

LC Notes October 23, 2020 1:15pm - 2:45pm

Jennifer Frei (designee for VP ASA, Vice-Chair),
Ellen Osterkamp (designee for AVP AA),
Jennifer Falzerano (designee for AVP SA),
Jennifer Kepka (Faculty Council Co-Chair),
Adrienne Mitchell (LCCEA President),
Wendy Milbrat (Classified),
VACANT (Classified),
Laura Pelletier (Faculty - EA),
Nancy Wood (Faculty - EA),
VACANT (Faculty - FC),
Phil Martinez (MSC),
Patrick Blaine (MSC),
VACANT (Student),
VACANT (Student),
Tammy Salman (by position),
Ian Coronado (by position)

Attendance: Jennifer Frei, Ellen, Laura, Nancy, Tammy, Jennifer Falzerano, Adrienne, Phil, Jen (a few minutes late), Ian (joined late),

Voting (tracker doc

https://docs.google.com/document/d/1vXGa9QGAqipXXwbBpjgz-QgZTg_uK04m/edit#heading=h.sc2t6uppdfqv)

1. Admin tasks

- a. Review / approve agenda **Tammy Moves to approve, Laura Seconds** - discussion? Vote in (tracker doc noted under attendance) - Adrienne had a question about how votes are being recorded, answered by Jennifer Frei and others. Call the **vote 7-0-1, motion carries**
- b. Membership update for the 2020-2021
 - i. Update regarding ASLCCSG student appointments - Jennifer Falzerano updates membership on student govt - they discussed this at their last meeting, it will just take them a bit of time
 - ii. would there be value in adding membership from continuing ed
Phil: ECE has a connection.. Can see a value there.. Not sure if they would see the value, haven't been involved in any of those issues..
Jennifer Frei - governance redesign, how that would fit moving forward.. Is this a change to council membership or additional nonvoting
Continuing Ed..

Salman - I had forgot about governance redesign.. Would this council shift.. Link more official

Frei - something we can raise for consideration

c. Chair selection - has anyone changed their mind?

Last time we were working on nominating Nancy...

Discussing the one year of service requirement before becoming chair
Don't want that req to be a barrier to..

Nancy - Last time I may have said yes, now I am starting to wonder.. I was hoping Adrienne would say yes.. I don't want to leave it.. Nobody else wants to do it either... maybe if I were more confident of what I was doing.. Right now I am unsure of a lot so I am having some hesitation..

Frei - there was some talk about nominating Tammy.. We do have a chair vice chair structure, it is not one person doing it all.. I believe wendy clearly declined last time.. Another classified member will be added soon... not likely to be a carryover from previous years.. Jen mentioned that there is another faculty member..

Make that part of the call - we are looking for a faculty member

Nancy - try that and if we don't get anyone then I will do it.

Hopefully we will have other vacancies filled

Chairs shall be faculty, classified staff or students. Recognizing that experience in council process and business is a necessary element of leadership, the chair of each council shall have at least one year's prior service on that council. It is also recognized that this experience requirement, in conjunction with the participation issues noted above, may make it difficult for members of some stakeholder groups to chair councils, as they may consistently have difficulties acquiring the necessary experience. The success of the governance system will, therefore, require that these obstacles to full participation be eliminated.

The chair is elected by the full council membership for a one-year term. Role of chair:

- Facilitates meetings
- Drafts agenda with vice chair and other council members
- Reviews notes and documents
- Calls meetings
- Assures the council works within its charter
- Facilitates appointment of members
- Assures effective communication to college community

d. Review and approve [Oct 9th Minutes](#) - pretty extensive, zoom recording are substantive .. do we have a motion? **Motion by Laura, second by Jennifer Falzerano, Call the vote 8-0-1, Motion Carries**

2. [2020-2021 Learning Council Work Plan](#) - to be edited/populated - its a starting point, I don't know if folks have had a chance to look at that.. Puls the strategic learning framework is on the agenda as well.. This may be just the beginning of the conversation.. Starting point

Adrienne mentioned a Master Academic Plan, where does that fit in, and is this work going to work on that too, or is the strategic learning framework going to inform the master academic plan..

discussion

- a. [2019-2020 LC Work Plan](#) Adrienne asked if there is a deadline for College Council to receive a copy of our current work plan?

Unknown, not to their knowledge. RE Strategic Learning Framework “a great place to start” this is called a *framework* because it does not really include action.. Educational priorities.. Make them more granular.. This seems like the body to outline some of those education priorities.. There is a strategic planning process happening this year as well. Work around this to a more action orientation.. Academic plan strategic direction around academic priorities.

Timely - LMS Review

HECC Taskforce undertaking this topic.. Landscape is changing/different Ian - make recommendation to get the state to pay for the LMS

3. Strategic Learning Framework - How to work, focus on alignment this year.. <https://www.lanec.edu/governance/learning-council-actions>

- a. review and discussion - evaluation specifically calls out learning council, some activities there...

Adrienne - we might want to update the strategic framework to reflect current structure new standards student learning outcomes.. Language of the updated standards.. Master educational plan.. Crosswalk the existing framework to the new standards, identify the action items so this can be fleshed out as an actual academic plan...

Prior discussion around the workplan had to do with this framework, and that is a concrete step identified.. Do we want to identify members of the council to update that draft? Should not need to wait on...

Reach out on shannon ball and nancy.. Program plans .. nancy is willing to be involved in any committee, tammy and ellen also willing to help.

4. COPPS Check-In

<https://drive.google.com/open?id=1MXAw2NDegPJrhLiND7cXRpMOMhbUBkLD>

a. Credit For Prior Learning FC/LC Joint Sub Committee

- i. Current members: Jenn Kepka, Susie Cousar, Tammy Salman, Patrick Blaine, Grant Matthews, Rachel Knighten, Mindie Dieu, Wendy Milbrat
- ii. review of **draft document** - is there a draft document?
Jen says yes, but the subgroup has not approved the most recent changes. Coming soon.

b. Instructor Hours on Campus

- i. Current members: Laura Pelletier, Wendy Milbrat, Patrick Blaine
- ii. review of [draft document](#) Adrienne - nancy shared some of my comments on this last time.. Existing policy has not been is not enforceable.. Not currently in effect.. Topics like working hours salary insurance mandatory subjects of bargaining..working hours are not the subject of policy.. Implementing a new requirement would require negotiation..We are also in a pandemic right now, the urgency right now
New policy was brought to cc this month regarding distance remote instruction (by Shane/HR).
Trying to pick up from the last council (last year), the context you are talking about makes sense, where does this fit in context and how to proceed..
Laura - we started this discussion long before the pandemic.. Office hours.. Adapt... part time faculty have to be on campus at least once per week in current policy and that was not very viable ... allowing more flexibility .. it might not be totally relevant under pandemic .. without exceptions of college closures.. If we leave the thing the way it is, you are still requiring them to be on campus more than they need to be when there is so much technology..
Phil - Adrienne and Lauras contribution on this.. My view unites the two.. Having worked on this so long and predilection to not leave things hanging.. Would rather vote on wha is here and understand it might be rendered moot (until things settle

down) would not want to spend time on the wording etc.. as Laura said even if we don't vote on it there is an existing COPPS policy .. the fact that is contractually based, we could check it off (here).

UNLESS voting on such a thing would create a grievance .. elements in the structure above us could render it moot and set it aside.

Adrienne reiterating that the current 'policy' is not enforced or enforceable.. Not actually a requirement.. The idea of updating a policy makes sense (only) if the policy were in effect.. Parse out.. [Time 2:10pm marker on recording, near 1 hour tape time] bargaining.

Laura - focus on the Office Hours - only - and avoiding the faculty hours on campus? Ie 30 hours on campus..

Phil - dunno the definition of enforcement is.. If we get a complaint from students that the faculty are not holding the posted office hours.. Have we dinged anybody even in an informal way? No,.... not consistent across campus.. Maybe that's what adrienne is talking about..

Not counting hours..

[<capture Jennifer's summary for notes> 2:15pm - one hour in]\

Laura moves to strike the office hours language from this document, **second by Phil** call to **vote 9-0-1 Motion Carries**

Adrienne - clarification of a contradictory point.. Recommend language adjusted to reflect FTE or sections translating to a number of hours on campus. (formula) with an additional notation of 'Not to exceed 5 per week' 'one office hour per section, not to exceed 5 per week'

Live action edits on the shared document in the shared drive

c. Grades/Grading

- i. last mtg it was recommended to review Oct 2019 & Jan 2020 minutes
 1. no information found in either of these minutes

d. Curriculum

- i. Group reviewing this: Tammy Salman, others ???
 1. Tammy Salman
 2. Rosa Lopez

3. Laura Lawver
 4. Paula Thonney
 5. Deidre Lyons
 6. chair (TBD soon)
 7. Patrick Blaine
 8. Claudia Owen
 9. Matt Fadich
- e. reserve duty release time for students
 - i. review **draft document** from group last year
 - ii. group members: Jenn K., Laura P., Dawn W.
 - f. distance learning
 - i. joint group of LC & FC members: ???
 - ii. update report today

5. Procedure Reviews (all doc's in Lane CC Learning Council shared folder, COPPS folder, Min Qual and Fac Cert folder) - goal to clarify and clean up procedures - the steps are the same.. This is partly wanting to clarify and align these.. Document flow for min quals, in softdocs can link to workflow. These are here for comments, feedback and discussion.

Adrienne recalls a subgroup at faculty council working on this, also may be some bargaining issues to touch base on.

Jen does recall there was a group assigned, and this is on our agenda after next. Lee ran this group, can connect with him and find out more.

Nancy - is this a situation where we should postpone work until we know what work is being done at faculty council?

Jen - it may be a 'finding where work agrees' situation, they had not reported back to the council... starting place is to find out if that group was able to meet, and if not connect them to this/these, to find out if it aligns with what they are/were doing.

Jennifer Frei - as folks are reviewing these, please add your comments and they will become part of the record of the process.

- a. [Minimum Course Qualifications](#) - updated version
 - i. [Comments document](#) - please enter comments, recommendations, feedback on this document
- b. [Faculty Certification](#) - updated version

- i. [Comments document](#) - please enter comments, recommendations, feedback on this document
 - c. Prior Procedures
 - i. [Instructor Qualifications Credit](#) (Min Qual)
 - ii. [Instructor Certification](#) (Fac Cert)
 - d. [Crosswalk old-new procedures](#)
6. Statement of Teaching Excellence - also noted on the work plan.. So my preference would be to move to the next section and prioritize those so we can get scheduling requests out there.. This item is more a part of our work plan, as you review that, make notes in there..? Skip 6 and move to 7?
Hearing no objection, we move to 7.
 - a. What's current status?
 - b. Include in work plan?
7. Invited presentations and discussions - decisions and prioritization (brainstorming list, in the order they were mentioned basically, want to get a sense of prioritization from the group, discussion and thoughts on how we should start scheduling these) - Phil asks if we are going to add the LMS? Jennifer responded that it was going into the work plan but she will add it here to make sure that that happens.
 - a. assessment (two members agree this should stay on top)
 - i. vision and structure
 - b. Applied Bachelors
 - c. MTMs, AS
 - d. Guided Pathways (Nancy and Jennifer feel this should move up)
 - e. what have we learned from transition to remote; what have we learned about modalities & what may be carried forward (support to move this item up in priority)
 - i. such as HyFlex and other aspects
 - f. ABSE, ESL, PASS programs - links across non-credit and credit
 - i. transition points and how do we collaborate on this
8. Other business
9. Adjourn 2:45

Next Meeting Nov 13th, 2020