

LASSEN COMMUNITY COLLEGE

ACADEMIC SENATE



MINUTES

Tuesday, September 23, 2014

3:00pm in HU-204

2014-2015

President

Cheryl Aschenbach

Call to Order: President Aschenbach called the meeting to order at 3:00 p.m.

Vice-President

Carrie Nyman

Present: Cheryl Aschenbach, Barbara Baston, Lisa Gardiner, Cory McClellan, Carrie Nyman, Richard Swanson.

Guests: Sue Mouck, Jeff Owens

Secretaries

Lisa Gardiner

Richard Swanson

Approval of amended agenda with the removal of Minimum Qualifications and Equivalencies from the closed session agenda: (Nyman/McClellan: MSCU)

Minutes

Approve minutes from September 9, 2014. (Gardiner/Baston: MSC, Gardiner abstained).

Public Comment: None.

Senators

Barbara Baston

Cory McClellan

Action: (McClellan/Nyman: MSCU)

Approve recommendations from Curriculum/Academic Standards and forward to the Board
New Course: ED2 Introduction to Elementary School Classroom Instruction

Discussion

Faculty hiring procedures and the Screening and Selection Handbook

Discussion included the benefits of the following revisions specific to faculty and administrative applicants:

- *Accept only official transcripts or unalterable PDF scans/copies of official transcripts at time of application – no more use of unofficial transcripts for initial application and minimum qualifications and equivalency review*
- *Include a statement in handbook and on NEOGOV regarding limits to application assistance provided by HR for faculty applicants and administrative applicants. Something like, “HR is happy to answer applicant questions about the application process. However, the responsibility for completing the application and attaching all required documents rests with the applicant” (HR committee may want to discuss merits of extending to management or classified)*
- *Require letters of recommendation for all faculty and administrative positions (this currently seems to be very inconsistent)*
- *Establish operational limits for the number of times HR has to follow-up with applicants to request additional information (the thought is that if applicants can't follow up in a timely manner the first or maybe second time, they must not be that interested in the position)*
- *With interviews, include the ability of committee members to discuss comments relative to known experience/performance of applicants once interviews are completed and scored*

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- *With interviews, include the ability of HR to report to the committee on how much assistance was given to each candidate during the application process once interviews are completed and scored. Senate feels this can be an indicator of an applicant's potential as a motivated, capable, detail-oriented employee and should be discussed.*
- *Maintain a "no hire" list of people who have been terminated for cause or have engaged the district in litigation (necessary to maintain history and to protect LCCD from changes of administrators and personnel)*

President Aschenbach will draft a document identifying these revisions and share the document with Human Resources and with our faculty representatives to the Human Resources Planning Committee.

Information:

- Barbara Baston announced College Day is Thursday 09/25/14 from 9:00 a.m. through 12:00 p.m.
- Cheryl will be ordering Senate Shirts. Cost is \$25.00 Colors: White, Black, Orange, Dark Grey. Please let Cheryl know your size and color preference if interested.

Reports:

- *Senators President Aschenbach continued conversation from last meeting regarding coaches' disregard for the Senate statement discouraging scheduling of sporting events that clash with academic meeting times, especially exams. Senate may pursue a statement from the dean of instruction that releases faculty from the policy of no exceptions to taking exams during their scheduled time. Another solution the Senate may pursue is the proctoring of exams for athletes on the road during exam periods.*
- Administration: None.
- LCFA: Carrie Nyman reported negotiations are at impasse.

Closed Session was entered into at 3:43 p.m.

- Review applications and select 2014-2015 Flex Chair (Nyman/Swanson: MSCU)

Closed Session Report 3:45 pm

President Aschenbach reported out that Colleen Baker was selected as Flex Chair.

Adjournment: Senate adjourned at 4:46 (Gardiner/McClellan)

Next Academic Senate Meetings

Tuesday, October 14, 2014 at 3:00pm in HU-204

Tuesday, October 28, 2014 at 3:00pm in HU-204

Tuesday, November 25, 2014 at 3:00pm in HU-204

Tuesday, December 9, 2014 at 3:00pm in HU-204

Additional meetings will be scheduled as necessary.

Future Agenda Items

- Approve 2014 Automotive Technology IPR
- Approve 2013 Welding IPR
- IPR Handbook – further review and approval
- AP 4005 Enrollment Management and Attendance Accounting
- Accept 2014 Annual IPR Updates
- 2014 Athletics IPR
- 2014 Agriculture IPR

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