

Consultation Council/Strategic Planning Committee Minutes
October 20, 2011

Present

Cheryl Aschenbach (AS/Div Chair-faculty)
Sandy Beckwith (Lead Counselor – faculty)
Jeff Lang (classified)
Carol Montgomery (classified)

Sue Mouck (Accreditation Liaison -faculty)
Eric Rulofson (Chair/ Facilities Planning)
Cary Templeton (Dean of Student Services)

Absent

Colleen Baker (Div Chair-faculty)
Terry Bartley (management)
Shelly Baxter (management)
Carie Camacho (Div Chair -faculty)
Kayleigh Carabjal (Dean of Academic Services)
Dave Clausen (Dean of Admin Services)

Marshel Couso (management)
Katelynn Johnston (ASB)
Logan Merchant (Chair/IT Planning)
Ross Stevenson (Div Chair-faculty)
Bill Studt (Interim President)

Guests

None

With a quorum present, the meeting began at 1:10 pm.

Consultation Council:

Personnel Update (Information) – Administration

The ISS – Adaptive PE position is currently being advertised and the full-time faculty position in English should be advertised soon.

Strategic Planning:

2011 Fire Technology IPR (Information)

Sue Mouck presented the Fire Technology IPR, which was accepted by the Academic Senate on October 18, 2011. Jeff Lang questioned the inclusion of none in the recommendation/plan section. Cheryl Aschenbach responded that the program director was indicating no plans to modify the existing program goals and objectives. She reminded the group that as a vocational program the review cycle is every two years. The goals and objectives of most vocational programs would not generally change within a two-year period. Jeff Lang also questioned whether the part-time equipment manager position was intended to be a classified position. The response from the group was that the proposal will move into the normal planning process and institutional needs in this and other areas might impact the employee classification should this position ultimately be filled. A generic request in the program review might actually be better than too much specificity. **By consensus, Consultation Council forwarded the document to the Governing Board and accepted the document for consideration in future planning efforts.**

Information:

Timeline for the Accreditation Self-Evaluation

The timeline requested at the previous meeting was provided. [attached]

Annual Consultation Council Calendar

The annual calendar for Consultation Council previously developed was also provided as an information item. [attached]

Other:

Jeff Lang followed up on his discussion from the last meeting concerning the Contract Education NIPR. He expressed the concern that past institutional mistakes such as the resolution agreement resulting in the pay back of significant amounts of money to the State is negatively impacting the classified employees resulting in lack of pay increases. He questioned why the individuals

responsible were not paying for the mistakes. Sue Mouck informed him that the majority of courses resulting in repayment of apportionment are no longer being offered. She also emphasized that many of the individuals involved are no longer at the institution. She agreed that many of the remaining individuals in all groups (classified, management and faculty) are paying for the apportionment repayment in lack of salary increases. Mr. Lang questioned the lack of discussion about the problems with the Cosmetology program in the Contract Education NIPR. Ms. Mouck stated that the individual(s) writing the Contract Education NIPR were not present during the time when the college offered Contract Education in Cosmetology. She further stated, that we need to look at the NIPRs being brought forward as baseline information and assure that the institution moves forward from this point. Many of us have a much longer history with some of these issues, but the written historical record must start somewhere and we can view these NIPRs as that starting point.

Cary Templeton informed the group that there will be a movie premier offered on campus this Saturday, October 23, 2011 of a film produced through the efforts of four Lassen High School graduates. The film developed by GoReela will be free to the public. The student group is interested in offering community service classes for the college next summer in film production.

The meeting adjourned at 1:30 pm

Future Agendas:

1. **Review of November 8, 2011 Governing Board Agenda (Information) – October 27, 2011- Bill Studt**
2. **2012-2017 Educational Master Plan (Consultation) – October 27, 2011– — Dr. Kayleigh Carabajal**
3. **2010 Administrative Services (Duplicating, Purchasing, Logistics, Fiscal Services) NIPR (Information) — October 27, 2011 - Dave Clausen**
4. **2011-2013 Action Plan Evaluation Matrix – Status October 2011 – November 3, 2011 - Dr. Kayleigh Carabajal**
5. **2011 Welding Technology IPR (Information) – November 10, 2011– Cheryl Aschenbach**
6. **2011 Vocational Nursing IPR (Information) – November 10, 2011– Cheryl Aschenbach**
7. **Revised KPI's for 2011-2012 (Consultation) --- Dr. Kayleigh Carabajal**
8. **2011 Social Science IPR (Information) – November 2011– Cheryl Aschenbach**
9. **2011 Gunsmithing IPR (Information) – November 2011– Cheryl Aschenbach**
10. **2011 Journalism IPR (Information) – November 2011– Cheryl Aschenbach**
11. **Selection and Hiring Manual – November 2011**
12. **2011 Instructional Services (Learning Center) NIPR (Information) – November 2011 - Colleen Baker**

Fire Technology
2011 Instructional Program Review
Executive Summary and Prioritized Recommendations

The Fire Technology program was started in 2006 and approved by the Chancellor's Office in 2007. The program has continued to grow each year with the development of new classes, additional Instructors, procurement of advanced training equipment and the purchase of a fire engine. Although, we have only had 14 graduates from our program, we are showing an increase each year. We have been able to place over 25 of our students into jobs working for local fire agencies. A large part of our success is due in part by the contract we developed with Cal-fire to provide instruction for inmates at the fire training center. We hope to complete a contract with the U.S. Forest service in the next few months.

Prioritized recommendations Sections 1-3

1. Submit SLO assessment results to the Office of Instruction within the necessary timeline established by the Office of Instruction.
2. Continue to add courses as needed and create new degrees and certificates.
5. Work with the Office of Institutional Research to develop sufficient tracking mechanisms to provide sufficient data for evaluation.
6. Develop and fund an Advertising/Recruiting plan with input from the Advisory Committee.
7. Identify and attend additional professional development activities, as they become available and needed, provided there are available funds.

Prioritized recommendations Sections 4-8

3. Employ full -time Fire Technology Instructor
4. Add 25% instruction to Director position
8. Employ part-time equipment manager position.
9. Increase operating budget for Fire Technology program including; Staffing, Supplies, Travel, and Staff development
10. Pursue government grants to fund the construction of a Fire Science Training Center.
11. Construct a full-service, and modern Fire Technology Training Center
12. Pursue facilities, equipment and staffing as expansion develops.

Timeline for Self-Evaluation Preparation

<i>May 2011</i>	<i>Self- Evaluation y Surveys (staff and student perception surveys)</i>
<i>October 7, 2011</i>	<i>ACCJC Accreditation Self- Evaluation Training</i>
<i>November 2011</i>	<i>Survey Staff for Standard Preference</i>
<i>January 2012</i>	<i>Identification of the Membership of Study Groups for each Standard (one administrator per standard/balanced membership)</i>
<i>February 1, 2012 (Convocation)</i>	<i>Self- Evaluation Surveys (staff and student perception surveys)</i>
<i>February 2012</i>	<i>Selection of Co-chairs (at least one faculty member) for each of Four Standards</i>
<i>April 2012</i>	<i>Planning Meetings for each Accreditation Self- Evaluation Standard</i>
<i>May 2012</i>	<i>Selection of Accreditation Self- Evaluation Chairperson</i>
<i>Fall 2012- Spring 2013</i>	<i>Gathering data and Drafting language for Self- Evaluation y Report</i>
<i>January 2013 (Convocation)</i>	<i>Self- Evaluation Surveys (staff and student perception surveys)</i>
<i>May 2013</i>	<i>Consultation Council Meeting to receive preliminary draft Self- Evaluation Report</i>
<i>September 2013</i>	<i>Consultation Council Meeting to receive updated/revised draft Self- Evaluation Report</i>
<i>October 2013</i>	<i>Consultation Council Meeting Adoption of draft Self- Evaluation Report and distribution to campus for review</i>
<i>October-November</i>	<i>Constituent groups meet to give feedback to Consultation Council representatives</i>
<i>November 2013</i>	<i>Consultation Council Meeting Adoption of the Self- Evaluation Report</i>
<i>December 9, 2013</i>	<i>Governing Board approval of Self- Evaluation Report</i>

January 2014

Printing and Mailing of Self-Evaluation to ACCJC

March 2014

ACCJC Evaluation Team Visit

June 2014

ACCJC Action on Self-Evaluation

Annual Consultation Council Calendar

July

Review of Governing Board Agenda
Recommendations for revisions to Vision, Value Statement, Mission Statement and Strategic Goals presented to Governing Board
Presentation of proposed Professional Development Activities (Flex and Convocation)

August

Review of Governing Board Agenda
Review of Revised Institutional Planning and Budget Development Handbook
Review of Revised Shared Governance Handbook
Presentation of Board Adopted Strategic Plan
Presentation of CIMP Evaluation Matrix and KPIs

September

Review of Governing Board Agenda
Adoption of Institutional Planning and Budget Development Handbook
Adoption of Shared Governance Handbook
Identification of IPRs and NIPRs for the next year
Adoption of Accreditation Report as needed

October

Review of Governing Board Agenda
Acceptance of draft Educational Master Plan
Status Update on Planning Activities for the next year
Status Update on Budget Expenditures from the previous year

November

Review of Governing Board Agenda
Status Update on CIMP Action Plans and KPIs Progress

December

Review of Governing Board Agenda
Acceptance of draft Facilities, Institutional Technology, Human Resources and Student Services Master Plans
Presentation of prioritized budget requests from each administrative area

January

Review of Governing Board Agenda
Status Update on Planning Activities
Status Update on Accreditation
Status Update on Budget Expenditures from the previous year

February

Review of Governing Board Agenda
Status Update on CIMP Action Plans and KPIs Progress
Presentation of Projected Revenues and Expenditures by Executive Director of Fiscal & Support Services
Institutional Prioritization of Budget Request from Administrative Areas
Adoption of Accreditation Report as needed

March

Review of Governing Board Agenda
Acceptance and Forwarding of Prioritized List to President following Budget Forums
Review of draft Comprehensive Institutional Master Plan

April

Review of Governing Board Agenda
Adoption of Comprehensive Institutional Master Plan

May

Review of Governing Board Agenda
Evaluation of Planning Structure & Process
Evaluation of Governance Structure & Process
Appointment of Joint Subcommittee with Academic Senate to revise planning process and structure
Adoption of CIMP Evaluation Matrix and KPIs
Acceptance of Executive Summaries of IPRs and NIPRs from current year
Presentation of Annual Report NIPR SLO Assessment Results
Presentation of Data and Survey Results to be utilized in developing recommendations on strategic goals to Governing Board

June

Review of Governing Board Agenda
Review of Accreditation Annual Report
Development of recommendations for revisions to Vision, Value Statement, Mission Statement and Strategic Goals