

## LEARNING COUNCIL MINUTES

January 13, 2017, 1:10 to 2:55 in the 4/105

**Present from Learning Council:** Adrienne Mitchell (Faculty Council), Kerry Levett, Tammy Salman (by position), Shawn Goddard (student), Ce Rosenow (by position), Claire Dannenbaum (LCCEA), Jessica Alvarado (Faculty Council Co-Chair), Christina Howard (LCCEA), Dawn DeWolf, and Jennifer Frei.

**Absent:** Alyse Stone, Phil Martinez, Jim Salt (LCCEA), Lesley Stine, Marleena Pearson, and Paul Bixel (aslccsenatorseat5@gmail.com) (student).

**Notetaker:** Anna Kate Malliris

**Guests:**

<b>Item</b>	<b>Notes</b>
Admin Tasks	<ul style="list-style-type: none"> <li>• Review/approve agenda – no changes.</li> <li>• December 4<sup>th</sup> minutes- approved without corrections</li> </ul>
Invited Presentation:	<ul style="list-style-type: none"> <li>• None</li> </ul>
Chair Report	<ul style="list-style-type: none"> <li>• APROC debrief – Has had several meetings and there is progress in that area. Anne McGrail has done a good job of framing the work. The conversations seem to have stimulated curriculum development and assessment work.</li> <li>• COPPS database review- No one from the subcommittee was present. Needs to be some clarity about how to proceed now that there appear to be competing lists of COPPS. Since there is no notification or tracking method for changes to COPPS, looking for IT fix and through College Council, looking to take a "snap shot" and put it on the College Council website as the baseline that captures some historical data.</li> </ul>
Vice Chair Report	<ul style="list-style-type: none"> <li>• ATD Implementation Plan (Frei)- Soon will put out a call for a faculty member to participate in a leadership role. There would be some release time so that they can enhance the level of faculty engagement as the work moves forward. May 23-24, 2017, will be the ATD Coaches Site Visit. Before that will be collecting feedback on Institutional Capacity Assessment Tool (IPAD) 7 areas for assessment through a survey (Handout #1). Will bring that feedback into the discussion with the ATD Coaches at the site visit. <ul style="list-style-type: none"> <li>○ Need to make clear the scope of the work, the linkages to other work,</li> <li>○ ATD should have representation from the work groups that are linked to this work.</li> </ul> </li> <li>• Strategic Direction Implementation Update- Running a little behind but should be out next week as a message with a link to the website.</li> </ul>

Curriculum Committee Report (Salman)	<ul style="list-style-type: none"> <li>Will have 2 meetings in the fall because of the large volume of courses going through the process.</li> </ul>
Assessment Team Report (Salman)	<ul style="list-style-type: none"> <li>Nothing new to report.</li> </ul>
Accreditation Report	<ul style="list-style-type: none"> <li>No additional information.</li> <li>Spilde and DeWolf headed to meet with NWCCU to get clarification about what is missing in the ad hoc report. They will also update NWCCU on progress at Lane.</li> <li>Next report will be the mid-cycle report that will likely be due late spring or early fall in preparation for a fall visit.</li> </ul>
COPPS Discussion	<ul style="list-style-type: none"> <li>Subcommittee recommendations for reconciling data sets <ul style="list-style-type: none"> <li>The work plan needs to move us to recommendation that will be submitted to College Council and the work that the subcommittee is currently doing does not seem to be moving toward that goal</li> <li>Maybe critical policies could be identified (current issues, older policies) and those could be reviewed right away. Some of the older policies appear to have both the policy and procedures wrapped into it. Ask Learning Council members to bring their priorities for the work that needs to be done. One that needs to addressed has to do with grade changes.</li> <li>Recommendations to be made to College Council: <ul style="list-style-type: none"> <li>Indexing/key word searches in COPPS needs to be much more user friendly</li> <li>Version control</li> <li>Schedule for review, notification for time for review</li> <li>Process for updating. There is a procedure for adding, revising or deleting policy or procedures at <a href="https://www.lanecc.edu/copps/documents/procedures-adding-revising-or-deleting">https://www.lanecc.edu/copps/documents/procedures-adding-revising-or-deleting</a>.</li> </ul> </li> </ul> </li> <li>Setting policy review on agenda schedule</li> </ul>
Learning Plan Subcommittee Reports	<ul style="list-style-type: none"> <li>Draft plan review- overview: <a href="https://docs.google.com/document/d/1gHJomZ8t_agyQnDzCBpVt641ZXyGpLRZ1oy5C03x2_I/edit?usp=sharing">https://docs.google.com/document/d/1gHJomZ8t_agyQnDzCBpVt641ZXyGpLRZ1oy5C03x2_I/edit?usp=sharing</a> <ul style="list-style-type: none"> <li>Howard reviewed the document with the council</li> </ul> </li> <li>Draft implementation plan example: <a href="https://docs.google.com/document/d/1efpZvaTwcL-pm-fnBBxqOXGahOUHht1Qcjk2RZyev5U/edit">https://docs.google.com/document/d/1efpZvaTwcL-pm-fnBBxqOXGahOUHht1Qcjk2RZyev5U/edit</a> <ul style="list-style-type: none"> <li>Howard reviewed the document with the council</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Need clarity about what implementation happens at what level; who does the work</li> <li>○ A timeline would be helpful</li> <li>○ Discussion</li> <li>● In the work plan, the council should be soliciting feedback.           <ul style="list-style-type: none"> <li>○ Sending back to subcommittee for further refinement with the goal to have this available at the end of the month</li> <li>○ Take to other councils for feedback before sending out to college community</li> <li>○ Make clear that this is a faculty focused process on alignment with strategic directions because the alignment to strategic plans are already addressed in the department planning process</li> <li>○ All staff should give feedback on the Learning Plan</li> </ul> </li> <li>● Need to develop a survey tool and specifically ask how it relates to the strategic plan, how it might be implemented within the division</li> <li>● Howard will work with Rosenow to develop the communication that will go out with the feedback solicitation</li> </ul>
Future Agenda Items and Other Business	<ul style="list-style-type: none"> <li>● Finance Council Questions- Date for LC discussion- TBD</li> <li>● Achieving the Dream Presentation and Discussion- TBD</li> <li>● Student Retention Data: Strategic Enrollment Management Update</li> <li>● Curriculum Mapping Tool presentation – Spring 2017</li> <li>● Information Literacy- Spring 2017</li> <li>● Extended Learning Certificate Programs</li> <li>● AAS Online Program for Energy Management</li> <li>● Title III Grant- January 27, 2017</li> <li>● Majors and Clusters Projects- TBD</li> </ul>
NEXT MEETING	<ul style="list-style-type: none"> <li>● <b>January 27, 2016, from 1:00-2:50 in 4/105</b></li> </ul>