

Handout #15

Title	Learning Council Pol/Pro	Nadine's Pol / Pro	Department	Primary Contact	Learning Council Comments	Nadine's Comments	1 / ?
Administrative Withdrawals	existing procedure has mixed language reflecting both policy and procedure language	Pro	Enrollment and Student Financial Services	Helen Garrett	recommend developing a policy on attendance within federal guidelines; then revise procedure for no-show drop detailing how the institution processes the drops	reviewed; deleted 10/2014? Changed to "No show drop process"? Delete or elaborate. Already Board Policy.	1
Admissions	Pol	Pol	Enrollment and Student Financial Services	Helen Garrett	confirmed Policy, last reviewed April 24, 2014	PC recommend to delete. Dawn DeWolf says retain as is. Updated in COPPS 10/03/2014	1
Admissions: Selective Programs and Waiting Lists	Pro	Pro	Enrollment and Student Financial Services	K. Levett	confirmed Procedure, last reviewed October 3, 2014		1
Audiovisual Equipment Checkout	Pro	Pro	Audiovisual Services	Bill Schuetz	confirmed Procedure; recommend it be updated to reflect current audio-visual needs & project for future; last reviewed October 1, 2003		?
Audiovisual Equipment Reservation	Pro	Pro	Audiovisual Services	Bill Schuetz	confirmed Procedure; recommend combining with Checkout procedure to develop "A-V Equipment" procedure; last reviewed October 1, 2003	MG/NW recommend for deletion; combine with AV checkout?	?
Audit A Class	Pro	Pro	Enrollment and Student Financial Services	H. Garrett	confirmed Procedure; last reviewed March 31, 2014	reviewed and updated 03/31/2014	1
Board of Education Policies			Hyperlinked to Board Policy Page				?
Brochures	Pro	Pro	Marketing and Public Relations	T. Simms	confirmed Procedure; agree with recommended title change; last reviewed June 10, 2014	reviewed/tittle change recommended: Marketing Materials	1
Classroom Visitors	Pro	Pro	Academic and Student Affairs	Dawn DeWolf	confirmed Procedure; recommend review for update addressing minors, safety concerns, faculty and student rights regarding permission to attend or open to anyone; last reviewed September 1, 2003		1
Student Complaint Procedure: Formal	skipped	Pro	Academic and Student Affairs	Kerry Levett	currently under revision	Last COPPS update 06/27/2013	1
Student Complaint Procedure: Informal Report and Resolution Process	skipped	Pro	Academic and Student Affairs	Kerry Levett	currently under revision	Last COPPS update 06/27/2013	1
Cooperative Education	Pro	Pro	Cooperative Education	Al King	confirmed Procedure; recommend keeping on COPPS and requesting Co-Op website to point to COPPS (rather than two separate documents); last reviewed October 1, 2014	MG/NW recommend for deletion; Reviewed and updated 10/14/2014	1

<p>Copyrighted Materials: Off-Air Recording of Broadcasts</p>	<p>Pro; needs a policy</p>	<p>Distance Learning</p>	<p>Bill Schuetz</p>	<p>needs update; recommend developing policy on copyrighted material with specific procedures under that; currently addresses only one of a variety of copyrighted materials; needs to address multiple means of distribution (e.g., electronic &amp; air); last reviewed September 1, 2002</p>	<p>1</p>
<p>Copyrighted Materials: Reproduction</p>	<p>Procedure</p>	<p>Printing/Graphics</p>	<p>Tony Sanjume</p>	<p>Updated August 2015; Needs Review</p>	<p>1</p>
<p>Course Catalog</p>	<p>Procedure</p>	<p>Academic and Student Affairs</p>	<p>Dawn DeWolf</p>	<p>Needs Review</p>	<p>1</p>
<p>Course Inactivation and Reactivation</p>	<p>Procedure</p>	<p>Institutional Research, Assessment and Planning</p>	<p>Craig Taylor</p>	<p>Updated Dec. 2015</p>	<p>1</p>
<p>Course Information Sheets</p>	<p>Procedure</p>	<p>Not on COPPs any more</p>	<p></p>	<p></p>	<p>1</p>
<p>Course Outline Files</p>	<p>Procedure</p>	<p>Academic and Student Affairs</p>	<p>Dawn DeWolf</p>	<p>Needs Review</p>	<p>1</p>
<p>Course Outlines and Statements of Course Objectives</p>	<p>Procedure</p>	<p>Academic and Student Affairs</p>	<p>Dawn DeWolf</p>	<p>Needs Review; multiple issues; missing Governance Council authority. No role for faculty. Unclear authority of instructional dean. Procedure does not conform to process &amp; perception.</p>	<p>1</p>
<p>Course Substitution</p>	<p>Pro</p>	<p>Enrollment and Student Financial Services</p>	<p>H. Faith</p>	<p>Missing from list. Needs Review.</p>	<p>reviewed; updated in COPPS 03/13/2014</p>
<p>Course Syllabus Information</p>	<p>Pro</p>	<p>Academic &amp; Student Affairs (?)</p>	<p>D. DeWolf</p>	<p>Needs Review. 13 year gap in review. Contradiction re: Council authority.</p>	<p></p>
<p>Credit for Prior Learning</p>	<p>Pol</p>	<p>Enrollment and Student Financial Services</p>	<p>Dawn DeWolf</p>	<p>Purpose and Narrative are redundant. Reviewed Dec. 2015. Needs Review. No Governance Council authority.</p>	<p>Learning</p>
<p>Credit by Assessment (CBA)</p>	<p>Pro</p>	<p>Enrollment and Student Financial Services</p>	<p>H. Faith</p>	<p>Inconsistencies between Student &amp; Division processes, including process after a denial, re-submission of portfolio. Reviewed Dec. 2015. Needs Review. No Governance Council authority. Inconsistent formatting, does not include appeal/dispute process</p>	<p>under review will submit under separate cover (03/30/2014)</p>
<p>Credit by Examination (CBE)</p>	<p>Pro</p>	<p>Enrollment and Student Financial Services</p>	<p>H. Faith</p>	<p>Reviewed Dec. 2015. Needs Review. No governance council authority. Purpose &amp; Narrative inconsistent w/procedure: new vs. revised. Procedure inaccurate staff reviews applications for completeness not committee. Course Approval &amp; Program/Degree Approval should be separate procedures with different titles. Typos in #7.</p>	<p>under review will submit under separate cover (03/30/2014)</p>
<p>Curriculum Approval Guidelines</p>	<p>Pro</p>	<p>Institutional Research, Assessment and Planning</p>	<p>Craig Taylor</p>	<p></p>	<p>1</p>

Curriculum Committee Curriculum Development: Hourly Rate	Pro	Institutional Research, Assessment and Planning	Craig Taylor	Reviewed Dec. 2015. Needs Review: No governance council authority. Formatting: Narrative & Purpose. Text reads as an intro. to policy. Typo: V.P. should be capitalized. Last tile, Relationship with Other Committees and Personnel, is inconsistent with text which refers only to to sub-committees.	1
Curriculum Equity	Pro	Academic and Student Affairs	Dawn DeWolf	DELETE.	MG/NW recommend for deletion
Curriculum Review	Pro	Academic and Student Affairs	Dawn DeWolf	Neither a procedure nor a policy. Needs revision.	MG/NW recommend for deletion; include policy/procedure?
Deceased Student	Pro	Academic and Student Affairs	H. Garrett	Procedure confirmed. Needs review. Retitl Affairs.	reviewed; Updated 03/30/2014
Degree Requirements Changes Degree and Certificates	Pro	Enrollment and Student Financial Services	H. Garrett	Procedure confirmed.	HG Recommend change PC to Craig Taylor; sent on to CT for review
Department Hours of Operation and Department Closures	Pro	Human Resources	Dennis Carr	Incorporates policy & procedure. Hours of operation appears to be policy. Rest is procedure. Needs review.	
Disabilities: Accessibility Statements for Students		FALSE: Not on COPPs any mo	Terrie Minner	Both policy & procedure. Needs review. Linked to Course Syllabus policy & procedure. Council role missing.	
Disabilities: Determining Program Modifications for Students with Disabilities	Pro	Disability Resources	Terrie Minner	Both policy & Procedure. Recommend change "Narrative" to "Policy" and change "Basic Process" to "Procedure". Needs to align with Course Substitution policy & procedure which has not been updated and with that pertaining to the AAOT. Confuses existing course substitution procedure by referring decision to Dean of Enrollment Services, and by notifying student prior to final approval. Links to procedure missing from list. See added procedure. Needs new title. Council role missing.	2 New Titles: Disabilities: Course Substitutions...AAOT, and Disabilities: Course Substitutions... Terminal Degree - COPPS 06/02/2014
Disabilities: Course Substitutions for Students with Disabilities Seeking an AAOT at Lane	Pro	Academic and Student Affairs	Dawn DeWolf	Both policy & procedure. Has similar problems as previous. No reference to faculty, rather includes Exec. Dean in place of faculty. Council role missing.	
Dual Credit	Pro	Human Resources	Dennis Carr	This is a policy. Council role missing.	MG/NW recommend for deletion
Employee Class Descriptions Exchange of Staff With Other Institutions	Pro	Human Resources	Dennis Carr	Not Learning Council.	
Fees: Special	Pro	Academic and Student Affairs	Dawn DeWolf	Not Learning Council. Needs review. Unclear if Learning Council.	MG/NW recommend for deletion Draft of separation of policy from procedure available
Final Exam Schedule	Pro	Academic and Student Affairs	Dawn DeWolf	Needs review. Both policy & procedure, with contractual wording (HR), (Office of?) ASA, title states "Policies and Procedures"	1

<u>Grades and Attendance: Summer Term</u>	Pro	Academic and Student Affairs	Dawn DeWolf	Needs review for currency (2003). Identifies polices. Maybe unnecessary to have a separate set of polices/procedures for summer attendance and grades.	1
<u>Grades: Academic and Degree Appeals</u>	Pro	Enrollment and Student Financial Services	H. Garrett	Both policy & procedure. Needs review.	1
<u>Grades: Changing</u>		Enrollment and Student Financial Services	H. Garrett	As written appears to be policy & procedure. However, is predominantly procedure. Consider omitting the Purpose Statement and replacing with explicit Policy such as: The college will report and maintain accurate records of student performance. Pursuant to this policy the procedures are established to correct errors on grade reports.	1
<u>Grades: Definitions</u>	Pro	Enrollment and Student Financial Services	H. Garrett		1
<u>Grades: Pass-No Pass Option</u>	Pro	Enrollment and Student Financial Services	H. Garrett		1
<u>Grades: Posting Publicly</u>	Pro	Enrollment and Student Financial Services	H. Garrett	Needs policy to justify (required by FERPA). Referenced Board policy does not exist.	1
<u>Grades: Records</u>	Pol	Enrollment and Student Financial Services	Helen Garrett		1
<u>Graduation Criteria</u>	Pro	Enrollment and Student Financial Services	H. Garrett		1
<u>Income Credit Program</u>	Pro	College Finance	R. Ellis		1
<u>Incomplete Grade</u>	Pro	Enrollment and Student Financial Services	H. Garrett		1
<u>Independent Study</u>	Pro	Academic and Student Affairs	Dawn DeWolf		1
<u>Instructor Certification</u>	Pro	Academic and Student Affairs	Dawn DeWolf		1
<u>Instructor Hours on Campus</u>	Pro	Academic and Student Affairs	Dawn DeWolf		1
<u>Instructor Qualifications: Credit</u>	Pro	Academic and Student Affairs	Dawn DeWolf		1
<u>Instructor Qualifications: Noncredit</u>	Pro	Academic and Student Affairs	Dawn DeWolf		1
<u>Instructor Selection and Development</u>	Pol	Human Resources	Dennis Carr		1
<u>International Students</u>	Pro	Enrollment and Student Financial Services	H. Garrett		1
<u>Library: Overdue and Unreturned Materials</u>	Pro	Library	Marika Pineda		1
<u>Library: Use and Borrowing Privileges</u>	Pro	Library	Marika Pineda		1
<u>Name Change: Department or Service</u>	Pro	Marketing and Public Relations	T. Simms		1
<u>Outreach Credit Classes</u>	Pro	LCC at Cottage Grove	Jenette Kane		1
<u>Performance Evaluations</u>	Pro	Human Resources	Dennis Carr		1
<u>Personal Items in Instruction: Use</u>	Pro	Academic and Student Affairs	Dawn DeWolf		1
				reviewed; last COPPS update 10/06/2014	
				reviewed; Last COPPS update 03/30/2014	
				reviewed; last COPPS update 05/20/2013	
				reviewed; Last COPPS update 06/25/2014	
				reviewed; new procedure 02/21/2012	
				Recommend change to procedure reviewed; Last COPPS update 06/25/2014	
				reviewed and revised. COPPS updated 9/29/14. Draft of separation of policy from procedure available	
				reviewed;COPPS updated 03/30/2014	
				Reviewed and updated 10/14/2014	
				Reviewed and updated 10/14/2014	
				Reviewed and updated 10/14/2014	
				Board Policy. Recommend delete from COPPS	
				Recommend review by Jennifer Faizerano; MG/NW recommend for deletion	
				reviewed; COPPS update 06/12/2014	
				Discussion between Kuhar, Kane, Carr, DeWolf, Hamington	

Placement Testing: Reading	Pro	Academic and Student Affairs	Dawn DeWolf	MG/NW recommend for deletion	1
Registration Packets	Pro	Enrollment and Student Financial Services	H. Garrett	PC recommend to delete	1
Release of Student Records	Pro	Enrollment and Student Financial Services	H. Garrett	reviewed; last COPPS 11/11/2004; HG should be policy; working with SAC	1
Research: Authorization to Conduct Sale to Students of Staff Prepared Instructional Materials	Pro	Research and Planning	Craig Taylor		1
Schedule Changes	Pro	Academic and Student Affairs	Dawn DeWolf	Draft of separation of policy from procedure available	1
Scholarships and Tuition Waivers	Pro	Enrollment and Student Financial Services	H. Garrett	reviewed - title change recommended	1
Screening Tests to Determine Prerequisite Skills	Pro	Financial Aid	Helen Faith	"Schedule Change Deadlines"	1
Student Government	Pro	Academic and Student Affairs	Dawn DeWolf	MG/NW recommend for deletion	1
Student Materials: Returning to Student	Pol	Student Life and Leadership Development	Barbara Delansky		1
Substitute Instructors	Pro	Academic and Student Affairs	Dawn DeWolf	Student	1
Testing and Assessment	Pro	Human Resources	Dennis Carr		1
Textbook Order Schedule	Pro	Counseling	Lora Dietmeyer	Last COPPS update 01/01/2009;	1
Textbook Pricing	Pro	Bookstore	T. Sanjume	MG/NW recommend for deletion reviewed	1
Textbook Selection	Pro	Bookstore	T. Sanjume	reviewed and recommended to become a policy. kept as procedure with edits 05/14/2014	1
Tuition: Senior Citizens	Pro	Academic and Student Affairs	Dawn DeWolf		1
Underage Students	Pro	Not on COPPS any more			1
		Not on COPPS any more			1

