

# LASSEN COMMUNITY COLLEGE

# ACADEMIC SENATE



MINUTES  
Tuesday, March 14 2017  
3:00 pm in HU-206

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2016-2017

President

Cheryl Aschenbach

Call to Order: President Aschenbach called Senate to order at 3:03 p.m. Present were Senators Nyman, Swanson, Gardiner, McClellan and Baston. Also present was guest, Brian Murphy.

Vice-President

Carrie Nyman

Approval of Agenda: *Agenda approved* (McClellan, Gardiner/MSCU)

## Minutes

Secretaries

Barbara Baston

Richard Swanson

Approve minutes from February 29, 2017 meeting: *Approve minutes* (Nyman, Baston/MSCU)

## Public Comment

Individuals may address comments to the Academic Senate on *subjects not listed on the agenda*.

Senators

Lisa Gardiner

Cory McClellan

## Action

1. Approve elections timeline: *President Aschenbach explained the timeline for Academic Senate election process and provided timeline with dates.* (Gardiner, McClellan/MSCU)

## Discussion

1. Fire Technology 2017 IPR – First reading: *President Aschenbach met with Fire Technology for first reading of their IPR.*

## Information

- Academic Senate Spring Plenary – April 20-22, 2017 in San Mateo: *Still recruiting for those interested in attending. Decision must be made within the next couple of weeks.*

## Reports

- Senators:  
*McClelland reported that Natasha McClellan – math instructor, will be conducting a LaTeX - alternative typesetting program workshop on Friday, March 17, 2p.m. This workshop is part 1 in a series intended to introduce the software required for the production of technical and scientific documentation.*

*Cory also shared information about class size and the need for his English 22 class to be smaller than it is. This class requires small group and feedback which*

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www.lassencollege.edu

*cannot be managed effectively with a large class size. Ideal class size would be less than 12 students.*

- Administration:  
*Brian Murphy reports that the 2017 IPR's need to begin using Qlik software. Data is up and current with the data warehouse being updated each evening for the most accurate data. Brian and Cheryl may be providing training in the future. Brian is available for questions and troubleshooting.*
  
- LCFA:  
*Nyman reported that the next LCFA meeting will be Thursday 3/23 at 2:30 p.m. with negotiations starting at 3:00 p.m.*

#### Closed Session

Senate entered closed session at 3:54 p.m. and came out of closed session at 4:10 p.m.

#### Closed Session Report

1. Approve Minimum Qualifications and Equivalencies (as needed) and forward to the Board:  
*Approve two Minimum Qualifications and Equivalencies in Fire Technology (McClellan, Baston/MSCU)*

Adjournment: 4:10 p.m. (Baston, McClellan/MSCU)

#### Next Academic Senate Meetings – Spring Semester

March 28, 2017 at 3:00pm in HU-206

April 25, 2017 at 3:00pm in HU-206

May 9, 2017 at 3:00pm in HU-206

May 23, 2017 at 3:00pm in HU-206

Additional meetings as needed

#### Future Agenda Items

2. Approve 2016 Humanities IPR
  3. Approve 2014/2016 Agriculture IPR
  4. Approve 2016 Business IPR
  5. BP/AP Chapter 4 review
    - a. AP 4005 Enrollment Management
    - b. BP & AP 4100 Graduation Requirements for Degrees and Certificates
- New Board policy – Regular, Substantive Contact in DE
  - New Board policy – Credit Hour Definition
  - Revisions to Online Instruction Handbook
  - Revisions to the Correspondence Handbook
  - Revisions to IPR Handbook
  - GE and Institutional SLOs as part of equivalency process

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