

# LASSEN COMMUNITY COLLEGE

# ACADEMIC SENATE



## MINUTES

Tuesday, December 10, 2013

---

2013-2014

President  
Cheryl Aschenbach

Call to Order: President Aschenbach called the meeting to order at 3:00 pm  
Present: Cheryl Aschenbach, Nancy Beterbide, Lisa Gardiner, Michael Giampaoli, Carrie Nyman (arrived at 3:18)  
Guests: Dr. Vasquez, Sue Mouck

Vice-President  
Nancy Beterbide

Approval of Agenda: An amended agenda was approved with the removal of Minimum Qualifications and Equivalencies as a closed session item. (Beterbide/Gardiner MSCU)

Secretaries  
Lisa Gardiner  
Richard Swanson

### Minutes

Minutes from November 12 were approved (Giampaoli/Beterbide MSCU)

### Public Comment

None.

Senators  
Michael Giampaoli  
Carrie Nyman

### Action

1. Approve foreign degree transcript evaluation language for inclusion in the Minimum Qualifications and Equivalency Handbook. (Beterbide/Giampaoli MSCU)  
*MQ Chair Gardiner explained this is a necessity as there is an increase of applicants submitting foreign transcripts without foreign transcript evaluations.*
2. Approve Curriculum Action Log for Fall 2013 and forward it to the Board  
*President Aschenbach has reviewed the Action Log and made corrections to make Log consistent with Curriculum Minutes.*

### Discussion

1. Digital Graphics Design IPR (2014) – 1<sup>st</sup> reading  
*Lori Collier is to be commended for her early submission of the Digital Graphics Design IPR. President Aschenbach has provided Ms. Collier with feedback and it is anticipated that a final revision will be ready to forward to the Board of Trustees in January 2014.*
2. Gunsmithing IPR (2013) – 1<sup>st</sup> reading  
*Accreditation Chair Mouck expressed concern regarding an IPR moving forward without a comprehensive curriculum review, which is exacerbated by the previous (2011) IPR not containing a comprehensive curriculum review. President Aschenbach concurred. President Aschenbach will work with Gunsmithing faculty to include curriculum review with IPR.*
3. Changes to Annual IPR Update timeline (Aeron Zentner)  
*The outcome of extended discussion about IPR Update timelines and IPR timelines was a recommendation to inform faculty of the benefit of early submittal of IPRs or IPR Updates as applicable to the budget process, specifically in regards to budget requests being*

Academic Senate  
P.O. Box 3000 Susanville, CA 96130  
Voice (530) 251-6181 ext 8967  
www.lassencollege.edu

*considered in the preceding Fall term. It was identified that providing a visual showing timelines involved with budget cycle be included in IPR Handbook. Language clarifying these issues will be included in Handbook update with no change to due dates of documents.*

#### 4. AP 4104 Contract Education

*Discussion included a desire to draft an AP that was comprehensive and specific enough to identify regulatory requirements for contract education for both apportionment generating and non-apportionment generating courses, including those identified by the Federal Department of Education. Outside of meeting regulatory standards, AP language should be broad enough to allow flexibility.*

### Information

### Reports

- Senators: *None.*
- Accreditation: *The Self Evaluation document was mailed to the ACCJC last Friday and will go to the Board of Trustees tonight for their review. The document contains nice visuals provided by our Graphic Design Department.*
- Administration: *None.*
- LCFA: *Contract has been approved and will be uploaded to website in the near future.*

### Closed Session:

*Senate entered into closed session at 3:50 pm at which time President Aschenbach excused herself.*

### Closed Session Report:

*At 4:10 pm Vice President Nancy Beterbide reported out the action to forward the faculty contract recommendations from the Deans of Instructional and Student Services to the Board of Trustees (Giampaoli/Nyman MSCU). President Aschenbach returned to the meeting.*

Adjournment: Giampaoli/Nyman at 4:12pm

### Next Academic Senate Meetings

January 14, 2014 at 4pm

January 28, 2014 at 4pm

### Future Agenda Items

- 2013 Gunsmithing IPR
- 2013 Human Services IPR
- 2013 Welding IPR
- 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

Academic Senate  
P.O. Box 3000 Susanville, CA 96130  
Voice (530) 251-6181 ext 8967  
[www.lassencollege.edu](http://www.lassencollege.edu)