

# Learning Council

**Meeting Notes from January 21, 2005**

**DRAFT**

**ATTENDANCE:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> BOB BARBER      | <input checked="" type="checkbox"/> JUDY MCKENZIE     |
| <input checked="" type="checkbox"/> KATE BARRY      | <input checked="" type="checkbox"/> KEN MURDOFF       |
| <input type="checkbox"/> DONNA KOECHIG              | <input checked="" type="checkbox"/> TAMARA PINKAS     |
| <input checked="" type="checkbox"/> MARY BRAU       | <input checked="" type="checkbox"/> ALBERT POOTH      |
| <input type="checkbox"/> LIDA HERBURGER             | <input checked="" type="checkbox"/> CATHERINE RESCHKE |
| <input checked="" type="checkbox"/> PATRICK LANNING | <input checked="" type="checkbox"/> KEN ZIMMERMAN     |
| <input checked="" type="checkbox"/> SABRINA DAVIS   | <input checked="" type="checkbox"/> SONYA CHRISTIAN   |

**OUTCOMES:**

**DISCUSSION:**

**AGENDA:**

Observer(s) in attendance.

**1. Review of Minutes:**

Decision: Minutes approved without correction.

**2. Report from Finance Council:**

Bob Baldwin, Stan Taylor, Jennifer Hayward, Sharon Kimble

Discussion:

Bob Baldwin, chair of the finance council gave a brief overview of the work of the finance council.

- Finance Council is in the process of reviewing all financial policy.
- They are looking at the current budget situation to identify:
  - How increased tuition affected enrollment?
  - How decreased tuition at “off hours” and differential pricing would change revenues?
- College Council budget subcommittee is dealing with expenditure decisions and finance council looks at the revenue side.
- Finance Council is looking at methods for communication with other councils and is looking at:
  - Website for notes
  - Representatives for other councils attending their meetings
  - Conversations among the representatives of work groups on councils.

**3. Sustainability & Learning:**

Discussion:

Sonya Christian, Stan Taylor, and Jennifer Hayward gave a brief overview of the sustainability effort at Lane.

- A sustainability group was formed in Spring 2004 explore ways in which we could infuse sustainability across campus. See website: <http://www.lanecc.edu/sustainability/>
- A subgroup, Sustainability and Learning, has been focused on the issues of sustainability as it relates to learning. The sustainability and learning team (Stan Taylor, Jennifer Hayward, Margaret Robertson, Joe Russin, Jackie Fern, Sonya Christian) have organized two campus-wide conversations among faculty.
- Sustainability is referred to in one of the strategic directions of the college: “Create, enhance, and maintain inviting and welcoming facilities that are safe, accessible, functional, well-equipped, aesthetically appealing and environmentally sound.”

**OUTCOMES:****4. Membership by Position:****Decision:**

Learning Council will maintain the decision to have Mary Brau as a member by position for one year and will discuss the college council's October decision at a later date. Mary Brau abstained from the vote.

**5. Quorum****Decisions:**

- A quorum is: Two thirds of the members of the learning council (9 out of 14) of which at least 50% of the members of each constituent group (1 of the 2 students, 1 of the 2 classified staff, 3 of the 5 faculty, 3 of the 5 managers) must be physically present.
- For one year, proxies will not be considered for a quorum. Will revisit for effectiveness at the end of the year.
- A person unable to attend may:
  - Ask another member to be their proxy.
  - Postpone the vote by one meeting so (s)he can be present to vote.
  - Not vote and has no right to call a vote at a later time.

**6. Technology Plan**

Discussion of the Technology Plan is postponed to a Learning Council retreat.

**DISCUSSION:****Discussion:**

- In College Council's October minutes, it was stated that:  
“: Staff and students by position may be considered by each governance council to fill seats previously identified as “by expertise.” Such positions will be “ex-officio” (literally by office) and will be ongoing council members. Ex-officio positions will have voting rights but may not veto council consensus. To ensure that the common misunderstanding that “ex-officio” members never have voting rights, an alternative name for these positions will be determined.”
- Learning Council was unaware for College Council's stance when it decided on a one-year appointment of Mary Brau to the council as a “member by position”. The question was raised as to the Learning Council's response given this new information.

**Discussion:**

- Continued the discussion from Jan. 7th meeting regarding who were the representative groups and what constituted a quorum.
- Discussed the definition of a quorum.

**Agreement:**

The agenda will clarify which items are action items and which are discussion items.

**Discussion of Technology Plan:**

- The group that was working on the Technology plan are meeting with Faculty Council and Technology Council
- Will form a subcommittee of Learning Council with 1 member from Faculty Council and 1 member from Technology Council to review and revise current plan
- When there is a revised draft, the subcommittee will bring it to Faculty Council and Learning Council for incorporation into the Learning Plan.

OUTCOMES:	DISCUSSION:
<p><b>7. <u>Learning Plan Forums:</u></b></p> <p>A. Open Forums:</p> <p><u>Decision:</u></p> <ul style="list-style-type: none"> <li>• Will be held on: <ul style="list-style-type: none"> <li>○ Feb 2 from 11-noon</li> <li>○ Feb 3 from 4-5 pm</li> </ul> </li> <li>• Questions will also be distributed by email once there is a GroupWise mailbox established.</li> </ul> <p>B. Diversity Representative</p> <p>C. Reading List</p> <ul style="list-style-type: none"> <li>• Two binders with reading materials will be on reserve at the library.</li> </ul> <p><b>FUTURE AGENDA ITEMS:</b></p> <p>Bylaws- Spring Term Unit plan update Assessment Team Finance Council Student Affairs Council Facilities Plan</p> <p><b>NEXT MEETING:</b> <b>February 4<sup>th</sup> from 1-3 pm in PE 206</b></p>	<p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>• Will have 50 minute meetings with a 5 minute overview.</li> <li>• Will allow for both verbal and written responses.</li> <li>• Bert, Sonya, and Cathie will be present at the meetings. All learning council members are encouraged to attend.</li> <li>• Sabrina will promote the meetings with ASLCC and will arrange for a flyer.</li> <li>• Learning Council members should also attend 2 presentations in preparation for developing the learning plan. <ul style="list-style-type: none"> <li>○ Demographic trends</li> <li>○ Economic and employment trends</li> </ul> Possible times: 2/3, 2/16 from 1-3 pm </li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>• The issue of whether we should invite a representative from the Diversity Council to help develop the Learning Plan at the retreat(s)</li> <li>• Kate Barry is on the Diversity Council and will therefore be one of the appropriate representative.</li> </ul> <p><u>Discussion:</u></p> <ul style="list-style-type: none"> <li>• Too large. Each person who submitted articles needs to narrow their selections to 1-2 items and make a summary of the item for the others to read.</li> <li>• This is a reference list; many of the items have not been collected</li> <li>• Let others know what you are reading so they don't duplicate the effort.</li> <li>• Mary and Kate will decide on any "must reads" from the first ten items on the list.</li> <li>• The unit plans are available on the web in pdf form.</li> </ul> <p><b>REMINDER:</b></p> <ul style="list-style-type: none"> <li>• The retreats will need to be changed to meet his availability to: <ul style="list-style-type: none"> <li>○ 2/18 – already scheduled for half day, expanded to all day</li> <li>○ 3/11 – from 1-5</li> <li>○ 3/18 – from 1-5</li> </ul> </li> <li>• Regular meetings: <ul style="list-style-type: none"> <li>○ 2/4 – from 1-3</li> <li>○ 2/11- no retreat and no meeting</li> <li>○ 2/25 – no meeting</li> <li>○ 3/4 – no meeting</li> </ul> </li> </ul>