

LASSEN COMMUNITY COLLEGE

ACADEMIC SENATE



MINUTES

Tuesday, December 12, 2017

2017-2018

President

Cheryl Aschenbach

Vice-President

Richard Swanson

Secretaries

Barbara Baston

Senators

Lisa Gardiner

Roxanna Haynes

Jeff Owens

Call to Order: Senate president Aschenbach called the meeting to order at 3:05 p.m. Present were Senators Swanson, Gardiner, Haynes, Owens. Also present were Andrew Rupley, Drs. Taylor and Buckley, and Shar Murphy.

Approval of Agenda without minutes approval: Owens/Haynes (MSCU)

Minutes

Tabled approval of minutes from November 14, 2017 and December 5, 2017 meetings.

Public Comment

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

Action

1. Approved Curriculum Action Log, excluding the 12/5 action, for forwarding to the Board: Gardiner/Haynes (MSCU)

Discussion

1. AP 5075 Course Adds and Drops
A number of questions were raised in regards to when the last day to add a course should be. Do we have success rates for students enrolling before first day of a class and those enrolling after? Could CG1 be a standard late start class for students arriving after the first day of classes? Additional concerns: allowing adds in 2nd week is extra work for faculty, reduces the importance of instruction in the 1st week; enrolling late puts students at an immediate disadvantage. This will be discussed further in the future.
2. Handbook Updates
 - a. Instructional Program Review Handbook (Lisa, Roxanna, Richard)
 - b. Faculty Handbook (Cheryl, Jeff, Roxanna, Barb)
 - c. Online Faculty Handbook (Lisa, Jeff)
 - d. Correspondence Faculty Handbook (Cheryl, others TBD)
 - e. Faculty Handbook for Incarcerated Instruction (Cheryl, Roxanna, Andy, Hasib)
 - f. Suggestion: Handbook for Dual Enrollment Instructors

Information

Dr. Buckley spoke to the need to clarify method of delivery as it relates to live incarcerated sections. Attendance accounting does not require a hybrid approach, and additional assignments can be provided in cases of lockdown just as can be done on campus. However, more solutions are needed to address the fact that

Academic Senate

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lockdowns happen frequently, which disrupts instructor schedules and instructional plans.

Reports

- Senators (3 min each) None
- Administration (5 min) None
- LCFA (5 min) None

Closed Session (none)

1. Approve Minimum Qualifications and Equivalencies (as needed) and forward to the Board

Senate adjourned at 4:43 p.m.: Haynes/Gardiner (MSCU)

Next Academic Senate Meetings

January 23, 2018 at 3pm in HU-206

February 13 and 27, 2018 at 3pm in HU-206

March 13 and 27, 2018 at 3pm in HU-206

April 10 and 24, 2018 at 3pm in HU-206

May 8 and 22, 2018 at 3pm in HU-206

Additional meetings as needed

Future Agenda Items

1. Strategic Enrollment Plan (Dr. Buckley)
 2. Approve revisions to BP & AP 4100 Graduation Requirements for Degrees and Certificates, including revisions to catalog language re: GPA and certificates; forward it to Consultation Council
 3. Approve 2016 Humanities IPR
 4. Approve 2014/2016 Agriculture IPR
 5. BP/AP Chapter 4 review
 - a. AP 4005 Enrollment Management
- New Board policy – Regular, Substantive Contact in DE
 - New Board policy – Credit Hour Definition
 - GE and Institutional SLOs as part of equivalency process
 - Accuplacer NextGen workgroup