2022-2023 Governance NIPR

LASSEN COMMUNITY COLLEGE

(Governance, Michell Williams, Dean of Instruction, Consultation Co-Chair; Adam Runyan, Counselor, Academic Senate President; Sophie Wages, Board President)

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SECTION 1: INSTITUTIONAL EFFECTIVENESS PLANNING

l Program Overview and Objectives

The Lassen Community College governance structure involves students, faculty, staff, administration, and the community through the Governing Board in the planning and operation of the college.

The governance structure practices and embraces the Lassen Community College values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making processes; promoting mutual respect and trust through open communication and actions; and fostering integrity as the foundation for all we do.

The governance structure at Lassen Community College and collaborative decision-making processes utilized by the campus are articulated in Lassen Community College Participatory Governance & Collegial Consultation Handbook. The governance structure consists of three primary components: Governing Board, Academic Senate and Consultation Council.

The objectives of Governance are:

- Recommend and adopt policies and procedures, which support the established mission of the institution.
- Recommend and adopt policies and procedures, which promote institutional effectiveness and efficiency.
- Recommend and adopt policies and procedures, which promote student learning and obtainment of individual educational objectives.

Description/Evaluation:

a. Describe and evaluate the program objectives against the LCC strategic plan, specifically the mission statement and strategic goals [available online or in the current catalog].
b. Evaluate any changes in the program since last review. Include summary of Annual Updates completed since last review.

The governance structure supports strategic goal #1, #2, #3, and #4. All areas of the governance structure support each of the strategic goal areas. There are no changes since the last program review.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Student Services Planning, and/or Academic Planning tables at the end of the section for any recommendations requiring institutional action.

There are no recommendations at this time. The current governance structure is supporting the strategic goals.

II Administrative Unit and/or Student Learning Outcomes Assessment

Student Learning Outcome Assessment

AUO and SLO assessment is important to maintain and improve institutional effectiveness and provide an effective learning experience for LCC students. Departments are expected to measure AUO and/or SLO annually; these records are maintained in WEAVE and are available for review at any time.

Description/Evaluation:

1. Identify and evaluate Administrative Unit and/or Student Learning Outcomes including the relationship to strategic goals for AUOs and institutional student learning outcomes for SLOs utilizing information from WEAVE.

2. Attach an AUO and/or SLO assessment summary as provided by Office of Institutional Effectiveness.

3. Provide an analysis of findings of the assessment results may be leveraged to support equipment, facility, staffing, or other budget and planning need and include the justification in your analysis.

Department: Governance

Indicate, by number, the Institutional Student Learning Outcome(s) each Administrative Unit Outcome will support. Specifically describe the assessment method(s) used to measure each outcome and the achievement target that will determine successful completion of the outcome.

ISLO	Strat Goal	AUO	ASSESSMENT MEASURE /TARGET
1		Ensure representation from constituent groups occurs within governance.	Measure: Compliance Target: 100% groups are represented in governance committees
1		Ensure minutes are posted online within a timely manner	Measure: Activity, bi-annual website assessment Target: 100% of documents will be online and up-to-date
1		Continually review and assesses the processes of governance	Measure: Survey Target: Complete an assessment of the governance process and structure.

AUOs were assessed since the last NIPR period. AUOs need to be tied to Strategic Goals instead of ISLOs as per the NIPR Handbook. Additional changes were needed for the AUOs and are reflected in the new table below.

AUO #1 was revised during the last NIPR process but after documenting results it was found that it is not an attainable goal for all governance areas because not all constituent groups are included in each governance meeting. The AUO was not met because Consultation Council did not have all constituent groups present at all meetings. Our campus has struggled with getting student representation on each committee and many meetings did not have a student present. Measures have been taken to improve student participation but the AUO should also be revised to be more accurate and attainable. The AUO should be revised to "Quorum will be met at 90% of meetings." This will be a more realistic measurement of the governance process.

AUO #2 was also met be should be adjusted to be more measurable. Consultation Council chair reviewed Boarddocs and found minutes for the meetings were posted. It is proposed that the AUO should be changed to "Minutes are posted within two meetings of each governance committee meeting." Consultation Council chair(s) will review Boarddocs bi annually to ensure minutes are posted and approved within two governance meetings.

AUO #3 was met but needs more adjustments to be more measureable. The campus and committees review the governance process once per year and those assessments are presented to Consultation Council at the end of the academic year. This AUO should be changed to "Annually review and assess the governance process."

Department: Governance

Indicate by number, the Strategic Goal(s) each Administrative Unit Outcome will support. Specifically describe the assessment method(s) used to measure each outcome and the achievement target that will determine successful completion of the outcome.

STRATEGIC GOAL	AUO	ASSESSMENT MEASURE/TARGET
1	Ensure quorum is met at governance meetings.	**Measure:** Meeting Minutes **Target:** Quorum will be met at 90% of governance meetings **Baseline:** 2022-2023 **Data Source:** Meeting minutes hosted on Board Docs and spreadsheet stored on the PDrive of results
1	Ensure minutes are posted on BoardDocs within two meetings of each governance committee meeting.	**Measure:** Bi annually, BoardDocs will be reviewed **Target:** 100% of meeting minutes will be posted within two meetings **Baseline:** 2021-2022 **Data Source:** Meeting minutes hosted on BoardDocs and spreadsheet stored on the PDrive
1	Review and assess the current governance process annually.	**Measure:** Annually completed governance survey by committees and campus employees. **Target:** 80% of official committees will complete the annual survey **Baseline:** 2021-2022 **Data Source:** Spreadsheet stored on the PDrive

List recommendations and actions by the above evaluation of AUO and/or SLO results. Complete Institutional Effectiveness Planning, Student Services Planning and/or Academic Planning tables at the end of the section for any recommendations requiring institutional action. For any items needing Human Resources Planning, Institutional Technology Planning, or Facilities Planning action, please make sure to include the information within the appropriate section and table later in the program review document.

In this NIPR, all AUOs were revised to be more accurate of the governance process and measurable. These new AUOs will be assessed yearly through the next NIPR cycle.

III. Equipment

Description/Evaluation:

1. List capital outlay equipment, age of equipment and replacement schedule.
2. Identify any existing equipment maintenance/service agreements.
3. Evaluate the condition of capital outlay equipment in light of the replacement schedule and available funds.
4. Evaluate the effectiveness of and need for additional maintenance /service agreements.
5. Justify any proposed modification or additions to equipment available for students and/or faculty/instructional assistants within the program.

The governance structure does not have any specific equipment. The Governing Board is in need of a quality sound system for the board room to assist those with hearing impairments.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Student Services Planning, and/or Academic Planning table at the end of the section for any recommendations requiring institutional action.

Sound system for the board room is needed.

IV. Outside Compliance Issues (if appropriate for program)

Description:

If appropriate, describe the role of outside compliance issues on the program.

None

<u>Evaluation:</u>

Assess changes in compliance or identification of compliance-related needs and the impact on the program.

None

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Facilities Planning, Technology Planning and Human Resource Planning Forms as appropriate for any recommendations requiring institutional action.

None

VI. Prioritized Recommendations

A. Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section One that do not require institutional action (ie. curriculum development) in order of program priority.

None

B. Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section One that should be included in Lassen College's planning and budgeting process, specifically in the Educational Master Plan, Student Services Master Plan, or Institutional Effectiveness Master Plan. Separate recommendations into the appropriate plan(s). Items to be included in the Human Resource Master Plan, Institutional Technology Master Plan, or Facilities Master Plan should be addressed in Sections Two, Three or Four in lieu of or in addition to inclusion in the Academic Master Plan. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in Institutional Effectiveness Master Plan
Governance, 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome

	None			

Prioritized Recommendation for Inclusion in Student Services Master Plan
Governance, 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	None			

Prioritized Recommendations for Inclusion in Educational Master Plan
Governance, 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
	None			

Section Two: Human Resource Planning

I. Program Staffing

Description/Evaluation:

1. List the current staffing for the program include: managers, faculty positions, and classified staff.

   The current staffing of the governance structure is mostly made up of current employees who accept roles in consultation or Academic Senate. The current employees accept additional assignments and roles to complete governance actions. The Board of Trustees are voted members and have all the current staffing that is needed.

2. This section provides an opportunity for analysis and justification of projected staffing needs to support the program. Work-study student needs may be included.

The staffing levels are adequate for all governance. Volunteers for leadership roles within current faculty or staff is necessary for Senate and Consultation Council to operate effectively.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

Provide professional development in leadership trainings for staff and faculty on campus.

I.   Professional Development

Description/Evaluation:

1. Describe the professional development and professional activities of the program staff relevant to program improvements that has occurred during the period under review. (workshops, conferences, staff development, work experiences, etc.)

    Academic Senate has a professional development fund set aside for senators. The Board also has funds for professional development and training. Any additional workshops or conferences available to any of the governance structures should be explored and considered.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

Explore new professional development opportunities for all governance structures.

II.   Administrative Unit and/or Student Learning Outcome Assessments

Description/Evaluation:

1. Describe any results from assessment of administrative units and/or student learning outcomes that affect human resource planning

None

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning and Human Resources Planning Forms as appropriate for any recommendations requiring institutional action.

Explore new professional development opportunities.

IV. Prioritized Recommendation

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Two that do not require institutional action (ie. curriculum development) in order of program priority.

None

Prioritized Recommendations for Inclusion in the Planning Process

List all recommendations made in Section Two that should be included in Lassen College's planning and budgeting process. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in Human Recourse Master Plan

Governance, 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1	Explore new professional development opportunities for governance structure	Immediately	None	Improved leadership in governance structure.

Section Three: Facilities Planning

I Facilities

Description/Evaluation:

1. Describe and evaluate the Lassen Community College facilities available to the program.

   All governance structures use the existing college facilities. Academic Senate and Consultation Council are currently meeting via zoom but in the future will need to have the ability to stream zoom and in person. At least one meeting room or classroom with enhanced technology and speakers to allow for synchronous zoom and in person meetings.

2. Describe and evaluate additional facilities utilized off-campus by the program (attach any relevant rental agreements)

   There are no off-campus facilities used.

3. Describe any facilities needs identified by assessments of administrative unit and/or student learning outcomes

At least one meeting room or classroom with enhanced technology and speakers to allow for synchronous zoom and in person meetings. Enhanced sound system in the board room is needed for hearing impaired.

4. Justify any proposed modifications or additions to existing facilities that would better serve the program planned for the next five years.

Enhanced sound system will make for a more equitable meeting experience for all participants. Enhanced technology will all for governance meetings to be held synchronously in person and over zoom to allow for better participation from employees across campus. Some employees are remote and are unable to attend meetings in person. This technology will allow equitable participation in governance meetings.

Planning Agenda:
List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness, Facilities Planning, and Technology Planning Forms as appropriate for any recommendations requiring institutional action.

Better sound system in the board room and more technology capable meeting room or classroom.

I. Prioritized Recommendations

Prioritized Recommendations for Implementation by Program Staff
List all recommendations made in Section Three that do not require institutional action (ie. curriculum development) in order of program priority.

None

Prioritized Recommendations for Inclusion in the Planning Process
List all recommendations made in Section Three that should be included in Lassen College's planning and budgeting process. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations for Inclusion in the Facilities Master Plan
Governance, 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1, 2	More technology capable meeting rooms on campus.	Spring 2023	$6,000	Provide equitable participation in governance meetings by all college employees and have greater participation in meetings.

Section Four: Technology Planning

I Institutional Technology

Description/Evaluation:

1. Describe and evaluate technology and technology support provided for instruction and instructional support.

   Enhanced sound system in board room.

2. Describe any technology and technology support needs identified by assessment of administrative unit and/or student learning outcomes.

   Enhanced sound system in board room.

Planning Agenda:

List recommendations and necessary actions necessitated by the above evaluation. Complete Institutional Effectiveness Planning, Facilities Planning, Technology Planning and Human Resource Planning Forms as appropriate for any recommendations requiring institutional action.

   Enhanced sound system in board room.

II Prioritized Recommendations

Prioritized Recommendations for Implementation by Program Staff

List all recommendations made in Section Four that do not require institutional action (ie. curriculum development) in order of program priority.

None

Prioritized Recommendation for Inclusion in the Planning Process

List all recommendations made in Section Four that should be included in Lassen Community College's planning and budgeting process. See Attachment C for Master Plan Overview to determine where recommendations are best placed.

Prioritized Recommendations Inclusion in Institutional Technology Master Plan
Governance, 2021

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost (implementation & ongoing)	Expected Outcome
1, 4	Sound system for board room	Fall 2023	$10,000	Equity for hearing impaired

Lassen Community College Master Plan Overview

Six master plans comprise the Comprehensive Institutional Master Plan. Recommendations from program reviews will be input into the selected master plans as determined by faculty in the prioritized recommendation spreadsheets. To better understand which master plan might be most appropriate for each program recommendation, a summary/objective of each plan is included below. More information can be found in the Shared Governance and Consultation Council Handbook and the Comprehensive Institutional Master Plan.

Institutional Effectiveness Master Plan (IEMP): the IEMP addresses college needs not addressed in other plans. These needs include research, governance, outcome assessment, and administrative operations.

Educational Master Plan (EMP): The EMP addresses the instructional planning needs of the college.

Student Services Master Plan (SSMP): The SSMP highlights the services needed to maximize the student experience through a variety of key student support services.

Institutional Technology Master Plan (ITMP): The ITMP addresses the technology needs of the campus.

Facilities Master Plan (FMP): The FMP addresses the physical infrastructure, facility, and maintenance needs of the campus.

Human Resources Master Plan (HRMP): The HRMP identifies and manages the administrative functions of recruitment, selection, evaluation, and professional development needs of the College to ensure a fully-staffed and highly functioning team of employees.