



Consultation Council / Strategic Planning Committee 2013-2014

A

Administration:
Dr. Marlon Hall
Dave Clausen
Dr. Tammy Robinson
Patrick Walton

Classified:
Jeff Lang
Carol Montgomery
Kim Clain
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)

All those present indicated in **bold**.

Guests:

Minutes for April 3, 2014
3:00 pm in CD-119

Consultation Council

1. Approval of Consultation Council minutes for March 27, 2014 (Consultation)
By consensus, Consultation Council approved the minutes for March 27, 2014.
2. Review of the April 8, 2014 Governing Board agenda (Information)
No comments
3. Evaluation Timeline, Process, Instruments for the 2014 Annual Evaluation of the Governance and Planning Structure and Process (Consultation)
Cheryl Aschenbach reviewed the evaluation process as it is conducted each year. Each planning committee and constituent group completes a survey. An opportunity is also provided for individuals to complete an online survey.
By consensus, Consultation Council adopted the proposed timeline distributing surveys on April 24, 2014 with the surveys due on May 9, 2014. The same survey instruments as used previously will be used again this year.
4. Approval of AP 5012 – International Students (Consultation)
Cheryl Aschenbach explained that the revision involves the addition of a second ESL assessment score to supplement the existing TOEFL score.
By consensus, Consultation Council approved the revised AP 5012 – International Students (attached).
5. Approval of AP 5055 – Enrollment Periods and Priorities (Consultation)
Cheryl Aschenbach explained the necessity of revising the administrative procedure as a consequence of changes in Title 5.
By consensus, Consultation Council approved the revised AP 5055 – Enrollment Periods and Priorities. (attached)

Strategic Planning

1. Acceptance of the 2014 Governance NIPR Annual Update (Consultation)
Cheryl Aschenbach identified that she as Academic Senate president had

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*previously asked that the annual update be removed from the Consultation Council agenda in order to allow for review by the senate. The update being presented for consideration was drafted by Cheryl Aschenbach, Academic Senate President, Sue Mouck, Consultation Council Co-chair and Sophia Wages, representative from the Governing Board. Cheryl identified the changes added to the update. The Academic Senate adopted the document on April 1, 2014. The document is scheduled for board approval on April 8, 2014. **By consensus, Consultation Council approved the 2014 Governance NIPR Annual Update. (attached)***

2. Comparison between Budget Priorities and Results of the Budget Prioritization Rubric (Consultation)
Aeron Zentner identified that the results of the prioritization and the rubric were very similar. Terry Bartley identified that the rubric was based entirely on the data, while the discussion allowed for clarification of requests. She further identified that some of the data was old which might have lead to the discrepancies. Aeron suggested that perhaps the rubric could be used at the area level. Aeron also identified the need for program-wide comprehensive list priorities. Rubric would provide a preliminary prioritization. Individuals would then be able to adjust the priorities based on qualitative discussion.
3. Discussion of Institutional Section for CIMP (Consultation)
Sue Mouck stated that the original version of the institutional master plan adopted in 1996, included an institutional section, which included areas such as governance, planning, research, accreditation, budget development and grants. When the current, Comprehensive Institutional Master Plan structure was adopted in 2007, the membership of the Strategic Planning Committee did not want another planning committee, so the section was left out. There is still a need for an institutional section. Sue suggested that the section might be titled the Institutional Effectiveness Master Plan. She further suggested that the evaluation process over the next month would provide an opportunity for suggestions on the inclusion of such a section and the mechanisms which might be used to develop the institutional section.
4. Presentation of 2013 Gunsmithing IPR (Information)
Cheryl Aschenbach identified that the program review was due last May. The Academic Senate has been working with the Gunsmithing faculty to improve the program review. Specifically, the curriculum needed to be updated. A portion of the curriculum has been reviewed by the Curriculum/Academic Standards Committee. The next Gunsmithing IPR is due May 2015 and will provide an opportunity for further improvement.



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Other:

1. *Budget Forum had an attendance of about twenty people.*
2. *Terry Bartley identified that the college is in the process of purchasing two used golf carts.*
3. *Jeff Lang identified that in doing his taxes he discovered that his taxes had been under withheld. Specifically, the married employees may experience under withholding.*

Future Meetings:

Thursday, April 10, 2014 – no meeting

Thursday, April 17, 2014 – no meeting

Thursday, April 24, 2014

Future Agendas:

1. Acceptance of the 2014-2019 CIMP (Consultation) – Sue Mouck & Aeron Zentner (April 24, 2014)
2. Consultation Council Evaluation of Governance and Planning (Consultation) – Cheryl Aschenbach (May 1, 2014)
3. Acceptance of the following 2014 NIPR Annual Updates (Information) – Aeron Zentner (May 1, 2014)
 - a. Admissions and Records
 - b. Assessment, Counseling, Student Success and Transfer
 - c. Auxiliary Services
 - d. CalWORKs
 - e. Child Development Center
 - f. EOP&S/CARE
 - g. Financial Aid
 - h. Independent Living Program
 - i. Institutional Effectiveness
 - j. Kinship
 - k. Learning Center
 - l. Library
 - m. Maintenance and Operations
 - n. Student Life
4. Discussion of process for background checks for faculty and administrative positions (Consultation) – Ross Stevenson
5. Acceptance of AP 3550– Drug Free Environment and Drug Prevention Program (Consultation) – Vickie Ramsey
6. Presentation of 2013 Welding Technology IPR (Information) - Cheryl Aschenbach
7. Presentation of 2013 Human Services IPR (Information) - Cheryl Aschenbach
8. Presentation of 2014 Natural Science/Mathematics IPR (Information) - Cheryl Aschenbach (May 1, 2014)

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9. Presentation of 2014 Child Development IPR (Information) - Cheryl Aschenbach (May 1, 2014)
10. Discussion of the results of the planning and governance evaluation (Consultation) - Cheryl Aschenbach (May 15, 2014)
11. Appointment of representatives to the subcommittee to update the Institutional Planning and Budget Development Process Handbook (Consultation) - Cheryl Aschenbach (May 22, 2014)
12. Discussion on the 2014-2015 Strategic Plan (Consultation) - Cheryl Aschenbach (May 15, 2014)
13. Summer Meeting Schedule for Consultation Council (Consultation) - Cheryl Aschenbach (May 22, 2014)



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Lassen Community College District Procedure

CCLC No. 5012

Student Services

**Senate – Revised DRAFT – March 27, 2014
Consultation Council Adopted - April 3, 2014**

AP 5012 INTERNATIONAL STUDENTS

References:

Education Code Sections 76141 and 76142;
Title 5 Section 54045;
Title 8, U.S. Code Sections 1101. et seq.

Definition of International Student

An international student at Lassen Community College is defined as one who is in this country on a student visa and who may return to his or her home country upon completion of his or her studies.

International students considered citizens or residents of a foreign country will pay, in addition to in-state enrollment fees, out-of-state tuition at the time of enrollment.

International students must maintain full-time status (minimum of 12 units) as per the Student and Exchange Visitor Information System (SEVIS) regulations.

General Admission Standards for International Students

1. International students must show oral and written proficiency in the English language using the Test of English as a Foreign Language (TOEFL) **or International English Language Testing System (IELTS)**. International students who score below the minimum required levels will not be accepted. Minimum TOEFL scores are 500 (paper-based test), 173 (computer-based test), and 61 (internet-based test). **Minimum IELTS band score is 6.**
2. International students must provide medical documentation including evidence of polio immunization or Sabin oral vaccine, medical statement of immunization against measles, and a certificate of freedom from active tuberculosis.
3. International students must provide verification of personal medical insurance coverage. Students not currently covered for personal medical insurance coverage must purchase coverage for the duration of their enrollment at Lassen Community College.

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4. An international student must have sufficient funds immediately available to pay tuition and fees in advance. Bank verification of funds available to cover one year's financial need must be submitted with the application.
5. International students must comply with admission regulations. No registration will take place until all requirements are met.

FOREIGN COURSEWORK

Students who have satisfactorily completed courses from a foreign nation's appropriately accredited university may be able to apply the course credits toward an Associate degree at Lassen Community College. Students should consult a counselor BEFORE requesting to have credits evaluated, because the time it takes to evaluate a large number of units can delay enrollment.

Courses must first be evaluated by an approved credential evaluation agency, and then reviewed by the Lassen College Counseling Office. Some courses also require approval by the department chair. Once courses are approved, their credit(s) may then be transferred to Lassen College.

To have foreign coursework credits evaluated, students should contact a credential evaluation agency approved by the National Association of Credential Evaluation (NACE) to request a detailed equivalency report that indicates-for each course-whether it is an upper-or-lower-division course, its US semester equivalency, and the grade the student earned. Contact the Counseling Office for a list of NACE-approved credential evaluation agencies.

Please note: Foreign coursework will NOT satisfy requirements for American History/Government, English or reading.

Applicants on Visas Issued for Other Institutions

International students with an academic deficiency from a college or university may be admitted after a review of their particular circumstances and upon approval of the Chief Student Services Officer.

Insurance Coverage for International Students

Each applicant tentatively accepted for admission shall be required to purchase health and accident insurance coverage for a minimum period of one year. This insurance will be made available during registration.

Office of Primary Responsibility: Admission Office/Chief Student Services Officer
Office



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Revisions to the information within this document cannot be made without participation of Academic Senate.

Senate Approved April 23, 2013

Consultation Council accepted April 29, 2013

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Lassen Community College District Procedure

CCLC No. 5055

**Student Services
Consultation Council Adopted - April 3, 2014**

AP 5055 ENROLLMENT PERIODS AND PRIORITIES

References:

Title 5 Sections 51006, 58106, and 58108

Registration:

Prior to each session, Lassen Community College District shall provide a regular registration period, the dates of which shall be published and advertised. The Chief Student Services Officer or designee is responsible for formulating procedures regarding registration.

A student is not permitted to register for more than 18 units without written permission of the Chief Student Services Officer or designee.

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites)

Enrollment may be limited due to the following:

- health and safety considerations
- facility limitations
- faculty workload
- availability of qualified instructors
- funding limitations
- regional planning
- legal requirements
- contractual requirements

When enrollment must be limited, priorities for determining who may enroll are:

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- limiting enrollment to any selection procedure expressly authorized by statute;

Priority Registration Priority, enrollment five working days prior to the first day of regular enrollment, shall be provided to continuing students not on

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academic or progress probation for two consecutive terms (Section 55031) and who have completed orientation, assessment, and developed a student education plan meeting while meeting one of the following categories:

1. Armed forces or a veteran (ed code 66025.8)
2. Former or current foster youth (ed code 66025.9);
3. Students receiving services through Disabled Student Program and Services or Extended Opportunity Program and Services;
4. Students participating in the CalWorks Program

Registration Priority shall be lost at the first registration opportunity after a student:

1. Is placed on academic or progress probation or any combination thereof for two consecutive terms (section 55031)
2. Has earned 100 or more degree applicable semester units (with A, B,C,D or P grade) at the district, not including non-degree applicable courses (i.e. ESL or basic skills defined in section 55000(j) or special classes (section 55000)

Student may appeal the loss of priority enrollment status due to extenuating circumstances, or where a student with a disability applied for, but did not receive reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances beyond the control of the student.

Students may appeal the loss of priority registration to the Dean of Student Services. The form is available in the Admission and Records Office.

~~DSPS Priority and Special Enrollment Assistance~~

~~Students served by the Disabled Student Programs and Services (DSPS) Program are required to have received multiple student support services. (See BP/AP 5140 titled Disabled Student Programs and Services)~~

~~One of these services is registration assistance relating to on or off campus college registration, including priority enrollment assistance, application for financial aid and related college services.~~

~~All DSPS students shall be provided any special registration assistance and a priority in enrolling in any and all classes each semester. Priority enrollment shall be provided at least five working days before the first day of regular enrollment/registration.~~



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~~EOPS Outreach, Orientation, and Registration Services: Priority Enrollment~~

~~Each college receiving Extended Opportunity Programs and Services (EOP&S) funds shall provide access services to identify EOP&S eligible students and facilitate their enrollment in the college. (See BP/AP 5150 titled Extended Opportunity Programs and Services)~~

~~Access services shall include at minimum:~~

- ~~1. Outreach and recruitment to increase the number of EOP&S eligible students who enroll at the college.~~
- ~~2. Orientation to familiarize EOP&S eligible students with: the location and function of college and EOP&S programs and services; the college catalog, application, and registration process, with emphasis on academic and grading standards, college terminology (e.g., grade points, units), course add and drop procedures and related rules; financial aid application procedures; and transfer procedures to four-year institutions.~~
- ~~3. Registration assistance for priority enrollment.~~

~~All EOP&S students shall be provided a priority in enrolling in any and all classes each semester. Priority enrollment shall be provided at least five working days before the first day of regular enrollment/registration.~~

~~Veterans Priority Enrollment~~

~~Any member or former member of the Armed Forces of the United States shall be provided a priority in enrolling in any and all classes each semester. Priority enrollment shall be provided at least five working days before the first day of regular enrollment/registration.~~

Office of Primary Responsibility: Enrollment Services

SS reviewed and recommended 3.10.10

Consultation Council Approved 4.15.10



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Program Review Annual Update

1. **Department:** Governance
2. **Reporting year:** 2013-2014
3. **Names of the individuals participating in the review:** Cheryl Aschenbach, Senate President, Academic Senators -Lisa Gardiner, Carrie Nyman, and Richard Swanson, Sue Mouck, Consultation Council Co-chair, Sophie Wages, Governing Board representative.
4. **Progress Report: Review previous IPR or NIPR and/or annual update. Describe progress made on any recommendations and any changes made within the program.**

Forward future recommendations for revisions to the institutional student-learning outcomes to the Governing Board.

- The institutional student learning outcomes are reaffirmed or revised annually and approved with the adoption of the Strategic Plan by the Governing Board in August.

Maintain the existing Academic Senate budget to include sufficient funds to cover the annual cost of sending a minimum of four faculty to a combination of the Fall and Spring Plenary Sessions, area meetings, and a minimum of two faculty to Curriculum and/or Faculty Development Training Workshops. *Not started*

- Enhancement request submitted to the budget process during 2010-2011 and 2011-2012 enhancement submissions and during the 2013-2014 ANIPR. This has been an on-going request that has not been addressed.

Develop budget line items for institutional governance and planning to include reassigned time, clerical support and supplies (\$25,000). *Not started.*

- Discussions will occur in 2014-2015 regarding this position

Ensure scheduling in a smart classroom or dedicate funds for the purchase of a portable projector for dedicated use by Senate. *Completed/On-going*

- All classrooms are now technology-enabled, so there is no longer a need for a portable projector.

5. **Outcome Assessment (SLOs/PSLOs/AUOs):**

- During the 2012-2013 year, there were no AUOs developed or assessed for governance.
- During the 2013-2014 year the AUOs were developed:
 - Ensure representation from constituent groups occurs within governance.
 - Ensure minutes are posted online within a timely manner

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- Continually review and modify the structure and processes of governance
- Initial assessment of Governance AUOs will occur spring 2014

6. Curriculum: N/A

7. Program Emerging Needs Assessment: Describe needs that have developed since the previous review. Consider emerging needs in staffing, equipment, training, facilities, or funding, Include data sources in the previous item that support emerging program needs.

- Increase funding to cover the annual cost of sending a minimum of four faculty members to a combination of the fall and spring Plenary Sessions and area meetings, and a minimum of two faculty to Curriculum and/or Faculty Development Training Workshops. (\$6000.00) [2012 NIPR]
- Provide funding for leadership development and periodic talent assessment workshops or surveys, such as “StrengthsFinder”, to utilize personnel talents optimally for governance (\$5000.00)
- Include training and awareness of participatory governance as part of the New Employee Orientation developed by Human Resources. This will educate new employees.

8. Progress and Reprioritization of Recommendations:

No Governance Prioritized Recommendations Requiring Institutional Action for Inclusion in Educational Master Plan, Facilities Master Plan, Institutional Technology Master Plan, or Student Services Master Plan.

Prioritized Recommendations Requiring Institutional Action for Inclusion in Comprehensive Institutional Master Plan

1. Recommend development of an information document, primer or FAQ about Board service and governance to be made available to the public and potential Board members.
2. Recommend review/update of the Board evaluation process instrument.
3. Explore informal Board mentorship by Board members for new Board members in addition to regular Board trainings conducted by the Superintendent/President.

Table 2. 2013-2014 Governance Prioritized Recommendations Requiring Institutional Action for Inclusion in Human Resource/Professional Development Master Plan

Strategic Goal	Planning Agenda Item(s)	Implementation Timeframe	Estimated Cost
3	Increase Senate funding to allow for travel to plenaries, institutes and regional meetings	2015-2016	6,000.00
	Include training and awareness of participatory governance as part of the New Employee Orientation developed by Human Resources.	2014-2015	none
3	Increase funding for talent assessment	2015-2016	5,000.00
1	Clerical support, reassigned time, supplies	2015-2016	25,000.00

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Additional Information: Describe or note additional information pertinent to the program, particularly information which supports new needs or growth or that documents program successes.

- 2013-2014 LCC completed the separation and alignment process for board policies and administrative procedures in accordance with the California Community College League Policy and Procedure Service.
- Exploring means to promote improved utilization of the shared governance and collegial consultation process handbook.
- The 7th annual evaluation of the budgeting and planning processes was completed as schedule May 2013.
- The Governing Board completed its annual evaluation and reported the results in March 2014.
- The Governing Board continues to respect Academic Senate primacy in regards to the 10+1 as evidenced by receipt and approval of Curriculum/Academic Standards recommendations, faculty equivalencies, Instructional Program Reviews, and the standing Board agenda item for the Academic Senate president to address the Board.
- The presence of governance on the website has improved as evidenced by comprehensive Senate, Consultation Council and Curriculum minutes and documents available online as well as Board policies, administrative procedures, and Board minutes available online.
- Consultation Council meets regularly (3 times/month) and has regular participation from all constituent groups as evidenced by minutes.
- Academic Senate meets regularly (2 times/month) and has consistent participation as evidenced by minutes.
- The Board meets regularly (once a month plus workshops and retreats) and has consistent participation as evidenced by minutes and by never having had to cancel a meeting for lack of a quorum.

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