

**Lassen Community College**  
**Shared Governance and Collegial Consultation Process**  
**Constituent Group Evaluation Form**

Constituent Group Conducting the Evaluation: ACADEMIC SENATE

Date of Evaluation: *September 24, 2007*

Constituent Group Members Present for Self-Evaluation:

*Senate President Ross Brosius, Senators Cheryl Aschenbach, Rosanna Brown, Carrie Nyman and Richard Swanson. Senator Betsy Elam was absent.*

Identify components of the Shared Governance and Collegial Consultation process that are working well for your constituent group.

- 1. Recognition of importance of Senate in participatory governance*
- 2. New direction of administration at start of 07-08 academic year: improved attitude toward faculty participation in the consultation process.*
- 3. Gathering and collaboration of constituent groups through the Consultation Council.*

Suggestions or comments to improve the function of the Shared Governance and Collegial Consultation process.

- 1. Continue to document processes so everyone understands how something works and why.*
- 2. Continue to clarify the Academic Senate role in processes, including Budget Development Process*

Suggestions to modify, add, or delete components (committees) from the governance structure [include a rationale for the recommendation].

*Consider reduction or consolidation of campus committees due to reduced numbers of full-time faculty available*

Suggestions to modify, add, or delete components from the organization structure of the institution [include a rationale for the recommendation].

*Reinstate Department Chairs to continue facilitating flow of work, information and communication from faculty to Consultation Council*

Comments (Provide any comments or recommendations not covered above in this section):

- 1. Development of processes and plans is working well through the established Consultation process*
- 2. Continue to document plans, processes and products*
- 3. The Academic Senate feels there is a consensus decision-making process being implemented with Administration at the start of the 07-08 academic year and looks forward to participation in the process.*

**Lassen Community College  
Shared Governance and Collegial Consultation Process  
Committee Self-Evaluation Form**

Committee Conducting the Self-Evaluation: Accreditation Steering Committee

Date of Self-Evaluation: September 6, 2007

Committee Members Present for Self-Evaluation:

*Carie Camacho (f), Ron Evans (m), Sue Mouck (f), Abel Ramoz (s),  
Stephney Stuart (c), Garrett Taylor (a), Christian Young (s)*

Committee Members Absent for Self-Evaluation:

*Chris Alberico (m), Shelley Baxter (m), Bob Brower (f), Doug Houston (a),  
Carrie Nyman (f), Stephen Sylvester (a), Cary Templeton (a),*

Committee Charge:

Did the committee perform during the preceding year as identified in the committee's charge? *yes*

Identify results (products) of committee activities.

*Submitted six reports and hosted two visits; midterm report, two progress reports, substantial change reports for Liberal Arts, Administration of Justice and Correctional Science, Annual Report, Initial Drafts of Self-Study Standards.*

Provide suggestions to change or modify the committee charge.

*Add specific products such as progress reports and self-study*

Committee Membership:

Was the committee membership appropriate to implement its charge?

*Appropriate administrators were not present at key times.*

Suggested changes to the committee membership in order to better implement the committee charge.

*Add one administrator so that president plus one administrator from each key area is represented on the committee (administrative services, instructional services, and student services).*

Committee Participation:

Provide an analysis of the participation of the committee membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.

*Two classified representative were consistently present, while one rarely attended. ASB was well represented in the fall semester, but not represented in the spring due to scheduling conflict. Other groups consistently attended.*

Reporting Structure:

Provide any recommendations to improve communication between this committee and the other components of the governance structure. *None*

Comments (Provide any comments or recommendations not covered above in this section):

*The chair should have more release time, especially during the development of the self-study and while the college is on sanctions.*

Attach copies of all minutes for this committee to this form and submit to the Consultation Council.

**Lassen Community College  
Shared Governance and Collegial Consultation Process  
Constituent Group Evaluation Form**

Constituent Group Conducting the Evaluation: Administration

Date of Evaluation: 10/24/07

Constituent Group Members Present for Self-Evaluation:

*Houston; Taylor; Templeton; Sylvester*

Identify components of the Shared Governance and Collegial Consultation process that are working well for your constituent group.

*Lines of communication. All faculty, staff and students have opportunity to participate, through representation.*

Suggestions or comments to improve the function of the Shared Governance and Collegial Consultation process.

*There is still not enough diversity / participation in committee membership; we need to find strategies to involve other members of the campus community. Information doesn't seem to be sufficiently disseminated back to constituent groups from representatives; training is needed. Also, the campus community needs education on governance – what it is and how it works*

Suggestions to modify, add, or delete components (committees) from the governance structure [include a rationale for the recommendation].

*Consistent with the recommendations of other groups – conduct the evaluation at the end of the year, and reduce / consolidate the number of committees.*

Suggestions to modify, add, or delete components from the organization structure of the institution [include a rationale for the recommendation].

*We must develop a capacity (office? function?) for research & data analysis.*

Comments (Provide any comments or recommendations not covered above in this section):

**Lassen Community College  
Shared Governance and Collegial Consultation Process  
Constituent Group Evaluation Form**

Constituent Group Conducting the Evaluation: Associated Student Body

Date of Evaluation: September 28, 2007

Constituent Group Members Present for Self-Evaluation:

*President – Mary Cobb*

*Vice-President – Abel Ramoz*

*Secretary – Orrin Winton*

*Student Trustee – Christian Younger*

Identify components of the Shared Governance and Collegial Consultation process that are working well for your constituent group.

*ASB has representatives on: Consultation Council, Accreditation Steering, Institutional Technology Committee, Hiring Committees, Facilities Planning Committee. We are actively recruiting representatives for more committees.*

Suggestions or comments to improve the function of the Shared Governance and Collegial Consultation process.

*Please continue formulating a document for a student version of “Conflict Resolution”*

Suggestions to modify, add, or delete components (committees) from the governance structure [include a rationale for the recommendation]. *None*

Suggestions to modify, add, or delete components from the organization structure of the institution [include a rationale for the recommendation]. *None*

Comments (Provide any comments or recommendations not covered above in this section):

*None*

**Lassen Community College**  
**Shared Governance and Collegial Consultation Process**  
**Constituent Group Evaluation Form**

Constituent Group Conducting the Evaluation:     Classified Employees    

Date of Evaluation: At the regular chapter meeting of CSEA on September 13, 2007

Constituent Group Members Present for Self-Evaluation:

*Nancy Lounsbury, Bruce Sager, Ray Richardson, Sandra Jonas, Phillip Horner, Elwise Tangelbad, Patrick Clancy, Carter Freeman, Jeffrey Lang, KC Mesloh, Sue Kelley, Cecelia Frohrib, Maria Valko, Mary Hasselwander, and Carol Montgomery*

Identify components of the Shared Governance and Collegial Consultation process that are working well for your constituent group.

*We have representation on all campus committees and are released from our work to attend committee meetings. Our LCCD/CSEA Contract contains language releasing classified employees for one hour per month to attend the CSEA Chapter meeting at which all classified members of shared governance committees give reports each month. The contract also contains language encouraging unit members to participate in shared governance activities. The Shared Governance Committees and the Consultation Council provide the arena for bringing forward concerns not addressed through the scope of collective bargaining.*

Suggestions or comments to improve the function of the Shared Governance and Collegial Consultation process.

- *Post all Shared Governance related documents, including committee membership, agendas and meeting minutes on the LCCD web site.*
- *To increase communication within departments, require regularly scheduled department meetings with minutes as evidence.*

Suggestions to modify, add, or delete components (committees) from the governance structure [include a rationale for the recommendation].

*Document recognition of CSEA as the Classified body in the governance structure and include in the shared governance matrix*

Suggestions to modify, add, or delete components from the organization structure of the institution [include a rationale for the recommendation].

Comments (Provide any comments or recommendations not covered above in this section):

*The CSEA President will appoint an ad-hoc committee to develop a "Classified Membership" charge and purpose statement.*

**Lassen Community College  
Shared Governance and Collegial Consultation Process  
Committee Self-Evaluation Form**

Committee Conducting the Self-Evaluation:   Consultation Council  

Date of Self-Evaluation:   September 6, 2007  

Committee Members Present for Self-Evaluation:

*Shelley Baxter (m), Ross Brosius (f), Cecelia Frohrib (c), Doug Houston (a), Carol Montgomery (c), Mark Nareau (f), Garrett Taylor (a), Cary Templeton (a)*

Committee Members Absent for Self-Evaluation:

*Chris Alberico (m), Mary Murphy (m), Stephen Sylvester (a),*

Committee Charge:

Did the committee perform during the preceding year as identified in the committee's charge? *The committee was slow to identify and implement the charge last year. As the year progress the discussions and products of the committee became more meaningful.*

Identify results (products) of committee activities.

*Shared Governance and Collegial Consultation document, Contributed to discussions on value statement, outlined the initial flow chart for institutional planning, addressed board policy review process.*

Provide suggestions to change or modify the committee charge.

*Clarification of consultation role as opposed to advising role (see revised charge sheet)*

Committee Membership:

Was the committee membership appropriate to implement its charge?

*Diverse faculty representation is an asset.*

Suggested changes to the committee membership in order to better implement the committee charge. *Remove the Director of Admissions and Records and the Director of Employee Relations and replace with one additional management representative. Add the faculty union president and Accreditation Steering Committee Chair.*

Committee Participation:

Provide an analysis of the participation of the committee membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings. *Participation has generally been broad with all groups regularly represented.*

Reporting Structure:

Provide any recommendations to improve communication between this committee and the other components of the governance structure. *None*

Comments (Provide any comments or recommendations not covered above in this section):

*Evaluation would be more appropriate if conducted in the late spring instead of early fall semester.*

Attach copies of all minutes for this committee to this form and submit to the Consultation Council.



**Lassen Community College**  
**Shared Governance and Collegial Consultation Process**  
**Committee Self-Evaluation Form**

Committee Conducting the Self-Evaluation: **Curriculum/Academic Standards Committee**

Date of Self-Evaluation: **October 2, 2007**

Committee Members Present for Self-Evaluation:

*Ms. Cheryl Aschenbach, Vice Chair*  
*Ms. Tina Bishop, Articulation Officer*  
*Ms. Elizabeth Elam*  
*Ms. Lisa Gardiner*  
*Ms. K.C. Mesloh*  
*Ms. Susan G. Mouck, Chair*  
*Ms. Carrie Nyman*  
*Mr. Robert Schofield*  
*Dr. Stephen G. Sylvester, Dean of Instructional Services*

Committee Members Absent for Self-Evaluation:

*Ms. Maria Valko*  
*Associated Student Body Representative (Appointment Pending)*

Committee Charge:

Did the committee perform during the preceding year as identified in the committee's charge? *YES*

Identify results (products) of committee activities.

*Please see attached 2006-2007 Curriculum and Academic Standards Action Log*

Provide suggestions to change or modify the committee charge.

*No suggestions for committee charge modification/s. The committee concurs that the current committee charge is appropriate.*

Committee Membership:

Was the committee membership appropriate to implement its charge? *YES*

Suggested changes to the committee membership in order to better implement the committee charge. *NO*

Committee Participation:

Provide an analysis of the participation of the committee membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.

*A tally of meeting dates and attendance records indicate that the Curriculum and Academic Standards Committee Members were in attendance more than 50% with the exception of two faculty members: Dr. Dan Anderson, and Charli Chambers.*

Reporting Structure:

Provide any recommendations to improve communication between this committee and the other components of the governance structure.

*There were no recommendations. This Committee reports to the Academic Senate.*

Comments (Provide any comments or recommendations not covered above in this section):

*The Curriculum and Academic Standards Committee remains committed to supporting development of curriculum that effectively meets Lassen College mission and goals while adhering to Title V and California Education Code in assisting faculty with the development of Student Learning Outcomes and working to maintain high levels of academic standards.*

Attach copies of all minutes for this committee to this form and submit to the Consultation Council.

*Please see 16 Sets of Minutes (Attached)*

**Lassen Community College  
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Committee Self-Evaluation Form**

Committee Conducting the Self-Evaluation: Facilities Planning Committee

Date of Self-Evaluation: 9/19/07

Committee Members Present for Self-Evaluation:

*Nancy Lounsbury  
Michelle Baxter  
Katherine Granfield  
Ross Stevenson  
Eric Rulofson  
Chris Younger*

Committee Members Absent for Self-Evaluation:

*John Mulcahy (excused-out of town on recruiting trip)  
Patrick Clancy (excused)  
Steve Sylvester*

Committee Charge:

Did the committee perform during the preceding year as identified in the committee's charge? *YES*

Identify results (products) of committee activities.

*Developed Committee Charge, Scope and Membership  
Generated 06-07 Facility Master Plan  
Completed the Disaster Resistant California Community Colleges Risk and  
Vulnerability Assessment  
Reviewed 06-07, 5-year Schedule Maintenance Plan  
Reviewed 06-07 Scheduled Maintenance Project Proposal  
Reviewed 06-07 One Time Grant Funded Project Proposal  
Developed Initial Project Proposal for Humanities Building Modernization and  
forwarded for submittal*

Provide suggestions to change or modify the committee charge. *NONE*

Committee Membership:

Was the committee membership appropriate to implement its charge? *YES*

Suggested changes to the committee membership in order to better implement the committee charge. *NONE*

Committee Participation:

Provide an analysis of the participation of the committee membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.

*NO ASB MEMBER AVAILABLE – ALL OTHER GROUPS ARE FULLY AND VOCALLY PRESENT AND REPRESENTED.*

Reporting Structure:

Provide any recommendations to improve communication between this committee and the other components of the governance structure. *NONE*

Comments (Provide any comments or recommendations not covered above in this section):

*NONE*

Attach copies of all minutes for this committee to this form and submit to the Consultation Council. *MINUTES WERE EMAILED TO SUE MOUCK 9/12/07, AND TO MARSHEL COUSO ON 10/19/07.*

**Lassen Community College  
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Committee Self-Evaluation Form**

Committee Conducting the Self-Evaluation: Institutional Technology Committee

Date of Self-Evaluation: 9/19/2007

Committee Members Present for Self-Evaluation:

T. Bartley (M), R. Brown (F), J. Cross (C), R. Evans (M), K. Granfield (M), E. Keiley (C), K. Vento (F), O. Winton (S)

Committee Members Absent for Self-Evaluation:

R. Brosius (F), G. Taylor (A)

Committee Charge:

Did the committee perform during the preceding year as identified in the committee's charge? Yes.

Identify results (products) of committee activities.

Defined official charge & membership of committee; identified key topics for consideration.

Provide suggestions to change or modify the committee charge. None.

Committee Membership:

Was the committee membership appropriate to implement its charge? Yes.

Suggested changes to the committee membership in order to better implement the committee charge. None.

Committee Participation:

Provide an analysis of the participation of the committee membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.

Attendance satisfactory.

Reporting Structure:

Provide any recommendations to improve communication between this committee and the other components of the governance structure.

Look to increased dialogue with Educational Tech Committee through common members.

Comments (Provide any comments or recommendations not covered above in this section):

None.

Attach copies of all minutes for this committee to this form and submit to the Consultation Council.

**Lassen Community College**  
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**Committee Self-Evaluation Form**

Committee Conducting the Self-Evaluation: Student Learning Outcome Review Committee

Date of Self-Evaluation: September 11, 1007

Committee Members Present for Self-Evaluation:

*Linda Kennedy*  
*Jackson Ng*  
*Robert Schofield*

Committee Members Absent for Self-Evaluation: *Rex Branum*

Committee Charge:

Did the committee perform during the preceding year as identified in the committee's charge? *yes*

Identify results (products) of committee activities.

*Six hundred twelve recommended course-level student learning outcomes*  
*Twenty-two program-level student learning outcomes (degree and certificate)*  
*General education student learning outcomes*

Provide suggestions to change or modify the committee charge.

*Add: Recommends student learning outcomes to Curriculum/Academic Standards Committee for action.*

Committee Membership:

Was the committee membership appropriate to implement its charge? *yes*

Suggested changes to the committee membership in order to better implement the committee charge. *none*

Committee Participation:

Provide an analysis of the participation of the committee membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings. *Committee participation last year was excellent.*

Reporting Structure:

Provide any recommendations to improve communication between this committee and the other components of the governance structure. *None*

Comments (Provide any comments or recommendations not covered above in this section):

Attach copies of all minutes for this committee to this form and submit to the Consultation Council.

**Lassen Community College  
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Committee Self-Evaluation Form**

Committee Conducting the Self-Evaluation: Strategic Planning Committee

Date of Self-Evaluation: 10-2-07

Committee Members Present for Self-Evaluation:

*Cary Templeton, Shelly Baxter, Sandy Beckwith, Katherine Granfield*

Committee Members Absent for Self-Evaluation:

*Liona Maas, Jeff Lang, Nancy Bengoa-Beterbide, Toni Poulsen,  
Stephen Sylvester, Garrett Taylor, Shelly Reinsel, Motare Ngiratmab*

Committee Charge:

Did the committee perform during the preceding year as identified in the committee's charge? *Yes. Last year was a building year and the committee performed well in that role*

Identify results (products) of committee activities.

*2006/2007 Strategic Master Plan, Lassen College Values Statement, Planning  
timeline for 2007/2008*

Provide suggestions to change or modify the committee charge.

*The committee will meet the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays at 3:30pm in VT 119.*

Committee Membership:

Was the committee membership appropriate to implement its charge? *Yes*

Suggested changes to the committee membership in order to better implement the committee charge. *None*

Committee Participation:

Provide an analysis of the participation of the committee membership. Identify any individual or constituent group representation not in attendance more than fifty percent of the meetings.

*The only groups not in attendance more than 50% of the time were the students and  
classified staff. The students were not able to make an appointment to the committee.  
The meetings were held at 4:00pm to accommodate Trustee Wages and this was not a  
good time for the classified staff as they are off work at 4:30. Meetings will start at  
3:30pm in 2007/2008.*

Reporting Structure:

Provide any recommendations to improve communication between this committee and the other components of the governance structure. *None*

Comments (Provide any comments or recommendations not covered above in this section):

*None*

Attach copies of all minutes for this committee to this form and submit to the Consultation Council.