LEARNING COUNCIL MINUTES
October 26, 2018, 1:00 to 2:50 in Board Room

Present from Learning Council: Paul Jarrell (Vice Chair), Lee Imonen (Faculty Council Co-Chair), Adrienne Mitchell (LCCEA President), Edward Earl (Classified), Wendy Milbrat (Classified), Laura Pelletier (LCCEA Faculty), Phil Martinez (MSC), Patrick Blaine (MSC), Caleb Peterson (Student), Hannah Lyon (Student), Tammy Salman (by position), Ian Coronado (by position)
Absent:
Note taker: Laura Pelletier

Item	Notes
Admin Tasks (Paul Jarrell)	- Welcome and introductions - Review of Chater - Review of membership: There are several new members to the council. - Election of Chair: Chair is to be a classified or faculty member that has served one year on the committee, this can be waived if necessary. Two returning members (Adrienne and Tammy) declined, last year, to serve as chair. Phil and Patrick said they could if needed, but it was determined that it would be to management heavy, so the chair rule was waived and offered to new members of the committee. Laura Pelletier volunteered to serve as chair. Adrienne moved to elect Laura as chair, Patrick seconded the motion. A vote of all in favor was unanimous and the motion carried. - Review / approval of minutes. The minutes from 10-25-18 were reviewed and one change was made. The "grading policy" was changed to "instructor hours on campus" as that was the actual report covered at the meeting. Patrick moved to approve, the motion was seconded by Hannah and a vote to approve with the change was unanimous. - Review of meeting times: Adrienne asked that the two hour meeting times be shortened to 90 minutes due to back-to-back meeting on Fridays for several members. Paul suggested that we meet on the 2nd and 4th Fridays from 1:15-2:45 with the 2nd Friday as a formal business meeting and the 4th friday as work group meetings as needed. Starting with the November 9, 2018 meeting, we will meet from 1:15-2:45, with leeway for extra time if needed.
Review of 2017-2018 Workplan (Paul Jarrell)	Review of the 2017-2018 Learning Plan Development Process

Discussion of Learning Plan (Paul Jarrell, Jen Steele)	● Phil gave an historical overview of the work that has been done: It has been in development for a long time. It was determined that the college master plan can't be completed until there is a learning plan - a strategic plan for the college. Learning Council needs to stay engaged with the learning plan as it is a main function of this council and sits along side with the College Council. ● Adrienne noted that there is a well developed plan that should be moved forward and implemented. ● Jen Steele's report from the sub-committee work: she addressed the council with her role in the learning plan. She was brought on by Jane Harmon and Christina to get it into a plan; a subcommittee was formed to create the plan; the learning plan was to supersede the current strategic plan - the college council wanted to scrap the learning plan, but not the strategic plan. ● Phil noted that there had not been resources assigned to governance, there were resources to complete the work while the planning office was engaged with the learning plan. Those resources are no longer available. ● Adrienne let us know that we should use the Fall 2017 draft as a starting point for the work. This document can be found in the LC drive under the subcommittee folder. ● Jessica said she would forward the college council meeting minutes for Paul to review. ● Tammy suggested that we need to review the LC team drive to reduce the number of items in there so we can find/use documents - work on reviewing which documents should be current and which should be archived.
Discussion of LC Institutional Effectiveness Report (Paul Jarrell)	Looking at the report we need to: ● continue reviewing COPPS policies and procedures that LC has purview of ● work on resources for governance; resources/time commitments for chairs ● Establish a 2018-19 work plan

2018-2019 Workplan Discussion (Paul Jarrell)	I. Learning plan development
	   A. approval by spring 2019 and forward to college council
	   B. consider stakeholder engagement (IEC report; learning plan sub-committee blog; conversation kits - reflect the outreach for stakeholder engagement)
	   C. share documents with other councils (CC should handle that)
	II. review of current and relevant policies and procedures
	   A. there are currently three COPPS policies to review
	      1. non-standard grades
	      2. credit for prior learning

	3. instructor hours on campus B. A review of all COPPS is on an excel spreadsheet in the LC drive - nearly half are complete C. many procedures should be policy (a change that was made fairly recently - the last two years?) III. Policy development/revision
Other Business	Ian proposed and electronic voting system for future work if needed (if a meeting cannot be called). It was discussed that we could use Google forms with a comment column to do this. Ian moved to create a Google form voting system with a comment column that may be used as needed and will be reviewed annually. Hannah seconded the motion. The vote carried 1 abstention (Ed) and all in favor for the balance, motion carried.
Future Agenda items	1. guided pathways 2. work plan approval 3. review of LMS (Learning Management System) (this hasn't happened for about 13 years) 4. ensuring regular and substantive interactions in online courses - discuss and recommend a plan (distance ed. policy) 5. accreditation; review of our body in accreditation 6. integration of academic program review and assessment 7. Instructor hours on campus - COPPS policy revision has been made by the subcommittee and will be brought to the LC for review before moving to college council.
Meeting Adjournment	Motion to adjourn - Patrick second - Hannah Unanimous vote in favor Move to adjourn