



# Consultation Council / Strategic Planning Committee 2013-2014

Administration:

Dr. Marlon Hall  
Dave Clausen  
Dr. Tammy Robinson  
Dr. Beatriz Vasquez  
Patrick Walton

Classified:

Jeff Lang  
Carol Montgomery  
ASB  
Jonathan Herring

Faculty:

Cheryl Aschenbach  
Carie Camacho  
Sue Mouck  
Robert Schofield  
Alison Somerville  
Ross Stevenson

Management:

Terry Bartley  
Dave Corley (ITP)  
Vickie Ramsey (HRMP)  
Greg Collins (FMP)  
Aeron Zentner (OIE)

Agenda for January 30, 2014  
3:00 pm in CD-119

## Consultation Council

1. Approval of Consultation Council minutes for January 23, 2014 (Consultation) – Cheryl Aschenbach  
*Minutes approved by consensus.*
2. Academic Services -Instructional Services –Update (Information) – Dr. Tammy Robinson  
*Dr. Robinson reported that Division Chairs are working on budget prioritization. Other on-going projects include director of nursing close to being approved, working on medical assisting program, working with institutions on cleaning up correspondence logistics to ensure students are getting packets, and working on grants including Pathways to Prosperity grant with North Far North and regional partners to build pathways from high school to college for preparation for high demand high paying jobs (above minimum wage but preferably \$14-\$19/hour). Also, a Moodle meeting will be held next week to address problems with our LMS and online delivery.*

## Strategic Planning

1. Presentation of 2014 Digital Graphic Design IPR (Information)  
*Cheryl Aschenbach shared the Digital Graphic Design IPR for 2014. This is the first DGD IPR done since it's a new program. Previously it was included in the Fine Arts and Humanities IPR. Lori Collier is to be commended for getting the IPR done early in the year. A question was asked about data for student enrollments; it didn't seem to some present that there was data to back up statements that the program is growing. Ms. Aschenbach replied that following the accreditation team visit in March the Senate will be reviewing the IPR Handbook for updates and will work with Director of Institutional Effectiveness Dr. Zentner to ensure that necessary data is included and used by faculty. To clarify for another question asking*

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*whether the IPR would be returned to the faculty for edits, Aschenbach reminded everyone that the Senate approves IPRs just as the Cabinet approves NIPRs. Unless there are significant concerns or reasons for requesting edits from the faculty, the Senate's action is final. The DGD IPR will go to the Board in February.*

- 2. Proposed Budget Prioritization Rubric (Consultation) – Aeron Zentner Aeron shared that his rubric is in use at other schools. It's an evidence based rubric. Comments from last week's meeting were revisited including Consultation Council's interest in using the rubric as a pilot for this year's budget prioritization, the quantitative rubric will be used along with qualitative discussion, and there is a need to adjust the items to match the priorities established by Consultation Council in the fall for this budget development cycle. Because an updated rubric had not been provided following the last meeting, Aeron will bring a revised rubric forward by the next meeting for acceptance by Consultation Council.*

### Accreditation Steering

#### Accreditation Update (Information)

*Dr. Hall received notice that we now have ten members of our visiting team and another will be added. Dr. Hall shared that he had communicated with Jack Pond at ACCJC about our concern that our team was not reflective of our rural status.*

*Dr. Zentner shared that after reviewing ACCJC recommendations for schools from which we have representatives on our visiting team, SLOs, evaluations, and planning were the main areas of recommendations. So, we can expect to have those be areas the team pays particular attention to.*

### Other:

*Dave Clausen reported that there was a student problem in the dorm that resulted in a clogged drain that flooded twelve rooms. Repairs will cost about \$200,000 in repairs. Students in affected rooms have been moved and all went smoothly. Construction is expected to start next week. It is covered by insurance. Jon Herring shared that there are student concerns about asbestos removal especially for those students who are in rooms adjoining the affected rooms. Greg Collins and Dave Clausen will ensure that there will be communication with the dorm community about the impending construction.*



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*Dave Clausen shared that the IT department is to be thanked. The gym, dorms, Creative Arts, and PSTC now have wireless. Child Development and Trades are the only building still needing to be done and it's in process.*

*FTES report: 1450 for the year. Budget was based on 1700. Dave says this includes Fire Science spring classes, late start spring classes, and other spring positive hours classes along with an expected FIELD generation of 50 FTES. These are conservative estimates, but there is potential that we'll be a little higher. Everyone in administration is working on contracts to get FTES generated, although most of the projects are more likely to result in long term FTES than short term. Dr. Hall learned that enrollments are down for other Northern California districts as well. Some positive news is that we are a small college and can make changes to be responsive much more quickly than a larger district.*

*Dr. Hall sent a letter to CCC Chancellor Bryce Harris suggesting that despite Chancellor Harris' communication at CCLC and to the public that community colleges are rebounding, there have been policy changes (Nevada Good Neighbor, Oregon Reciprocal Agreement, and others) that have overlooked the needs of small, rural schools. Chancellor Harris may arrange a visit to Lassen.*

*Patrick reminded everyone that Convocation is approaching. We are expecting up to 1500 students plus the potential for members of the general public. Students will come in shifts of about 200 students every 30 minutes. Everyone's participation is necessary and appreciated. More will be communicated over the next two weeks.*

Meeting adjourned at 4:08pm

### Future Meetings:

Thursday, February 6, 2014 – Classified meeting, so no Consultation Council

Thursday, February 13, 2014 – Convocation, so no Consultation Council

Thursday, February 20, 2014

### Future Agendas:

1. Report from Moodle meeting – Dr. Robinson (February 20, 2014)
2. Evaluation matrix update (Information) – Dr. Vasquez (February 20, 2014)
3. Acceptance of Pilot Budget Prioritization Rubric (Consultation) – Dr. Zentner (February 20, 2014)
4. Review of the February 11, 2014 Governing Board agenda (Information) -- Dr. Hall (February 7, 2014) – expected via email
5. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
6. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program

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- (Consultation) – Vickie Ramsey
7. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
  8. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
  9. Presentation of 2013 Gunsmithing IPR (Information) - Cheryl Aschenbach

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