

f LEARNING COUNCIL MINUTES

June 9, 2017, 1:00 to 2:50 in Board Room

Present from Learning Council: Aryn Bartley (Faculty), Patrick Blaine, Jane Harmon, Claire Dannenbaum (LCCEA), Jennifer Frei, Pat Griffin (Classified), Christina Howard (LCCEA), Kerry Levett, and Phil Martinez.

Absent: Adrienne Mitchell (Faculty Council), and Jim Salt (LCCEA), Marleena Pearson (LCCEF), Victoria Rodriguez (student), Tammy Salman (by position), Ian Coronado (by position), and Keely Blyleven (student).

Notetaker: Jennifer Frei

Guests: Jennifer Hayward, Lee Weidman, Nicky Smith

Item	Notes
Admin Tasks	<ul style="list-style-type: none"> ● Agenda – approved without change ● Minutes from 10/27/17 – approved without change https://docs.google.com/document/d/1Yair67DdSRH2M19nkQPMagaF0sYseZT8KIVDyrcA-ek/edit ● Consent approval to post December 8th Council Discussion (no quorum)- approved https://docs.google.com/document/d/14G76ELoRu9hQJRkYH8Dz6jSCMda-HYf09ZyfC2R69II/edit
Invited Presentation	<p>Jennifer Hayward, Lee Weidman & Nicky Smith, Facilities- Campus Master Plan</p> <ul style="list-style-type: none"> ○ Learning Council will be holding open sessions for feedback from campus members regarding what the learning environment should be like in the future ○ Facilities personnel plan to attend LC open conversations ● What is a campus master plan? 10-15 year perspective; rely on input from faculty, staff, and students; establishes priorities to guide financial planning; include a capital renewal plan (ideas and scenarios for addressing deferred maintenance) <ul style="list-style-type: none"> ○ See Handout #1 PowerPoint for more details ○ Recommendation to campus master plan developers that they consider and identify specific goals and outcomes which are detailed enough for people to understand “what does this mean to me” ○ There will be a survey sent soon to all areas on their space utilization

	<ul style="list-style-type: none"> • Feedback and records (in the form of consistently reserving space when it's in use) on current use and needs for space are important considerations in the development of the plan and of spaces <ul style="list-style-type: none"> ○ Facilities will be holding all-campus forums on Feb 8 and 21 ● Howard, Weidman, and Harmon to find a date/time after February 28th (when the facility use survey is completed) to meet to discuss the survey results
Chair Report (Howard)	<ul style="list-style-type: none"> ● COPPS Update- Notes from 1/4/18 workgroup meeting at: https://docs.google.com/document/d/1xiaQR8fCwyNdwupmuao-3qkIZJ2TfcF_rmjqu8fg-pg/edit# ● December Action Item Update ● Policy Development Priorities for 2018 <ul style="list-style-type: none"> ○ Grade change status, academic and degree appeals <ul style="list-style-type: none"> • Look at non-traditional grades and APS; we were referred to Mary Parthemer and Christina Howard talked with Mary Parthemer • Mary recently completed Program Review (PR) of APS; identified communication as a focus for improvement • Mary will come share data from the PR of APS with LC in Feb • Christina will upload her notes from this conversation • If non-standard grades are more than 10% in a course, the entire course is NOT eligible for state FTE reimbursement ○ Credit for prior learning ○ Instructor hours on campus ● NEW TOPIC: Lane has no comprehensive onboarding process for new FT or PT faculty members – noticed due to lack of knowledge and awareness of APS and challenge with no identified process for the information to be shared with faculty with confirmation of comprehension <ul style="list-style-type: none"> ○ Example of an institution which has a required 2 credit onboarding course ○ A checklist would be a positive first step ○ How does this fit into larger Learning Plan development? <ul style="list-style-type: none"> • Need to look at learning plan as including the tools which support faculty in being successful, such as onboarding process, tools, and documents ● FOLLOW-UP from last year: one standard syllabus template with all required campus-wide info updated by the group who's responsible for that content <ul style="list-style-type: none"> ○ This would also support and facilitate College Now consistency and communication

	<ul style="list-style-type: none"> ○ Jane will work with Exec Deans to start this process ○ Phil will re-send draft list he started of basic required information which must be included) ○ Patrick moved to add this to the work plan; Phil seconded ○ Discussion ensued ○ Voice vote of unanimous approval
<p>Vice Chair Report (Harmon)</p>	<ul style="list-style-type: none"> ● Jane doesn't have a report at this time. ● Kerry presented PPT which was presented to the Board of Education (BOE) last night (1/11) on Guided Pathways (Handout #2) <ul style="list-style-type: none"> ○ 60 – 65% of our students are first generation college students; 65 – 70% are full PELL; 65% place into developmental ed ○ Request to invite staff and faculty who attended the Oct OCCA pathways symposium to LC to highlight their take-aways from the symposium <ol style="list-style-type: none"> 1. Jan 26, at the end of LC so they can stay for the beginning of FC <ol style="list-style-type: none"> a. Christina will put an announcement in Lane Weekly so people can come
<p>Learning Plan Winter Work Planning</p>	<ul style="list-style-type: none"> ● Campus Conversation Format <ul style="list-style-type: none"> ○ Conversation dates: Jan 30 from 1-2 pm, Jan 31 from 11-Noon, Feb 2 from 9-10 am. All in Building 4, Room 106 ○ Expand volunteer facilitators- names are in prior agenda and notes ● Data Analysis Work Planning <ul style="list-style-type: none"> ○ Review synthesis of strategic and institutional plan data sources https://docs.google.com/document/d/1c4QkkC5-axjlzTXru2p904KuFu1NUD4CDcNJMVzyDX4/e_dit <ul style="list-style-type: none"> · Data is in our shared drive ○ Set data analysis work teams and goals
<p>Future Agenda Items and Other Business</p>	<ul style="list-style-type: none"> ● Academic Progress Standards – February 9th; Achieving the Dream Presentation and Discussion – TBD ● Student Retention Data: Strategic Enrollment Management Update ● Curriculum Mapping Tool presentation – Winter 2018 ● Information Literacy ● Extended Learning Certificate Programs ● AAS Online Program for Energy Management; Majors and Clusters Projects- TBD

NEXT MEETING

Friday, January 26, 2018, from 1-3 p.m. in the Boardroom