



**LEARNING COUNCIL MINUTES**  
December 8, 2017 1:00-2:00 in Board Room

**Present from Learning Council:** Patrick Blaine (Manager) Keely Blyleven (Student), Ian Coronado (by Position) Claire Dannenbaum (LCCEA), Pat Griffin (Classified), Christina Howard (LCCEA), Phil Martinez (Manager), Marleena Pearson (LCCEF), Tammy Salman (by position)

**Absent:** Aryn Bartley (Faculty Council Co-Chair), Dawn DeWolf (VP OISS), Jennifer Frei (AVP), Adrienne Mitchell (Faculty Council), Jim Salt (LCCEA), Kerry Levett (AVP), Victoria Rodriguez (student).

**Notetaker:** Christina Howard

**Guests:** Lee Weidman (Facilities)

Item	Notes
Admin Tasks	<ul style="list-style-type: none"> <li>● Agenda – no quorum; Quorum is 50% + 1 before start of meeting. Agreement to continue discussion as listed on agenda               <ul style="list-style-type: none"> <li>● October 27 minutes approval deferred <a href="https://docs.google.com/document/d/1Yair67DdSRH2M19nkQPMagaF0sYseZT8KIVDyrcA-ek/edit">https://docs.google.com/document/d/1Yair67DdSRH2M19nkQPMagaF0sYseZT8KIVDyrcA-ek/edit</a> – no quorum</li> <li>● No meetings in November due to scheduled holidays</li> </ul> </li> </ul>
Invited Presentation	None – <b>Campus Master Plan Presentation scheduled for January 12, 2018</b>
Learning Plan Communication Subcommittee Report	<ul style="list-style-type: none"> <li>● Dannenbaum shared outreach plan to Directors and Deans. Conversation Kit is completed and website is up-to-date. Thanked Deborah Butler for technical assistance with communication channels. Attendees thanked Dannebaum and Bartley for their leadership and meeting fall term plan development outcomes</li> </ul>
Chair Report (Howard)	<ul style="list-style-type: none"> <li>● Reported out on meeting with President Hamilton, DeWolf, and Jen Steele with respect to Learning Plan purpose and feedback on Conversation Kit. Strategic Plan guides institution and “Learning plan will help the college make better decisions that are academic in nature”</li> <li>● Reached out to five non-credit students and invited to join Council. No acceptances yet. Will continue to explore opportunities to include non-credit students by position as council member</li> <li>● Emailed all council chairs the link to Conversation Kit and Dates for Campus Wide conversations</li> <li>● Feedback from President on Conversation Kit included:               <ul style="list-style-type: none"> <li>○ Topic 1 – suggests placing “student learning and teaching” as preferred phrasing</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>▪ “Quality” characteristics – suggests including “student outcomes” explicitly in definition</li> <li>▪ “Sustainability” – suggests including “evolve” explicitly to show commitment to responsiveness</li> <li>○ Topic 2 – Actions <ul style="list-style-type: none"> <li>▪ (1) – suggest actionable language to align more strongly with student learning/learning outcomes</li> <li>▪ (2) Suggest replacing “connect” with stronger word</li> <li>▪ (5) Suggest adding “attain excellence in student learning and teaching” as an outcome</li> </ul> </li> <li>● DeWolf confirmed she will compile a list of data sources that may guide Learning Plan development work during winter term</li> <li>● DeWolf is retiring from Lane and indicated a VP OISS rep would be appointed to Learning Council, beginning winter term</li> </ul> <p><b>Action: Data Analysis team will include President’s feedback with Conversation Kit responses; Compose Weekly announcements about Conversations</b></p>
Vice Chair Report (DeWolf)	<ul style="list-style-type: none"> <li>● None</li> </ul>
Learning Plan Discussion	<ul style="list-style-type: none"> <li>● <a href="#">Campus Conversation Dates</a>: January 30, 1-2, January 31, 11-noon, February 2<sup>nd</sup> 9-10, all in Building 4, room 106</li> <li>● Howard asked for Council volunteers to attend conversations for facilitation and notetaking <ul style="list-style-type: none"> <li>○ January 30, Topic 1: Blaine, Griffin, Howard</li> <li>○ January 31, Topic 2: Griffin, Pearson, Salman</li> <li>○ February 2, Topic 1 or 2 (TBD): Blaine, Griffin, Howard, Pearson, Salman</li> </ul> </li> <li>● Blyleven suggested outreach efforts to students, including Titan Times (OrgSync) announcements; suggests Council efforts are inclusive for students and seek input from multiple student subgroups, including students with disabilities.</li> <li>● Dannebaum suggested a short student survey with a targeted 1-2 questions for students to help promote engagement efficiently</li> <li>● Martinez and Salman volunteered to co-lead the Data Analysis workgroup, beginning winter term</li> </ul>

	<b>Action: Howard to coordinate messaging with Christina Walsh and ALSCC; Blyleven to communicate methods for plan feedback to ALSCC team</b>
COPPS	<p>COPPS focus review selection</p> <ul style="list-style-type: none"> <li>● Howard and Levett are meeting to focus development of policy for non-traditional grades and work to align with Academic Progress Standards (Mary Parthemer); will coordinate with new Registrar, Dawn Whiting as a work group</li> </ul> <p><b>Action: Howard and Levett to schedule workgroup meetings with Parthemer and Whiting</b></p>
Future Agenda Items and Other Business	<ul style="list-style-type: none"> <li>● Academic Progress Standards Presentation – February 9th</li> <li>● Achieving the Dream Presentation and Discussion- TBD</li> <li>● Student Retention Data: Strategic Enrollment Management Update</li> <li>● Curriculum Mapping Tool presentation – Spring 2017</li> <li>● Information Literacy- Spring 2017</li> <li>● Extended Learning Certificate Programs</li> <li>● AAS Online Program for Energy Management</li> <li>● Majors and Clusters Projects- TBD</li> <li>● Next year: membership (current member status for next year), leadership, work to do</li> </ul>
NEXT MEETING	<ul style="list-style-type: none"> <li>● <b>January 12<sup>th</sup>, 2018 from 1:00-2:50 in Boardroom</b></li> </ul>