



Consultation Council / Strategic Planning Committee 2012-2013

Administration:
Dr. Marlon Hall
Dave Clausen
Sue Mouck
Patrick Walton

Classified:
Jeff Lang
Carol Montgomery
Tami Wattenburg
ASB
Robert Lopez

Faculty:
Cheryl Aschenbach
Colleen Baker
Carie Camacho
Ross Stevenson

Management:
Terry Bartley
Vickie Ramsey (HRMP)
Planning Committees
Eric Rulofson (FMP)

Those present indicated in **bold**
Guests: Shelly Baxter, KC Mesloh

Minutes for April 8, 2013
1:30 pm in CD- 119

Consultation Council

1. Diversity Events and Calendar (Consultation) – Patrick Walton
Patrick's suggestion after reviewing all possible observed national days (those recognized by presidential proclamation) is to have a list of 10-12 that we annually select 3-4 events from. It isn't realistic as a small campus to have monthly events. Another idea is to have a series of a few days set aside as Diversity Days to celebrate all diversity as Butte College does. Or, we can do an annual theme for each of the next five years and organize a multi-day event each year to incorporate the theme, plus ASB and others can have special events. Tami suggested that we better utilize bulletin boards for diversity awareness. We also need to keep in mind that we should better utilize community groups to facilitate some of the special events; the total effort doesn't have to depend on our staff alone. There is concern that too many events will be too much for our personnel to manage. At the same time, Robert Lopez (ASB) shared the students' perspective that more consistent events are preferable. Food is also a good way to get people to attend special events. There was concern that some diverse groups may be offended by being left out. A more broad theme like Human Rights will be more respectful of all people while developing awareness. Patrick is going to share the conversation with Dr. Hall and get more direction regarding his intentions (ie. Monthly events versus a diversity week), and Consultation Council will continue the conversation next week.
2. Accept AP 4050 Articulation (Consultation) – Cheryl Aschenbach
AP 4050 Articulation was accepted by consensus.
3. Accept AP 7214 Initial Placement on Salary Schedule (Consultation) – Cheryl Aschenbach
AP 7214 Initial Placement on Salary Schedule was accepted by consensus.
4. Lassen College Student Success Scorecard (Information) – Sue Mouck
This report used to be called the ARCC report. It tracks students based on



Consultation Council / Strategic Planning Committee 2012-2013

MIS data submitted to the Chancellor's Office. Our statistics are lower than state average in every category. These are areas for us to improve as an institution. Consultation Council should keep in mind how planning decisions impact student learning and results. Division chairs/Academic Planning committee will be discussing the information at its meeting later today. Some of these categories are included in our key performance indicators (KPIs). This information will also be available on our website and presented to the Board at the May meeting.

One question raised was about completion and transfer. The problem with this category is the difficulty tracking our students after they leave Lassen College. There is also concern that perceived completion and transfer shortcomings for correspondence students, especially incarcerated students, may be skewing the overall completion and transfer rates.

5. College Letterhead: Logo vs. Seal – Cheryl Aschenbach (Information)
There has been confusion about when to use the logo and when to use the seal. Some understood the conversation at Consultation last spring to mean that only the president uses the seal while others thought that everyone should use the seal for all college business. There is a great deal of confusion about what is in the graphics manual, whether it was approved by Consultation Council, and when to use the seal versus logo. Cheryl will talk to Lori and try to get the graphics manual to bring back to Consultation for clarification and/or decision-making. There is also need a need for letterhead template.
6. Academic Services Update (Information) – Sue Mouck
Tabled to April 15 meeting due to lack of time.
7. Ch. 6 Administrative Procedures (Consultation) – Cheryl Aschenbach
Constituent groups are encouraged to review Chapter 6. These will be brought back in two weeks for Consultation Council acceptance.

Strategic Planning

1. Presentation of 2011 Social Science IPR (Information) – Cheryl Aschenbach
Consultation Council received the 2011 Social Science IPR. Recommendations will be included in the 2014-2015 planning and budgeting process that starts in October 2013.



Consultation Council / Strategic Planning Committee 2012-2013

- 2.
3. Presentation of 2011 Gunsmithing IPR (information) – Cheryl Aschenbach

Consultation Council received the 2011 Gunsmithing IPR. Recommendations will be included in the 2014-2015 planning and budgeting process that starts in October 2013.

4. WEAVEonline Update (Information) – Sue Mouck
Administrative areas are discussing their SLOs and modifying them to administrative unit outcomes (AUOs). Two administrative areas have had their AUOs go through cabinet and are now in WEAVE. The Weave Implementation Team (WIT) meets monthly and has finally figured out how to link program outcomes to course/administrative unit outcomes and institutional outcomes. Areas are encouraged to discuss this further; Robert will be contacting people to input the association/link information.

*For administrative units to change outcomes, units must complete an NIPR annual update and submit it to the area administrator who will take the update to cabinet for adoption. After adoption, the outcomes will be updated in WEAVE. Could administrative units have both SLOs and AUOs?
Yes.*

Accreditation Steering

1. Review Draft of Accreditation Standard III.B. (Information) – Sue Mouck
This is the facilities section. Sue needs feedback; she is still getting very little. Even questions are good, because the questions can provoke additional thought/input when the drafts are given back to the individual committees. Remember that we all have ownership of this document, so we all need to know what is in it and ensure that it is accurate. A few items were discussed relative to the draft of Standard III.B and recommendations/plans. If we're doing something already, it shouldn't be in the plan, nor should we include items that we're doing but need improvement. Recommendation/plan should primarily include items that we should be doing that we aren't doing.

Other:

Tami shared that on April 26 EOP&S (and maybe ASB) will be having a barbeque for everyone.

Dave Clausen shared that Prop 30 backfill money is finally being provided by the Chancellor's Office, but it is documented differently than in the past and requires us to have the expenditures Board approved. We must also publicly document how the



Consultation Council / Strategic Planning Committee 2012-2013

money is being spent. This was previously unrestricted general fund apportionment that now has restrictions and additional financial burdens related to audit, reallocation of 12-13 funds, and publicity.

Next Meetings:

Monday, April 15, 2013

Monday, April 22, 2013

Monday, April 29, 2013

Future Agendas:

1. Human Resources Update (Information) – Vickie Ramsey (April 15)
2. HR Master Plan –April 22
3. Review Draft Standard IV
4. Comprehensive Institutional Master Plan – April 29
5. Discussion- evaluation process for shared governance and strategic planning – April 22
6. Review evaluation reports & establish budget & planning process revision subcommittee (May 13)
7. AP 3420 Equal Employment Opportunity (Consultation) – Vickie Ramsey
8. Ch. 7 APs (following HR revision given constituent group input)
9. Human Resources Master Plan: March (March 2013)
10. 2012 Agriculture IPR (Information) – Cheryl Aschenbach
11. 2012 Business IPR (Information) – Cheryl Aschenbach
12. 2012 Enrollment Services NIPR (Information) –
13. 2012 Auxiliary Services – Food Service/Bookstore/Book Rental/Loan Program NIPR(Information) – Dave Clausen
14. Report on Boiler Project Repayment Progress – August 2013