULTY
The Bookstore Manager orders adopted textbooks and supplies which are to be made available for sale to students. Adoptions are due three weeks after the current quarter begins for the next quarter. Adoptions for fall quarter are due by the beginning of June. Supply orders should be made at the same time instructors place their textbook orders.

The Bookstore Manager will assist instructors in selecting appropriate textbooks and maintains a collection of descriptive sales catalogs from individual publishers.

As a courtesy service, instructors may also order in-print books for their personal use through the College Bookstore.

The College Bookstore also sells beverages, snack foods, school supplies, computer books, art supplies, academically priced software, general reference books, greeting cards, and collegiate clothing. The Bookstore also handles volume licensing for software.

Suggestions regarding merchandise for sale through the bookstore are welcomed.

DESKTOP COPIES
Desk copies for instructors are not ordered by the College Bookstore. Instructors must order desk copies directly from the publisher. The Bookstore Manager is available to provide appropriate ordering information. See SECTION IV of the Faculty Handbook for specific information regarding the ordering of instructor desk copies.

BOOK BUY-BACKS
Barnes & Noble, as a service to students, makes textbook buy back arrangements throughout the year.

TEACHER-PRODUCED MATERIALS FOR SALE TO THE STUDENTS
1. Instructional materials prepared by teachers may be reproduced and sold to students provided:
   a. they have the approval of the appropriate Dean;
   b. they are reproduced and sold to students by the College Bookstore; and
   c. they are prepared in accordance with all applicable copyright laws. (If you wish to pursue this, please work with your Dean and the bookstore manager.)
2. Materials produced by the College Bookstore may be sold to students without royalty or profit to the teacher and at a price to be determined by the College Bookstore and approved by the Vice
President of Administrative Services in consultation with the Vice President of Academic Affairs and Student Services. The price shall be set in such a manner as to cover the cost of reproduction and normal handling costs of the College Bookstore.

3. All instructional materials shall be reproduced by the College Bookstore by obtaining quotations or bids from established firms, which meet the educational specifications determined by the author.

4. Instructional materials may be in printed form or in other forms such as films, charts, recordings, CDs or DVDs.

5. Materials published and distributed widely by a recognized publisher and adopted by colleges outside the district shall follow the usual policies of textbook adoption and sale.

EXCELLENCE IN TEACHING WORKSHOPS & APPRENTICESHIP PROGRAM

The Excellence in Teaching Workshops provide opportunities for full and part-time faculty to improve their teaching skills. These workshops are offered in both face-to-face and online modalities at various times throughout the year. The 10-hour small group format enables all to engage in this teaching and learning opportunity.

Further augmenting our professional development activities is the Apprenticeship Program. The goal of this activity is the improvement of foundational skills education through a mentoring, class shadowing experience that places new instructors with seasoned Foundational Skills instructors for an entire quarter.

FACULTY PROFESSIONAL DEVELOPMENT PROGRAM

The Faculty Professional Development Program supports professional development activities for full-time and part-time faculty in order to provide a broad range of educational approaches and support services necessary to ensure that students achieve their highest potential.

It engages teaching, counseling, and library faculty in activities that improve teaching and learning and promote professional growth consistent with the institutional mission and based on professional development needs.

The Faculty Professional Development Committee distributes funds on a competitive basis to the faculty, staff, and administrators for professional development activities. Applications for these funds are considered on a cyclical basis – watch for the announcement in your college mailbox!!

LIBRARY

The Library program exists to help provide a full range of digital, print and multi-media materials as well as instructional support services for students, faculty, and staff as well as community members.

LIBRARY COLLECTIONS AND SERVICES

The Library provides:

a. professional reference services and assistance for students preparing reports, term papers, and other class assignments requiring the use of information resources

b. a collection which includes approximately 40,000 books and other printed materials, subscriptions to about 30 print magazines, journals, and newspapers, online access to millions of magazine and newspaper articles, a variety of audiovisual media including thousands of films and sound recordings; and a new rare book collection focusing on the Tahoe region
c. an online public access catalog of the library's collections
d. free access to the Internet and online databases
e. a collection of "Reserve" books which includes many of the textbooks used in college classes
f. free audiocassette and CD duplication services for students enrolled in classes that require copies
g. inter-library loan services to enable students, faculty, and staff to borrow library materials from other regional libraries;
h. teaching and instruction in using library resources to locate, evaluate, and effectively use information
i. wireless network for laptops
j. group study rooms, one of which can be reserved in advance by faculty
k. a popular movie collection for children and adults
l. a Spanish language collection
m. a variety of resources for disabled students.

**Library Materials Section:**
Responsibility for materials selection and acquisitions lies with the Director of Library, but all faculty are encouraged to participate in the selection of books, periodicals, databases, and other library materials.

**Course Reserves**
A Reserve collection is maintained at the Circulation Desk for student use. The library does not purchase required texts. Texts which happen to be part of the library's collection, however, are pulled automatically from the general collection each quarter if they are required for that quarter's classes. Instructors should make it a practice to place collateral and suggested readings and films on reserve. Faculty are encouraged to place spare desk copies of texts on "reserve" in the library. Faculty are responsible for retrieving their personal materials from the Reserve collection at the end of each quarter.

**Borrowing Privileges/Fines and Charges**
Borrowing privileges are extended to all currently enrolled LTCC students, LTCC faculty and staff members, South Tahoe High School students who present appropriate identification from STHS, and all Lake Tahoe adult residents.

The standard loan period is three weeks, with an additional three-week renewal for books and periodicals. Records and compact discs circulate one-time only for a period of three weeks. Faculty and staff are allowed extended loan privileges for a period not to exceed six months.

Reference books, current issues of periodicals, and classroom audiovisual materials are not circulated outside the Library. Exceptions to this policy may be granted only by the Director of Library.

Fines are normally waived for faculty and staff, but failure to return library materials after being formally notified to do so may result in a hold being placed on the offender's check in Fiscal Services until the obligation is cleared with the library. Faculty and staff are not exempted from paying replacement and processing charges for materials damaged or lost while in their possession. In addition, no exemption is made for staff and faculty borrowers who have loaned materials to third parties who have abused or failed to return library materials to the legitimate, original staff/faculty borrower.
**Bibliographies**
Upon request, the Director of Library will prepare specialized bibliographies and media lists for instructors to assist them in the preparation of class assignments or for collection development purposes.

**Library Orientation and Skills Instruction**
All faculty members are encouraged to contact the Director of Library to arrange for library instruction, information competency presentations, and orientation tours. The basic instruction session typically consists of a library staff member explaining and demonstrating the use of the On-line Public Access Catalog (OPAC) and electronic databases, as well as providing an introduction to the use of the Internet as an information resource. However, library instruction can be tailored to individual classes. Faculty may get in touch with the Director of Library to design an instruction session or an assignment to meet the needs of their students. Please allow 24-hour notice at least for these requests.

**Photocopies**
A photocopier is located in the library for public use, with a nominal fee. Instructors and staff needing to make multiple copies are asked to utilize the Reprographics Office or other designated photocopying services.

**Exterior Book Return**
An exterior book return, available 24/7, is located outside the main entrance of the library, near the Haldan Art Gallery.

**MEDIA SERVICES**
A broad inventory of audiovisual equipment and allied services and materials is available through the Media Services program. See the Media website for more information:
http://library.ltcc.edu/library_info/media_services.html

Instructors normally request and schedule audiovisual services and materials directly with the Media Specialist at Ext. 234 or online at http://library.ltcc.edu/media/media_request_form.html.

If you would like training for the “smart” computer classrooms, please contact Ext. 234.

**AUDIOVISUAL EQUIPMENT**
Media Services houses an extensive collection of audiovisual equipment including: mobile computer/projector carts, laptops, digital video cameras, digital audio recorders and IPods, digital still cameras, TV’s, DVD/ VCR players, CD players, slide projectors. In addition, duplication services of CDs, DVDs, and audiocassettes are available when necessary for students.

**EQUIPMENT RESERVATIONS AND SCHEDULING:**
Instructors and staff are expected to schedule audiovisual equipment with the Media Specialist at least 24-hours in advance of need, using the Audiovisual Equipment Request form available outside the Media Specialist’s office. Alternately, they may submit an online request.

The Media Specialist will ensure that requested equipment is available at the scheduled time. Instructors are not to move or use equipment set up for another instructor's class without first notifying the Media Specialist.
Instructors can check out remotes for the DVD/VCR players located in the classrooms at the Library circulation desk. Please return after each use.

Instructors teaching at all other sites must borrow equipment from the Media Office and are expected to return it directly to the Media Specialist at the time specified when the equipment is scheduled.

Equipment is not loaned except for purposes sponsored by or otherwise under the official jurisdiction of the College.

Malfunctioning equipment and burnt-out projection lamps should be brought immediately to the attention of the Media Specialist. If audiovisual equipment malfunctions during evening hours, instructors should use equipment (such as overhead projectors) located in other available classroom, and instructor should contact the evening Media Technician at Ext. 735. In addition, the instructor should leave a note on the malfunctioning equipment and notify the Media Specialist at Ext. 234 or the evening Media Technician at Ext. 735. Faculty and staff are asked not to attempt any kind of repairs to faulty equipment.

Faculty and staff needing help in the use of audiovisual equipment should schedule a training session with the Media Specialist.

**AUDIOVISUAL MATERIALS AND FILM RENTALS:**
The Library has a growing collection of audiovisual media, including close captioned films for the hearing impaired, selected primarily by the faculty of the College. This collection is cataloged and listed in the Online Public Access Catalog (OPAC) available from the Library’s website (http://library.ltcc.edu). Instructors are encouraged to make suggestions of films that would be relevant to their students by contacting the Director of Library.

Faculty and staff will not be responsible for materials damaged by malfunctioning equipment, but they will be assessed the replacement cost for materials which are lost or damaged through gross negligence. College-owned audiovisuals are not to be used for courses, events, or programs not affiliated with or authorized by the LTCC Instruction Office. The Deans in consultation with the Director of Library may authorize exemptions to this policy.

**AUDIOVISUAL SUPPLIES**
The Media Services department maintains an inventory of videocassettes, audiocassettes, DVDs, CDs, and overhead transparency film to meet the normal and occasional needs of all programs. However, it is incumbent upon all staff and faculty to budget separately for major projects requiring large amounts of supplies. The Media Specialist will provide necessary vendor and pricing information upon request.

**AUDIOVISUAL PRODUCTION SERVICES**
The Media Specialist can provide expertise and support in photography as well as video and audio productions. Photography for publicizing college courses, programs, and events should be scheduled through the College Advancement and Community Engagement (CACE) Office. Sufficient lead-time is required so that the Media Specialist can schedule, shoot, edit, and display photographs in an efficient and economical manner. The production of video and audio programs should be planned,
budgeted, and scheduled through the Media Specialist. Assistance in script preparation, narration, and sound tracks will be offered as time and skills permit.

Audio and video duplication services are available in the Media Services department for faculty and staff, and are governed by adopted U. S. Copyright Regulations and policies. No copyrighted materials may be duplicated and retained without the written consent of the copyright holder/publisher and copies of such authorizing documents are to be filed with the Media Specialist. Off-the-Air video recordings may be retained for a maximum of forty-five days, unless a licensing agreement has been purchased or rights have been formally secured from the copyright holder.

Audiotapes and compact discs for student use (foreign languages, dictation, and medical transcription), meeting the copyright standards above, are duplicated free of charge by the Media Specialist. In addition, videotapes of college events and programs are duplicated at no charge. Students must provide adequate blank tapes or CDs or DVDs suitable for use in the high-speed duplicators and allow for a minimum 48-hour turn-around time.

**STUDENT USE OF AUDIOVISUAL EQUIPMENT**

Video players, sound-slide set projectors, audiocassette recorders, record players, CD players, DVD players, and a microfilm reader-printers are available for individual student use in the Library. In addition, the library provides an audiovisual viewing room for small-group or individual use.

Students wishing to use audiovisual equipment for classroom presentations need to have their instructor schedule the equipment set-up with the Media Specialist. Supplies for student audiovisual productions are not provided by Media Services, nor is equipment loaned for use outside the library facility without the permission of the Director.

**REPROGRAPHICS OFFICE**

**SERVICES**

The Reprographics Technician provides the following services to instructors and staff:

1. duplication;
2. collating and stapling;
3. binding;
4. document reductions and enlargements;
5. 3-hole punching;
6. lamination; and
7. scratch pads for office use.

**POLICIES**

All work submitted for duplication must be accompanied by a completed Reprographics Request Form. Forms are located in the College mailroom or on Passport under Faculty/Staff Resources. Routine duplication jobs are required to be submitted at least one (1) full business day prior to the date needed; more time should be allowed for larger projects requiring special services or graphics. Orders submitted without a time needed indicated on the form will be processed for 5:00PM completion the date the order is requested as needed. Orders may be dropped off in the Reprographics drop box or e-mailed to Repro@ltcc.edu. When emailing orders please refer to the Reprographics
Request Form and provide all the necessary information. For rush orders please see the Reprographics Technician.

Confidential materials, such as exams, should be submitted marked “confidential”. The Reprographics staff will place it in a sealed envelope.

Completed duplication jobs for instructors are placed in your mailbox or on the table in the mailroom.

The Reprographics Technician is charged with observing the established Copyright and Duplication of Materials in Appendix P. Requests which appear to be in violation of those guidelines are brought to the attention of the Vice President of Academic Affairs and Student Services for review. Please view Appendix P or check with the Reprographics Technician or the Director of Library for questions on copyright guidelines.

EQUIPMENT FOR FACULTY USE
The Reprographics Technician and designated staff members are the only employees authorized to use the high-production copy machine.

The small photocopier, located in the mailroom, is available for use by individual faculty for small duplication jobs. A ScanTron test scoring machine is located in Reprographics/Mailroom for faculty use. If the supply of paper or transparency film is running low, instructors should notify the Reprographics staff.

TRANSPARENCIES
Equipment and supplies for making overhead transparencies are located adjacent to Reprographics. Photocopied originals provide the best source for making transparencies. Write-on transparency film is available from the Reprographics Technician and pens are available in the Instruction Office. Reprographics offers transparency film that allows transparencies to be made on the Xerox machine. When supplies run-out, the Reprographics Technician should be notified by instructors.

MAIL SERVICES
All mail services are located in the Reprographics Office (Room B100) and coordinated by the Reprographics Technician. All instructors should check their mailboxes and remove their mail on a regular and timely basis. All college mail is handled by the U.S. Postal Service and will be delivered directly to the College (not to a post office box). Every effort will be made to have incoming mail in the boxes by 2:00PM each day.

Official College Address
One College Drive
South Lake Tahoe, CA 96150-4500

Use this address on all College related correspondence. If you have any questions, contact the Reprographics Technician at Ext. 200.

MAILBOXES
1. Mailboxes are provided for all full-time and adjunct faculty in the mailroom (Room B100). It is imperative that all instructors check their mailboxes and remove their mail on a regular and timely basis. Faculty members are supplied a code to access the door to the mailroom. The code
is available through Administrative Services (Ext. 219) or the Instruction Office (Ext. 752) and updated periodically.

2. The “Interoffice Mail” slot located in the mailroom is available for mail to be distributed to a designated office or person. If you cannot find or do not have the time to find a specific department or person, the “Interoffice Mail” slot can be used as a time saver. The Reprographics Technician will distribute the mail items for you. In-house mail is distributed to the boxes in the early afternoon.

3. The “Student Mail Drop” slot is located in the B-wing corridor, just outside the side door to the Bookstore. Faculty members are to inform their students that this slot is where students can direct mail, assignments, or notes to their instructors. Due to security and confidentiality issues, faculty are requested to direct students to use the “Student Mail Drop” slot rather than entering the mailroom. Students MUST put their instructor’s name on the assignment. (*Please do not ask your students to pick-up items in the mailroom.)

OUTGOING MAIL

Outgoing mail should be placed in one of the two outgoing mail slots in the mailroom:

1. The “Outgoing Mail” slot is for mail which requires postage. All mail must be received by 10:00AM for same day mailing. Instructors should indicate on the envelope the name of the originator or office. This will allow:
   a. returned mail to be forwarded to the appropriate originator without being opened; and
   b. the Instruction Office, Administrative Services, or Reprographics Technician to identify the originator should any questions arise.

2. Postage for business mail is provided by the College. The College postage meter is not available for personal use. Personal mail needs to carry sufficient postage provided by the originator. Personal mail can be deposited by the originator in the U.S. Postal Service mailbox at the main entrance to the College or in the “Stamped Outgoing Mail” slot located inside the College mailroom. Pickup at these boxes is approximately 10:00AM. Certified mail must have the sender’s name and department on both the certified mail receipt and the domestic return receipt to ensure that they are forwarded to the appropriate person.

3. The “Stamped Outgoing Mail” slot is for mail which already has the postage on it. All mail must be received by 10:00AM for same day mailing.

FED-EX MAIL

Fed-Ex mailings need to be phoned in no later than 2:30PM. Therefore, forward your requests to Reprographics by 2:00PM. Fed-Ex supplies are available in Reprographics. Weather is a factor so please plan ahead.

BULK MAIL

Bulk mail requires a minimum of 250 pieces to qualify for the USPS Bulk Mailing Rate. For information/assistance see the Reprographics Technician, as other restrictions may apply.

PARCELS

If an instructor has a parcel awaiting pick-up in the mailroom, the Reprographics Technician will leave a pick-up notice in the instructor’s mailbox and the parcel may be found under the counter in alphabetical order.
STUDENT SERVICES
See Appendix A for the current Academic Calendar.

The programs of the Student Services Office are described in detail in the College Catalog, and faculty are encouraged to familiarize themselves with the many services available to their students through this department. Services available include:

ACADEMIC COUNSELING
Counselors are trained to help students attain their educational and career goals by providing career and academic counseling, helping them explore and select a major, providing them with information to meet transfer, degree or certificate requirements, and assisting them with educational planning, goal setting, and problem solving. All students are encouraged to meet with a counselor to ensure they are following the best course for reaching their goals.

CALWORKS
Students that are receiving CalWORKs benefits are eligible for supportive services through the College including child care vouchers, paid work-study positions, and free employment preparedness workshops.

CAREER CENTER
The Career Center offers state-of-the-art career and educational planning software and a career library to help students research careers. A career counselor is available to help students explore and clarify their goals and develop a strategy to achieve them.

DISABILITY RESOURCE CENTER
The Disability Resource Center provides services to students with learning, psychological, hearing, visual, and communication disabilities, as well as health disorders, mobility limitations, and other verifiable disabilities. A variety of accommodations are available, such as interpreters for the hearing impaired, extended test taking time, special equipment and technology, and other assistance as appropriate.

TUTORING
Any student needing help in classes may access free tutoring assistance from the Tutoring & Learning Center (TLC), Room A201, or call Ext. 744.

ASSESSMENT
Assessment tests are administered each quarter in reading, writing, and mathematics to help students determine their skill levels and need for additional coursework to ensure their success in college. A calendar of quarterly assessment tests is available in each schedule and in the Student Services Office.

MATRICULATION
Matriculation is a process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student’s educational objective.

While all students are encouraged to participate in the Matriculation process, all new or transferring students with less than 44.5 quarter units (unless otherwise exempted) who plan to either transfer or earn an A.A. degree or certificate, are required to do the following prior to registration:

a. attend a new student orientation;
b. complete the assessment test in math and English; and
c. meet with a counselor.

Financial Aid, Extended Opportunity Programs and Services (EOP&S), and Cooperative Agencies Resources for Education (CARE)
The Financial Aid, EOP&S, and CARE programs operate on the premise that no student should be
denied the opportunity to pursue higher education for lack of funds. To this end, the Financial Aid
Office offers the following:

a. information on scholarships, grants, loans, fee waivers, and work-study employment;
b. assistance in applying for the most appropriate forms of financial assistance to fit each case;
c. financial aid awards, including scholarships, grants, loans, fee waivers, and work-study
   employment.
d. EOP&S a California program of assistance for needy, disadvantaged community college students.
   This program emphasizes services above and beyond services, including additional tutoring,
   counseling, priority registration, and book vouchers.
e. CARE is designed to provide additional support to those EOP&S students who are single parents
   receiving CalWORKs/TANF Services include grants and additional services.

TRANSFER CENTER
The Transfer Center provides services for students intending to transfer to a four-year university.
Services include transfer counseling, access to a catalog library which includes all catalogs in the
nation available in either hard copy or via the internet, application assistance, workshops on preparing
to transfer, visits from university representatives, visits to four-year colleges, and other activities
designed to help students make the transition to a four-year college.

TRIO-SSS PROGRAM
TRiO-SSS assists students whose parents did not earn a degree from a four-year school, low-income
students and students with disabilities. Students who fit into one or more of these categories, and are
pursuing a certificate, associate degree, or plan to transfer to a four-year school, may benefit from
being part of the TRiO-SSS program. TRiO-SSS can assist students with achieving their goals by
offering priority registration, mentoring, free trips to four-year schools and cultural events, useful
workshops, access to a textbook lending library, and much more. The TRiO-SSS office located
inside the Tutoring and Learning Center or call Ext. 741.

TRIO-ETS PROGRAM
Educational Talent Search (ETS) is a program designed to assist middle and high school students on
their journey to college. The program works to improve the academic strengths and college readiness
of students in grades 6-12. Adults who have dropped out of high school or college and who are
interested in reentering school may also participate in ETS. The services include: educational
counseling and support, tutoring, workshops, field trips, college tours, and more. For more
information, please call South Tahoe High School at (530)541-4111, Ext. 400, and South Tahoe
Middle School (530) 541-6404, Ext. 237.

TRIO-UPWARD BOUND
Upward Bound (UB) is a free program that provides fundamental support to High School students in
their preparation for college. The goal of UB is to increase the rate at which participants complete
high school and enroll in and graduate from institutions of higher education. UB serves students
between the ages of 13 and 19, and who are low-income, potentially the first in their families to go to College, or at risk youth. UB participants receive free tutoring, academic advising, and workshops focusing on study skills, career exploration, financial literacy, and the College application process. In addition, the program offers instructional support through Saturday and summer classes, as well as trips to four-year schools. To learn more about the UB program, please call our office at South Tahoe High (530)541-4111 Ext. 380.

WORK EXPERIENCE
Work Experience is for any working student who wishes to develop better work habits, identify new and challenging objectives at work, achieve professional growth and advancement, and earn college credits while working. The Internship Program offers ten-week placements in professional worksites for on-the-job experience in specified career fields. Students gain valuable experience, clarify career and academic goals, and earn transferable credits.

CHILD DEVELOPMENT CENTER
The Child Development Center (CDC) is a fully licensed childcare facility located on the Lake Tahoe Community College campus. Licensed for 46 children aged 6 weeks through pre-kindergarten, the CDC provides childcare to students, staff, and the local community. The CDC also serves as the lab school for Early Childhood Education students. Inquiry into space availability should be made at least one month prior to anticipate need.

TEACHING LEARNING RESOURCE CENTER (TLRC)/ADJUNCT FACULTY OFFICE
The Teaching Learning Resource Center (TLRC) is located in the library and also serves as the Adjunct Faculty Office. The purpose of the TLRC is to give the faculty a “room of their own.” It is a place where faculty can learn and work together to modify curriculum and implement new teaching strategies in order to strengthen the academic quality of all of our programs and to improve the success of LTCC students. It is a place to support faculty in being first, and foremost, teachers.

The room has multiple uses including:

1. A place for groups of teachers to meet and share ideas;
2. A place for faculty development workshops;
3. A place to use technology for the development of materials used in teaching;
4. A place to find books and periodicals related to pedagogical issues; and
5. A place for instructional development on both a theoretical and practical level.

The TLRC is equipped with computers, photocopier, printer, webcams, and phone. Please contact the Instruction Office if you would like a key to the TLRC.

TEACHING RESOURCES
The TLRC offers a collection of books and journals to support faculty in developing best teaching practices. For example, faculty will find recommended works on the subject of educational technologies, student learning outcomes, active learning techniques and other teacher training materials. Each item is now catalogued so that title availability can be checked online via the library catalog at http://library.ltcc.edu. Faculty are asked to go to the Library Circulation Desk to borrow TLRC materials (with a 6 month check out period and no fines for overdue items).
PROFESSIONAL LITERATURE/INSTITUTIONAL MEMBERSHIP
Funds to support professional literature/institutional memberships may be requested through the budget process.

TUTORING & LEARNING CENTER (TLC)
The Tutoring & Learning Center offers the Lake Tahoe Community College student various ways to receive assistance in building academic skills. The complex is comprised of the Writing Across the Curriculum area (WAC), the Math Success Center (MSC), and the Writing Center (WC). Included in the TLC is assessment testing, free tutoring for any student enrolled in across-the-curriculum course work, and computer assisted instruction for all students enrolled in courses which require a substantial amount of writing. An additional service available for faculty and students is test proctoring.

The goal of the Tutoring & Learning Center is student success. The various components of the TLC - assessments, tutoring, computer assisted instruction, the Math Success Center, Writing Center, and especially the instructional aides - all work together to accomplish this goal.

TUTORIAL SERVICES
Tutorial services are offered free of charge to all Lake Tahoe Community College students.

The Math Success Center offers students a center totally devoted to the mathematics discipline. Tutors and instructional aides, as well as math faculty holding office hours, are available for student needs.

The Writing Center provides individual and small group assistance for students enrolled in courses which require writing assignments. All computers have Internet access, so students can conduct research and receive support throughout the process of working on writing assignments.

MAKE-UP EXAMS
Faculty should inform students about appointment procedures for make-up exams or assignments proctored at the TLC. The following guidelines should be followed.

If you have a student who will be making up an examination, you need to:

a. Tell the student to make an appointment at least 24 hours in advance to ensure space for testing is available.
b. Bring the test to the TLC ahead of the student’s scheduled appointment time.
c. Fill out a test instruction form including any specific procedures or requirements for tests.
d. Students will be asked to provide photo identification before test.
e. The examination will be kept in a locked file cabinet, filed alphabetically under the instructor’s name. These files will be purged every quarter unless arrangements are made with the TLC to keep the exams on file for the entire school year.
f. If students are picking up papers, these assignments will be filed under the instructor’s name, also. Before the beginning of the next quarter, these papers must be picked up by the instructor or they will be shredded.
SECTION VIII: ADMINISTRATIVE SUPPORT

AUDITS
As required by law, each year the District undergoes an independent audit. Contracted auditors are on campus in June for interim work, and again in October to complete their examination. Occasionally they require information regarding District programs, in which case the program director will be contacted with specifics.

The Director of Fiscal Services periodically performs internal audits of departments and student organizations that are generating revenue, collecting funds, or otherwise involved in current compliance issues. Advance notice will be given to the program so that they may prepare for such an audit.

BUDGET PLANNING AND PREPARATION
"Staff members having budget responsibilities shall be consulted in the preparation of the budget in all instances where they are directly affected."

The process of planning and budgeting is ongoing and requires a high level of commitment from all segments of the College if it is to be successful.

BUDGET REPORTS
Each September, upon approval, the final budget, as adopted by the Board of Trustees, will be available on Passport. Budget managers are responsible for reviewing these reports and reporting any discrepancies to their supervising administrator and to Fiscal Services.

ON-LINE BUDGET INFORMATION
The District’s budget and accounting system is Quintessential School Systems (QSS) and resides on a server at the El Dorado County Office of Education.

User-specific log-on identification is necessary to gain access to online information. Access is provided to key personnel on campus, e.g. department administrative assistants, program technicians, department chairs. Departments that do not have direct access to QSS may contact their Dean or the Fiscal Services department for budget inquiries.

BUDGET TRANSFERS
Initial documents for any expenditure (requisition, travel request, personal service contract, small purchase reimbursement) that do not have sufficient funding available must be accompanied by an approved budget transfer. Fiscal Services is available to provide assistance in completing the transfer form. If you need funds from outside your own program, please see your supervising administrator for assistance. Fiscal Services does not make recommendations regarding availability of funds in other programs.

BUDGET PLANNING
Through the Governance Council process, goals are developed college-wide. Each faculty member may consult with the Deans of Instruction regarding the budget process for the upcoming fiscal year. Using data gathered through the Governance Council process, both short-term and long-term goals are defined and specified and then adopted by the Board of Trustees. It is expected that these goals
will guide all instructional services staff in their preparation of program budgets. Program planning documents provide an additional resource for supporting budget requests.

**BUDGET PREPARATION**

By February the Fiscal Services Department forwards to each budget manager a copy of the budget forms to be completed for developing the preliminary budget for the subsequent year. Using the program plan for each area, a budget is developed and then reviewed with the appropriate Dean or vice president. Budget requests should reflect the established program goals, objectives, and budget priorities.

Preliminary budgets are first reviewed with the budget managers by the supervising administrator. Full-time faculty submit their budget documents to their Dean. Deans have responsibility for developing budgets for those programs typically taught exclusively by adjunct faculty. The Vice President of Academic Affairs and Student Services will review all instructional and student services budgets in concert with the Deans. After this initial review, the Vice President of Academic Affairs and Student Services will meet again, as necessary, with academic staff. Data generated from these reviews will assist the academic administrators in supporting preliminary requests in their meetings with the administrative team, Budget Council, and Institutional Effectiveness Council.

**ADMINISTRATIVE BUDGET REVIEW**

Administrators meet frequently to review each program; its goals, objectives, priorities, and budget requests; throughout the fiscal year.

All decisions affecting any program or budget area will be communicated to the faculty member or budget manager. Program plans may have to be modified in order to accommodate any budget increase or decrease that results from the administrative review process.

**GOVERNANCE COUNCIL REVIEW AND RECOMMENDATIONS**

After review by the administration, preliminary budget recommendations are brought before the President’s Council, the Budget Council, and the Institutional Effectiveness Council for discussion and review. After deliberation, recommendations for the tentative budget are made to the Superintendent/President, who in turn makes a recommendation to the Board of Trustees.

**ROLE OF THE SUPERINTENDENT/PRESIDENT**

Giving consideration to the recommendations received through the Governance Council process, the Superintendent/President will recommend to the Board of Trustees a balanced college budget.

**ROLE OF THE BOARD OF TRUSTEES**

It is the responsibility of the Board of Trustees, upon the recommendation of the Superintendent/President, to annually review and approve a balanced budget. The Board of Trustees approves the tentative budget in June and a final budget by September 15th of each fiscal year per Education Code.

As required by the Education Code, the Board of Trustees shall annually hold a public hearing on the budget, after which they shall adopt the budget, as modified, for the current fiscal year, except where exempt as provided by the State due to significant changes in funding procedures.
BUDGET CHANGE PROPOSALS (BCPS): FORMS AND PROCESS
After the tentative budget is approved in June, a Budget Change Proposal (BCP) is required to make any changes to a department’s budget. The BCP form is available on Passport or in Administrative Services.

REVISIONS TO ADOPTED BUDGET
The adopted budget is subject to change throughout the fiscal year. Major changes may occur as funding information is revised at the state and federal levels. Changes resulting in an overall increase to the adopted budget will be reviewed in a method similar to the initial budget process.

Minor changes may be initiated by budget managers (Budget Transfers). Transfers within the same program and expenditure category may be reviewed and approved by an area Dean. Transfers from reserves or crossing expenditure categories necessitate review by the Vice President of Administrative Services and require a quarterly approval through the Governance Council process and approval by the Board of Trustees.

EVENING AND WEEKEND SUPPORT
Administrative support is available from Monday through Friday, 7:30 am to 5:00 pm. Additionally, an Office Assistant–Career and Technical Programs is available in room E104 Monday– Thursday, 5:00–7:00 pm.

The Admissions and Records (A&R) Office is open until 6:00 pm, Monday through Thursday and until noon, Friday. See the current Schedule of Classes for special hours during registration.

At the main campus, the evening maintenance person can be contacted by calling ext. 239 or by using the two-way radio located in Reprographics. That person is available from 4:00 pm to 1:00 am, Monday through Friday. See Appendix E for Accident Reporting/Emergency Procedure.

On Saturday, assistance with facilities is available from 8:00 am through 5:00 pm. Custodians can be contacted using the two-way radio located in Reprographics.

FACILITIES USE
The use of district facilities by community groups is comprehensively described in Board Policy. Use of district facilities requires an approved request, payment of any related fees and compliance with any specified conditions.

FACILITIES USE REQUEST
Groups wishing to use district facilities must contact the Schedule Production Specialist at least two weeks prior to the planned use of facilities.

LIABILITY INSURANCE
“The Board of Trustees may require any person, group, or organization granted the use of college property to obtain a certificate of insurance from a liability insurance carrier and to submit such certificate to the District for approval prior to using any District property. The certificate shall evidence a minimum coverage of one million dollars ($1,000,000) for any liability for injury or damage to property, which may arise out of such use of college property (Education Code §82548)” as stated in the Board Policy.
FEES
Limited use of district facilities is granted without charge to LTCC clubs and organizations. In cases where additional district supervision is needed or expenditures are incurred, charges are made based on actual expenses to the District as stated in the Board Policy. Other qualifying public groups and entities will be charged for use of facilities according to the fee schedule as specified in Board Policy. All fees will be verified at the time of approval of request.

HUMAN RESOURCES

HEALTH AND WELFARE COVERAGE (FULL-TIME FACULTY ONLY)
Claim forms and information regarding health, dental, vision, life and long-term disability are available from the Human Resources Office. Enrollment changes (because of marriage, divorce, and birth of a child) must be made within 30 days. It is the employee's responsibility to report all status changes to maintain eligibility. Information regarding the College's policy on tax-sheltered annuities is available from the Human Resources Office.

ACCIDENTS
Call 911 for immediate medical assistance. See Appendix E for campus emergency procedures.

Staff
Employees are covered by Worker's Compensation for on-the-job injuries. Accidents are to be reported immediately to the Human Resources Office so the appropriate forms can be completed. An Incident Report form must also be completed and returned to Administrative Services. Copies of the Incident Report form can be obtained in the Instruction Office and Administrative Services.

Students
If a student is injured, the instructor must file an Incident Report form. All students are covered by student accident insurance and student claims cannot be processed without instructor verification. Students seeking reimbursement of medical expenses must submit a claim form with the Human Resources Office promptly. Claims submitted later than 90 days from incident are automatically denied by the insurance carrier.

HIRING CLASSIFIED PERSONNEL
Each August, the Human Resources Office advertises for applicants to form applicant pools for Instructional Aides and Tutors, and applications are accepted throughout the year. If necessary, the Human Resources Office can also run a specific ad for your opening.

KEY POLICIES AND PROCEDURES
Per Board Policy, "the issuance and control of keys will be maintained by the Maintenance Office for the purpose of ensuring the security of district property."

All instructors, lab aides, and tutors must obtain a written request from the Instruction Office, indicating the time period for which a key(s) is to be loaned, and bearing the appropriate signature. Keys may then be obtained from the Operations Technician, Monday through Friday, 8:30AM to 4:30PM, Room B106. Adjunct faculty, lab aides, and tutors must return their assigned key(s) to the Operations Technician before final paychecks will be released.

Lost or stolen keys should be reported immediately to the Operations Technician.
MAINTENANCE AND OPERATIONS

HOURS OF OPERATION

Main Campus:
Monday-Friday  7:00AM - 11:00PM
Saturday  8:00AM - 5:00PM
(Monday through Saturdays only when classes are in session.)
CLOSED SUNDAYS* and HOLIDAYS
* Open Sundays when events are scheduled on campus.

PE Building:
Monday-Friday  6:00AM - 10:00PM
Saturday  8:00AM - 4:00PM
(Except when classes are not in session.)
CLOSED SUNDAYS and HOLIDAYS

Child Development Center:
Monday-Friday  7:30AM - 6:30PM
CLOSED SATURDAYS, SUNDAYS and HOLIDAYS

Special Events
For the building to be open during times not normally scheduled, please ensure a request is forwarded to the Schedule Production Office a minimum of two weeks in advance.

SERVICES AND PROCEDURES

Custodial Services
Custodial services are provided by our contract custodial service and our Maintenance & Operations staff. Direct suggestions, observations or comments to the Director of Facilities.

Demonstration Garden
The College campus is the host site of a demonstration garden immediately north and west of the main building. This garden was designed by a landscape architect working with a steering committee in collaboration with the California Tahoe Conservancy, the South Tahoe Public Utility District, and other local agencies.

If you have a class which may benefit from a tour of or work on the garden, please contact the Administrative Assistant to the Vice President of Administrative Services to schedule and coordinate your planned activity at Ext. 219.

MAINTENANCE SERVICES

Routine Maintenance Requests
To request maintenance services, please complete a request through the College’s online Help Desk. Please note that this request is for maintenance or repair services, not for construction, physical plant changes, or new equipment. Classroom realignment will require special authorization from the Deans of Instruction in consultation with impacted faculty members. Upon receipt, the Director of Facilities will assign a priority to the request and schedule a work assignment based upon that priority.
Emergency Repairs
For any maintenance or repair service which you feel is an emergency, please report it immediately. If the emergency occurs during working hours, contact the Maintenance Department (Ext. 260) or Administrative Services (Ext. 219). The Director of Facilities or the Operations Technician have radios and can be reached at any time through Administrative Services. If the emergency occurs during hours when the offices are not open, refer to the Appendix I for the Emergency Contact List and phone numbers.

SECURITY SERVICES

Building Security
a. Locking the Building: Maintenance and Operations staff are responsible for the security of the building including unlocking the building in the morning and securing the building in the evening. College staff should ensure all windows are closed and locked prior to leaving. Offices should be locked and all lights should be turned off at all times a room is vacated.
b. Alarm System: When the building is secured, the alarm system is activated. If you are in the building when the alarm system is activated, remember that the system is built in zones. You must have the appropriate code prior to entering an alarmed zone. If you are unsure, please ask prior to entering any campus area.

Should an alarm sound when you are in the building, the following will occur. Within one minute of the alarm sounding, the alarm will ring at Lake Alarms. Lake Alarms will either contact the College's Emergency Contact Personnel or dispatch the police or both. You may call Lake Alarms at 1-877-213-7041 and ask for Dispatch. They will be able to tell you which alarm is sounding. Together you can determine the best course of action: dispatch the police or investigate. Please use your common sense and proceed with extraordinary caution. By calling Lake Alarms you will ensure that the police, if dispatched, will know that you are in the building.

Parking
The College has established parking regulations and has erected appropriate signage so that campus visitors, staff and students will clearly know where to park legally. Violators, including LTCC faculty and staff, will be ticketed and the parking violations will be enforced by law enforcement and judicial agencies.

WAREHOUSE AND RECEIVING
1. Receiving is performed by the Reprographics Technician in coordination with the Maintenance Department. If you are expecting to receive a package which you will need immediately upon receipt, please notify the Reprographics Technician. Routine receiving will result in packages being delivered within five working days of receipt. Items ordered by the College are normally delivered directly to the staff member/office which placed the order after being received by the Reprographics Technician.
2. Most parcels are shipped via UPS from the warehouse. United Parcel Service makes pick-ups and deliveries once each day at approximately 10:30AM. The technician will weigh parcels and fill out the appropriate paperwork. (It is necessary to provide a street address and ZIP code for UPS shipments.) It is the responsibility of the sender to ensure that the parcel is appropriately wrapped and sealed in compliance with UPS regulations.
3. Please DO NOT have personal packages mailed or delivered to the College. This adds extra work to our staff, creates confusion regarding official receiving procedures, and can result in your personal packages being opened in search of packing slips or invoices.

4. The Warehouse is the designated storage location for student records, financial records, retired permanent files, Bookstore supplies, and a variety of other supplies, equipment and materials which need to be secure. Please do not enter this area unless specifically authorized or accompanied by an authorized individual. If you need assistance to enter, contact the Operations Technician.

OTHER SERVICES

Energy Conservation
All lights should be turned off when a room is unoccupied for ten minutes or longer. Please make it a habit to turn off lights when they are not needed. When a class is over for the day, please turn off all lights. During winter months, keep windows closed. If the room gets too hot and you must open a window, please close the window when you leave the room, and report the heating problem to the Maintenance Department. In all rooms that have air conditioners, the doors and windows should be kept closed for the system to function properly and to conserve energy.

Room Arrangements
If you would like the room arranged in a manner other than the routine arrangement, please discuss changing the permanent arrangement with the Dean. Any time you change the room arrangement (for example, by having a student move the desks into a circle), please see that the room is returned to the routine arrangement before you leave the room at the end of the class.

SUSPICIOUS OCCURRENCES
If you observe any suspicious occurrence, please assist us by reporting it to an administrator, a director, anyone on the maintenance staff, and, if necessary, call 911.

PERSONAL SERVICES CONTRACTS
Personal Service Contracts (PSCs) must be used when contracting services that clearly do not establish an employee/employer relationship. Contact the Director of Fiscal Services to determine if a PSC is appropriate for your needs.

As with all expenditure requests, Personal Services Contracts must include proper budget codes and approvals. All PSCs require the approval of the Vice President of Administrative Services. Contact the Director of Fiscal Services for assistance in developing a payment schedule for your contractor. Be sure to allow 2-3 weeks for payments to be processed. PSCs must be fully executed before the contractor begins work! PSCs greater than $5,000.00 and/or one (1) year MUST go to the Board of Trustees for approval. For information and timeline requirements please contact the Vice President of Administrative Services administrative assistant at Ext. 219.

PURCHASING PROCEDURES

PURCHASE ORDERS
1. All purchasing is to be done by the Purchasing Department. No employee shall commit the District to any purchase or service obligation as per Board Policy.
**FULL-TIME FACULTY MEMBERS**

Full-time instructors should complete a Purchase Requisition using Office Depot or Staples as the vendor. Forms are available in the Instruction Office and Administrative Services. Submit the requisition to the Instruction Office. The form is then reviewed and approved by the appropriate Dean and forwarded to Purchasing for processing.

**ADJUNCT FACULTY MEMBERS**

Adjunct faculty who require supplies should meet with their full-time faculty member to request these supplies or with the Instruction Office if there is no full-time faculty in the department.

2. The Purchasing Department will review purchase requisitions for correct budget codes and availability of funds. Purchase orders will not be issued against an account where there are insufficient funds, unless an approved Budget Transfer Request form accompanies the requisition. If you are in doubt as to the amount available in a particular budget, please consult your Dean or Fiscal Services. Once correctness is verified, the Purchasing Department will begin a vendor search that may include a bid process. A selection of educational and office supply catalogs are maintained in the Purchasing Department to facilitate vendor/product selection. Your suggestions for vendors are appreciated, but ultimately, it is the responsibility of the Purchasing Department to determine the best price and decide which vendor to use.

3. Vendors will be selected without favor or prejudice. All communications with vendors shall be through the Purchasing Department, except in special cases where technical details make it advisable for the Purchasing Department to ask for assistance of the originator.

4. A contract for work to be done involving an expenditure with an expected cost of more than five thousand dollars ($5,000) or materials or supplies involving an expenditure more than the bid threshold established annually by the Board of Governors requires a published sealed bid process as per Education Code.

5. A one to two week turnaround period is a reasonable expectation for the creation of the purchase order once the requisition reaches the Purchasing Department. Please allow ample time for obtaining administrator approval, processing, and delivery of orders.

6. If the order has not been received in a reasonable period of time (two weeks+ depending on the vendor), you should contact the Receiving Department at Ext. 200. This will start the vendor follow-up process.

Please keep in mind that the mid-April to June months may necessitate a longer turnaround period due to fiscal year-end requirements. Year-end purchasing deadlines are distributed to all employees each spring.

**The Purchasing Technician works 16 hours per week, normally from 10:00AM to 4:00PM, Mondays and Wednesdays and 8:30AM to 12:30PM Fridays.**

If you have any questions, the Purchasing Office is located in Administrative Services or you may call Ext. 212. **PLEASE PLAN AHEAD!**

**REQUISITIONING**

1. The Purchase Requisition form is used to initiate a Purchase Order for budget approved instructional and operational supplies.
2. The Purchase Requisition form should include information such as date items are required, background information, special instructions, pertinent paperwork, and suggested vendor name, address and telephone number. An appropriate budget code must be on all purchase requisitions.

PLEASE NOTE: Failure to provide complete information may result in delay of processing or issuing of the Purchase Order.

3. The purchase requisition should be submitted to the appropriate Dean or administrator, who will review it for appropriateness and availability of funds. After review, the Dean or administrator will sign and forward it to the Purchasing Department for processing. Retain the yellow copy of all purchase requisitions in the event any follow-up is required.

REQUESTS FOR EXPENDITURE REIMBURSEMENT
Reimbursements are provided in those instances where:

1. time constraints and instructional needs necessitate expenditure by the employee;
2. the purchase is consistent with the program budget; and
3. sufficient funds are available.

Reimbursements to employees for appropriate out-of-pocket expenditures will be made in a reasonable time frame. To assist this effort, please be sure proper receipts, budget codes, transfers (if necessary) and approvals are included with your reimbursement request. Reimbursement forms for minor purchases are available in Fiscal Services.

SMALL PURCHASE AND PETTY CASH REIMBURSEMENTS
You can be reimbursed for purchases you make up to $25.00 that are directly related to fulfilling instructional or other job-related duties. As with all other purchases, approval must be obtained from your Dean before making the purchase. Fill out a Petty Cash Reimbursement form and attach the receipts. Enter the 17-digit budget code and submit it to your Dean for signature. These forms will be forwarded to Fiscal Services for processing. Petty cash expenditures will be reimbursed in cash. Reimbursements are distributed from Fiscal Services.

TELEPHONE SERVICES

Local Calls
Dial "9" to get an outside line.

Long Distance Calls
Only calls related to college business may be charged to the College. Personal long-distance calls are NOT authorized on District telephones. Please refrain from making personal long distance calls while on campus. The phone system provides the District with reporting capabilities. Long distance reports will be run periodically to monitor appropriate use.

Telephone Bills
Telephone bills which reflect unusual or excessive charges are routinely brought to the attention of the Director of Fiscal Services who may forward a copy of the bill to the user for identification of any personal calls. The telephone system tracks both long distance and local phone calls by user.
**Technical Problems**
Technical problems with the phone system should immediately be brought to the attention of the Office of Information and Technology Services (OITS) through the LTCC online Help Desk or by calling Ext.’s 297 and 735.

**Student Use of College Telephones**
Students are not to use college phones except in emergency situations. Student “courtesy” phones are available to use for “on-campus” Ext.’s, emergency 911 calls, 800 numbers, and local calls. These are located:

a. in the commons area near the staircase; and  
b. in the Physical Education building.

**Voice Mail**
Please record a personal message for callers and monitor your voice mailbox daily. The Office of Information and Technology Services is available to assist you. Instructions on the use of the phone system are on Passport.

To access your voice mailbox from off campus, dial the main number, (530)541-4660, then press asterisk (*) followed by your extension.
SECTION IX: EQUAL EMPLOYMENT OPPORTUNITY

FACULTY & STAFF DIVERSITY/LTCC’S COMMITMENT TO EQUAL OPPORTUNITY

The District's comprehensive policy regarding its affirmative action and equal opportunity practices is described in the Lake Tahoe Community College's Faculty and Staff Diversity Plan as adopted by the Board of Trustees on August 10, 1999. A complete copy of this document is available to all employees in the Human Resources Office.

Inquiries regarding discrimination are handled by the Director of Human Resources, who serves as the District's Equal Employment Opportunity Officer.

SEXUAL HARASSMENT POLICY

POLICY STATEMENT

It is the policy of Lake Tahoe Community College to provide an educational and employment environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by State and Federal statutes.

It shall be a violation of this policy for anyone to engage in sexual harassment and any person who engages in such sexual harassment, as defined below, will be subject to disciplinary action pursuant to established district policies and applicable laws.

DEFINITION

The following Equal Employment Opportunity Commission Guidelines will aid in identifying the kinds of behavior which constitute sexual harassment:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other College activity;
2. submission to or rejection of such conduct by an individual is used as a basis for making academic or Human Resources decisions affecting an individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive College environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record as whole and to the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred.

PROCESS

Any person who feels she/he has been subjected to sexual harassment as defined above should follow the grievance procedures as set forth in the Unlawful Discrimination Complaint Resolution Procedures and Sexual Harassment Policy available in Human Resources or on our College website (www.ltcc.edu).
SECTION X: MISCELLANEOUS

ACCIDENT REPORTING/EMERGENCY PROCEDURES
See Appendix E.

ANIMALS ON CAMPUS
With the exception of guide dogs for the blind, hearing-impaired, and service animals, no animals are allowed on district property, including campus buildings and grounds.

BUS TRANSPORTATION
Current bus schedules may be obtained in Student Services or students may call BlueGo directly at (530)541-7149.

FOOD AND BEVERAGES POLICY
No food or beverages are permitted in the science labs, computer labs, or any room or area so restricted by the Superintendent/President. In any room where food and beverages are not prohibited, instructors shall be authorized to permit or prohibit food and beverages at the instructor’s discretion.

LOST AND FOUND
Items left in classrooms, offices, and the commons at the main campus are routinely turned in to Library.

PARKING REGULATIONS
Lake Tahoe Community College has three parking lots for student and staff use. The "main" parking lot has 400 spaces. Each row is numbered to assist you in locating your parked car. The "north" lot has 50 spaces and provides easy access to the Child Development Center, the demonstration garden, and the garden classrooms. The "northeast" lot provides 50 spaces close to the Fine Arts Building. Each lot has designated handicapped parking. Vehicles parked in handicapped parking spaces must display a handicapped permit issued by the Department of Motor Vehicles or a temporary permit issued by the Superintendent/President's Office. In addition, there are "Courtesy Senior Parking" spaces for students and visitors 60 years of age and above.

Parking is permitted in designated parking spaces only. All posted regulations must be observed. Tickets will be issued for violations of parking and motor vehicle code. Please park carefully! A copy of the College parking regulations is available in the Student Services Office in Room A100.

Lake Tahoe Community College encourages students, employees, and visitors to campus to carpool. Row 2 of the main parking lot has designated carpool spaces that are for carpool use ONLY. A carpool is defined as two or more persons per vehicle arriving on campus and pulling into the carpool parking space.

SMOKING
Smoking is prohibited inside all College buildings (owned or leased). Smoking is permitted 50 feet from College buildings and in the designated smoking shelter near the College theatre.