

# LASSEN COMMUNITY COLLEGE

# ACADEMIC SENATE



Minutes  
Wednesday, September 14, 2016

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2016-2017

President

Cheryl Aschenbach

Call to Order: President Aschenbach called the Senate to order at 2 p.m.  
*Present were senators Richard Swanson, Lisa Gardiner and Cory McClellan.  
Also attending was Omar Alshykhly. Senator Carrie Nyman arrived at 2:32 p.m.*

Vice-President

Carrie Nyman

Approval of Agenda: Senate approved agenda with the removal of minute approval. McClellan/Swanson (MSCU)

Secretaries

Barbara Baston

Richard Swanson

Public Comment: none

## Action

1. Update Minimum Qualifications Handbook for 2016-2017  
*Lisa continues to work on updating the MQ Handbook, work that has been extended with a recent meeting to get her involved in the establishing the process within HireTouch, our new hiring application. There are four things that still need updating: 1. Discipline to course assignments in back of handbook; 2. Coaching MQ; 3. Forms update given migration from NeoGov to HireTouch; 4. Clarification of types of info needed for equivalencies in different types of disciplines. Tabled Gardiner/Swanson (MSCU)*
2. Assign IPR Mentors for 2016-2017: Swanson/Nyman (MSCU)  
*Senate discussed status of overdue and due IPRs. Mentors assigned according to knowledge and personal interest in the various disciplines.*
3. Approve 2017-2018 Planning and Budget Development Handbook and forward it to Consultation Council: Gardiner/McClellan (MSCU)  
*Cheryl will present it at Consultation Council next week.*

Senators

Lisa Gardiner

Cory McClellan

## Discussion

1. 2014/2016 Agriculture IPR – First Reading  
*Carrie Nyman has provided feedback to help Brian Wolf fill in missing gaps. Will need to be seen again by at least Carrie prior to future approval.*
2. 2016 Humanities IPR – First Reading  
*Cheryl reported that there is still work to be done but she hopes to have it finished and peer reviewed by the next Senate meeting.*
3. 2016 Administration of Justice IPR – First Reading  
*Cheryl and Lisa had reviewed the AJ IPR and provided minor feedback. Nancy plans to make adjustments based on feedback and will have a final draft for approval at the next meeting.*
4. 2016 Business IPR – First Reading  
*No IPR was received for initial review and first reading. This will have to come back for a first reading at a future date.*

## Reports

- Senators: none

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- Administration: none
- LCFA: Negotiations on Friday 9/16.

No Closed Session

Adjournment: McClellan/Gardiner (MSCU). *Senate Adjourned at 3:10 p.m.*

#### Next Academic Senate Meetings – Fall Semester

Sept. 27, 2016 at 3:00pm in HU-206

October 11, 2016 at 3:00pm in HU-206

October 25, 2016 at 3:00pm in HU-206

November 8, 2016 at 3:00pm in HU-206

November 22, 2016 at 3:00pm in HU-206

December 13, 2016 at 3:00pm in HU-206

Additional meetings as needed

#### Future Agenda Items

- Approve Shared Governance Handbook for 2016-2017 and forward it to Consultation Council.
- BP/AP Chapter 4 review
  - a. AP 4005 Enrollment Management
  - b. BP & AP 4100 Graduation Requirements for Degrees and Certificates
  - c. AP 5140
- Math substitution policy
- 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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