

Governance NIPR

LASSEN COMMUNITY COLLEGE

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SECTION 1: INSTITUTIONAL EFFECTIVENESS PLANNING

I. 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 Shared Governance & Collegial Consultation Process 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 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 Measure: Activity, bi-annual website assessment Target: 100% of documents will be online and up-to-date Measure: Survey Target: Complete an assessment of the governance process and structure.
1		Ensure minutes are posted online within a timely manner	
1		Continually review and assesses the processes of governance	

The governance structure is consistently meeting the first two AUOs. All meeting agendas and minutes appear on BoardDocs and are readily available to the public and campus personal. Consultation Council has all constituent groups assigned and all voting members accounted for in every meeting prior to the start of the meeting. A review of the governance processes occurs at the end of every year and all the assessment results are reviewed.

Planning Agenda:

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.

The governance structure is meeting the AUO and there are no recommendations.

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 academic senate is in need of quality laptops for all senators and access to BoardDocs to conduct meetings. The Board is in need of a quality sound system for the board room to assist with 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 and laptops for all senators.

IV. Outside Compliance Issues (if appropriate for program)

Description:

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

None

Evaluation:

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.

Facility: Senate and consultation counsel require a meeting room with up to date technology to run zoom meetings and for in person attendance.

Technology: laptops for senators and access to BoardDocs, improved sound system in the board room to assist hearing impaired.

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 Counsel 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.

II. 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.](#)

III. 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
	Explore new professional development opportunities for governance structure	Immediately	None	

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. Technology capable meeting rooms for all governance structures is needed.

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

Meeting rooms with technology to run zoom and in person meetings is needed.
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.

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 spaces.

II. 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 2022		

Section Four: Technology Planning

I. Institutional Technology

Description/Evaluation:

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

Laptops are needed for all senators and 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.

Laptops are needed for all senators and 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.

Laptops are needed for all senators and 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, 2, 3, 4	Laptops for all senators	Fall 2021	5,000	Equity for all senators participating in meetings.
1, 4	Sound system for board room	Spring 2022	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.