

## LEARNING COUNCIL MINUTES

November 9, 2018, 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), Phil Martinez (MSC), Patrick Blaine (MSC), Caleb Peterson (Student), Hannah Lyon (Student), Ian Coronado (by position)

**Absent:** Paul Jarrell, Adrienne Mitchell, Wendy Milbrat, Tammy Salman

**Note taker:** Laura Pelletier

Item	Notes
Admin Tasks (Laura Pelletier)	<ul style="list-style-type: none"> <li>● review/approve agenda: Motion to approve by Ed, seconded by Phil, unanimous vote in favor; motion carries</li> <li>● Review and approve 10.26.18 minutes: slight changes were made to clarify Phil's statements under the discussion of the learning plan: Motion to approve with changes by Ian, seconded by Caleb, unanimous vote in favor; motion carries: Approved minutes: <a href="https://docs.google.com/document/d/1bXyJ2nIUjK557KZJg_TB5-ouvUIVh_vWbwX5x9HtIYM/edit">https://docs.google.com/document/d/1bXyJ2nIUjK557KZJg_TB5-ouvUIVh_vWbwX5x9HtIYM/edit</a></li> </ul>
Chair Report (Laura Pelletier)	<ul style="list-style-type: none"> <li>● Instructor Hours on Campus document created by sub-committee. Laura discussed the work of the subcommittee and presented the recommended new document.</li> <li>● The original procedure was split into two policy/procedure documents that kept the majority of the original language, but changed some language to allow for more flexibility while making expectations clear.</li> <li>● There was some discussion regarding wording for the Instructor Accessibility/Office Hours document: <ul style="list-style-type: none"> <li>○ There was discussion about the "efforts shall be taken to schedule office hour/s at a time convenient for students enrolled in the class section" and the interpretation of convenient. We discussed the intent of the language, which is to ensure that office hours are accessible to students, especially those in programs such as CTE, that office hours would not be scheduled at times when it is know that students in those programs were in class, or at times that were only convenient to faculty</li> </ul> </li> </ul>

	<p>but not for students. After discussing, the line was changed to: Efforts shall be taken to schedule office hour/s at a time convenient for students enrolled in the class section, with consideration to program scheduling.</p> <ul style="list-style-type: none"> <li>○ Discussion about the procedure to post office hours centered on the line: “included in the course syllabus and/of student calendar” and whether that meant including it on the syllabus could be optional with the and/or. This language was from the original COPPS procedure and was amended in the new document to two separate bullet points: included in the course syllabus - Included on student calendar (if applicable)</li> <li>○ There was discussion about capturing the modality of office hours and it was determined that the definition captured that with the “An office hour may be held face-to-face or via synchronous online communication”</li> <li>○ There was also discussion about part-time faculty who teach entirely online. The original language called for part-time instructors teaching online to hold scheduled on-campus office hours no less than one day per week. The new language reads: Part-time instructors 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. Patrick expressed concern that this would limit the use of instructors who are out of the Oregon area. Discussion explained that the “Any exceptions to the above practices..” would cover that concern, as it would for other instances where an instructor could not physically come to campus to hold office hours.</li> <li>● The Faculty Hours on Campus document kept the majority of the same language from the original Instructor Hours on Campus procedure and did not garner much discussion.</li> <li>● It was determined that the LC would wait to receive more comments on the document and a review by Paul Jarrell before presenting it to the Faculty Council.</li> <li>● The document can be found here:  <a href="https://docs.google.com/document/d/1gXbwJ4nsKCaJYM-IAtN1hEd_FY_99N4AYrZTb5sTR8/edit">https://docs.google.com/document/d/1gXbwJ4nsKCaJYM-IAtN1hEd_FY_99N4AYrZTb5sTR8/edit</a> </li> </ul>
<p>Discussion of Work Plan</p>	<ul style="list-style-type: none"> <li>● Discussion started with item II - review current and relevant policies and procedures. We worked to address who (Learning Council and Faculty</li> </ul>

	<p>Council) was responsible for creating policies. Phil explained that they are both advisory councils and only recommendations could be made by either. Both councils work together to review and recommend policies.</p> <ul style="list-style-type: none"> <li>● The NC grade is being discussed and a determination was hoped to be made at the 10.9.18 Faculty Council Meeting</li> <li>● Credit for Prior Learning has been recommended to subcommittee which Ed will spearhead. A call for participants will go out soon.</li> <li>● Instructor hours on campus will be reviewed by Paul prior to moving presenting to FC (Laura is the point person for this)</li> <li>● The LMS (Learning Management System) will be discussed and a subcommittee developed.</li> <li>● There is more work to do to complete the 2018-2019 work plan. The draft for the work plan is on the team drive:  <a href="https://docs.google.com/document/d/1r-dgp6glzGSUarAFIrmalCo5dQYnTk4t2jBa1NCv0aQ/edit">https://docs.google.com/document/d/1r-dgp6glzGSUarAFIrmalCo5dQYnTk4t2jBa1NCv0aQ/edit</a></li> </ul>
Future Agenda items	<ol style="list-style-type: none"> <li>1. Ed would like to revisit the Google voting system language that we approved on 10.26.18</li> <li>2. Completion of the 2018-2019 work plan</li> </ol>
Meeting Adjournment	<p>Motion to adjourn - Patrick  second -Ed  Unanimous vote in favor  Adjourn</p>