



LEARNING COUNCIL MINUTES
 Friday, October 11, 2019, 1:15 to 2:45 in Board Room

Present from Learning Council: Laura Pelletier (LCCEA Faculty, Chair), Paul Jarrell (Vice Chair), Phil Martinez (MSC), Ian Coronado (by position), Jennifer Frei (AVP AA), Karen Krumrey (faculty, LLC), Tammy Salman (by position), Michael Gillette (Student Representative, ASLCCSG), Jen Kepka (Faculty Council Co-Chair)

Absent: Adrienne Mitchell (LCCEA President), Patrick Blaine (MSC), Edward Earl (Classified), Wendy Milbrat (Classified), Mindie Dieu (AVP SA)

Sitting In: Rick Stoddart – Dean of Library

Note taker: Carla Arciniega

Item	Notes
Admin Tasks (Laura)	<ul style="list-style-type: none"> • Review / approve agenda – Motion to approve by Phil, Seconded by Karen, approved unanimously • Review / approve May 24, 2019 minutes: <ul style="list-style-type: none"> ○ Phil had some minor edits/typos. Fixed during the meeting. Motion to approve as modified by Ian, Phil seconded, approved, abstention by Jennifer Frei due to being absent last meeting.
Membership:	<ul style="list-style-type: none"> • Change in membership: Lee was Faculty Council co-chair, Jen Kepka to take over, Adrienne would like to leave her name on the council for now, and see how things go. • Laura - We are still missing an LCCEA appointed faculty member. <ul style="list-style-type: none"> ○ Jen K. - We have 3 faculty, 2 are LCCEA appointed, I am one of them ○ Laura - Will talk to Adrienne about putting a call out • Another student member is needed, Michael has already reached out to his student peers • Laura - no other empty spaces • Paul - Need to ensure that we are not missing any gaps in the charter - membership has drifted away from the charter

	<ul style="list-style-type: none"> ○ Laura - 1 faculty council co-chair, 1 faculty at-large position, and there's 2 that are appointed by the VP-s for reference through fac council. - If they come from faculty it depends on the appointment ○ Jen K. - LCCEA has 1 and 2 come from FC + co-chair, which is Jen, and the LCCEA president (Adrienne or her designee) and then 3 faculty in addition ○ Paul - those 3 faculty should be appointed through faculty council ○ Jen K. - It's supposed to be flipped faculty council has more in LC in exchange LCCEA has more in Finance council, we have 2 and they have 1. ○ Laura - We have 1 and they have 2 ○ Jen K. - The call will be going out, we need to establish how to get appointments this year. ○ Laura - We will take out one of the LCCEAs and make 2 of them faculty council appointees ○ Ian - Documents are not always revised online, it would be nice to have a record ○ Paul - It would be nice to have the documents clarified ○ Jen K - Has requested the MOAs, she will share once received ○ Jen F. - HR website might have all the current MOAs ○ Jen K. - She was there looking for it, but couldn't find it yet.- the membership ○ Laura - Once the info is received, we will make changes to charter ○ Paul - Needs to be clear in terms of the expectations
<p>Governance Update:</p>	<p>Paul J.:</p> <ul style="list-style-type: none"> ● Last year a decision to review governance structure was made, by the board to evaluate its effectiveness. President Hamilton put together a task force that began initial work. At the end of Fall, the group had broken up into subgroups, and these provided recommendations/observations about governance system to Marge. The work of continuing the evaluation process was then turned over to a governance subcommittee of College Council. Paul was a member. The group that did the work, was set by position, including: Paul J., Adrienne Mitchell, Robyn Geyer, Kyle Schmidt, and Jessica Alvarado. They met many times throughout the year, gathered information from the governance taskforce and various forums. They came up with a list of recommendations that were presented to College Council in June. At the June meeting the recommendations were voted on and passed by majority. Then the list was sent to the President to help her recommendations to the board, which she presented to the board in June. Marge tasked Paul with organizing a group, to implement recommendations. Paul is encouraging councils to implement these changes as they can. One of the recommendations was to have a support person for the councils. Paul has reached out to stakeholder groups to form a workgroup, and has sent emails requesting member participation, to ASLCC Student Government for 2 positions, LCCEA 1 positions, LCCEF 3 positions, Management group 2 positions, faculty Council 2,

	<p>College Council 2. Depending on the makeup of that group he will see any gaps in representation that will need to be filled. These are to be submitted to Paul J. by Oct 18th. Paul doesn't think that it is the work of this group to do the implementation, but to develop strategies for implementation on a campus wide level with conversations about issues and strategies. Pres. Hamilton has offered to support bringing an outside facilitator to help with the work.</p> <ul style="list-style-type: none"> ● Goal to implement recommendations as they make sense and benefit the current structures. The hard part is going to be implementing recommendations pertaining to structure of councils. Paul's tentative goal would be to have the framework for a new governance system structure by the end of the academic year for Fall 2020. Though, he knows it might take longer. ● The LC should look at recommendations and try to prioritize work ● Michael - To clarify did you say you are looking for 2 representatives of the ASLCCSG? <ul style="list-style-type: none"> ○ Yes, and I have already sent out the request to Brian
<p>LC 2018-19 Work Plan Review</p>	<p>Laura:</p> <ul style="list-style-type: none"> ● Quick review of last year and things we need to carry over for this year ● Working on the learning plan and created the learning framework which was taken through College Council, hopefully we'll be able to use that learning plan ● COPPS - what are we doing, what P&Ps actually belong to us, we don't have a coherent set of policies from past information on the google drive: <ul style="list-style-type: none"> ○ NC Grades, ○ Credit for prior learning, ○ Instructor hours on campus, which moved to Faculty Council and was sent back to LC. Still working on Instructor hours on campus. ○ Other P&Ps to work on ● The LC drive has been cleaned ● The LMS master review plan is underway, off to a good start, it will continue, since it's a multi-year process ● Guided Pathways – will continue, it has evolved. ● Distance Learning policy – will look at it during this year's plan ● Laura – When do we have to have our report ready?

	<ul style="list-style-type: none"> • Paul J. - College Council discussion last week – how do we make the most effective use of the vice-chairs, chairs meetings? There are still working on the use of this time, which in the past is when the report was presented then.
2019-2020 work plan	<p>Laura</p> <ul style="list-style-type: none"> • What do we need to accomplish, what we need to finish from last year. Any ideas? • Paul - COPPS review – Need to form a group that looks at the ones that belong to this body. Then looking at the labels, whether it's a policy or procedure, and prioritizing. It will be down the road since it takes some work up front. • Paul – We discussed last year and was one of the reasons we put the learning plan through College Council and change the name of the learning plan to a strategic framework, such as Strategic Learning Plan. This is something that is still pending. Would like to restart the process for our education master plan development. • Laura – Need to have conversations about the learning plan, when it should go into effect, and what should come out of the strategic learning plan. • Paul – As a group of engaged academic individuals, we should just move forward on creating the plan. Need to set foundational framework as an institution from an educational learning perspective. Other plans are being developed without that being in mind, i.e. facilities master plan. • Paul - We were moving forward in so many directions with our strategic plans. For instance, how much our online education has grown in the last couple years, and that should really grow in the context of a thought out strategy. Decision making is happening in a silo without any context on the impact on everything else. We need to map that out collectively and think more strategic. • Ian – We can become more efficient by folding that online education into a master academic plan. • Laura – Guided Pathways – We talked about How Guided Pathways might fit it into learning council through the statement: “Teaching Excellence” • Ian – Should we look at how accreditation changed? Especially, now that there's a larger emphasis on Assessment, and student achievement. • Laura – Yes, we need to look at those new accreditation standards and how we can align that one plan. • Tammy – We copied and pasted our core themes into our learning plan there will be no need for core teams anymore as one of the accreditation changes. • Jennifer F – In Guided Pathways, as process goes forward, and there's more work here and with the teams, there will be more work here to develop the plan. In developing that framework for the plan, we

need to keep communication and coordination, to see where there's integration. There aren't concrete items yet, other than the teaching excellence statement.

- Laura – The distance education policy is still ongoing, and put that in the learning plan.
- Laura - Non-Standard grades, is done. ?
- Some – Yes.
- Laura – COPPS: Any volunteers, to make sure that these will be reviewed?
- Tammy – The Curriculum Committee is reviewing of Curriculum COPPS procedure this year, because the curriculum committee is not a council, do we need to inform learning council about changes, etc?
- Paul – The processes of moving policies and procedures through. Per his understanding, Policy – something a different body could initiate changes, but changes are negotiated and worked through the council governance system. For procedures – The sole authority is with the responsible party. An idea would be to make changes of the procedure through a process, and brief notice for commentary to solicit feedback. For Curriculum process we might hash out some processes, when there's a good document, then we can bring the document here and give people some time to look at it and give some feedback.
- Laura – Work plan – We can talk about implementing the plan, and draft it to create the framework.
 - Will need a workgroup to start looking at the policies and procedures review
 - Instructor hours on campus – Laura still working on it
 - Statement of Excellence – Do we want to do this as the entire group, or do we want to create a subgroup? We had discussions this last year to have a subgroup.
 - I think a subgroup for the COPPS review would be good.
 - Tammy – Suggestion - Let's have a discussion at a higher level to capture some notes, and then the subgroup could try to translate that into a draft.
 - Laura - Who wants to work on the COPPS?
 - Tammy & Karen
 - Tammy – Didn't someone have a spreadsheet?
 - Laura – It's in the Google drive.
 - Paul – Kyle Schmidt did some work on his council, student affairs chair last year, and did some work on that to identify what was an appropriate policy and procedure.
 - Phil – We had that one with 73 on Notes. On the hours on campus and some of the other ones, didn't we start prioritizing those? Are we up to

date on those, isn't there a list? Some of them no longer exist, and there has been a lot of change.

- Laura - We do have a list of the top ones that we are working on.
- Laura – We can nominate others. Will put in a call, and will ask Ed if he'd like to join.
 - Laura – Consideration: reviewing the framework we had, and consider implementation of some of those items.
 - Ian – To continue on that work, on the distance education policy, Ian will take it on, but he would like to get help from others and open it up to different groups, i.e. faculty council, academic technology advisory group. Ian will put the call out.
 - Move to adopt 2019-2020 work plan. Karen seconds, all in favor unanimously.
- Ian – Want to hear from stakeholders and folks who'd like to schedule a visit or present? – Start thinking about those.
 - Jennifer - Any topics related to the work plan?
 - Paul - Could inform some of the work if we heard from CAR/ Terrie Miner – they interface with students and often have to work with language on policies and procedures to provide accommodations to students.
 - Laura - It will help frame the work plan.
 - Tammy – It would be informative to hear from Student Affairs, so it would be important to have Mindie in the conversation, i.e. articulations.
- Paul - Student government – It would be helpful to hear from them and work collaboratively
- Phil – Set aside time for people to come and speak on prioritizing COPPS, policies, procedures, last year there was a lot of back and forth with Faculty Council, it might be helpful to have a representative instead.
 - Laura - The issue is the flow, cross representation, etc.
 - Michael – Would the LC want to hear from Honors, Ce Rosenow, since they had a rough start after it went away and came back?
 - Karen – From Accreditation, since there's new emphasis from accreditation, and changes, organization, etc., that will impact assessment as well.
 - Phil – Presentation on the bond. Predominantly for labs, past bonds have both leveraged the academic side to build unnecessary projects and there have been prior decisions

	<p>made to remove academic resources. There's a possibility that decisions around planning are going to have an impact on the academic side.</p> <ul style="list-style-type: none"> ○ Laura – Email from Meggie on bookstore about the bookstore and the change <ul style="list-style-type: none"> ▪ Ian – Interesting to discuss, he did a bookstore walk through and saw a text for \$428 ▪ Laura – They are charging extra for the textbooks, and the prices for the rentals are high ▪ Michael – Students are having issues getting the books from the bookstore due to a lack of availability, and students are getting behind. ▪ Rick S. (Library)– Sitting in – The books aren't available due to being custom editions, or cost ▪ Paul – these are all issues worth being addressed, and due to our limited time we need to look at our priorities ▪ Laura – We have been talking about the affordability piece on this. ▪ Ian – Affordability equals accessibility, and more than half of students opt to not buy expensive textbooks and this will impact their performance in class. ▪ Laura - Need to implement a policy or procedure that need to be in our strategic plan to cap on how much can be charged.
<p>Other Business/ Future Items</p>	<ul style="list-style-type: none"> ● Next meeting: ● Discuss the teaching excellence statement. Bring in some ideas for next meeting. ● Paul – Form a body that is part as one strategic plan, let's revisit the development for Center for Teaching and Learning <ul style="list-style-type: none"> ○ Laura - There's talk, from a subcommittee, to not calling it a Center at all. ● Laura - Framework – Revisit the framework, and prioritize, and look at what you can do to support the work. ● Tammy – Will this be our framework moving forward. ● Laura - Yes, we can start talking to the large group and piecing it together. We have stuff in the google drive that could support the work. ● Paul – On other business: <ul style="list-style-type: none"> ○ The Online version of the College Catalog thanks to Tammy and Crew. ○ We got notification a couple weeks ago on our award of 2.2 million over 5 years for Title III Breaking Institutions grant. It involves several parts of the college. A lot of the work aligns Guided Pathways, and Early Outreach, we signed with EMC. It's an outside group/consulting that does a lot of work on the labor market, when that is done, we will have a committee that can

	<p>focus on career exploration with real time labor information for us in the state of OR, articulations and alignments with other institutions, etc. Amazed at all of the functionality, of how the EMC has developed the work around our institution. Beth Landy is leading the work.</p>
Adjourn	<p>Move to adjourn by Laura – Paul seconds, all in favor.</p>