Learning Council Minutes

Friday, November 22, 2019, 1:15-2:45 pm, Board Room

Members: Jennifer Kepka (Faculty Council Co-Chair), Edward Earl (Classified), Laura Pelletier (LCCEA Faculty, Chair), Phil Martinez (MSC), Karen Krumrey (faculty), Ian Coronado (by position), Michael Gillette (student representative), Patrick Blaine (MSC), Paul Jarrell (Vice Chair), Tammy Salman (by position), Wendy Milbrat (Classified), Adrienne Mitchell (LCCEA President), Jennifer Frei (AVP AA), Mindie Dieu (AVP SA)

A. Admin tasks (1:15-1:20)

   a. Review / approve agenda

B. Casey Reid (1:20-1:30)

C. Review / approve October 11, 2019 minutes (1:30-1:35)

   https://drive.google.com/open?id=1saIj8pgMH1LS7W35m3U6vv33bj76c_QrQEMXgdKl_88

D. Review / approve November 8, 2019 notes (1:35-1:40)
   https://drive.google.com/open?id=1o_-EJGSszJKNOaNtLa2HbR87nLss2nTXXYjbRaHV0BY

E. Membership-FC clarification and appointment (1:40-1:45)

   a. We have one more LCCEA seat
   b. There is an open student seat

F. COPPS update (1:45-2:15)

   https://drive.google.com/open?id=1MXAw2NDegPJrhLiND7cXRpMOmHbUBkLD

   a. Prioritize list

   b. Create sub groups

G. Other business (2:15-2:25)

   a. Next meeting?

H. Adjourn of official meeting (2:30)

I. Governance Orientation - Elizabeth Andrade (2:30-3:30)

   a. We are sharing time with Faculty Council for this optional training

Next Meeting: Friday December 13, 2019

Add item to Agenda under COPPS - Distance Learning Policy

Add item LMS Review Update

Call to Order: at 1:19

Attendees: Ian, Jen, Laura, Ed, Patrick, Michael,

Skipping past confirming the Agenda

Minutes:

Begin with Casey - tutoring coordinator. Needs folks for advisory committee. Last full time person standing on this campus (at academic support centers). Time to revisit things.. New directions, areas to support that have not been supported in previous years. Needs to stay accredited (sp). Membership from across campus and areas. To hear voices of more folks. Holistic lens. Learning front and center. Learning context - entrance is in an academic framework. Front and center for the advisory committee. Will be looking at Data from the data package. Hone in on key metrics, learning needs we may need to focus on. Success Rate 70% or below is standard, she would like to go with 80% or below to prompt intervention. Enrollment size 75 to 3/400.. Supplemental instruction program (cost effective way) to provide support to students. One model.. Look at multiple models. Online student mentoring program. What online students struggle with is being an online student. Need people to help push through that. Equitable resource allocations in places where we see those kinds of needs. Dig into the data, then dig into those experiences. What are key concepts. How to talk about them or explore them. Cross representation. Needs 2 or 3 people per major division, and more from math and science as well as CTE. Hiring in MRC and SRC… Not much of anything for the CTE students. BRC does what it can.. Nothing for HEalth programs or advanced tech. No allocations of resources at all right now. W

Q - what do you need from learning council?

Help recruiting members… Faculty Council will also be asked to help with that push… Relatively new to lane still after 3 years… advisory committee and learning council (natural relationship).

This is largely a policy making body.. We do not really get involved in operations.. It would be good for at least one of us to be involved. Can lend a hand.. Have you thought about Guided Pathways folks…

Jennifer Frei entered 1:29

Slightly different, but similar. Team specific to this…

How we might approach realigning support..

Anything retention work.. Explicit about the fact that all this work is focused on retention.. Alignment..

IF folks are interested, contact Casey Reid.

Thank You for having me.. (Casey departs).

Agenda Approval -

Additions LMS Review Update and Distance Learning Policy

Motion to approve Patrick, second by Ed. Vote 8-0-0

Minutes

November 8, 2019 (no quorum) Changes, additions, concerns, questions?

Move to approve by Ed, Second by Jen - unanimous (no audible number, patrick mentioned abstaining)

October 11, 2019

Move to approve by Ian, Second by Jen - Vote 7-0-1

Membership

Faculty A call will be forthcoming from Adrienne to request interest to post the other seat.

ASLCCSG is short a senator, they are trying to recruit to fill their vacancies so they can sit on councils. Do Students need to be ON student government to serve on this council? Appointee/designee

LMS Review Committee

Started here, started meeting every other week. Inventory of likes and dislikes about LMS. Target of 100, have 132 responses (survey). Student survey has just been released today. Moodle landing page. Two Tuition Waivers (3 Credits) as an incentive to participate (prize). Challenge to sort through the qualitative data.. Titan Times. Dept amin assistants will receive slips with QR code.. Will also set up at Study Jam - 'Enter to Win' only one response per person. Tool captures email..

RFP for learning managment system (LMS) will go out to vendors at the end of winter or early spring term. Looking at using a tour feature on Moodle… Also thinking about setting up chromebooks by coffee.

COPPS

List of Policies - Handout copies (available online - LINK)

Ended up with 38 policies to review. Looked to see if they had been reviewed, if so when. All need to be reviewed, and some need to be revised. Example Parades..

Down to a list of 16 groups. Would like to go through and prioritize. Also add distance learning, we do not have a policy at all for distance learning. Ian needs guidance on scope.. Investigative committee? To see what is out there.. Is it a Policy, set of policies, or policy manual? What is it that we need here? A group of us did a scan of the environment (Ian, 2017.. SWOT analysis from that can be a starting point).

Patrick MOA is not clear on or does not speak to - do not want to contradict MOA

Interested in joining in on this (distance learning policy development) work - Patrick, Jen,

Ian is wondering how they can get student participation on this.. Michael will see what he can do about assisting. Clarification of what is Distance: online, telecourses, synchronous online live interactive, Hybrid..

Input on some of the names of policies we may want to look at.

Question to Ed - Are you still interested in leading revision of Prior Learning

Ed - Not sure if he is the right one to lead it.. He got some push back about working on this. He feels this one will help students.. Shared drive materials.

Correction to Deron's name on the list

A lot of these are procedures, not policies.

Are we trying to make… Only a few are actually learning council policies…

Typically you will have the policy, with procedure that follows..

Grades is another one that needs bifurcation (sp)

Hot mess..

#6 Curriculum stuff is already being worked on by the curriculum committee… the other one instructor hours, and they will also look at the final exam schedule.. Instructor hours built into that one… mesh them… Jen will step in for Faculty Council..

Question posed to Ed again. He is not sure.. Nobody on the instructor side signed on … it is about student learning.. Crossfunctional leadership team. Double Duty.. campus group in charge of credit for prior learning.. Student affairs side and academic instructional side.. (this policy would be) more in the CTE and Advanced Tech side of it.. IF we get a new AVP over Career Tech… that would be someone who ties all those areas together.

Any other priorities that would be easy to get through or get started this year.

10 - certification and qualifications - came up due to procedural shifts.. ASA/Paul was looking at them as well as staff and Jennifer Frei.. terms are misaligned.. Clean those up. What is Qualification vs what is Certification. Language is completely mixed (at present). Cleaning up process is under way.

14 - tabled, in bargaining on this topic.

Any other ones we would be able to work on? Credit by Assessment? Cross functional group?

Ed-lots of different terminology that overlaps. New acrediting standards.. Prior experiential learning.. Credit by exam, credit by assessment.. (transfer in, or manually add). 4 and 5 (a and b) should be done together.

SubGroups:

Grades

Jen - if you wanted to take it up, she can get more folks. Ed is interested, bones to pick. A or A+ in Pass/NoPass option - if you pull an A you still get the letter grade.

Talk to mindie about credit for prior learning

Curriculum is already being worked on. JEn and Ed.

Instructor Hours on campus and Final Exams..

#10 worked on by ASA

Ian (and group) is on Distance Learning

Michael asks if there is an opportunity for students to participate in this subgroup work? He was told that usually sub groups do the work independently and it comes back to council. He is interested in #12 (prior service military). Has not been updated in a while.. Is there one for the National Guard?

Department Heads (check recording for Ed comments at 2:03pm)

Chair feels that is enough on our plate, some are simple ie classroom visitors one.. Some are more monstrous.. Patrick can assist on some topics (Grades). One of the issues Ed brought up about outdated policies, but also transfer of credit and graduation which do not have a policy at all…

Patrick mentions jury duty and guard duty.. Ed does not have a lot of experience starting and leading groups… he is good at building up reference materials..

Any other folks wanting to work on transfer of credit? Patrick is interested but worried of overcommitting.. Jen is also interested in transfer and grad.. Or her clone..

FOlks interested in Grades are also the folks interested in Transfer

Prior Learning (Wendy)

Frei - the other part, articulation agreements?

Ed - incoming credits, not necessarily output/outgoing credits

Mindful of time.. (2:09)

Any other business?

Ian - what I have heard and what I haven't heard… strategic plan?

Laura - Moving forward with that

Next Meeting Friday December 13th on Finals Week. Last year we changed our meeting time.. Finals week did not work out well. Proposing December 13th meeting is a workgroup meeting, not to have a full learning council meeting (formal). Without objection - that will be simply a work session.

Any other business?

Who is staying for the governance system training?

Strategic planning… (quiet voice).

Move to adjourn by Laura at 2:13, Second by Ian, Unanimous Approval. Vote 8-0-0

End Notes -