

LASSEN COMMUNITY COLLEGE

ACADEMIC SENATE



MINUTES
Tuesday, September 5, 2017
4:30 p.m. in HU-206

2017-2018

President

Cheryl Aschenbach

Call to Order: President Aschenbach called Senate to order at 4:30 p.m. Present were Senators Gardiner, Swanson, Baston, Haynes and Owens. Guests were Carrie Nyman and Sharlene Murphy.

Vice-President

Richard Swanson

Approval of Agenda: (Gardiner/Baston/MSCU)

Secretaries

Barbara Baston

Approve minutes from June 6, 2017 meeting at next meeting. On hold as not received.

Public Comment

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

Senators

Lisa Gardiner

Roxanna Haynes

Jeff Owens

Action

1. Review faculty assignments to committees for 2017-2018. Names of new hires were added and will be added when hiring process completed. (Gardiner/Haynes/MSCU)
2. Approve meeting dates for 2017-2018. Meetings set for 3:00 second and fourth Tuesday of each month in room HU 206. (Haynes/Owens/MSCU)
3. Assign IPR Mentors for 2017-2018. Changes made to existing schedule. (Baston/Gardiner/MSCU)

Discussion

1. Potential need for Faculty Handbook for Incarcerated Instruction. There is frustration on faculty part in regards to scheduling and working with lockdowns. A shared feeling that instructors need to be flexible and request better guidelines in the areas of a) Delineation of roles, b) Roles and responsibilities and c) Best Practices to provide quality instruction for incarcerated students.
2. Discuss plans to update
 - a. Instructional Program Review Handbook. Lisa, Roxanna and Richard will be fine tuning the elements of the handbook. Student surveys need to be reviewed/updated.
 - b. Faculty Handbook. Cheryl, Jeff, Roxanna and Barb
 - c. Online Faculty Handbook. Lisa and Jeff

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- d. Correspondence Faculty Handbook. Will include Colleen Baker in this discussion. Internal processes have changed and will need to be updated.

Information

- Fall Plenary is in Irvine November 2 – 4th. Chad Lewis and Orlando Shannon have requested to attend. Cheryl requesting Senators interested to let her know.

Reports

- Senators
- Administration
- LCFA – Eboard meets Thursdays at 2:30 in MS. Representative from CTANEA (California Teachers Association/National Education Association) will be on campus with Eboard on Monday, September 25 at 2:30 p.m. in MS 122 to discuss Branding: Who and what we are as a group. This will be a general meeting for all faculty.

Closed Session

Not needed

Closed Session Report

Adjournment: 5:34 p.m. (Gardiner/Owens/MSCU)

Next Academic Senate Meetings

September 26, 2017 at 3pm in HU-206

October 10 and 24, 2017 at 3pm HU-206

November 14 and 28, 2017 at 3pm in HUS-206

December 12, 2017 at 3pm in HU-206

January 23, 2018 at 3pm in Room TBD

February 13 and 27, 2018 at 3pm in Room TBD

March 13 and 27, 2018 at 3pm in Room TBD

April 10 and 24, 2018 at 3pm in Room TBD

May 8 and 22, 2018 at 3pm in Room TBD

Additional meetings as needed

Future Agenda Items

1. Approve 2016 Humanities IPR
2. Approve 2014/2016 Agriculture IPR
3. 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

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- FLEX activities

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