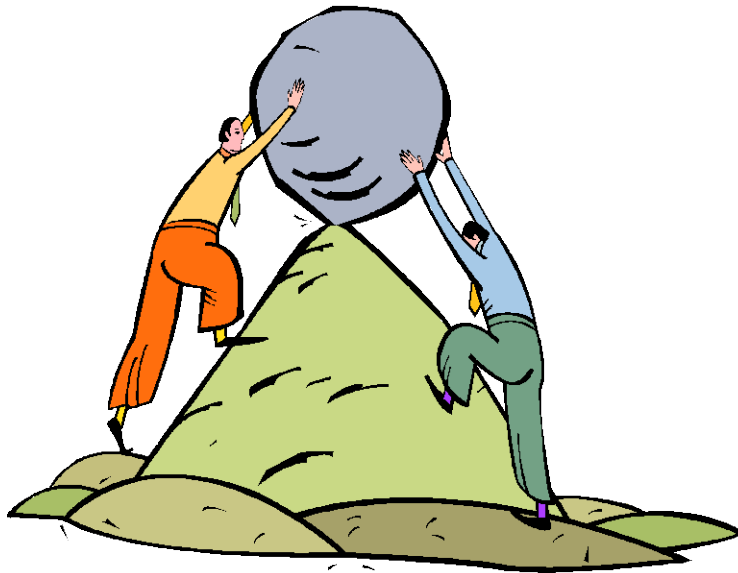


Lassen Community College

Shared Governance & Collegial Consultation Process Handbook



2007-2008

Accepted by the Associated Student Body – accepted January 21, 2008

Accepted by the Academic Senate – accepted January 14, 2008

Accepted by the President's Cabinet – accepted December 11, 2007

Accepted by the California School Employees Association – accepted January 28, 2008

Accepted by the Management/Confidential Employees Group – accepted February 5, 2008

Accepted by the Governing Board – accepted February 12, 2008

The purpose of this manual is to explain and maintain the principles, organizational structure, reporting relationships, operating procedures, mission, duties, and membership composition of the Lassen Community College constituency groups.

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Posting of all committees, meeting times and minutes on the Lassen College website

Introduction/Philosophy of Collegial Governance

The Lassen Community College governance structure involves faculty, staff, administration, students and the community in the planning and operation of the college.

The governance structure and practices embrace the Lassen Community College values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes; promoting mutual respect and trust through open communication and actions; and fostering integrity as the foundation for all we do. The Governing Board is the final authority for governance at Lassen Community College. The Governing Board delegates authority to the Superintendent/President who in turn solicits and receives input through the governance decision-making process.

Title 5 and Shared Governance

Title 5 of the *California Code of Regulations*, which implements the legislature's intent in passing AB 1725, established relationships among the constituencies within California Community colleges to "ensure faculty, staff, and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, and the right to participate effectively in district and college governance, and the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards." The Lassen Community College District Board adopted policy 1250 to further define the relationship.

In addition, Title 5 states that colleges are to rely on the recommendations of their academic senates on the development of academic and professional matters. (Title 5, Article 2, Section 53200). Board Policy 1250 further states that the Board of Trustees will "rely primarily" on the recommendations of the Academic Senate in the areas of:

- Curriculum, including establishing prerequisites and placing courses within disciplines;
- Degree and certificate requirements;
- Grading policies;
- Educational program development;
- Standards and policies regarding student preparation and success;
- Policies for faculty professional development activities;
- Processes for program review;
- Processes for institutional planning and budget development

Board policy provides that other academic and professional matters such as:

- District and college governance structures, as related to faculty roles;
- Faculty roles and involvement in accreditation processes, including self-study and annual reports;

are to be reached through a process of "mutual agreement" by the College President and the Academic Senate.

The Governing Board will identify the method (rely primarily or mutually agree) to be utilized in consulting collegially at the time when other academic and professional matters are mutually

agreed upon.

- Other academic and professional matters as are mutually agreed upon between the governing board and the Academic Senate

Approaches to Shared Governance

A college may approach shared governance in three fundamental ways:

1. Administration operates the college with advice from the college's constituents. The input of the constituents is received via a committee structure.
2. The college divides itself into areas of responsibilities, each of which is exclusively managed and controlled by certain constituencies.
3. Everyone governs the entire college.

Purpose of Shared Governance

- A. Provides the process for shared development of policies, procedures and recommendations.
- B. Provides the means through which all membership of the academic community – students, faculty, administration, classified and management – can participate effectively in the orderly growth and development of the college.
- C. Will result in the functioning of administrative advisory committees, institutional committees, academic senate committees, shared governance committees, and task forces.

Representation in Shared Governance

The governance structure provides for representation from five recognized constituencies at Lassen Community College: students, faculty, classified staff, management & confidential staff and administration. The primary responsibilities of representatives are as follows:

- Prepare for and attend meetings
- Participate in discussions
- Communicate with individual constituencies and
- Contribute to informed decision making

Operating Principles and Guidelines

Consensus

Consensus decision-making is a process that does not involve Robert's Rules of Order or other such rules for committee work. Because of this, consensus decision-making may be unfamiliar to committee representatives. Therefore, each committee should begin the year's work with discussion of the decision-making principles and processes using consensus. Governance bodies must realize that consensus decision-making takes time and requires a commitment to open discussions.

The following describes some of the essential characteristics of successful consensus decision-making:

- **Speaking Up:** Everyone in the group bears the responsibility of sharing their ideas, opinions, and feelings.
- **Consensus Does not Mean Unanimity:** As long as all representatives of the governance body have had a chance to speak their minds, a few holdouts do not keep the group from achieving consensus. However, if only a few representatives find the decision acceptable, more dialogue is necessary.
- **Silence is not consensus:** It is best to ask each person to respond to the issue, if only by nodding. To prevent this from becoming a voting process, it is useful to ask a question like, “Are we all on board?” Also, the Chair might go around the group and elicit responses from every one.
- **Holdouts:** Holdouts bear extra responsibility for making their positions and feelings clear to the group. When holdouts have difficulty expressing their ideas, objections, or opinions in rational terms – ask them to share their thought and feelings. This leads to greater clarity about their specific objections and/or concerns. Once holdouts have shared their positions or feelings, if general consensus is not changed, they should recognize and accept the fact that the group has heard them respectfully but does not agree with their positions or their point of view. It is not appropriate for the holdouts and the rest of the group to accuse each other of not listening to their points of view when both have had adequate opportunity to present these points of view within the discussion.
- **Solidarity:** When consensus is used, all governance body representatives must agree to support the decisions of the group, even if they personally disagree with those decisions. This means that they must work to carry out the decisions of the governance body and speak in favor of these decisions when talking to others in the organization. Staying silent in the group, then speaking against the group’s decisions undermines the process.

Guidelines for Generating Consensus

1. Clarify the problem or question being addressed.
2. Determine the criteria for a good solution (cost, scale, scope, acceptance, etc.). Ensure that everyone agrees on the criteria.
3. Brainstorm a range of alternative solutions.
 - a. Generate a thorough list of alternatives.
 - b. Do not evaluate the alternatives as they are being generated.
 - c. Write the alternatives in a format that can be seen by everyone.
4. Take a straw poll to check for the possibility of early agreement. If there is only a little disagreement, determine the reasons for the disagreement.
5. Evaluate alternatives according to the criteria you developed. Rule out any alternatives that do not meet the criteria or are rejected by the group after reflection.

- Determine if any alternatives require further research. If so, make a plan to carry out research.
6. Make a decision. Test ways to combine or modify alternatives to meet the interests of as many people in the group as possible. Select one or more alternatives.

General Operational Rules for all Open Committees

- Open meetings mean that any individual may join and fully participate in the meetings of the Governance groups designated as having open meetings.
- The committee for the subsequent year will be formed in the spring (approximately April) of the previous academic year. New appointees will take office on July 1.
- The chair or co-chairs, of the committee, if not designated, will be elected by the core representative at the first meeting of the committee in the fall semester. The chair from the previous academic year will call the first meeting.
- Agendas for all open meetings must be available not later than the day prior to the meeting.
- Minutes for meetings that have them, will be distributed one day after their approval.
- Representative of various governance groups, bear the primary responsibility for both informing their constituency of the committees' work and informing the committee of the constituency's position on matters under deliberation. It is not the committee chair or college administration's responsibility to inform constituency group of matters under deliberation by the governance structure.
- Changes to this document must be proposed to the Consultation Council and ultimately approved by the college president and president of the Academic Senate. Specifically if a committee wishes to change its charge, representation, or reporting responsibilities, this process must be followed.

LASSEN COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

Superintendent/President
Dr. Douglas B. Houston

Executive Assistant II
Mary Blevins

Foundation
Accreditation
Strategic Planning

Dean
Administrative Services
Garrett Taylor

Director of
Employee Relations
Vacant

Dean of
Student Services/Institutional
Research
Cary Templeton

Dean
Instructional Services
Dr. Stephen Sylvester

HR Tech
Susie Paulson

- Business Office
- Maintenance
- Bookstore
- Information Technology
- Purchasing/Rec
- Coppervale (Fin)
- Cafeteria (Fin)
- Dormitory (Fin)
- Foundation (Fin)

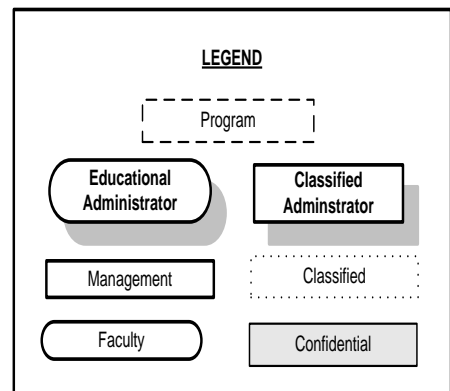
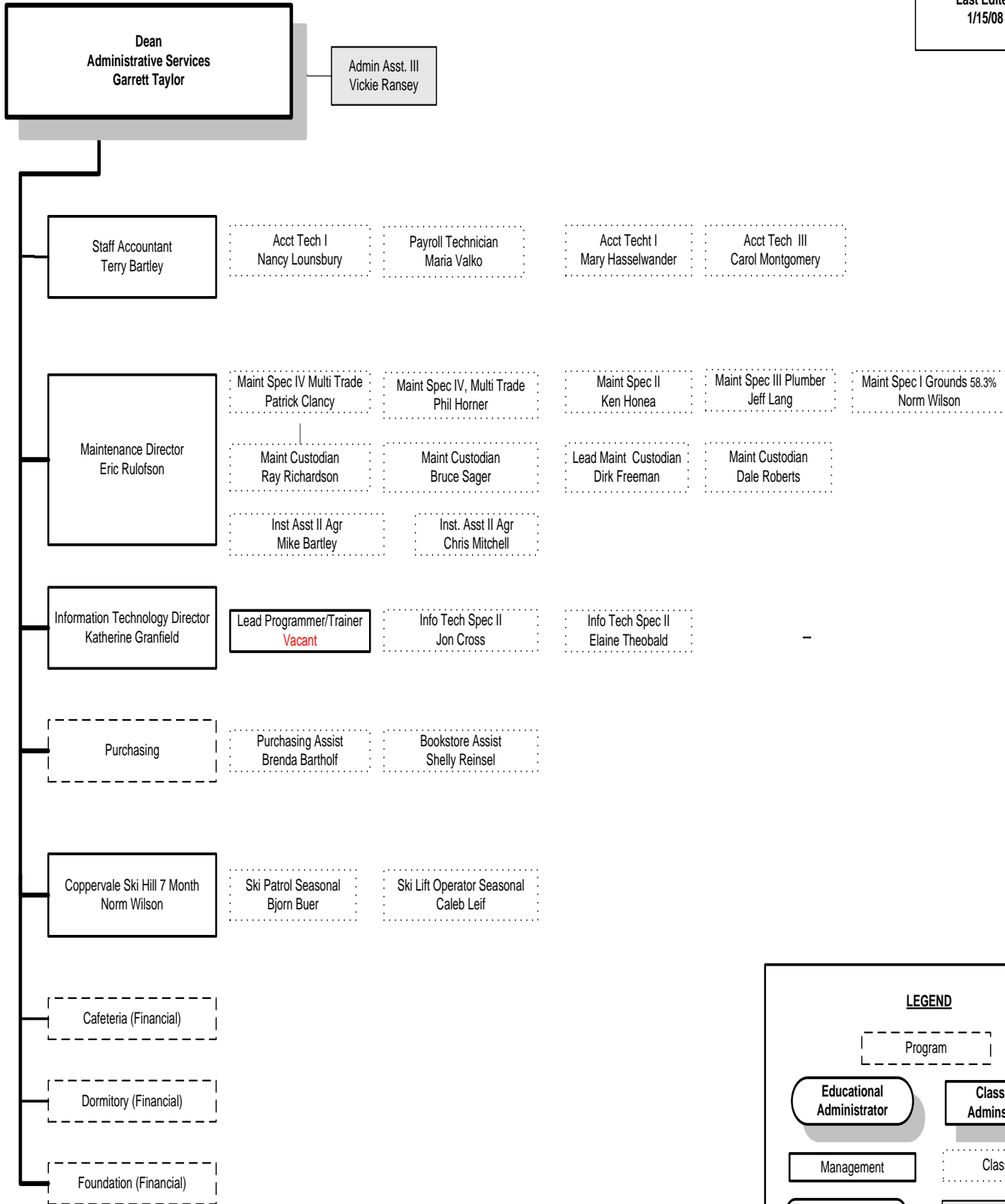
- Institutional Research
- Counseling & Matriculation
- Admissions & Records
- Financial Aid
- Child Develop
- Cafeteria (Service)
- Foster Youth
- EOPS
- DSPS
- Student Recruitment
- CalWorks
- Health Services

- Bus, Math & Science Department
- Liberal Arts Department
- Allied Health Physical Education Department
- Vocational/Technical Department
- Correspondence
- Library
- Learning Center
- Fire Science
- Outreach
- Athletics

LEGEND

- Program (dashed border)
- Educational Administrator (solid rounded rectangle)
- Classified Administrator (solid rectangle)
- Management (solid rounded rectangle)
- Classified (dotted border)
- Faculty (solid rounded rectangle)
- Confidential (shaded rectangle)

Last Edited
1/15/08



Last Edited
12/11/07

Dean of Instructional Services
Dr. Stephen Sylvester

Executive Assistant I
Marshel Couso

Switchboard/Reception
Sue Murchison

Curriculum Technician
Gail Pritchard

Admin Assistant I
Sue Kelley

Outreach

Bus, Math & Science
Department

Chair
Sandy Beckwith

Math
Noelle Eckley

Bio/PS
Ed Mincher

Chemistry
Dan Anderson

Inst Support Spec II Science 50%
Vacant

Business
Kam Vento

CA/Math
Jackson Ng

Dev Studies
Cindy Howe

Math
Robert Schofield

Math
Ross Stevenson

Biology
Sue Mouck

Liberal Arts
Department

Chair
Carie Camacho

Art
Michael Giampoali

Hist/Hum
Bob Brower

AJ/Eng/Bus
Linda Kennedy

Psych
Bernadette Chavez

Speech/Eng 80%
Tina Bishop

Child Dev
Betsy Elam

Hist/PolSci
Brian Tobin

Basic Skills
Kathy Rhymes

ES/Soc
Carie Camacho

Allied Health/
Physical Education
Department

Chair
Cheryl Aschenbach

Hlth/PE
Rex Branum

PE 50%
Toni Poulson

PE 10%
Mark Nareau

Hlth/PE
Ross Brosius

Hlth/PE
Cheryl Aschenbach

Dir Nursing 40%
Vacant

Nursing
Liona Maas

PE
Glen Yonan

Dev Studies
Carrie Nyman

Nursing 60%
Vacant

Inst Sppt Spec I Nur 26.7%
Caryn Nobles

Vocational/Technical
Department

Chair
Ross Stevenson

Work Exp
Lisa Gardiner

Jour/Eng
Richard Swanson

Welding
John Mulcahy

Auto
Vacant

Inst Sppt Spec I Auto 53.4%
Rocky Kotaro

Human Srv OL
Sandy Beckwith

AJ 80%
Nancy Beterbide

GSS
John Martin

GSS/NRA Coor 49%
Kelton Frietas

POST Coor. 49%
Robert Warner

Inst Sppt Spec I WT 46.6%
Rocky Kotaro

AJ 40%
Mark Nareau

Agr
Brian Wolf

Inst Sppt Spec I GSS 53.4%
Brent Mumma

Correspondence

Coordinator 90%
Yvonne Deering

Admn Asst I
Brenda Hoffman

Admn Asst I 53.4%
Lori Barry

Library

Librarian
Rosanna Brown

Library Tech II
Stephney Stuart

Library Tech I
Wendy Langlset

Learning Center

Admin Asst II 53.4%
Cecelia Frohrib

Inst Support Spec II 50%
Vacant

Fire Science

Dir Fire Sc 50%
Dave Trussell

Athletics

Athletic Dir.
Mark Nareau

Men Basketball
PT Coach

Women Basketball 50%
Mark Nareau

Men Baseball
PT Coach

Women Softball 50%
Glen Yonan

Men Wrestling
PT Coach

Volleyball 50%
Toni Poulson

Men Soccer PT
Coach

Women Soccer PT
Coach

PT Coaches
Men's & Women's Golf,
Men Soccer

LEGEND

Program

Educational
Administrator

Classified
Administrator

Management

Classified

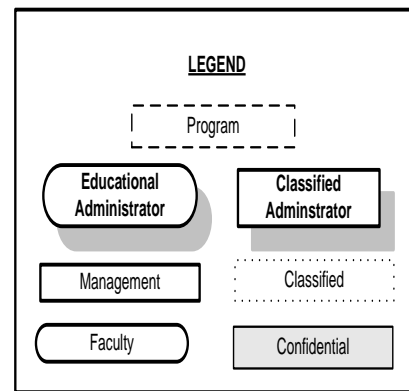
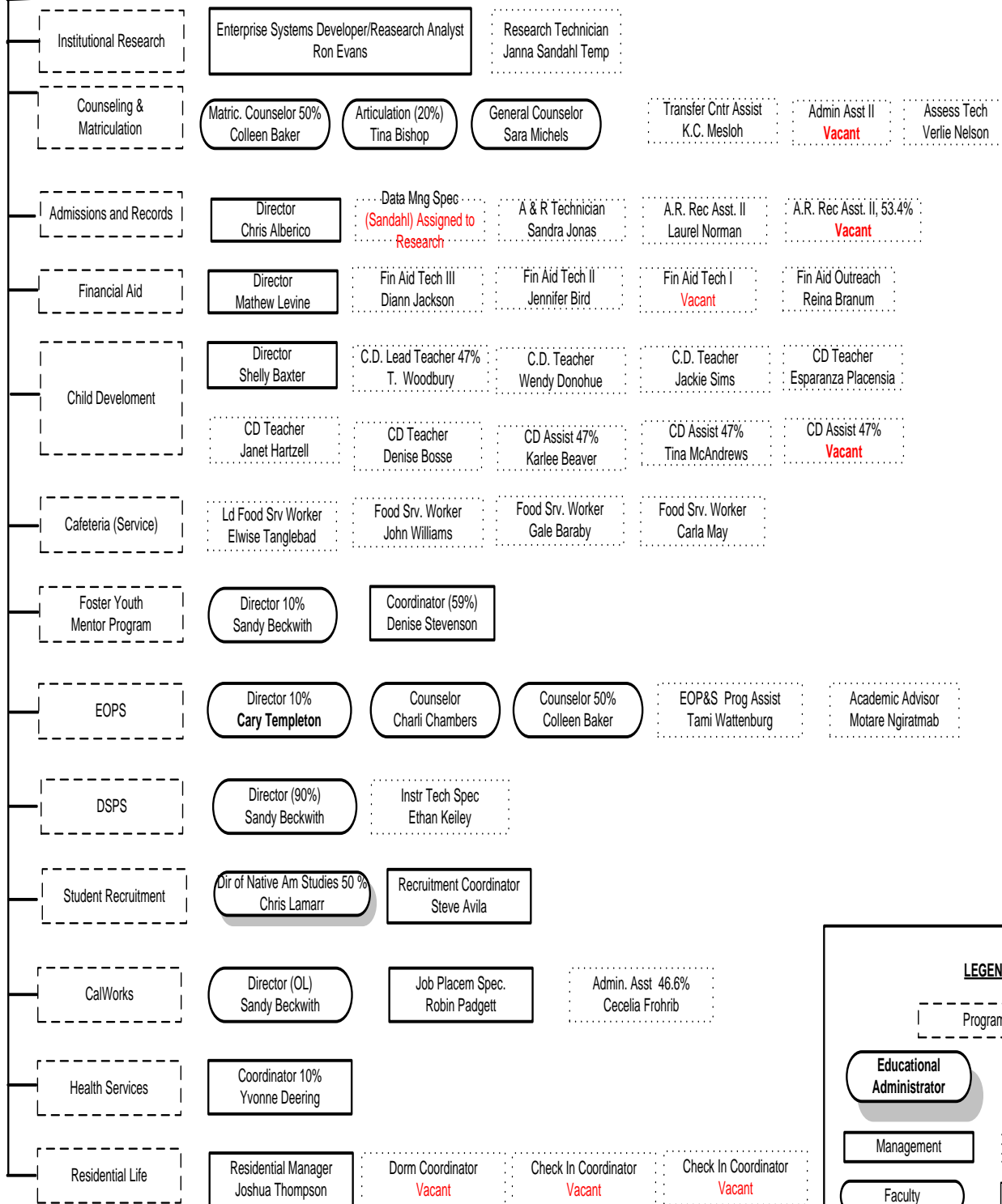
Faculty

Confidential

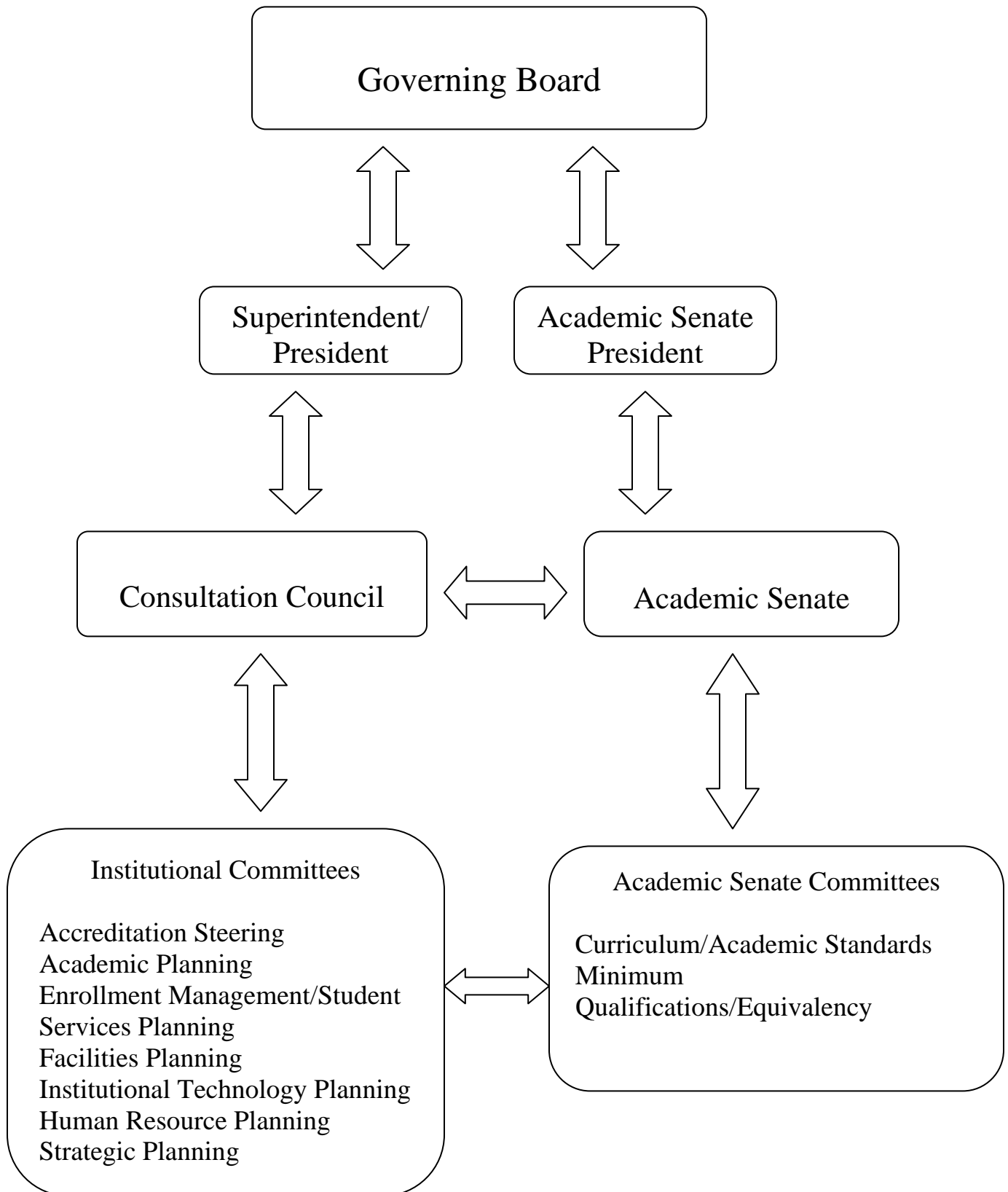
Dean Student Services/Institutional Research
Cary Templeton

Executive Assistant I
Karen Dolan

Last Edited
1/15/08



Lassen Community College
Governance Structure





Educational Master Plan*	Enrollment Management/ Student Services Plan	Human Resources Plan	Facilities Master Plan	Institutional Technology Plan	Advancement Plan
Includes an assessment of program growth potential and academic needs via the IPR process	Includes an Integrated Marketing and Branding Plan, Student Equity* & Matriculation* Plans	Includes the Staff Development Plan* & the EEO Plan*	Includes the Emergency Disaster & Evacuation Plans	Includes the Educational Technology Plan*	Includes inst. Research plan and integration plan with LCC Foundation (to be developed 2008-2009)
Academic Planning Committee	Enrollment Management/ Student Services Planning Committee	Human Resource Planning Committee	Facilities Planning Committee	Institutional Technology Committee	
DEAN OF INST. SVCS.	ASSOC. DEAN OF STUDENT SVCS	PRESIDENT	DEAN OF ADMIN SVCS.	DEAN OF INST. SVCS.	PRESIDENT

Instructional Program Reviews (IPR-Vocational = 2yr, Other =4yr) and Non-Instructional Program Reviews (NIPR =4yr)

Student Learning Outcomes (SLO) by Course

- LASSEN COLLEGE VALUES:**
- 1. EDUCATIONAL EXCELLENCE
 - 2. BEING STUDENT FOCUSED
 - 3. HONESTY AND INTEGRITY
 - 4. STUDENT SUCCESS
 - 5. TREATING PEOPLE WITH DIGNITY & RESPECT

* Note: These plans are required by the Chancellor's Office or by the Accrediting Commission

LASSEN COMMUNITY COLLEGE COMMITTEE STRUCTURE MATRIX

2007/2008 Academic Year

Committees: Type and Title	A d m I n	A S B	C S E A	M g m t	S e n a t e	B o a r d	C o m m u n i t y	R e p o r t
Institutional Standing Committees:								
Accreditation Steering	3	3	3	3	3	2	0	A
Consultation Council	4	1	2	2	5	0	0	A
Scholarship & Financial Aid Appeals	ADSS	1	2	FAO	3	0	0	J
Student Grievance & Academic Renewal	ADIS	1	2	FAO	2	0	0	J
Senate Standing Sub-Committee:								
Curriculum/Academic Standards	DIS	1	2	0	7	0	0	S
Minimum Qualifications/Equivalencies	DIS	0	0	0	4	0	0	S
Institutional Planning Committees:								
Academic Planning	ADIS DIS	1	1	1	5	0	0	J
Enrollment Management/Student Services Planning	ADSS DIS	1	2	2	6FT 1PT	0	0	P
Facilities Planning	DAS DIS	1	2	2 (FD)	2	0	0	P
Institutional Technology Planning [includes members of Educational Technology Planning]	DAS	1	2	3 [ITD]	[3]	0	0	P
Human Resource Planning	[DIS]	1	2	2 [ERD]	[3]	0	0	J
Strategic Planning	P, DIS & DAS	1	3	2	4	1	4	P

Abbreviations:

ADIS – Associate Dean of Instructional Services	ERD - Employee Relations Director,
ADSS – Associate Dean of Student Services	FAO - Financial Aid Officer
DAS - Dean of Administrative Services	FD – Facilities Director
DIS – Dean of Instructional Services	ITD- Information Technology Director
P - President	

Reporting terms: **P** - President, **S** - Senate, **J** - Joint, and **A** - All Constituent Groups

Adopted by the Academic Senate –

Governance Groups and their Functions

Academic Planning

Open and uses consensus decision-making processes.
Meets first Friday of each month at 9:00 am in HU-215

Charge:

- To assist in development and writing of the Educational Master Plan
- To assist in needs assessment for new and emerging programs
- Collect and analyze data on course and program enrollment trends and recommend changes over time
- Collect and analyze data concerning trends in student enrollment, gender, ethnicity, age, ability, economic status, and other demographic changes over time.
- Collect and analyze data concerning student retention and success, transfer and job placement
- Update the plan to identify items that have been completed, that are on going, and that have not yet been addressed
- Add new goals and strategies annually to meet emerging needs
- Integrate academic planning with student services and budget planning to ensure successful implementation of the goals and strategies
- Make as much data available to academic programs as they conduct Instructional Program Reviews To assist in coordinating the development of instructional institutional, program, and course level student learning outcomes
- To assist in coordinating the development of non-instructional institutional student learning outcomes
- To assist in coordinating development and implementation of assessment plans

Structure:

The Academic Planning Committee is comprised of appointed representatives from all of the campus community constituent groups. The members shall include the following:

- 2 Administrators (Chief instructional officer & Associate Dean of Instructional Services)
- 5 full-time faculty appointed by the Academic Senate (four department representatives and a counselor)
- 1 confidential/management representative
- 1 classified representative appointed by CSEA
- 1 student representative appointed by ASB

0Reporting: Reports to both the Academic Senate and Superintendent/President.

Documents are forwarded to the Strategic Planning Committee

Revised by Consultation Council – September 13, 2007

Academic Senate

Open and uses voting by majority decision-making processes.
Meets first & third Monday of each month at 2:00 pm in CD -119

Charge:

The Academic Senate makes recommendations to the administration and Governing Board concerning academic and professional matters including:

- Curriculum, including establishing prerequisites and placing course within disciplines
- Degree and Certificate Requirements
- Grading Policies
- Educational Program Development
- Standards or policies regarding student preparation and success
- College Governance Structures relating to faculty roles
- Faculty roles and involvement in Accreditation processes, including self-study and annual reports
- Policies for faculty professional development activities
- Processes for program review (including examining program review documents and making recommendations)
- Processes for institutional planning and budget development
- Other Academic and Professional Matters as are mutually agreed upon between the Governing Board and the Academic Senate

Structure:

- The Academic Senate is comprised of faculty elected by their peers.

Chair:

- President elected by the senators.

Reporting: Reports to the faculty and the Governing Board

Approved by the Academic Senate February 5, 2007

Reviewed by the Academic Senate September 24, 2007

Accreditation Steering

Open meetings and uses consensus decision-making processes.
Meets every Thursday at 1:00 pm in HU - 206

Charge:

- The Accreditation Steering Committee will prioritize, direct, and monitor institutional activities, which assure that the campus meets or exceeds standards set by the Accrediting Commission for Community and Junior Colleges.
- Preparation of self-study and various reports

Structure:

The Accreditation Steering Committee is comprised of appointed representatives from all of the campus community constituent groups. Voting members shall include the following:

- 2 board representatives appointed by the Governing Board
- 4 administrator representatives appointed by the President (representative from each area administrative services, instructional services, student services)
- 3 faculty representatives appointed by the Academic Senate
- 3 confidential/management representatives appointed by the management group
- 3 classified representatives appointed by CSEA
- 3 student representatives appointed by ASB

Chair:

Stipend position selected by the Superintendent/President

Reporting: All constituent groups. Documents are forwarded to the Governing Board

Approved by the Accreditation Steering Committee February 15, 2007

Revised by the Accreditation Steering Committee September 13, 2007

Associated Student Body

Membership of the Associated Student Body of Lassen Community College is not open; however its meetings are. Uses voting by majority decision-making processes.
Meets Fridays at 1:00 PM in HU -102

Charge:

The Board will consult collegially with the Associated Student Body on policies that have or will have a “significant effect on students” including the following:

- Grading Policies
- Codes of Student Conduct
- Academic Disciplinary Policies
- Courses or programs which should be initiated or discontinued
- Processes for Institutional Planning and Budget Development
- Standards and policies regarding Student Preparation and Success
- Student Services and Development
- Student fees within the authority of the district to adopt
- Any other district and college policy, procedure or related matter that the District Governing Board determines will have a significant effect on students

Structure:

- The Associated Student Body is comprised of students elected by their peers.

Chair:

- President elected by the students

Reporting: Reports to the students and the Governing Board

Reviewed by Associated Student Body – September 28, 2007

Board of Trustees

Open and uses voting by majority decision-making processes.
Meets second and fourth Tuesdays at 5:30 pm in Board Room

Charge:

- Select and appoint the Superintendent/President and evaluate the Superintendent/President annually
- Determine policies which will govern the operation of the district and to review them periodically
- Approve the annual budget
- Pass on the recommendations of the Superintendent/President pertaining to the appointment or dismissal of employees
- Fix the rate of compensation for all employees and review all salary schedules annually
- Pass on the recommendations of the Superintendent/President on site utilization and physical plant development
- Pass on the recommendation of the Superintendent/President on matters of capital outlay with reference to buildings, major improvements and equipment
- Pass on the recommendation of the Superintendent/President on matters of repair and maintenance of the buildings, grounds, and equipment
- Require and consider reports from the Superintendent/President concerning the program and conditions of the college
- Consider and pass upon the curricular offerings of the college upon the recommendations of the Academic Senate
- Consider and pass upon both academic and Board calendars.
- Consider and pass upon the recommendation of the Superintendent/President on all matters of policy pertaining to the welfare of the students and of the college
- Provide for the establishment of the necessary procedures to assure proper accounting of receipts and disbursement of District funds and those of student organizations, the cafeteria, and other funds under the supervision of the District
- Provide for the annual audit of all funds
- Consider communications and requests from citizens or organization on matters of policy and administration
- Serve as the final court of appeal to the citizens of the District
- Serve as the final appeal for students and employees of the Lassen Community College District

Structure:

Voting members shall include the following:

- 7 trustees elected at large for four (4) year terms
- 1 student trustee elected by the Associated Student Body for a one (1) year term commencing June 1 of every school year - advisory vote only

Chair:

Elected by the board members at the organizational meeting in December

Reporting: Reports to the public

California School Employees Association, Chapter 591

Meetings are open. Uses voting by majority decision-making processes.

Meets second Thursday of each month at 3:00 pm in Humanities
(unless otherwise stated)

Charge:

As the exclusive representative of the classified bargaining unit, through legislation enacted in AB 1725 and SB 235 (California Education Code 70901.2[a]), California School Employees Association (CSEA), Chapter 591, is responsible for the appointment of classified representatives participating in shared governance. Members of the classified bargaining unit participate in shared governance and will adhere to the following:

- Understand the importance of our full and complete participation in shared governance
- Recognize our participation is crucial to the success of Lassen College and a regular part of our jobs
- Recognize committee members represent the entire bargaining unit, not individual interests
- Seek input before offering a bargaining unit perspective
- Be able to differentiate between bargaining issues and “shared governance” issues
- Give either a written or oral report on activities of shared governance committees at monthly chapter meetings

CSEA makes recommendations to the administration concerning shared governance matters through committee participation or unit involvement including:

- College Governance Structures relating to classified roles
- Classified roles and involvement in Accreditation processes, including self-study and annual reports
- Policies for classified professional development activities
- Processes for program review (including examining program review documents and making recommendations)
- Processes for institutional planning and budget development
- Other Classified and Professional Matters as are mutually agreed upon between the Governing Board and CSEA

Structure:

- Membership is comprised of members of the Classified Bargaining Unit as described in California Education Code 88003.
- Appointments to committees are made by the CSEA Chapter President

Chair:

- President elected in December by members in good standing.

Reporting: Reports to members of the classified bargaining unit.

Approved at the January 28, 2008 special chapter meeting

Consultation Council

Open meetings and uses consensus decision-making processes.
Meets every Thursday at 11:00 am in HU-204

Charge:

- To participate in institutional decision-making by developing recommendations for the President to advance to the Governing Board, or by developing recommendations for the President's decision when appropriate, on matters relevant to the orderly functioning of the College including institutional planning, policy development, budget and related financial planning, staffing, and facilities and related resource allocation.
- To facilitate college-wide communication by disseminating and interpreting Board guidance, policy, regulations and procedures to the various segments of the college community.
- Foster a team or institutional view as opposed to an individual or constituent position.
- All recommendations of the Council will be communicated to its constituencies in the form of minutes. These minutes will reflect discussion.

Structure:

- 1 student representative appointed by ASB
- 4 full-time faculty appointed by the Academic Senate (departmental representation)
- 2 classified representatives appointed by CSEA
- 2 management representatives appointed by management group
- Academic Senate President
- Accreditation Steering Committee Chair
- President/Superintendent
- Chief instructional officer or designee
- Dean of Administrative Services
- Chief student services officer

Chair:

Elected by the committee at the first meeting in the fall semester.

Reporting: All constituent groups

Approved by the Consultation Council November 3, 2006

Revised by the Consultation Council September 13, 2007

Curriculum and Academic Standards

Open and uses voting by majority decision-making processes.

Meets every first & third Tuesday at 2:00 pm in HU-106.

Charge:

The Committee shall be responsible for studying and reviewing recommendations and advising in the general area of curriculum proposals and procedures. Specifically, the Committee is charged with recommending action on:

Curriculum:

1. Proposed credit and non-credit courses, revised requirements for curriculum majors, certificates of accomplishment, certificates of completion, certificates of achievement, and associate degrees
2. Changes in titles, units, hours, prerequisites, corequisites, recommended preparation, course descriptions, student learning outcomes, course objectives, course content, representative text, and assignments
3. Proposed course deletions and course reactivations
4. Proposed new educational programs and revisions to existing educational programs
5. Recommendations derived from an instructional program review process.
6. Institutional and CSU, UC, and IGETC general education requirements, major preparation and electives
7. Standards for course requisites or other issues related to student preparation and success
8. Appropriateness of technology-mediated instruction, stacking, and open entry/open exit
9. Content review for recommended preparation, prerequisites and co-requisites

Academic Standards:

1. Appropriateness of offering a specific course to pre-collegiate age students
2. Resolution of challenges to the pre-collegiate basic skills unit limitation
3. Repetition of courses in which a D, F, NC has been received twice
4. Repetition of courses in which as grade of "C" or better has been earned
5. Factors used to determine "critical thinking" and "college level" courses
6. Grading policy
7. Board policy related to academic standards (i.e academic renewal, credit by examination, repeatability)
8. 2+ 2 Articulation Agreements with high schools
9. Assignment of courses to specific disciplines

Four faculty will form the Student Learning Outcome Review Subcommittee

- To assist faculty in the development of program (degree and certificate) and course level student learning outcomes
- To recommend student learning outcomes to the Curriculum/Academic Standards Committee for action.

Structure:

The Curriculum and Academic Standards Committee is comprised of appointed representatives from all of the campus community constituent groups. Voting members shall include the following:

- 7 full-time faculty appointed by the Academic Senate (departmental representation)
- 1 faculty Articulation Officer (included above)
- 2 classified representative appointed by CSEA (Transfer Center Assistant and one additional representative)
- 1 administration - chief instructional officer or designee

1 non-voting student appointed by ASB

Chair and Vice-chair:

- Elected by the committee at the first meeting in the fall semester.

Reporting: Reports to the Academic Senate and through the Academic Senate to the Governing Board; additionally, reports to the Chief instructional officer or designee

Approved by the Curriculum/ Academic Standards Committee -February 20, 2007

Approved by the Academic Senate – March 5, 2007

Revised by the Curriculum/ Academic Standards Committee – October 2, 1007

Enrollment Management and Student Services Planning

Open and uses consensus decision-making processes.
Meets the 1st and 3rd Wednesday at 9:00 am in CD-119

Charge:

- Facilitate the improvement of student access, success, and equity in the schedule of classes.
- Facilitate productivity improvement.
- Collect and analyze data trends concerning student program enrollments, class time preferences (day, evening, on-line, correspondence), and other changes in enrollment patterns
- Recommend ways to increase FTE production by increasing average class enrollments.
- Recommend marketing and web site and other improvements to make the college visible and attractive to prospective students.
- Review and revise the committee charge periodically to respond to changes in student population and student needs.
- To assist in development and writing of the matriculation plan
- To assist in development of the student equity plan
- To assist in the development of the student services plan

Structure:

The Enrollment Management Committee and Student Services Planning Committee is comprised of appointed representatives from all of the campus community constituent groups. Voting members shall include the following:

- 2 administrators (chief instructional officer or designee and chief student services officer)
- 4 full-time faculty (1 from Humanities and Social Sciences, 1 from Business and Vocational, and 1 from Science, Math and Physical Education)
- 1 Part-time faculty
- 2 Counselors
- 2 management representative appointed by the management group
- 2 classified representatives appointed by CSEA
- 1 student representative appointed by ASB

Reporting: Reports jointly to the chief instructional officer and the chief student services officer. The plans, recommendations, and conclusions are forwarded to the Academic Planning Committee.

Adopted by the Enrollment Management and Student Services Planning Committee
October 3, 2007

Facilities Planning

Open and uses voting by majority decision-making processes.
Meets on third Wednesday of odd months at 11:00 am in the Board Room

Charge:

- Recommend construction and modification of District facilities, assets, and properties
- Recommend sequencing and priority of large district renovation and construction project
- Develop, review and adjust facilities planning documents
- Submit the Facilities Master Plan to the Strategic Planning Committee

Structure:

Voting members shall include the following:

- 2 administrators (chief instructional officer or designee and chief student services officer)
- 2 confidential/management representatives (one shall be the Director of Facilities)
- 2 faculty appointed by the Academic Senate
- 2 classified representatives appointed by CSEA (The FMP Committee recommends that one classified representative be from maintenance)
- 1 student representative appointed by ASB

Chair:

Elected by the committee at the first meeting in the fall semester.

Quorum:

- A quorum, consisting of one member from each of the three voting constituencies, shall be required to conduct business.
- Attendance, including voting may be facilitated by electronic communication.

Reporting: Reports to Dean of Administrative Services Documents are forwarded to the Strategic Planning Committee.

Approved by the Facilities Planning Committee - February 21, 2007

Reviewed by the Facilities Planning Committee – December 4, 2007

Human Resource Planning

Open and uses consensus decision-making processes.
Meets monthly

Charge:

- Coordinate the professional development activities of the college
 - Ensure that the range of activities includes all constituent groups
 - Ensure that the activities include team-building, collaboration, and other projects that enhance collegiality among the groups
 - Ensure that activities include EEO training
- Assists in the development of Staff and Faculty Development Plan
- Periodically review and revise the staff development procedures and forms
- Distribute staff development funds following established criteria
- Plan, implement and evaluate the college's flex day activities
- Assist and support college-planning process through contributions to the strategic master plan
- Assist in the preparation of necessary reports to be submitted to the state
- Assist in the development of EEO Plan
- Participate on screening/selection committees as EEO representatives
- Assists in the review of screening/selection procedures and forms

Faculty members and chief instructional officer or designee will form the Flex Subcommittee

- Assist the Office of Instruction in the development of flex forms and surveys
 - Survey faculty and staff to identify needs and interests for potential flex activities
- Assist in the development of flex activities for the following academic year
- Review and make recommendations to the chief instructional officer or designee on flex contracts
- Assist in the preparation of district and state reports as required

Structure:

- Chief instructional officer or designee
- 3 faculty members appointed by the Academic Senate
- 2 classified representatives appointed by CSEA
- 2 confidential/management representative (one Director of Employee Relations)
- 1 student representative appointed by ASB

Chair:

Elected by the committee at the first meeting in the fall semester.

Reporting: Reports to Academic Senate (Flex Subcommittee) and chief instructional officer

Approved by the Faculty & Staff Development Committee March 8, 2007

Revised by Consultation Council – October 18, 2007

Institutional Technology Planning

Open and uses consensus decision-making processes.

Meets the first and third Wednesday at 3:00 pm in Room SS-101

Charge:

- Study, review, advise and recommend regulations and procedures relating to institutional technology
- Identify, prioritize, and review technology needs with regard to network infrastructure, staffing, funding, and equipment capacities.
- Develop a college-wide technology plan, including deployment of technology equipment and coordination of services with Information Technology department
- Assist and support college planning process through contributions to the Strategic Master Plan
- Review and revise the committee charge to meet changing needs over time

Structure:

- 1 administrator (Dean of Administrative Services)
- 3 faculty representatives (two teaching faculty members and one librarian) appointed by the Academic Senate
- 3 confidential/management representatives (Director of Management Information System)
- 2 classified representatives appointed by CSEA (recommended from the IT support staff).
- 1 student representative appointed by ASB

Director of Management Information Systems, three faculty and Desktop technician (classified) will form the Educational Technology Planning Subcommittee

The committee serves as the advisory body for educational technology resources and standards for technology-mediated instruction on campus. The committee may undertake any or all of the following responsibilities

- Write the Instructional Technology and Technology Mediated Instruction areas of the Educational Master Plan
- Write a prioritization plan for Technology Mediated Instruction equipment and services
- Stay informed concerning the training and other budget opportunities ~~in~~ for educational technology
- Serve as a Technology Mediated Instruction consultant to the Curriculum/Academic Standards Committee upon request
- Represent the needs of faculty and instructional programs to the Webmaster
- Represent the needs of faculty and instructional programs to technology planning consultants
- Work with the Human Resource Planning Committee to recommend training programs in instructional technology
- Assist, if requested, in the prioritization of requests for training and selection of offerings

- Promote basic faculty computer literacy and a Faculty Training Center.
- Promote the Lassen Virtual Campus on and off campus
- Identify faculty needs for specific instructional technology equipment, updates, staffing, and cascading hardware support
- Publicizing, encouraging, and advising faculty in their implementations of educational technology in pilot programs and experimental courses with an emphasis on good pedagogy and issues of quality
- Review and revise the committee charge as required by changing faculty needs.
- Identify and report issues that impact the delivery of Technology Mediated Instruction for possible action by the Academic Senate
- Inform faculty of new developments in educational technology including arranging and performing demonstrations of these new technologies

Chair:

Elected by the committee at the first meeting in the fall semester.

Reporting: Reports to the Superintendent/President and Academic Senate (Educational Technology)

Documents are forwarded to the Strategic Planning Committee.

Reviewed by Institutional Technology Committee – September 19, 2007

Minimum Qualifications/Equivalency Committee

Closed meetings due to the need for confidentiality of personnel records

Uses consensus decision-making processes.

Meets Tuesday at 8:30 am as needed in MS - 122

Charge:

The Minimum Qualifications/Equivalency Committee is established in order to maintain consistency in the application of the certification process for minimum qualifications at Lassen Community College.

Specifically the duties and responsibilities of the Minimum Qualifications/Equivalency Committee are as follows:

- Periodically review the certification processes for minimum qualifications and makes appropriate recommendations for revisions to policy and procedures to the Academic Senate
- Review all full-time and part-time faculty job descriptions for Minimum Qualifications/Equivalency statement accuracy
- Review all full-time and part-time applicants for Minimum Qualifications through Equivalency eligibility
- Assist subject area faculty in the equivalency review of applications for full-time and part-time faculty positions
- Assist the Office of Instruction in the preparation of lists of faculty applicants who have completed the equivalency process to be sent to the Academic Senate each month
- Review all newly hired faculty and educational administrators' personnel files for disciplines in which minimum qualifications are met in order to determine Faculty Service Areas
- Review all faculty requests for additional Faculty Service Areas for Minimum Qualifications/Equivalency eligibility

Structure:

- 4 full-time faculty appointed by the Academic Senate
- 1 chief instructional officer or designee.

Chair:

Elected by the committee at the first meeting in the fall semester.

Reporting: Reports to the Academic Senate

All files reviewed for equivalency are forwarded to the Academic Senate. All files for minimum qualification and equivalency are forwarded to the Office of Instruction and the Office of Human Resources.

Approved by the Minimum Qualifications/Equivalency Committee January 30, 2007

Reviewed by the Minimum Qualifications/Equivalency Committee October 9, 2007

Scholarship and Financial Aid Appeals

Open and uses voting by majority decision-making processes.
Meets on an as needed basis.

Charge:

Students denied financial aid may submit an appeal to the committee. The committee will review student financial aid appeals and determine the student's status by majority vote based on the handbook guidelines and render a final decision.

Students may make application for Lassen College scholarships. The committee will review student scholarship applications and decide status of application. Based on the criteria for each scholarship, confirm the student's eligibility and rank students.

Structure:

Membership is made by appointment from the member's constituent group each May for the following academic year. Membership is as follows:

- 3 faculty appointed by the Academic Senate
- 2 classified representatives appointed by CSEA
- 1 student representative appointed by ASB
- 1 confidential/management representative (Financial Aid Officer)
- 1 administrator (chief student services officer)

Reporting: Reports to the Academic Senate and chief student services officer

Strategic Planning

Open and uses consensus decision-making processes.
Meets first and third Tuesday at 3:30 pm in VT - 119

Charge:

- Periodically review and make recommendations on the institutional mission, vision, and value statements.
- Gather and analyze data concerning external and internal factors affecting the institution for the Governing Board.
- Develop the Strategic Master Plan containing the overarching strategic goals
- Oversee campus-planning groups assuring coordination between the institutional plans.
- Assure all institutional plans are based on the institutional mission, vision, value statements, student learning outcomes, community expectations, and student demographics.

Structure:

- 4 administrators (Superintendent/President, chief student services officer, chief instructional officer and Dean of Administrative Services)
- 4 faculty appointed by the Academic Senate (departmental representation)
- 2 confidential/management representatives appointed by the management group
- 3 classified representatives appointed by CSEA
- 1 student representative appointed by ASB

Chair:

Elected by the committee at the first meeting in the fall semester.

Reporting: Reports to the Governing Board through the Superintendent/President

Approved by the Strategic Planning Committee February 20, 2007

Revised by the Strategic Planning Committee December 4, 2007

Student Grievance & Academic Renewal Appeals

Closed and uses voting by majority decision-making processes.

Meets on an as needed basis

Charge:

Resolve issues concerning violations of student rights relating to alleged misinterpretation, misapplication, or violation of specific district policies.

1. Within ten school days of the occurrence, the student meets with the Dean of Instructional Services to discuss the issue that constitutes the basis of the alleged violation. Every attempt should be made to resolve the grievance at this meeting. The Dean of Instructional Services shall render a decision at this time.
2. If the student is not satisfied with the decision, the Dean of Instructional Services will require that the student put the complaint in writing, citing the specific rights violated, the persons involved, and a recommendation regarding the solution of the complaint. The written grievance must be delivered to the Dean of Instructional Services no later than ten school days after the meeting in Step 1. The Dean will render a decision no later than ten school days after receiving the written complaint.
3. If the student is not satisfied with the decision rendered in Step 2, the student may request in writing that the Dean of Instructional Services, convene the Grievance/Appeals Committee to review the case. This must be done within ten school days of the decision rendered in Step 2.

Structure:

- 2 faculty appointed by the Academic Senate (1 serves as chair)
- 1 classified appointed by CSEA
- 1 confidential/management representative
- 1 student representative appointed by ASB

chief instructional officer or designee, ex-officio member

Reporting: Reports to the chief student services officer