

LEARNING COUNCIL MINUTES
February 9, 2018, 1:00 to 2:50 in Board Room

Present from Learning Council: Aryn Bartley (Faculty), Kerry Levett, Jennifer Frei, Pat Griffin (Classified), Patrick Blaine, Claire Dannenbaum (LCCEA), Ian Coronado (by position), Phil Martinez, Jane Harmon, Tammy Salman (by position), Christina Howard (LCCEA), Keely Blyleven (student).

Absent: Adrienne Mitchell (Faculty Council), and Marleena Pearson (LCCEF), Jim Salt (LCCEA), Victoria Rodriguez (student).

Notetaker: Anna Kate Malliris

Guests: Lee Weidman, Toni Timmers

Item	Notes
Admin Tasks	<ul style="list-style-type: none"> ● Agenda- Approved with changes. Mary Parthemer not able to attend. Wait-list and z-code report added. ● Minutes from January 26, 2018 Meeting- Approved without change, unanimously. https://drive.google.com/drive/folders/1vYgukIJBjBSfzycm_z03qbwpij2_Zklg
Chair Report (Howard)	<p>Campus Master Plan Survey</p> <ul style="list-style-type: none"> ● https://docs.google.com/forms/d/e/1FAIpQLScgCdnAQPQdNuww64y8FAq6fZ7ZKxTr8sD5G0XqxxvY6T4Xbw/viewform <ul style="list-style-type: none"> ○ Conversations happening ○ Online survey available. Gift card drawing for student participants. <p>Policy Development Priorities for 2018</p> <ul style="list-style-type: none"> ● Grade change status progress report <ul style="list-style-type: none"> ○ Whiting (Registrar) and Levett met to talk best practices. Want to develop clear timeline and process available to staff and students. Also need to look at the non-standard grades that Lane allows but other colleges do not. This work needs to be tied to Financial Aid. Whiting will do research on practices and will draft some proposed language at a policy level. ○ Levett: We have no meaningful grade appeal process. That also needs to be addressed. ○ Harmon: Received some very old grade change forms to sign and was curious if there was a timeline or procedure. ○ Howard: No timeline for anything but for incompletes (which are allowed for a year). There is no other written policy or procedure.

- Levett: Best practice for incompletes is to have a contract for completion with the students that has timelines. Whiting is looking at automating the process so that the system tracks the year timeline and converts the incomplete to an F at the end of the year.
- Martinez said that the student is supposed to request the incomplete and that is actually a contract but in reality, it is often the instructor who decides to give the incomplete and then tells the student.
- Academic and degree appeals (Mary Parthemer)- postponed to April
 - <https://www.lanec.edu/copps/documents/academic-progress-standards>
- Z-Degrees → Low cost to students for materials; less than \$40 per class. (Coronado)
 - <https://docs.google.com/spreadsheets/d/178QPUmI19IfCkRx44f9Q7LL0YkMHexQh-tW9Ic070w/edit#gid=1661457979>
 - Lane is an early adopter and is focusing on online programs.
 - Students are being charged \$25 per online course
 - Do we want to continue with the name z-degree? Marketing should be involved in this process.
 - Looking at programs that could be developed for z-degrees but students could just take classes within the program so they can reduce their costs
 - These courses will be identified in Banner
 - Instructor decides if student has to come in to take exams. If they are far away, they can arrange for a proctor in their area (at another CC, at a virtual proctoring site that they can sign up for and they pay for)
 - Currently 200+ sections on Coronado list that are using low/no cost materials. There is also a state list.
 - ASOT Computer z-degree courses and AAOT z-degree courses. Need to be thoughtful about when courses within a program are offered so students can complete their program taking advantage of the z-degree courses.
 - **Coronado will find out which programs have the highest demand.**
- Future policy review and updates
 - Syllabus:
 - Feedback from Faculty Council through Aryn Bartley is that faculty still need the ability to structure their syllabus.
 - Focus of the standards will be ADA requirements, ADA language, Banner accessibility so more available to students, faculty.
 - Harmon said this does not limit faculty adding supplemental documents

	<ul style="list-style-type: none"> • Salman updated Course Outline Sample Procedure, Curriculum Committee Procedures to adhere to ADA requirements and to make the process more effective. Salman can update the Learning Council in her meeting reports but Learning Council does not need to approve ADA changes. ○ Credit for prior learning ○ Instructor hours on campus
<p>Invited Presentation- Academic Progress Standards (Mary Parthemer)</p>	<p>Postponed to April.</p> <ul style="list-style-type: none"> ● Howard suggested council members review the procedure in COPPs before this presentation. ● Howard pointed out that there is no policy language around a minimum GPA to not going into alert status. Think about whether this is necessary or will grading standards and appeal process address this adequately. ● Incompletes can put a student into APS and may impact their Financial Aid. Students, staff and faculty should know this so they can consider it when deciding to give an incomplete. Howard will coordinate with Parthemer to craft a communication/Weekly announcement out to Deans (and they will forward it to faculty) to refer to the Incomplete procedure and affirm that incompletes can put students into APS and impact their Financial Aid (as well as other non-standard grades) and Learning Council and APS Committee will send this out around Week 8. Faculty need to understand the process and it needs to be a student initiated contract with specific timelines and criteria. ● Levett will get report from Craig Taylor about where in the college there are high levels of incompletes being given so we can get professional development for those areas. ● Bartley will share this with Faculty Council. ● About 34% of students got an incomplete in Fall 2017. Not many complete the work to convert an incomplete to a grade. ● Harmon suggested that the Incomplete should not put a student into APS until the period to finish the incomplete passes without completion. ● Levett noted that an incomplete counts to completion for Financial Aid from the time it is given. ● Blyleven suggested that there should be a process for students in CAR to get some guidance to navigate the APS requirements.
<p>Vice Chair Report</p>	<ul style="list-style-type: none"> ● NWCCU Status <ul style="list-style-type: none"> ○ Discussed Hamilton’s email to the college community regarding the NWCCU findings. <ul style="list-style-type: none"> ▪ Off warning ▪ Recommendations for ongoing work: (1) Assessment in periodic and systematic process for assessing student learning at the course, program and college level. (2) Academic

	<p>Program Review informed by data and connected to planning and institutional effectiveness process.</p> <ul style="list-style-type: none"> ● Guided Pathways- Rob Johnstone Wrap Up- postponed ● Wait-list and Z-code report (Frei)- postponed
Curriculum and Assessment (Salman)	<ul style="list-style-type: none"> ● Nothing to share.
Discussion: Learning Plan Winter Work Planning	<ul style="list-style-type: none"> ● Campus Conversation Debrief <ul style="list-style-type: none"> ○ https://drive.google.com/drive/folders/1zCajvnhlpeNqdYZ5YmDtnEpkojvjSp5F ○ Topic 1: Learning Plan Goals and Characteristics <ul style="list-style-type: none"> ▪ Plan needs to be agile and dynamic; responsive. ▪ Martinez: May be included in sustainability. The term resilient captures sustainability and success over time. ▪ Focus on effectiveness; proactive and evaluation when responsive. Focus is on student success. ▪ Curriculum needs to be relevant. ▪ Courses need to be available when ready instead of having to wait for the term courses are offered. This can be tied to available funding. For example, when people are laid off and they have a certain period of time to complete retraining. ○ Topic 2: Learning Plan Actions <ul style="list-style-type: none"> ▪ Connecting initiatives for student success with long range planning ▪ Student engagement, activism work, cooperative education, service learning, ● Academic Program Review Process Development Intersections ● Lane's Department Planning Framework- <ul style="list-style-type: none"> ○ https://docs.google.com/document/d/1e79AumvrchV0G62tty-SWsKwIWqAJGviPN8MXmgNqfQ/edit ○ Came from Jen Steele. This is what was sent to Deans for Program Review and how it would be driving planning and budget decisions. It also gave the institutional priorities and goals that are being used for planning. ● Planning Summit Proposal; intersections with budget development and strategic enrollment management group <ul style="list-style-type: none"> ○ Howard bringing a group together to try to create more structure for the Learning Plan (Technology Council, OERs, Enrollment Management, Planning and Budget, Diversity Council, Facilities, Assessment and Curriculum, Achieving the Dream). ○ Planned for March 9 from 9-Noon, Location to be determined.

	<ul style="list-style-type: none"> ● If council members have data elements to share, just put them in the drive at https://drive.google.com/drive/folders/1TbY2B4obKUX1Gfpd969-7alqXAICXrTi
Future Agenda Items & Other Business	<ul style="list-style-type: none"> ● 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, February 23, 2018, from 1-3 p.m. in the Boardroom