



**LEARNING COUNCIL MINUTES**  
 Friday, April 12, 2019, 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, Chair), Phil Martinez (MSC), Tammy Salman (by position), Wendy Milbrat (Classified), Karen Krumrey (faculty), Ian Coronado (by position), Michael Gillette (student representative), Patrick Blaine (MSC)

**Absent:** Adrienne Mitchell (LCCEA President), Paul Jarrell (Vice Chair),

**Note taker:** Phyllis Johnson

Item	Notes
Admin Tasks (Laura)	A. Review / approve agenda – Motion to approve Ian, seconded by Ed, approved unanimously. B. Review / approve March 22, 2019 minutes – motion to approve w/o modification by Patrick seconded by Ian; unanimous vote to approve <a href="https://drive.google.com/open?id=1i7WTgLzEP0XkWS7Dk6z5oITobPIxqZafYakG1VFUkKU">https://drive.google.com/open?id=1i7WTgLzEP0XkWS7Dk6z5oITobPIxqZafYakG1VFUkKU</a>
Learning Plan	Continued work on the revised Learning Plan  A comparison of the draft LCC Learning Plan 2017-2021 to the revised Plan’s Key Strategic Action Elements continued.  <b>Element #8 (#7 on draft plan)</b> Establish and maintain cross-divisional structures to encourage and normalize systematic collaboration and improvements, and to explore, test, and integrate successful innovations into the college as a whole. Patrick - end sentence at the work improvements and start new sentence at the explore.  <ul style="list-style-type: none"> <li>● Phil, - does this belong in the plan? It’s not clearly academic; too broad.</li> <li>● Patrick - it’s almost institutional effectiveness</li> <li>● Laura - the original was about infrastructure and removing silos</li> </ul>

- Patrick - would we lose anything by striking it?
- Ed - likes the mention of across all areas and offices
- Patrick - is only the first part of the sentence needed?
- Ed - a meaningful quote “no academic learning of a college is only academic”
- Patrick - would be good to have a cross divisional push; it comes into the Pathways conversation. Is “structures” the word that bothers?
- Phil - none of it is explicit to the Learning Council mission; standards of teaching and learning within the structure of the mission of the college
- Patrick - add “in teaching and learning” at the end
- Phil - as it is it sounds strictly administrative and not about teaching and learning
- Motion by Laura to remove everything after improvements and add teaching and learning. Second by Ed. Approved unanimously.
- Should the word “structures” be changed?
- Change the word “establish” to “identify”?
- Change the word “cross-divisional”?
- Add “environment” at the end?
- Lee - cross-divisional sets the tone for collaboration between academic and non-academic
- Tammy - “interdisciplinary” or “interdepartmental” ?
- Lee - interdepartmental is broader than academic

- Patrick - shows a holistic vision of what is going on with students
- Ian - do the key actions need to be measurable?
- Laura - LC yearly report document will show what happened with each of the action items
- Phil - add “experience” after teaching and learning instead of “environment”

Motion by Patrick to adopt. Second by Tammy. Approved unanimously.

***Element #9 (#8 on draft plan)***

Develop and implement a collegewide system for the assessment of student learning, including the outcomes of academic programs, co-curricular activities, and student services.

- Tammy - add support efforts to develop and implement...
- Patrick - development and implementation of a college-wide system...
- Motion by Phil to adopt. Seconded by Lee. Approved unanimously.
- Reviewed chart of Alignment of Action Elements to the Strategic Plan - no changes
- Phil - should the section title Key Strategic Action Elements to Establish and Sustain Excellence in Student Learning be changed to Action Elements to Establish and Sustain Excellence in Student Learning or Key Learning Plan Elements?
- Patrick - Do we need subtitle of Summary of key strategic action elements:?
- Tammy - this is the heart of the plan
- Phil - change title of section to Elements of the Learning Plan

	<ul style="list-style-type: none"> <li>● Reviewed Strategic Learning Plan Evaluation section</li> <li>● Patrick - (in the last section Strategic Learning Plan Evaluation) to whom are we accountable to and aligning standards 2, 4, and 5?</li> <li>● Laura - it is in the LC charter</li> <li>● Ed - should we remove the specifics of 2, 4, and 5 to make it timeless? And in the last bullet change “using” to “use”</li> <li>● Lee - we are three years into the five-year plan</li> </ul> <p>Motion by Laura to adopt new title of Elements of the Learning Plan and remove reference to standard #s and change word to “use” in Strategic Learning Plan Evaluation section. Second by Patrick. Approved unanimously.</p> <p>Laura - should the overall title date be changed to April 12, 2019?</p> <p>Discussion to leave original draft date and add revised: April 12, 2019</p> <p>Motion by Laura to move the revised draft LCC Strategic Learning Plan 2017-2021 forward to College Council. Second by Tammy. Approved unanimously.</p>
<p>Instructor Hours on Campus Review</p>	<p>Tabled to April 26 meeting.</p>
<p>Regular and Substantive Interaction</p>	<p>Ian presented information regarding the Title IV audits by DOE that address compliance of rules related to Title IX, Cleary Act, and Financial Aid. Definition for distance ed is very broad.</p> <p>If there is not interaction, it is a correspondence course.</p>

<p>(RSI) in Online Courses - Ian</p>	<p>Audits consist of sampling of courses and 50% must pass or there is a deeper dive sampling. DOE reports recommendations and required actions. They have the ability to revoke financial aid if not in compliance.</p> <p>At this point, we do not have a count of courses that may be out of compliance and do not want this to be a “gotcha” but an opportunity for professional development for online courses. 340+ courses, some sections developed differently. ATC design team and OSCQR (Open SUNY Course Quality Review) assisting with compliance.</p> <p>Outreach is the next step to assist faculty to comply.</p> <p>Need to show that we have a process in place. 5-year cycle of course review by division?</p> <p>Evaluation of RSI is separate from standards compliance  Lee - we need an outreach prior to evaluation effort to engage online faculty to make aware of RSI issues. Series of workshops to plan for assessment component that will be required?</p> <p>Ian - no structures are being developed currently. This is the first presentation of the potential issues</p> <p>Phil - need consistent messaging perhaps in spring conference and fall in-service</p> <p>Laura - perhaps a “meet OSCQR campaign”</p> <p>Lee - be aware that issues of academic freedom will come up</p> <p>There is a robust set of resources in ATC. Ian will work with Instructional Designers to get the word out about RSI</p>
<p>Other Business</p>	<ul style="list-style-type: none"> <li>● Laura is not able to go to the All-Campus Chair/Vice Chairs meeting on 4/17. Can someone substitute for her to present the LC report? Ian graciously volunteered.</li> <li>● Next meeting April 26, 2019</li> </ul>

Future Agenda Items	<ul style="list-style-type: none"><li>• Instructor Hours on Campus Review</li><li>• Adrienne – changes with Higher Education Act reauthorization</li></ul>
Adjourn	Motion to adjourn by Laura. Seconded by Ian. Approved unanimously
Next Meeting	April 12, 2019 1:15-2:45