I.  Welcome, introductions, agenda review: S Sweeney
   A. Attendees:
      1. Kathleen Rose
      2. Fran Lozano
      3. Dave Phillips
      4. Karen Warren
      5. John Lawton-Haehl
      6. Colette Marie McLaughlin
      7. Randy Brown
      8. Ellen Waddell
      9. Susan Sweeney
     10. Blanca Arteaga
     11. Ryan Shook
     12. Fran Lopez
     13. Eduardo Cervantes
     14. Andrew Herrin
     15. Steve Grace
     16. Zach Terstrege
     17. Joey Hayes

II. Approval of May 3 2013 Retreat Minutes/John Lawton-Haehl
   A. Motion to approve: Blanca Arteaga
   B. Second: Ryan Shook
   C. Unanimous approval by all in attendance

III. Ice Breaker Activity/John Lawton-Haehl
   A. Members shared important moments of summer vacations.
   B. Announced: John Pruitt’s memorial service 9/27/13 12:30-2:00

IV. Review of Learning Council Annual Report: S Sweeney
   A. Report delivered to the Board of Trustees on behalf of the Learning Council for work accomplished 2012-2013 and plans for new school year.

V. Instructional improvement: ACCJC: K Rose
   A. Instructional improvement is the theme for the 2013-2014 school year.
      1. Focus on opportunities for conversations about academic improvement.
      2. Staff Development Day focused on ways to create change/use of data to track change.
      3. We need to have dialogue opportunities-college hour/data sharing/service needs/forums.
4. These types of activities require time and space.
5. This is required for accreditation report due March 2014 (written by the end of Fall 2013 semester).
   a) We must use a database for accounting from faculty (see below).
      i. Measuring outcomes against plan.
   b) Include active engagement in instructional improvement.
   c) Use qualitative and quantitative measuring tools.
6. The Learning Council has been asked to design a FIG that assists with the communication and review of the instructional improvement focus.
   a) Consider those who might head up FIG to propel the work forward.

B. Annual Success Award/Chancellors Office.

1. The Focus on Student Success Initiative has nominated the Learning Council for this award.
2. Dr. Rose is putting the packet together (due October 4th).
3. Members are invited to write a letter in support of the nomination to be added to the packet-answer the following question:
   a) How has the Learning Council met the learning needs of students?
4. The award to be given late fall 2013.

VI. Data for October meeting/ Randy Brown

A. ARGOS is a new program that collects instructional learning data per stated intent:
   1. The Annual Report for the Learning Council 2010-2012 states that it will implement the *Gavilan Listens Projects* where it supports ongoing, needs based discussions to bring awareness and change regarding learning and bridging Student, Academic and Administrative affairs.

B. Discussion: what approach should the system use to collect data?
   1. Use of specific class/students and using focus group to discuss in search of themes for development of FIG work.
   2. New student mission-What can we do to help the incoming freshman?
   3. What are the costs related to dropping and reinstating students due to deadlines and non-payment?
   4. What issues do students deal with during the transfer process?
   5. What other programs have related issues and how have they resolved the problems?
   6. Should the Learning Council take the lead with student voice forums to gather student feedback?
   7. There is a need for broad discussions about success in college with surveys, both qualitative and quantitative.
   8. Karen Warren suggested data reflection, purpose and use of data in smaller discussion groups for more in-depth feedback (demographic groups, key programs, relationship with other programs and ideas to fully consider the information and the purpose of the council).
9. Concerns about the full work of the LC were raised.
   a. Randy Brown expressed the need to focus on FIGS to target specific issues.
   b. Fran Lozano suggested FIG time to happen outside of council time with the
      remaining time of the meeting to be focused on data gathered and its use.

VII. Membership/ S Sweeney
   A. The council revisited the issue of membership and the role of students in the voting
      process.
   B. Retreat raised issues about co-facilitators.
      1. The council suggested alternating length of service for facilitators for
         continuity of work.
         a) Change in the by-laws would be needed, but facilitators need to discuss
            with Dr. Rose prior to LC discussion.
   C. Retreat attendees were voted as members.
      1. Several ongoing attendees need to be added.
      2. Eduardo Cervantes has been a contributing attendee and needs to be added
         as a voting member. He also represents the MESA and TRIO programs.
      3. Student representatives who have consistently attended meetings would also
         have voting rights per the discussion and vote at the 2013 retreat.
         a) VETS: Andrew Herrin/CJ Dawson
         b) ASB: Joey Hayes
         c) RAMbassadors: Ryan Shook
      4. New representatives for unrepresented groups going forward would need to
         be voted in as members. Students must attend a minimum of full semester
         before being allowed to vote.

Learning Council vote on membership issue:
   a. Motion to approve: Susan Sweeney
   b. Second: Fran Lozano
   c. Unanimous approval by all in attendance

VIII. Support for Part time Faculty: Colette McLaughin
   A. Colette expressed personal concern for part time faculty.
      1. The issue should be part of the Learning Council focus on instruction.
      2. Since 70% of teaching uses part time faculty, it is likely students are effected
         by problems associated with adjunct faculty livelihood concerns (i.e.: stress,
         economic problems).
   B. The mentoring program previously suggested for new instructors/department level
      plan to help part time faculty successfully provide quality instruction continues to be
      needed.
   C. A structured Learning Council plan to address part time faculty needs suggested-but
      members not sure the council is the right place to address such institutional issues.
   D. Ryan Shook related concerns about locating part time instructors and counselors.
   E. The building of relationships suffers when instructors and counselors are scheduled
      only two days per week and/or do not return semester to semester.
The online Personnel Directory often does not include adjunct faculty.

1. Directory Committee needs to address this issue. Dave Phillips will speak to them.

G. John Lawton-Haehl suggested a new FIG headed by Colette Marie McLaughlin to address issue.

1. Colette agreed to take the FIG and to recruit new adjunct faculty to assist her and the council in researching this issue.

IX. 2013-2014 FIGS and Chairs/J Lawton-Haehl

A. FIGS need to work outside of Learning Council meeting for optimum use of council time. FIGS:

1. Part Time Issues/Colette Marie McLaughlin
2. Instructional Improvement/Kathleen Rose
3. College Hour/John Lawton-Haehl
4. FIG/Legislative/Susan Sweeney
5. Tutoring Support services/Karen Warren
6. Communication/Dave Phillips
7. Habits of Mind/Mary Anne Sanidad
8. VETS/Fran Lopez
9. Gavilan Food Pantry (FIG to assist program)/Vania Parakati

Next meeting October 4 2013 12-2 pm N/S Lounge: agenda items to jlawtonhaehl@gavilan.edu

FIGS need to proactively share ongoing work with the council. FIGS wanting to provide snapshot of meeting results let John know. Can be in hard copy or verbally reported. Need by September 25th to be included on agenda.

2:00 adjournment