

**LEARNING COUNCIL MINUTES**  
January 11, 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), Patrick Blaine (MSC), Dan Good (Student), Ian Coronado (by position), Paul Jarrell (Vice Chair), Adrienne Mitchell (LCCEA President), Wendy Milbrat (Classified), Tammy Salman (by position), Karen Krumrey (faculty)

**Absent: Note taker:** Phyllis Johnson

Item	Notes
Admin Tasks (Paul Jarrell)	<ul style="list-style-type: none"> <li>● review/approve agenda: Motion to approve by Patrick, seconded by Ed, unanimous vote to approve.</li> <li>● Review and approve 11.9.18 minutes, as revised. Motion to approve by Patrick, seconded by Ed. Minutes unanimously approved.</li> <li>● <a href="https://docs.google.com/document/d/1V40QUfurFIPzwLPABjbel-UUECGJqLZWxe29HaZ7Qv8/edit">https://docs.google.com/document/d/1V40QUfurFIPzwLPABjbel-UUECGJqLZWxe29HaZ7Qv8/edit</a></li> </ul>
Self-Evaluation of Learning Council Effectiveness (Paul Jarrell)	<ul style="list-style-type: none"> <li>● Paul noted that College Council sub-committee requested that the Learning Council evaluate BP 325. The members discussed the history of the Learning Council and how what started about 10 years ago as a bullet list became a strategic academic plan and a learning plan for 2017-21. There was discussion of the decrease in the number of policies that Learning Council has purview over from 72 to 3. Policies vs procedures. Who has ownership?</li> <li>● Discussion regarding an evaluation of the effectiveness of the Learning Council. Notes of that discussion can be found here <a href="#">Evaluation of Effectiveness</a></li> </ul>
Review of Instructor Accessibility/ Office Hours (Laura Pelletier)	<p>Discussion: Instructor Hours on Campus</p> <ul style="list-style-type: none"> <li>● When are office hours due for department information, by first day of term? before first day of term? The first bullet item in the procedure states <i>Before or on the first day of class...</i></li> <li>● Motion by Paul to remove the second bullet under procedure which reads <i>Instructors will submit their office hours for each quarter, including final exam week,</i></li> </ul>

	<p><i>to their division/department office at the start of each term or when requested.</i> Seconded by Ian. Approved unanimously.</p> <ul style="list-style-type: none"> <li>● Discussion of middle section of policy re: part-time faculty with only online classes on-campus office hours. No changes from draft.</li> <li>● Discussion of Exception clause of the policy <i>Any exceptions to the above practices must be approved in writing by the division or department dean or director.</i></li> <li>● Motion by Patrick to revise Exception clause to read <i>Any exceptions to the above practices must be approved in writing <b>each academic year</b> by the division or department dean or director.</i> Seconded by Ed. Approved unanimously.</li> </ul>
<p>Review of Faculty Hours on Campus (Laura Pelletier)</p>	<ul style="list-style-type: none"> <li>● Motion by Dan to revise the Exception clause to read <i>Exceptions to the five-day work week must be made <b>each academic year</b> by the division/department dean/director.</i> Seconded by Ed. Approved unanimously.</li> <li>● Discussion regarding “by appointment office hours”. No changes from current process.</li> <li>● Motion by Lee to pass the policies on to College Council. Seconded by Phil. Approved unanimously.</li> </ul>
<p>LMS Review: Next Steps (Ian Coronado)</p>	<p>The Faculty Council co-chairs will coordinate a review team comprised of interested students and others to undergo the review of Moodle/other learning management systems within the next year.</p>
<p>2018-2019 Work Plan (Paul Jarrell)</p>	<ul style="list-style-type: none"> <li>● The Learning Council developed a draft 2018-2019 Work Plan</li> <li>● Motion by Patrick to approve the <a href="#">Draft 2018-2019 Work Plan</a> . Seconded by Tammy. Approved unanimously.</li> </ul>

Adjourn	<ul style="list-style-type: none"><li data-bbox="527 186 1438 228">• Motion to adjourn by Patrick. Seconded by Ed. Approved unanimously</li></ul>
Next Meeting	<ul style="list-style-type: none"><li data-bbox="527 261 919 303">• January 25, 2019 1:15-2:45</li></ul>