

LASSEN COMMUNITY COLLEGE

ACADEMIC SENATE



MINUTES
Tuesday, February 14, 2017

2016-2017

President
Cheryl Aschenbach

Call to Order: President Aschenbach called Senate to order at 3:12 p.m.
Present were Senators Nyman, Swanson, Gardiner, McClellan and Baston. Also present were Brian Murphy, Natasha McClellan and Chad Lawson.

Vice-President
Carrie Nyman

Approval of Agenda: *Agenda approved* (Gardiner, Nyman/MSCU)

Secretaries
Barbara Baston
Richard Swanson

Minutes
Approve minutes from December 20, 2016 and January 24, 2017 meetings: *No Action. Minutes from December 20, 2016 and January 24, 2017 to be available at next meeting on February 28, 2017*

Senators
Lisa Gardiner
Cory McClellan

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

Action

1. Approve revisions to clarify Minimum Qualifications for the discipline Emergency Medical Technologies: *Discussion included input from Chad Lawson in regards to additional language for the MQ's for EMT. This language will now include "Instructor I Methodology" in addition to State Fire Marshal Instructor IA and IB as acceptable completion of instruction in teaching methods. Christi Myers, Nursing Director, had previously reviewed and is agreement.* (Gardiner, Baston/MSCU)
2. Approve recommendations from Curriculum/Academic Standards Committee and forward to the Board: *Approval of Fire Technology classes – FS 54, 91 with substantial changes to FS 57* (Gardiner, Nyman/MSCU)
3. Approve BP and AP 3715 Intellectual Property Rights: *With discussion and input from faculty members regarding "Substantial Use of District Resources", clarification has been added to include any "load and overloads" to the definition. The District is in agreement with the current revision.* (Gardiner, Swanson/MSCU)

Discussion
None

Information

1. Nyman has been reviewing the newer draft of the Agriculture IPR and reports it is brief/incomplete and will require some revisions to be more in line with the program review model. To be reviewed at next Senate meeting.
2. Gardiner reported that she has been reviewing the Business IPR and will have for next Senate meeting

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

3. Aschenbach shared that Spring Plenary will be in San Mateo 4/20/17 – 4/22/17. She will be presenting and it's possible for up to two additional Senators to attend as well.

Reports

- Senators
- Administration: *Brian Murphy stated that the CLIQ software has been purchased and he is working at getting SLO and program review data available online as well as other informational data. He is anticipating that mid-March he will have Excel spreadsheets available online for use as needed. Lassen College was not selected for funding of the California Promise Grant. Grants that we have funding for include: Inmate Education Program. (discussion included the need for text books), USDA, Equity, SSSP and Basic Skills to name a few.*
- LCFA: *Nyman reported that Board meeting is tonight and negotiations' meeting is 2/15/17.*

Closed Session 3:43p.m.

1. Accept faculty evaluation recommendations and forward to the President and Board: *Instructional Faculty evaluation recommendations reviewed. Cory McClellan excused himself as his evaluation was under consideration and returned upon completion of Action.*
 - a) *Action to forward recommendations to Dr. Hall with letter addressing specific concerns. Student Services' evaluation recommendations to be reviewed at next Senate meeting 2/28/17. (Swanson, Baston/MSCU).*
 - b) *Action to forward one Instructional Faculty's recommendation without a recommendation because of conflicting information in the letter provided and actual evaluation packet. (Nyman, Gardiner/MSCU)*
 - c) *Action to forward a recommendation that all administrators completing evaluations receive training on effective evaluation practices as well as LCFA/LCCD evaluation process, plus faculty serving as peer evaluators also receive training. (Nyman, Gardiner)*
2. Approve Minimum Qualifications and Equivalencies and forward to the Board: *Approve two Minimum Qualifications and Equivalencies in Fire Technology (Swanson, McClellan/MSCU)*

Closed Session Report 5:15 p.m.

3. Accept faculty evaluation recommendations and forward to the President and Board: *Faculty evaluation recommendations from Academic Services reviewed. Student Services' evaluation recommendations to be reviewed at next Senate meeting 2/28/17. Cory McClellan excused himself as his evaluation was under consideration and returned upon completion of Action.*
 - d) *Action to forward faculty contract recommendations to Dr. Hall with letter addressing specific concerns. (Swanson, Baston/MSCU).*
 - e) *Action to not forward a recommendation for one instructional faculty member because of conflicting information in the letter provided and actual evaluation packet. (Nyman, Gardiner/MSCU)*
 - f) *Action to forward a recommendation that all administrators completing evaluations receive training on effective evaluation practices as well as LCFA/LCCD evaluation process, plus faculty serving as peer evaluators also receive training. (Nyman, Gardiner/MSCU)*

4. Approve Minimum Qualifications and Equivalencies and forward to the Board: *Approve two Minimum Qualifications and Equivalencies in Fire Technology* (Swanson, McClellan/MSCU)

Adjournment: 5:17 p.m. (McClellan, Baston/MSCU)

Next Academic Senate Meetings – Spring Semester

February 28, 2017 at 3:00pm in HU-206

March 14, 2017 at 3:00pm in HU-206

March 28, 2017 at 3:00pm in HU-206

April 25, 2017 at 3:00pm in HU-206

May 9, 2017 at 3:00pm in HU-206

May 23, 2017 at 3:00pm in HU-206

Additional meetings as needed

Future Agenda Items

4. Approve 2016 Humanities IPR
 5. Approve 2014/2016 Agriculture IPR
 6. Approve 2016 Business IPR
 7. BP/AP Chapter 4 review
 - a. AP 4005 Enrollment Management
 - b. BP & AP 4100 Graduation Requirements for Degrees and Certificates
- New Board policy – Regular, Substantive Contact in DE
 - New Board policy – Credit Hour Definition
 - Revisions to Online Instruction Handbook
 - Revisions to the Correspondence Handbook
 - Revisions to IPR Handbook
 - GE and Institutional SLOs as part of equivalency process