



LEARNING COUNCIL MINUTES
Friday, April 26, 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), Karen Krumrey (faculty), Ian Coronado (by position), Michael Gillette (student representative), Patrick Blaine (MSC), Fatima Alshamasi (student representative)

Absent: Adrienne Mitchell (LCCEA President), Paul Jarrell (Vice Chair), Tammy Salman (by position), Wendy Milbrat (Classified)

Note taker: Phyllis Johnson

Guests: Barbara Barlow-Powers and Ed Radza

Item	Notes
Admin Tasks (Laura)	A. Review / approve agenda – Motion to approve with addition of LMS Review update, by Patrick, Seconded by Ed, approved unanimously B. Review / approve April 12, 2019 minutes – motion to approve w/o modification by Lee seconded by Karen; unanimous vote to approve https://drive.google.com/open?id=1v68EyGhTdX53HWwNPIbCImpowEiNAJHhjTEIPoEk9o
Google Migration: Barbara Barlow-Powers and Ed Radza	Barbara Barlow Powers and Ed Radza gave a presentation on the Google Migration. The migration is scheduled to transition around July from Groupwise into GMail and Google calendar. Access to Groupwise history as a resource will continue, but no send or receive of new emails. All email will move into GMail and folders will move to GMail labels. All calendar items will move to Google calendar. Recurring will move to recurring in Google. Any shared items will go to the owner who will reshare. All contacts will move to Google. Items in trash will not migrate. Notification: Announcements are going out. Check Blog site for information about preparation and FAQs. Training-call for on-campus Google experts to assist. ATC staff will have resources, Google training videos, workshops, online Google Learning Center.

<p>All Council, College Council Meeting Update: Ian</p>	<p>Ian presented the Learning Council 2018-2019 Review at the All Council meeting https://drive.google.com/open?id=1VkEguVTCh-vliN8zIAV3LQgN7BxOSyw220xnoXUsbK0 The LCC Strategic Learning Plan 2017-2021 will be presented to College Council on May 8</p>
<p>LMS Review update: Ian</p>	<p>Ian gave an update of the review of the Learning Management System. We have used Moodle for about 14 years. Moodle is the #2 system used on campus after Banner.</p> <p>A review committee has been formed by Faculty Council. Currently the committee is working on a charter and scope. Work will involve a process of surveys and data collection using student and faculty input, Instructional Support input, TRIO advisors, Tutoring, Counselors, outreach specialists. A review of our current use of Moodle; what is working and not working; identify any barriers. An analysis of what we need, opportunities moving forward, changes at the State level. Data will be collected in the fall, analysis, RFP for other systems, and testing. A recommendation will be made whether to stay and tweak the current system or look at a new system. Determine the risks of changing to a new system, i.e. Canvas. Funding is an important factor to consider.</p>
<p>Instructor Hours on Campus Review</p>	<p>Faculty Council submitted their recommendations for the policy.</p> <p>LC compared their draft and the FC version.</p> <p>Why change from face-to-face to in-person Problematic to state for-credit classes Under Policy, Will have vs should have or shall have one scheduled office hour...</p> <p>Lee - Faculty Council made changes to get clarity, add more appealing language, and in a few cases change substance.</p> <p>Should LC continue to amend the draft or choose LC version vs FC version</p>

Patrick - all hours in one day vs faculty presence on campus all week

Laura - accessibility for students

Lee - current policy over prescribes how faculty use their time

Is it the expectations of faculty being available as opposed to on campus?

Desire to realign to be professionally responsible vs mandated

Phil - stating maximum hours might be problematic

Laura - are faculty violating a COPPS rule by having more hours

Patrick - two parts of policy; instructor hours on campus and office hours

Ed - for-credit vs credit. Take out the work “for”

Have we looked at how other colleges compare? Encourage us to look at other colleges. Is this a common policy?

How does it interact with the contract?

Lee - vs historical expectations at LCC. Is this a bargaining topic?

Karen - it is about instructor accessibility to students and also accessibility to staff and other faculty in the department for department work.

Karen - the face-to-face language is good

Lee - policies need to be supported and separate mechanisms need to be put in place for accountability rather than making the policy more restrictive

Laura - who interprets and upholds the policy? Minimum standards and exceptions can be made by the dean

FC added the word “collaboration” to the exceptions sentence

	<p>There are legitimate reasons for exceptions</p> <p>Lee - in writing and in collaboration</p> <p>FC change from minimum 30 hours per week on campus to minimum 25 hours per week and excepting final exam week</p> <p>Some of the issues are contractual and are being discussed in the workload task force Table approval of changes until after workload task force is complete</p> <p>Lee - suggest a joint workgroup from LC and FC to work on draft</p> <p>Motion by Laura to form a work group to co-draft an amended policy to be approved by Learning Council and forward to College Council. Seconded by Patrick. Approved unanimously.</p> <p>Lee will check with Faculty Council.</p> <p>Patrick, Karen, and Laura will be the LC sub-group.</p>
<p>Other Business/ Future Items</p>	<p>Discuss Course Syllabus Policy</p> <p>Ian was on group that started to work on revision to policy. Accessibility of the document was an issue.</p> <p>Patrick - there was discussion of making an automated template.</p> <p>Phil - what does on a syllabus, online syllabus, collection spot for all syllabi, consistent format</p> <p>Many different opinions</p> <p>Patrick - Academic transfer mission; need ease of access</p> <p>Karen - need to be in line with places we transfer to.</p>

	<p>Ed - look at transfer destinations as to what are their faculty and evaluators looking for</p> <p>Lee - review and determine a system that is more accessible. Consistent template, but be aware of academic freedom as far as content.</p> <p>What does the student need?</p> <p>Phil - look at statements that need to be listed on syllabi. Have a template that an instructional unit can easily update with any new statement that must be added.</p> <p>The committee will look over the policy and bring ideas back to the next or a future meeting.</p>
Adjourn	Motion to adjourn by Laura at 2:45. Seconded by Ian. Approved unanimously
Next Meeting	May 10, 2019 1:15-2:45