



LASSEN COMMUNITY COLLEGE

ACADEMIC SENATE



2012-2013

Approved Minutes
Tuesday, October 9, 2012

President
Cheryl Aschenbach

Call to order: President Aschenbach called the meeting to order at 4:02 p.m.

Vice-President
Nancy Beterbide

Senators present: Cheryl Aschenbach, Lisa Gardiner, Michael Giampaoli, Carrie Nyman, Richard Swanson. Guests: Sandy Beckwith, Lori Collier, KC Mesloh, Sue Mouck, Patrick Walton

Secretaries
Lisa Gardiner
Richard Swanson

Approval of Agenda: (Nyman/Gardiner, MSCU)

Minutes

Approval of Minutes from the September 25, 2012 meeting (Nyman/Gardiner, MSCU).

Senators
Michael Giampaoli
Carrie Nyman

Public Comment
None.

Action Items

1. Accept Basic Skills Report (Colleen Baker)
Patrick Walton represented Colleen Baker to inform the Academic Senate of several positive aspects of the Basic Skills Report. Walton reported that many of these elements of the program were possible because of excess funding, and credited Colleen Baker for the sound budgeting that made the excess funding possible. He said all of the funding was spent. The program now has more computers and expanded services to DSPS. (Swanson/Gardiner: MSCU)
2. Reaffirm Faculty Code of Ethics
Cheryl Aschenbach explained that it is traditional every few years for constituent groups to reaffirm its group code of ethics statement. (Gardiner/Giampaoli: MSCU)
3. Accept English/Fine Arts IPR and forward to the Board
Noting that the Digital Graphic Design AS degree has been approved, discussion included how to best note this in the Executive Summary. It was concluded that Cheryl Aschenbach will add comment to the Executive Summary to indicate the date the degree was approved, but language in the document itself would remain the same. (Gardiner/Nyman: MSCU)

Discussion Items

1. Transcript evaluation recommendations for foreign students
The Counseling Department expressed a need to develop a written policy indicating requirements for foreign transcript evaluation and the approved agencies that provide this service. Cheryl Aschenbach will work with Counseling staff to draft a BP addressing this issue based on resources and information provided by Sandy Beckwith and KC Mesloh.

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2. Acceptance of coursework from regionally accredited institutions
In addition to transcript evaluation, Counseling Office staff request that the Senate consider including a statement about acceptance of coursework from regionally accredited institutions. It is best practice to only receive coursework from regionally accredited institutions, but Lassen College does not have a formal statement of policy or procedure on record. It was agreed that this would be drafted into the same procedure as above. Another consideration is awarding of credit for AP and CLEP test scores.

3. Procedure Manual for Processing Attendance Accounting
This document was prepared by Institutional Research and has been distributed to faculty since 2011 Faculty Orientation. Janna Sandahl has asked that Senate review it and provide feedback on behalf of the faculty so the document can be updated and distributed during trainings and online. Primary areas receiving feedback are the stated requirements that faculty must maintain attendance records for three years after submission the District. Faculty members including LCFA Executive Board members, expressed that once the documents are submitted to the District, it is the District's legal requirement to maintain the documents for three years. To expect the faculty to do so can be seen as additional workload for faculty not to mention creating an additional need for secure storage space in offices. Cheryl thanked senators and faculty members for feedback and will take feedback to Janna Sandahl for revision.

Information Items

Reports

- Senators: *Giampaoli commented on the ease and effectiveness he experienced in using "Moodle." Aschenbach announced Senate Plenary is in April.*
- Administration
- LCFA

Closed Session

- Minimum Qualifications and Equivalencies
None

Adjournment: Giampaoli

Next Academic Senate Meetings

Tuesday, October 23, 2012

Tuesday, November 13, 2012

Tuesday, November 27, 2012

Tuesday, December 11, 2012

Additional meetings will be scheduled as necessary.

Future Agenda Items

- Agriculture IPR (from 2012)

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- Human Services IPR(from 2009) (October 2012).
- Social Science IPR (from May 2011) (September 2012)
- Gunsmithing IPR (from May 2011)
- Journalism IPR (from May 2011)
- Business IPR (from May 2012)

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