

Consultation Council/Strategic Planning Committee Minutes
December 2, 2010

Present

Terry Bartley (management)	Jeff Lang (classified)
Shelly Baxter (management)	Sue Mouck (Accreditation Liaison -faculty)
David Burris (Exec Director-HR)	Eric Rulofson (Chair/ Facilities Planning)
Carie Camacho (Div Chair -faculty)	Cary Templeton (Dean of Student Services)
Kayleigh Carabajal (Exec Director-IR)	Brian Wolf (Div Chair –faculty)
Phil Horner (classified)	

Absent

Cheryl Aschenbach (AS-faculty)	Toni Gomez (ASB)
Sandy Beckwith (Div Chair –faculty)	Dr. Doug Houston (President)
Dr. Irving Berkowitz (Dean of Instruction)	Logan Merchant (Chair/IT Planning)
Tina Bishop (Lead Counselor - faculty)	Carol Montgomery (classified)
Monica Cochran (Public Relations)	
Dave Clausen (Exec Director –Fiscal Services)	

Guest

Shawn Hubbard (ASB)	Suzanne Garcia Trujillo (ASB)
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With a quorum present, the meeting began at 2:45 pm.

Consultation Council:

1. Review of December 14, 2010 Governing Board Agenda (Information)

Cary Templeton identified that the organization meeting of the governing board would include administration of the oath of office to the new and returning board members. Other items include the presentation of the executive summaries of no-instructional and instructional program reviews. There were no questions.

2. Personnel Update (Information)

David Burris provided the personnel update:

- Library Director – seven candidates will be interviewed during the afternoon’s of December 6 and 10
- Distance Education Coordinator –screening December 3
- Athletic Director – committee developing screening tools December 6
- Accounting Tech II – closes this afternoon, the committee met this morning to develop screening tools, the completion of the hiring process for this position is being expedited in order to fill the position prior to the end of the fall semester and Dave Clausen’s medical leave.

Strategic Planning:

1. Child Development IPR (Information)

Cary Templeton pointed out a “typo” on the first page. With that correction, **the Consultation Council accepted the Child Development IPR as presented by consensus. (Executive Summary attached)**

2. Nursing IPR (Information)

Eric Rulofson shared that he had met with the Nursing Director to share his concerns about the projected cost of the remodel to the existing facility. Terry Bartley noted that her concerns had been correction. **Consultation Council accepted the Nursing IPR as presented by consensus. (Executive Summary attached)**

3. Physical Education/Athletics IPR (Information)

Without comment the **Consultation Council accepted the Physical Education/Athletics IPR as presented by consensus. (Executive Summary attached)**

Other:

Shelley Baxter shared the list of textbooks available from the Book Loan & Rental Program for Spring 2011. There were no changes made to the list of books available this semester.

The meeting adjourned at 2:52pm

Future Agendas:

1. **Agriculture IPR (Information) -- December 16, 2010 - Cheryl Aschenbach/ Brian Wolf**
2. **Distance Education NIPR (Information) - December 16, 2010-Drs. Irving Berkowitz & Kayleigh Carabajal**
3. **Community Services NIPR (Information) - December 16, 2010-Drs. Irving Berkowitz & Kayleigh Carabajal**
4. **Human Resource NIPR (Information) – December 16, 2010– David Burris**
5. **Acceptance of draft 2011-2016 Educational Master Plan (Consultation) - December 16, 2010– Dr. Berkowitz**
6. **Fiscal Operations NIPR (Information) – December 16, 2010- Dave Clausen**
7. **Auxiliary Services (Bookstore) NIPR (Information) – December 16, 2010– Dave Clausen**
8. **Civility – Students and Staff (Consultation) – December 16, 2010- Dr. Houston**
9. **Accreditation Midterm-Report due March 15, 2011 - Initial Draft (Consultation) – December 16, 2010- Sue Mouck**
10. **Review of January 11, 2010 Governing Board Agenda (Information) – December 16, 2010-Dr. Houston**
11. **Student Work Study Allocation (Information) – December 16, 2010- Dave Clausen/Cary Templeton**
12. **Second Quarterly Update on Progress on Annual Action Plans 2010-2011 – January 20, 2011- Planning Committee Chairs**
13. **Campus Emergency Notification System (Consultation) - January 20, 2011- Dr. Kayleigh Carabajal/Eric Rulofson**

Child Development Program

2009-2010 Instructional Program Review

Executive Summary and Prioritized Recommendations

The Child Development (CD) Program at Lassen Community College (LCC) prepares students for a variety of careers in the field of Child Development. To obtain the necessary permit for a career in CD, LCC offers an Associate Teacher Certificate of Accomplishment, Certificate of Achievement, and an A.A. Degree in Child Development and an A.A. Degree in University Studies with an emphasis in child development.

The Associate Teacher Certificate of Accomplishment qualifies a student to apply for an Associate Teacher Permit through Teacher Credentialing, State of California. Having this permit qualifies a student to work as an associate teacher in a State sponsored child development center or as a teacher in a private, non-profit or church sponsored child development center.

A student who receives a Certificate of Achievement along with sixteen general education units in the areas of: English, Math, Science, Humanities and Health will qualify to apply for a Teacher's Permit through Teacher Credentialing, State of California. This will enable the student to work as a teacher at a State sponsored child development program. The same CD units in this certificate are the 24 units that are required in the University Studies A.A. degree which will transfer to CSU Chico and other CSU's in the future.

The A.A. Degree in Child Development qualifies a student to apply for a Site Supervisor Permit, Teacher Credentialing, state of California. This permit will enable the student to manage a single State sponsored child development program.

After meeting with The Child Development Advisory Committee in 2008 it was decided to add a second path for an A.A. Degree in Child Development and therefore; the degree was modified to add the second path of Master Teacher. This path qualifies a student to apply for a Master Teacher Permit Teacher Credentialing, state of California, and was added, due to the fact that not all students want to go into management. By adding the second path the student has two options; one to be a Site Supervisor and one being a Master Teacher. The Master Teacher Permit allows students to apply to be a Mentor Teacher through the Child Development Training Consortium. This allows the permit holder the ability to mentor field experience students and get paid for it while staying in the classroom as a classroom teacher.

An A.A. Degree in University Studies with an emphasis on child development qualifies a student to transfer successfully to a University of California State College (CSU) or University of California (UC).

Child Development Program Learning Outcomes:

1. Integrate understanding of the needs, the characteristics and multiple influences on development of children birth to age eight as related to high quality care and education of young children.
2. Design, implement and evaluate environments and activities that support positive, developmental play and learning outcomes for all young children.
3. Apply effective guidance and interaction strategies that support all children's social learning, identity and self-confidence.
4. Develop strategies that promote partnerships between programs, teachers, families and their communities.
5. Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge and commitment to the ECE/CD profession.

2008 Goal Completion

We have accomplished all of the goals that were stated in our 2008 Program Review including increase recruitment, expand distance learning opportunities, and approval of the University Studies Degree with an emphasis on Child Development by the Chancellors Office.

Our major emphasis in the next two years is the following:

- o Complete articulation of the California Community College Early Childhood/Child Development Curriculum Alignment Project CCC EC/CDCAC which consists of eight core courses that all community colleges in the state of California will require of their Child Development A.A. Degree Programs. Articulation of these courses will allow students to seamlessly transfer to a 4 year State College or University.
- o Offer all eight core classes articulated through the CCCECE/CDCAP via distance learning in order to meet the needs of outlying area students as well as local students. The goal is to offer the core classes every other offering via distance learning. That way campus student will be able to get their A.A. Degree in two years and outlying area students will be able to get theirs in four.

SUMMARY AND PRIORITIZED RECOMMENDATIONS

Non-Budget implication Priorities

1. Successfully complete the Curriculum Alignment Project such that all of our classes will transfer as a group to California State Colleges and University's by next review.
2. Continue to program and offer CD classes via on-line and correspondence making sure to include the core classes as our primary target.
3. Work toward making all the core courses for the certificate of achievement and University transfer available via correspondence or on-line by the next review.
4. Make changes to the curriculum, degrees, and certificates as the demographics, cultures of families, legislation, knowledge base, political environment, and economic status changes within the State.

5. Design a process to obtain statistical data on job placement, and retention of students.
6. Look for a different format to be used in the catalogue for the two year plan
7. Meet with counselors frequently to inform them of curriculum changes and classes that are applicable to first and second year students.
8. Work toward keeping the same text for at least three years.
9. Try to adopt paperback texts instead of hard back texts.
10. Work toward housing a textbook for every CD class in the library for student check out.

Budget Implication Priorities

1. Hire full time and part-time faculty as needed
2. Increase CD Instruction Budget in the category of travel to allow full and part-time instructor travel
3. Replace tables and chairs in the adult classroom
4. Purchase or replace CD's to enrich the content of classes.
5. Provide a line item in the budget for replacement, repair, and upgrading computer equipment, software, and for network access.
6. Increase yearly supply budget to \$1,500.
7. Increase funding for duplicating to \$1500
8. Increase funding for postage to \$300
9. Purchase large movie screen and equipment to project DVDs, Internet, and videos onto the screen.
10. Purchase scanner for on-line classes
11. Activate Internet cable in the Child Development Building Adult Classroom.
12. Replace computer and printer as needed (4 years).
13. Purchase video camera and tapes to use for evaluation of student teachers.
14. Purchase a digital camera for use in displaying student's work, activities, recruitment and portfolios.
15. Paint, clean and repair buildings as needed. (Including the L Building)

LISCENSED VOCATIONAL NURSING
2009-2010 INSTRUCTIONAL PROGRAM REVIEW

EXECUTIVE SUMMARY AND PRIORITIZED RECOMMENDATIONS

The Vocational Nursing program of Lassen Community College is very successful regardless of the challenges we face. With 93% pass rate on the NCLEX this year. It is becoming more difficult to partner with clinical sites due to the number of registered nurse programs and the fact that very few acute care facilities hire vocational or practical nurses. We completed the process for continuing accreditation with no deficiencies and have received continuing accreditation from the Board of Vocational Nursing and Psychiatric Technicians to May, 2014.

A more pressing challenge is the lack of instructors to allow us to take the full 30 students allowed by our accreditation. In order to accept that many students we need two full-time instructors, rather than the one we have been allowed for the past 3 years. With 30 students the tasks for the Instructional Assistant will be increased and hours need to be increased to 20 hours per week rather than the 10 she is now allowed to work.

Our program is treated as less important than some of the other vocational programs and is given a Director who is responsible for all facets of the program (including all the Health Occupation courses) and seems to be expected to be available 24/7, but pay her for 9.5 hours per week for 11 months. The program is a 12 month program. Previously, the Director was a full-time instructor with 40% release time for Director's duties.

There is a desire within the community for the college to develop either a VN to RN program or a two year RN program. The Administration does not want to discuss this other than asking the Director to prepare a list of all RN programs in northern California. We have students come from all over California and Nevada for the VN program. It follows that they would come for an RN program. Our department is willing to discuss this and begin the process if the Administration and Board of Trustees exhibited an interest in it.

Ultimately, the Board of Trustees and Consultation Council have to decide if they want a viable nursing program. If they do, they must be willing to support it. If they are unwilling to support the program, then it should be closed. The support must be financial, personnel, and support services. Pressure has been brought on the department to increase enrollment, but we are not given even the personnel to make this happen. The current plant is inadequate for 30 students and is impossible to keep heated in the winter or cooled in the summer. The tables have chips and cracks. There are not enough chairs as they are breaking and falling apart. The Director's office has no heating or cooling vents. The VN program is one of the few programs offered at this college that has the majority of its students remain in the community and serving the residents here, but is treated as less important than welding, gun smithing, or agriculture programs.

Priorities Sections 1-3:

1. Sim-Baby \$37,000
2. 1 more full-time instructor \$55,000
3. ½ time Instructional Assistant \$5000
4. full-time director \$75,000
5. 4 part-time instructors \$30,000
6. staff development \$5000.

Priorities Sections 4-6:

1. New heating system, new carpet and interior paint, upgrade electrical system, replace tables and chairs \$55,000
2. 2 new hospital beds \$8,000
3. 3 IV simulator arms \$3000
4. increase travel budget to \$20,000
5. increase skills lab supply budget to \$10,000
6. new medication cart \$3500.

I cannot repeat often enough that the Administration, Board of Trustees, and Consultation Council must determine if they really want a nursing program. It requires more support than just lip service. Due to the lack of a full-time Director, our department is under-represented at every level on campus. Ultimately this is unfair to the students and the community.

Physical Education Program

2009-2010 Instructional Program Review

Executive Summary and Prioritized Recommendations

The Physical Education/Athletics department offers a wide variety of transferrable classes that meet the General education and University Studies degree and PE degree well as life-long learning classes and community service. Athletics offers a competitive varsity sport programs which include; men's and women's basketball, baseball, softball, women's volleyball, men's and women's soccer, and wrestling. Athletic course offerings include a non-transferrable sport conditioning class and theory classes are in the course catalog for each sport, but are not currently being offered. The department assists students fulfill their PE requirements and compete at a collegiate level.

The PE/Athletic Department is a work in progress. The physical facility is in need of repair and modernization. If the department wants to expand, it will need to look at ways to increase square footage, as well as increase and maintain equipment in every area of instruction including athletics and PE. Resources should be prioritized for preservation as soon as possible, i.e., the track and fitness center. Off campus facilities being rented or exchanged for services, i.e., soccer and baseball should be moved back to the campus when money permits. New facilities should be explored to bring back revenue opportunities to the campus, i.e., swimming pool, and increased fitness center square footage should be considered.

To be competitive with similar sized colleges in FTE, LCC must determine how to proceed in reference to faculties and athletic budgets, including recruiting and conference mandated staff (trainer), required nurse or health service representative which is listed on the website, but does not exist, athletic travel, supply, and equipment. Office and storage space needs to be created or reorganized to protect the equipment used in athletics and PE classes, as well as house the increased pool of part-time coaches.

The PE/athletic department needs to continue working with counseling and the Office of Instruction to refine and promote the Physical Education and General Studies degree, and develop a tracking method to monitor athletic and PE alumni for career and academic success. As the college grows the department should explore new degree and vocational ideas, outdoor education and recreation. Certification classes should be implemented for physical education careers in aerobic and yoga certification, as well as personal training. This would benefit the department's students with vocational training and certification, and continuing education for educators K-12, and assist local businesses with a pool of qualified applicants for career opportunities in health clubs and weight rooms, resort and outdoor recreation employment. Staffing needs should be met when money permits to present the public with a professional person to perform clerical needs to answer phones, assist with the Athletic director and athletes, and direct students to proper staff to meet their needs.

The Physical Education department desires to continue offering the latest trends and technology to our students, as well as assist the faculty with staff development and meaningful continuing education, and to assure our students excellence and encouragement to seek degrees in PE and careers in coaching

Prioritized Recommendations for Sections 1-3:

1. Continue to refine and promote the Physical Education degree, in conjunction with the general education/university studies transferrable degrees, including adding, revising, and retiring courses that are applicable, and to increase and maintain the highest competitive

level possible to the intercollegiate athletic programs, and continue to keep the PE department viable to our student's lives, and our campus community satisfied.

2. Determine the course of athletics in regards to sports offered, determine the hiring of assistants for each sport, and assure gender equity for students and faculty and staff.
3. Give students increased options, including development of outdoor education courses and explore degree ideas, continuing education for K-12 educators, offer continuing ed. courses for corrections and Fire Science, as well as maintain and increase course offerings for credit and non credit courses, and encourage community service classes.
4. Develop an education and career tracking system for students once they have left LCC to measure student success in education, careers, and lifelong learning for student success..
5. Make every effort to offer continuing education opportunities to faculty and part-time coaches and staff, to offer educational excellence to our students and community.

Prioritized Recommendations for Sections 4-6:

1. The Physical Education/Athletics Program needs funding for athletics and instruction, to maintain, repair, replace, purchase and modernize our facility and equipment used to offer our students quality instruction.

2. Instructional and athletic budgets should be independent to provide instructors with necessary funding to provide a safe and clean and modern environment.

3. Athletic budgets need to be increased to meet the financial burdens being placed upon our department and coaches, including meal, travel, and supply budgets.

4. The department should explore the possibilities to build new facilities to enhance and expand additional opportunities currently being missed due to inadequate space, and to alleviate existing scheduling problems. These facilities could house more students, offer office space to increased staffing in athletics, and keep LCC competitive to schools that are similar to our size and population. Off campus facilities i.e., soccer and baseball, should be phased back onto the campus as money permits, to keep our student population on campus, alleviating the need for rent and other upgrades done to rental property.

5. PE resources that are in ill repair need to be resurfaced and brought back to satisfactory condition.

6. LCC representatives need to be given a reasonable amount of money to competitively recruit and retain students.

7. Mandated staffing for GVC competition needs to be hired to comply with Golden Valley Conference bylaws.

8. Clerical positions need to be added when money permits, giving the department a professional voice to new and returning students as well as assist with the day to day operations of our department. Storage and office space needs to be addressed, and the overall maintenance of the building.

9. Develop a plan to explore facilities needs, consider modernizing and new construction of facilities, including an on campus swimming pool and soccer and baseball fields.