

Academic Standards Committee Procedure	Procedure Number	2.12P
	Effective Date	September 21, 2001

1.0 PURPOSE

In accordance with Academic Standards Policy 2.12, the purpose of this procedure is to outline how the College ensures the academic standards expected by the Board of Trustees are met in all approved programs and curricula at the institution. The College accomplishes this through the Academic Standards

coordinator, the appropriate Dean and the ASC Chair. This process is described in LCCC procedure 2.3.2P.

- E. General Education Program—A purposeful program of courses that permit students to build a mature understanding and appreciation of diverse cultures and the human condition, master multiple modes of inquiry, analyze and communicate information, and recognize the importance of creativity fundamental to lifelong intellectual growth.
- B. MCOR—Master Course Outline of Record required for all credit courses and which contains student-centered catalog description, measurable competencies, and a detailed outline of topics that are included in the course. MCORs help define the levels of content introduction, reinforcement, and mastery within courses in a program and include a common course assessment. The goal of the MCOR [0412 9]

- 5) Vice President, Academic Affairs (ex officio, non-voting)
- 6) Director, Financial Aid (ex officio, non-voting, attendance as needed)
- 7) Representative from Admissions & Academic Advising (ex officio, non-voting)
- 8) Curriculum Software Administrator as appointed by the VPAA (ex officio, non-voting, attendance as needed)

All ASC decisions made by vote will be made by all voting members. ASC will follow Roberts Rules of Order to conduct formal meetings.

C. Length of Term and Appointment for Vacancies

The term length for elected positions shall be a three year renewable term, with a proportion of members of the committee rotating every year to provide continuity of membership. Representatives within the same School should not rotate on or off in the same year unless extenuating circumstances exist. Committee faculty members elected to leadership positions may have their terms of services extended as needed by the Vice President of Academic Affairs.

Committee faculty members are selected by the Academic School or area of representation; unplanned or unfilled vacancies are filled through appointment by the academic Dean for the remainder of the term; non-faculty committee members are appointed by the appropriate Vice President, Dean, or Director; committee members are identified no later than April for terms beginning the next academic year.

The Chair positions of the Student Learning Assessment Subcommittee, Program Review Subcommittee, and General Education Subcommittee will be faculty positions nominated by any member of the Committee as a whole will vote to confirm, and the confirmed Chair will serve a three-year term. Chairs may be reelected for subsequent terms. Unexpected vacancies will be appointed by the ASC chair for the remainder of the academic year.

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vote for vice chair will occur during the last Spring meeting and the vice chair will serve on the leadership team for a three-year term.

Year One - Vice Chair - Voting

Year Two - Chair - Voting in the Case of a Tie

Year Three - Past Chair - Voting

The Vice Chair will assume the Chair position when the term of incumbent chair expires. The Vice Chair will continue to serve as their School's representative.

F. Responsibilities

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2) Performing the duties of Chair in the absence of the Chair and Vice Chair.

Duties of Course or Program Originator include

- 1) Monitoring the course or program proposal through the ASC process
- 2) Working with the various reviewers to make changes
- 3) Communicating with the relevant stakeholders (department members, deans, etc.) of changes made to the proposal and
- 4) Documenting communications in the curriculum management system

G. Student Learning Assessment (SLA) committee

The SLA subcommittee will be a standing subcommittee of the Academic Standards Committee in order

- b. The Chair of the SLA subcommittee will be nominated by any voting member of Academic Standards, the Committee will vote on confirmation at the last Spring meeting, and the chair will serve for a three-year, renewable term.

H. Academic Program Review

- 3) The term length for faculty representatives is ~~is~~ ~~two~~ ~~years~~, with one ~~third~~ of the committee rotating every year to provide continuity.
 - a. Subcommittee faculty members are selected by the Academic School or area of representation; unplanned ~~vacancies~~ are filled by appointment by the appropriate Dean for the remainder of the term. Non-faculty committee members are appointed by the appropriate Vice President. Subcommittee members are identified no later than April for terms beginning the next academic year.
 - b. The Chair of the ~~APRS~~ ~~Committee~~ will be nominated by any voting representative of ~~ASC~~; the Committee as a whole will vote on confirmation at the last Spi80 Td [(a)-e - f t p

