

# LASSEN COMMUNITY COLLEGE

# ACADEMIC SENATE



MINUTES  
Tuesday, December 5, 2017  
4:00pm in HU-204

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2017-2018

President  
Cheryl Aschenbach

Called to Order at 4:03pm  
Senators Present: Cheryl Aschenbach, Richard Swanson, Barb Baston, Lisa Gardiner,  
Roxanna Haynes  
Guests: Karissa Morehouse

Vice-President  
Richard Swanson

Approval of Agenda with approval of minutes and closed session  
(Swanson/Baston, MSCU)

Secretaries  
Barbara Baston

Minutes  
Minutes from November 14, 2017 will be approved at the meeting in January

Senators  
Lisa Gardiner

Public Comment  
None

Roxanna Haynes  
Jeff Owens

## Action

1. Accept recommendations from Curriculum/Academic Standards Committee and forward them to the Board (Gardiner/Baston, MSCU)
  - a. Substantial Change: CHEM 55 – hours reduced from 4.0 (51 hours lecture/51 hours lab) to 3.0 (51 hours lecture)
  - b. New Noncredit Automotive Certificate
2. Approve revisions to AP 5011 Admission and Concurrent Enrollment of High School and Other Young Students; forward to Consultation Council (Gardiner/Swanson, MSCU)
3. Approve revisions AP 5012 International Students; forward to Consultation Council (Gardiner/Swanson, MSCU)
4. Approve AP 5050 Matriculation; forward to Consultation Council (Baston/Gardiner, MSCU)
5. Review and accept Integrated Plan (2<sup>nd</sup> reading); authorize Senate President Cheryl Aschenbach to sign final document for submission to Chancellor's Office (Gardiner, Baston, MSCU)  
*Senate President Aschenbach agreed that if there are significant changes to the final document, she'll return to Senate for further review and acceptance prior to signing.*
6. Review and accept Guiding Pathways Self-Assessment Tool responses for Lassen College; authorize Senate President Cheryl Aschenbach to sign final document for submission to Chancellor's Office (Gardiner/Swanson, MSCU)
7. Approve revisions to Budget & Planning Process Handbook (Gardiner, Baston, MSCU)

Discussion  
None

Academic Senate  
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## Information

### Reports

- Senators (3 min each)
- Administration (5 min)
- LCFA (5 min)

### Closed Session (as needed)

1. Approve Minimum Qualifications and Equivalencies (as needed) and forward to the Board

### Closed Session Report

Adjournment at 4:43 (Baston/Gardiner, MSCU)

### Next Academic Senate Meetings

December 12, 2017 at 3pm in HU-206

January 23, 2018 at 3pm in HU-206

February 13 and 27, 2018 at 3pm in HU-206

March 13 and 27, 2018 at 3pm in HU-206

April 10 and 24, 2018 at 3pm in HU-206

May 8 and 22, 2018 at 3pm in HU-206

Additional meetings as needed

### Future Agenda Items

1. Strategic Enrollment Plan (Dr. Buckley)
2. Approve revisions to BP & AP 4100 Graduation Requirements for Degrees and Certificates, including revisions to catalog language re: GPA and certificates; forward it to Consultation Council
3. Approve 2016 Humanities IPR
4. Approve 2014/2016 Agriculture IPR
5. BP/AP Chapter 4 review
  - a. AP 4005 Enrollment Management
- New Board policy – Regular, Substantive Contact in DE
- New Board policy – Credit Hour Definition
- GE and Institutional SLOs as part of equivalency process
- Accuplacer NextGen workgroup
- Revision/development updates (as available)
  - Instructional Program Review Handbook (Lisa, Roxanna, Richard)
  - Faculty Handbook (Cheryl, Jeff, Roxanna, Barb)
  - Online Faculty Handbook (Lisa, Jeff)
  - Correspondence Faculty Handbook (Cheryl, others TBD)
  - Faculty Handbook for Incarcerated Instruction (Cheryl, Roxanna, Andy, Hasib)

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