LEARNING COUNCIL MINUTES
January 25, 2019, 1:15 to 2:45 in Board Room

Present from Learning Council: Lee Imonen (Faculty Council Co-Chair), Edward Earl (Classified), Laura Pelletier (LCCEA Faculty, Chair), Phil Martinez (MSC), Patrick Blaine (MSC), Ian Coronado (by position), Paul Jarrell (Vice Chair), Adrianne Mitchell (LCCEA President), Wendy Milbrat (Classified), Karen Krumrey (faculty)
Absent: Tammy Salman (by position), missing student representation
Note taker: Phyllis Johnson / Laura Pelletier

Item	Notes
Admin Tasks (Laura)	A. Review / approve agenda – Patrick move, Ed, second, unanimous to approve B. Review / approve January 11, 2018 minutes – motion to approve w/o modification, Patrick, Phil second; unanimous vote to approve https://docs.google.com/document/d/1sz2Aajy_FWOOyWKPKlAjkGhv5Dy8eP1iwNsF6v4Z0mc/edit
Recap Chair / Vice Chair Open Forum (Laura and Paul)	A. Outcome expectations; evaluating the governance system; pretty good participation from managers, classified, and faculty; some overlap in reporting between councils (lack of collaboration, what is everyone doing, communication, and representation) B. Next forum is on data synthesis Tuesday 1/29 3:30-5:00 - LCCEA faculty workgroup is gathering past faculty surveys and will give a summation C. How are notes from forums getting shared D. Third forum Wed 2/6 3:00-4:30 Models/components

Update on Instructor Accessibility/ Office Hours (Laura)	A. Feedback (Lee) – Faculty Council is supportive on virtual office hours; but there is concern about removing the second paragraph in that there would not be enough flexibility for non-standard teaching schedules. B. Modifications to the document to state "Instructors teaching less than 1.0 FTE (contracted and part time) will have at least one office hour per week for each section taught. Instructors teaching less than 1.0 FTE will hold scheduled on-campus office hours no less than one day per week, unless teaching entirely online, in which case part time instructors will hold on-campus office hours no less than three times per term." C. Motion to amend policy with changes and re-forward to faculty/college council, Wendy second, unanimous approval
Learning Plan Review / Discussion	- Fall 2017 version – want to forward a recommendation to college council this year - State of completeness about 75% - Send to other councils to get feedback (faculty, student affairs) - Review and bring comments, suggestions, concerns for the next meeting to work on the draft. Linked to the agenda and the minutes - Product of two years of work – getting to the point of a final draft – moved to Jen Steele – - Ask Christina about notes/work that is out there for the learning plan - Is this a learning plan or strategic plan – college council has sent it back to LC to develop it as a learning plan only - What is the strategic plan? If the learning plan is not the strategic plan, then what is the point? (Phil) This should drive the strategic plan – it has to be the LC learning plan; governance is inconsistent with development with a strategic plan development - Ian: technology council charter, assist LC to develop an instructional technology plan - Phil: subsumed under the learning plan as opposed to being a separate component

		- Adrianne: language in the plan draft is strategic; we may be approaching where we want it to be - Paul: this should set the direction for the strategic plan; the supreme council should not necessarily have the authority of all of it - Phil: plans have been subsumed from different areas of administration; we now have administration on board, but it feels like we are back at step one; the governance system is not working - Paul: we will move it forward; hopefully it won't get derailed again in college council as it moves through that body; educational master plan facilitates the facilities master plan; how will you serve the community – that is a strategic plan - Ian: technology council wants to work on instructional technology learning plan, how do we proceed? More implementation versus policy? - Phil: get this finished and technology plan can come out of this. Master plan existed without the learning plan in place. If the master plan goes through without the learning plan, we are back at square one. Technology committee has weak participation from faculty and other areas. - Ian: it is now stronger (Ann McGrail), still trying to get more members by positions. - Phil: connection to sub-units – don't have a relationship with tech council; operating in a self-sustaining silo - Ian: operates more as a branch of IT / Advisory board rather than a governance council - It is the recommendation of the LC that the Technology Council put on hold while working on the Learning Plan - Ian: recommendation to put in on hold is fine - Adrianne: can our goal to be to finalize the plan within the next two meetings - Laura: dedicate the next meeting to learning plan/ finalize on 8/22 - Lee: send in comments prior to the meeting for review before we start work - Paul: send to faculty council and student affairs council prior to sending to college - Adrianne: plan has been sent to all councils twice in past two years

	Homework: review the Learning Plan draft and send comments to Laura regarding areas that might need improvement, missing, adjustment Goal is to prepare a new draft at the 2/8 meeting Finalize the Learning Plan at 2/22 meeting
COPPS: Where do we go from here? (Laura)	1. Credit for prior learning still needs to be worked on; last update 2003 2. Grades: academic & degree appeals last update 2017 3. Changing grades, last update 2015 4. Instructor hours on campus is currently in process 5. Course syllabus information updated 6/2018; waiting on a draft from Faculty Council 6. Non-standard grades is in process with Faculty Council and has been suspended as of Winter 2019 due to problematic parts that lack clarity 7. Solicitation of funds; LC Policy ● We need to know who is responsible for reviewing each policy ● What is listed as procedure that should be a policy and vice versa ● What new administrative procedures do we need? ● We need a numbered policy standard ● Who controls COPPS? ● College Council decision to form a workgroup to clean up and sort COPPS and find missing policies ● Paul will bring our concerns and need for COPPS clean up to College Council ● Laura will research Course Syllabus information
Future Agenda Items	● Learning Plan ● COPPS Revisions
Adjourn	● Motion to adjourn by Phil. Seconded by Adrianne. Approved unanimously
Next Meeting	● February 8, 2019 1:15-2:45