



# Academic Planning Committee/ Institutional Effectiveness 2013-14

Administration:  
**Dr. Tammy Robinson**  
**Dr. Beatriz Vasquez**  
**Patrick Walton**

Faculty:  
**Cheryl Aschenbach**  
**Carie Camacho**  
**Robert Schofield**  
**Alison Somerville**  
**Ross Stevenson**

Management:  
**Dave Trussell**  
**Aeron Zentner**

Those present indicated in **bold**.  
Guests: **Fran Oberg**

Minutes for October 21, 2013  
1:30 p.m. – Admin Conference Room

Call to Order: 1:35

1. Review EMP Final Draft

Draft reviewed. No further changes recommended. (See attached)

2. Prioritize EMP recommendations for the 2014-15 Positions Request

Changes made. (See attached list)

3. Future meetings

No future meetings planned at this time.

4. Other

Final Draft and Positions Request to be presented at Cabinet October 22, 2013.

# LASSEN COMMUNITY COLLEGE

## EDUCATIONAL MASTER PLAN



**2014-2019**

## **Section IV – Five Master Plans**

### **1. Educational Master Plan and Academic Staffing Plan**

#### **I. INTRODUCTION**

From its establishment in 1925, Lassen Community College has provided a balance of educational program offerings. Beginning in 1935 with the Forest Technology program, the college has developed and revised a mix of academic and career technical programs appropriate to the mission of California Community Colleges. Originally built as one of the state’s “small but necessary” campuses, the college successfully provides comprehensive educational programs in spite of its small size.

The college is committed to providing quality education offerings that meet the diverse needs of its student population. The college currently offers thirty-six (36) associate degrees, seventeen (17) certificates of achievement, and twelve (12) certificates of accomplishment within twenty-five (25) credit programs. During 2011-2012 eight (8) new associate degrees for transfer and one career technical associate degree and certificate of achievement were added to the curriculum. An additional two (2) new associate degrees for transfer were added in 2012-2013. Additionally, the college provides basic skills instruction in writing, reading and mathematics. The Curriculum/Academic Standards Committee, a subcommittee of the Academic Senate, is responsible for insuring the integrity and quality of Lassen Community College curriculum and programs.

The college offers Academic Associate Degrees in: Natural Science, Physical Education, Social Science, University Studies Associate Degrees in Agriculture, Allied Health, Biological Science, Humanities, Mathematics/Physical Science, Natural Science, Social Science, and Associate Degrees for Transfer in Administration of Justice, Art History, Business Administration, Early Childhood Education, Geology, History, Sociology, Studio Art, English and Psychology. The associate degrees offered in career technical specializations are Accounting, Administration of Justice, Agriculture Science and Technology, Automotive Technology, Childhood Development, Correctional Science, Digital Graphic Design, Drug and Alcohol Paraprofessional, Fire Technology, Firearms Repair, General Gunsmithing, Human Services, Office Administrative Assistant, Vocational Nursing, and Welding Technology. In 2012-2013, 188 associate degrees, 86 certificates of achievement and 49 certificates of accomplishment were awarded.

#### **II. ACADEMIC PLANNING COMMITTEE**

The Academic Planning Committee, comprised of division chairs, the vice-president of academic services, the associate dean of instructional services, associate dean of student services, curriculum committee representative, management representative, and director of Institutional Effectiveness is charged with the responsibility of addressing instructional planning needs for the college. The committee develops the Educational Master Plan and meets to discuss and make recommendations regarding present and future needs to sustain academic excellence.

Guided by the mission statement and strategic goals approved by the Governing Board, the Academic Planning Committee relies on recommendations from instructional program reviews to inform the development of the Educational Master Plan. The 2014 -2019 plan is derived

from recommendations found in the following instructional program reviews: 2012- Fine Arts- Art; 2013 – Basic Skills; 2013 – Developmental Studies; 2013 - DSPS; 2013; 2011– Gunsmithing; 2010 -Natural Science/Mathematics; 2010 -Physical Education; 2011- Administration of Justice/Correctional Science; 2012- Business; 2013- Automotive Technology, 2013 – Fire Technology, 2011 – Welding Technology, 2013-Work Experience, 2013-Licensed Vocational Nursing, and 2013- Child Development. Additionally information from the 2013– EOPS/CARE; 2013 – ILP; 2013 – Counseling; 2013 – Kinship; 2011- Human Services; 2010 - Distance Learning, 2010-Community Services, and 2011-Contract Education Non-instructional Program Reviews are included.

The Educational Master Plan consists of five Annual Action Plans covering each Academic Year from 2014-2015 to 2018-2019. The Annual Action Plans are reviewed and updated annually in the fall term. The five-year plan is presented to Consultation Council by the Academic Planning Committee for approval, prior to informing the development of the Facilities, Institutional Technology, Human Resources and Student Services Master Plans in the subsequent spring term.

#### **ACADEMIC PLANNING COMMITTEE MEMBERSHIP:**

The following individuals served as members of the 2013-2014 Academic Planning Committee:

Cheryl Aschenbach - Division Chair, Science/Business  
Carie Camacho - Division Chair, Social Science  
Robert Schofield- Division Chair, Basic Skills/English/ Mathematics  
Ross Stevenson – Division Chair, Career/Technical/Health/Physical Education  
Beatriz Vasquez – Executive Vice-President of Academic Services  
Tammy Robinson - Dean of Instructional Services  
Patrick Walton – Dean of Student Services  
Alison Somerville – Representative from the Curriculum/Academic Standards Committee  
Dave Trussell – Management Representative  
Aeron Zentner – Director of Institutional Effectiveness

### **III. 2014-2019 ACADEMIC ENCOMPASSING ELEMENTS**

The Educational Master Plan articulates a pathway to maximize the student experience through five all- encompassing elements: Professional Development, Capacity Building, Program Development, Outreach Implementation, and Vision: Institutional Development. This pathway is the driving force behind all college planning and implements the college mission statement, identifies recommendations made through instructional program reviews, and utilizes strategic goals approved by the Governing Board.

## **Element I – Professional Development**

People are our most important asset. In this regard, it is imperative that faculty have support to maintain currency through discipline-specific development opportunities in addition to training on emerging technologies, curriculum design, assessment of student learning outcomes, and adult learning theory.

## **Element II - Capacity Building**

Today's educational environment requires colleges to deliver curriculum in alternative and innovative ways. As a result, the college recognizes the need for relevant technology. Throughout the next five years, the college will build this capacity in classroom technology, increase the number of classroom computer labs, and provide professional development. Since the adoption of AB 1725, faculty have been expected to participate in out-of-class duties to a much greater extent than ever before. Consequently, job descriptions for faculty need to be amended to include interest in participation in responsibilities outside of the classroom.

## **Element III - Program Development**

Strengthening and enhancing existing programs as well as developing new programs will sustain Lassen Community College's educational leadership in northern California. Initial career technical programs identified for enhancement are nursing, automotive and welding. Enhancement of additional programs will be identified through the instructional program review process. The strengthening of transfer programs will occur through the development of additional associate degrees for transfer (SB 1440).

## **Element IV – Outreach Implementation**

Lassen College serves a large geographic region and has a commitment to provide necessary training opportunities to all of its constituents. Currently under consideration, there are three different approaches to meet community needs: contract education, continuing education and community service. In addition to expanding educational opportunities to our immediate community members, Lassen College is also committed to student diversity and would like to increase our international student base.

## **Element V – Capital Development**

The pathway elements provide the foundation for continued institutional development. The first four elements give the College the capacity to examine the feasibility of a proposed vision and bring it to fruition. Prospective visions identified thus far are: infrastructure upgrade (air conditioning, repair, remodel of instructional spaces), allied health institute, expanded agriculture area (indoor arena, safety fencing, pipe corrals, tack rooms, wash rack area, bleachers and landscaping), Herlong farm expansion, public safety training center, expanded gunsmithing

facility (including indoor shooting range), upgraded fitness and athletic facilities (swimming pool, track, soccer and baseball fields) and performing arts center.

## Needs to be done at the 10/21/13 meeting

### ACADEMIC STAFFING PROPOSAL 2014-2015 (recommended staffing positions in priority order)

1. *Replace one full-time English Instructor [Kathy Rhymes' position] – anticipated hiring fall 2013 for spring 2014 start \*expected complete December 2013; can be removed from 2014 staffing list upon hire*
2. *Replace one full-time English/Humanities/Philosophy Instructor – anticipated hiring spring 2014 for fall 2014 start \*expected complete by May 2014; can be removed from 2014 staffing list upon hire*
3. *Hire full-time POST/NRA Coordinator (YEAR? Administration of Justice IPR) \*expected complete by Spring 2013; can be removed from 2014 staffing list upon hire*
4. Hire a full-time Learning Assistance Coordinator [2009 Basic Skills IPR]  
**\*job description needs to be revisited**
5. Replace full-time Physical/Biological Science Instructor – individual retired Spring 2010– with Biological Science Instructor with preferred ability to teach in at least one physical science area-[2010 Natural Science/Mathematics IPR recommendation]
6. Replace one full-time Librarian [2011 Library NIPR]
7. One full-time Fire Technology Instructor [2013 Fire Technology IPR]
8. Replace a full-time mathematics instructor with qualifications for Physics/Physical Science/Astronomy (vacated Aug 2012 and not replaced) (2006 Mathematics IPR; 2009 Basic Skills IPR)
9. One part-time or full-time Foreign Language Instructor [2009 Basic Skills IPR]

10. Add one Instructional Support Specialist - Developmentally Delayed/Adaptive PE (2013 DSPS IPR Annual Update recommendation)
11. Part-time equipment manager in Fire Technology/Public Safety Training Center [2013 Fire Technology IPR]
12. One full-time Administrative Assistant in Academic Services to serve Community Services/Contract Education/POST/Work Experience [2011 Work Experience IPR]
13. Add one Administrative Assistant II - Fire Technology/Public Safety Training Center (2013 FS IPR Annual Update recommendation)
14. Add one full-time Nursing Instructor (2012 LVN IPR recommendation)
15. Add one full-time Art/Design Instructor (2013 Art IPR Annual Update recommendation)