

LEARNING COUNCIL MINUTES
November 4, 2016, 1:10 to 2:55 in the 4/104

Present from Learning Council: Tammy Salman (by position), Dawn DeWolf, Adrienne Mitchell (Faculty Council), Claire Dannenbaum (LCCEA), Alyse Stone, Jessica Alvarado (Faculty Council Co-Chair), Christina Howard (LCCEA), Jim Salt (LCCEA), Ce Rosenow (by position), Jennifer Frei, Ian Coronado, and Marleena Pearson.

Absent: Kerry Levett, Lesley Stine, Phil Martinez, Sean Goddard (student), and Paul Bixel (aslccsenatorseat5@gmail.com) (student).

Notetaker: Anna Kate Malliris

Guests: Kate Sullivan

Item	Notes
Admin Tasks	<ul style="list-style-type: none"> • Welcome and council introductions/greetings <ul style="list-style-type: none"> ○ Membership roster review ○ 1 appointment by Faculty Council + 1 Faculty Co-Chair and 2 appointments by LCCEA + LCCEA President or appointee ○ Kate Sullivan is no longer a member of the council but is welcome to attend • October 14th minutes approved with corrections.
Invited Presentation:	<ul style="list-style-type: none"> • None
Chair Report	<ul style="list-style-type: none"> • Confirm future meeting Dates (November 18 & December 2 from 1-3 pm in 4/104) • APROC presentation to LC scheduled for November 18th • Volunteers to attend All Council Meeting November 10th from 3-4:30 in 4/106- Howard cannot attend. DeWolf and Dannenbaum will attend. • Chair and Vice Chair council meeting • Howard attended the NW e-Learn Conference. Northwestern community colleges discussing online learning.
Vice Chair Report	<ul style="list-style-type: none"> • Strategic Direction Implementation <ul style="list-style-type: none"> ○ Strategic enrollment management update- Adopted by board last year. 3 year plan with enrollment strategies, retention/persistence strategies, completion strategies. Levett should be invited with present Winter Term. ○ Center for Teaching and Learning- Still in development. Broad based and inclusive group consisting of faculty, managers and classified staff. ○ Student Affairs Transformation Information Project Teams (Space Exploring, Service Mindset, Launch Party – June 19, 2017, Advising, Counseling, Student Transitions, Cross Divisional

	<p>Relationships). Creating project teams as part of the redesign and anyone is welcome to join if interested. Now they are working on culture change and team building. Should have a focused presentation by Kerry Levett.</p> <p>COMMENTS:</p> <ul style="list-style-type: none"> • Current policy that students cannot enroll right before the term starts including the first day of classes regardless of their preparedness. Learning Council may have a role in this decision. • For Center for Teaching and Learning should not just be a report to Learning Council. The Learning Council should be more involved in the development of the Center and there should be more faculty involvement including through the Faculty Professional Development Oversight Committee. It should not be led by the Vice Presidents. • The Strategic Direction specifically calls out the Center for Teaching and Learning but the Strategic Direction development did not necessarily take into account all of the faculty input.
COPPs Subcommittee Report	<ul style="list-style-type: none"> • Three meetings were held and we moved through with suggestions. • The subcommittee will pick a date to present their work.
Curriculum Committee Report	<ul style="list-style-type: none"> • COPPs review and integrating with Learning Council <ul style="list-style-type: none"> ○ Curriculum Committee should draft a policy regarding degree evaluation and bring it to Learning Council for review and feedback. ○ The policy should be based on best practice and not on what is actually done at Lane. • Mapping tool- status and timing for LC review- may need to postpone the conversation. Maybe look at mid-Winter or early-Spring Term. • Committee is working to make core learning outcomes more visible and useful in reporting. Banner is not very useful for this purpose. Commercial tools do not work well for this. LBCC is using a tool that is working well and easy to display.
Assessment Team Report	<ul style="list-style-type: none"> • Charter and work plan updates- working on the documents • Developing materials and tools to support the work of faculty
Learning Plan Subcommittee Reports	<ul style="list-style-type: none"> • General discussion- review scope of work within each • Structure subcommittee report (Handout #1) • Other discussion/reports/actions <ul style="list-style-type: none"> ○ Met with Kerry Levett about Student Affairs. She did not see big gaps but did have some questions including: Who is a student at Lane? ○ Subcommittee will come up with some samples to make Action Items more understandable. Christina Walsh will join the subcommittee to work on these Action Items.
Discussion	<ul style="list-style-type: none"> • Current policy review- Admissions (Handout #2) <ul style="list-style-type: none"> ○ How does a program decide that they will have selective enrollment? • Draft Student Affairs policy by Meg Kieran and Mary Jeanne Kuhar- Selective Admissions for Professional Technical (Handout #3)- generate feedback <ul style="list-style-type: none"> ○ The draft does not answer the question of who and how the decision is made to have selective

	<p>enrollment. Sentence 1, paragraph 2 should read: “established, modified or eliminated....”</p> <ul style="list-style-type: none"> ○ The policy should include delineation of the role and participation by faculty as well as clarity about the role of the Deans since they would provide support for the processes that need to be completed as part of the decision-making process. ○ There needs to be a departmental process that will be used in making the decision to have selective enrollment and the criteria that will be used should be decided at the department level. ○ Learning Council would like to see a revised draft of the policy that addresses both the admission process and the role of the department and faculty members in the both the admissions process and the criteria used for admissions and outcomes. ○ Learning Council should be listed as a Governance Council on the policy. ● Question-raising for Learning Plan (Handout #4) <ul style="list-style-type: none"> ○ Discussion of additional high-level, strategic questions to refine <u>structural elements</u>. What questions should be addressed in structure? Are there more? <ul style="list-style-type: none"> ▪ General concerns: Build in information literacy for faculty, more facility with instructional design, standardization of communication methods ▪ Salman will collect questions and will bring them to the next meeting ○ Question-raising subcommittee action planning ● ATC has a Moodle shell with templates with reference to Quality Matters and would like feedback on whether this would be helpful. It can be turned on or off. Howard will send out the link and feedback should be sent to Kevin Steeves. <ul style="list-style-type: none"> ○ Might be best to do an “opt in” versus “opt out” since shutting it off may be time consuming. ● Center for Teaching and Learning <ul style="list-style-type: none"> ○ In the development of the Strategic Plan, the College Council voted no. The Center for Teaching and Learning was the primary issue for Salt and so it could not move forward. The Administration then moved it to the Board which then approved the Plan without it successfully moving through the governance system. ○ In the creation of the Strategic Directions, there was language about the faculty role that was removed unilaterally. ○ The faculty initiated this idea and supported it and they expected to have a leadership role but now it is being brought forward as a vision that the Administration has created and which is being led by the two Vice Presidents. ○ Collaborative piece that was missed: It went from Strategic Planning and went straight to implementation without collaboration with faculty. ○ This will be a collaborative and inclusive process to set a direction and set up a steering committee.
<p>Future Agenda Items and Other Business</p>	<ul style="list-style-type: none"> ● Academic program review- November 18th ● Finance Council Questions- Date for LC discussion- TBD ● Achieving the Dream Presentation and Discussion- TBD

	<ul style="list-style-type: none">• Student Retention Data: Strategic Enrollment Management Update• Curriculum Mapping Tool presentation• Update on current state of OER on campus.
NEXT MEETING	<ul style="list-style-type: none">• November 18th from 1:10-2:50 p.m. in Building 4/104