

# LASSEN COMMUNITY COLLEGE

# ACADEMIC SENATE



Minutes

Tuesday, August 27, 2013

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2013-2014

President

Cheryl Aschenbach

Vice-President

Nancy Beterbide

Secretaries

Lisa Gardiner

Richard Swanson

Senators

Michael Giampaoli

Carrie Nyman

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**Call to Order:** President Aschenbach called the meeting to order at 4:00 pm.

**Present:** Cheryl Aschenbach, Nancy Beterbide, Lisa Gardiner, Michael Giampaoli, Carrie Nyman, Richard Swanson

**Guests:** Sue Mouck, Dr. Tammy Robinson, Dr. Beatriz Vasquez, Aaron Zentner

**Approval of Agenda:** Revised agenda with removal of Minimum Qualifications and Equivalencies approved. (Gardiner/Beterbide, MSCU)

**Approval of Minutes:**

Approve minutes from July 23, 2013 meeting. (Beterbide/Nyman MSC Giampaoli abstained)

**Public Comment**

Individuals may address comments to the Academic Senate on *subjects not listed on the agenda*.

*Accreditation Liaison Sue Mouck informed the Senate that she needs the Senate to review the Accreditation Self Evaluation at the Sept. 24 Senate meeting ideally, but no later than October 8<sup>th</sup>.*

**Action**

1. Approve 2013 Basic Skills IPR (Tabled: Nyman)
2. Approve Minimum Qualifications Handbook (Swanson/Beterbide MSCU)

**Discussion**

1. IPR Annual Updates-WEAVE format (Aeron Zentner)  
*Aeron Zentner presented information regarding proposed revision to the Instructional Program Review and Non-Instructional Program review annual update format that he has designed to ease and expedite the process for the campus community. This new format would replace the Budget Enhancement Request process and is consistent with the IPR Annual Update established in the last version of the IPR Handbook. Senate was very appreciative of Zentner's efforts to streamline the process. Suggestions included writing the document such that items would easily go into tables for planning agendas for related areas (HR, Facilities...) just as formatted in the Senate's current IPR Handbook. Item will be moved to action for next meeting.*
2. Faculty Office Hours  
*Discussion revolved around appropriateness of required office hours for full time faculty members who teach in varying modes including face-to-face, online and correspondence and whether office hour requirements should be*

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*different based on mode of instruction. Some points made were that holding online-only office hours from off campus limited on-campus student access to instructors as well as limited faculty presence and participation on campus. It was resolved that at this time continuing with current practice of 5 office hours per week for full time faculty is the most logical, and it is expected that those office hours be held on campus.*

### Information

Dr. Vasquez shared with the Senate the need to update Enrollment Management and Attendance Accounting policies and procedures (4005) which was a minimum conditions issue. It needs to officially be in place ASAP. Cheryl explained that in the spring the Senate reviewed the document (previously numbered BP 4117.5). Cheryl will send out notes from Spring for rapid revision (removing calculations) . It will be brought to Senate on 9/10. Cheryl will email Vasquez to include revision.

### Reports

- Senators: None
- Administration:  
Dr. Vasquez reported we are at 1700 FTES and the new budget will include the ESL position.

Dr. Robinson addressed concerns she's heard regarding student athletes missing classes. She said the Assistant Athletic Director explained that the conference determines game scheduling. Cheryl Aschenbach emphasized the concern is regarding non-conference play games that interfere with students course attendance.

- LCFA: LCFA Chief Negotiator Michael Giampaoli questioned how the decision to raise the class size in English courses was arrived at. Dr. Robinson indicated this was arrived at as a "gentleman's agreement" based on instructor approval and adequate room size. Cheryl Aschenbach and Richard Swanson questioned how this could be as their input was not sought on the matter and pointed out that increasing the class size for Eng. 1, 9, and 2 went against the advice of the Senate.

Cheryl Aschenbach expressed concern over an administrative comment about initiating ENGL155 with adjunct instructors emphasizing that ENGL155 courses were designed as more opportunity for students to interact with their instructor especially given the current status of ENGL50 as an acceleration pilot project. In addition, Sue Mouck reminded everyone that the district can only collect apportionment for basic skills students enrolled in these courses (ie ENG50 also enrolled in an ENGL155 course) including in CG155 being used for athletics study hall. Cheryl expressed concern about too many people being involved in a developing project. Dr. Robinson assured the Senate she would work with the full time English faculty to insure integrity in this project.

Adjournment: Beterbide/Giampaoli 5:00

### Next Academic Senate Meetings

September 10, 2013 at 4pm  
September 24, 2013 at 4pm

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October 8, 2013 at 4pm

October 22, 2013 at 4pm

November 12, 2013 at 4pm

November 26, 2013 at 4pm

December 10, 2013 at 4pm

Additional meetings will be scheduled as necessary.

### Future Agenda Items

- Faculty review of 2014 Accreditation Self-Evaluation Document
- AP 4117.5 Attendance Accounting
- 2014 Mathematics/Natural Science IPR (Area A and D2)
- 2014 Physical Education IPR (Area E2)
- 2014 Administration of Justice/Correctional Science IPR
- 2014 Automotive Technology IPR
- 2014 Agriculture IPR
- 2014 Business IPR
- 2014 Child Development IPR
- 2014 Digital Graphic Design IPR

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