

Teaching & Learning Leadership Council

November 27, 2023, 3 – 5 pm

Meeting Minutes

Faculty Chair: Greg Russell
Administrative Co-Chair: Lynn Wright
Classified Co-Chair: Mia Timme
Student Co-Chair: Alexa Salazar

Members present: Cazares, Debbie; Curtis, Peter; DeCastro, Diana; Gardner, Jeanine; Gregory, Daniel; Harman, Melissa; Knieriem, Jim; Osgood-Treston, Brit; Russell, Gregory; Smith, Heather; Soto, Sal; Stavropoulos, Tina; Timme, Mia; Woods, Kristi; Wright, Lynn

Members not present: Turrubiartes, Daniel; MacDougall, Diana, Acevedo, Kristopher; Salazar Trujillo, Alexa; Sumrall, Brandon

Guests present: Carter, LaShonda

- I. Call to Order
 - a. Quorum met; meeting called to order by Chair Russell at 3:02 pm
- II. Approval of Agenda
 - a. M/S/C – Cazares/Knieriem
 - b. Accepted by consensus
- III. Approval of Minutes – October 23, 2023
 - a. M/S/C – Osgood-Treston/Carter
 - b. Approved by consensus
- IV. TLLC 23FAL Goal:
 - a. Finalize Mission Statement – Fall goal for TLC is to finalize mission statement
 - b. Hope to be able to check this off today.
- V. Continued Business (1 hour)
 - a. Prioritization Update
 - i. Greg thanks TL members for being involved in the prioritization this year. Don't want to spend a lot of time on this since it has passed but thank you for the active role you took in the process.
 - ii. There is a letter from VP Kristi DiMemmo to President Oliveros for final seal of approval for new faculty hires, president has final decision but recommendation has been.
 - b. Mission Statement – Discussion/Action
 - i. Mission Statement discussion has taken place for a while. A draft was sent at the beginning of the semester. In addition to the draft, there is a suggested revision.
 - ii. Committee members reviewed current mission statement, suggested revisions submitted online and revised together to come up with:

Mission Statement: Riverside City College serves a diverse community of learners by offering certificates, degrees, and transfer programs that help students achieve their educational and career goals. The college strives to improve the social and economic mobility of its students and communities by being ready to meet students where they are, valuing and supporting each student in the successful attainment of their goals and promoting an inclusive, equity-focused environment.

The mission of the faculty, students, administrators, and classified professionals of Riverside City College's Teaching and Learning Council (TLLC) is to ensure (1) alignment of the College's mission and vision, and values, (2) alignment with accreditation standards, and (3) equity-minded education and student service.

The council facilitates and fosters conversations about culturally responsive teaching and learning that generate inquiry, innovation, and reflection, leading to increased student success and faculty engagement.

The focus of TLLC is to introduce and encourage innovation teaching methodologies and academic support both inside and outside the classroom that effectively serve the diverse and changing needs of our students both on-site and through distance education.

- iii. Motion to approve revised mission statement
 - 1. M/S/C – Soto/Woods, motion passes unanimously
- c. Artificial Intelligence (AI) **Discussion** - RCC Street Team Update - Discussion/Action
 - i. At the last meeting, a discussion regarding surveying students on their AI usage. Mia spoke with Dean McEwan and the street team can do this.
 - ii. A workgroup to draft suggested questions to ask students will be created:
 - iii. Workgroup volunteers: Melissa Harman, Tina Stavropoulos, Brit Osgood-Treston, Heather Smith, faculty development members. Additionally, others may join by invitation.
 - iv. Need to gather information on how to keep academic freedom and encourage critical thinking. The topic needs to be researched so that we can learn how to best use it in the classroom and educate our students.
- VI. New Business (1 hour)
 - a. Enrollment Management Committee Revamp - Discussion/Action
 - i. Conflicting information regarding the committee's composition and structure. Charge is taken from 2018-2020 Strategic Enrollment Management Plan which needs to be updated.
 - ii. In the past, the meeting was held on Friday mornings, perhaps college hour would be better. Discussion regarding the purpose of college hour is to engage with students. Meetings will be held Friday mornings 8:30-10 am.
 - iii. Membership should be an Administrative and Faculty Co-chair with 4 administrative members – 2 academic deans, dean of enrollment, dean of institutional effectiveness, 12 faculty department chairs – 2 per division, Articulation Officer, and 4 Classified Professionals.
 - iv. Motion to approve Enrollment Management Revamp as presented with changes to membership, term and meeting day/time.
 - 1. M/S/C Woods/Russell, approved by consensus
 - b. Support One Book, One College (*from Sustainability Committee*) –
 - i. Previous discussion brought back. Chairs have discussed trying it this year. Perhaps different committees can select the book each time to diversify the choices and topics. As the TLLC, do we support the efforts of One Book, One College? They would like to read the Parable of the Sower.

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- c. M/S/C motion to give sustainability the blessing to join -
 - i. M/S/C Knieriem/Cazares, approved with one abstention.
- VII. Voice of the Council (10 min)
 - a. Mia - took all of the notes from last meeting and ensuring that we are doing items brought forward such as AI discussion and mission statement.
- VIII. Brief Committee Reports (5 minutes)
 - a. ASRCC
 - i. No report
 - b. Faculty Development
 - i. Melissa Harman reports that Flex schedule will be release in finals week, keynote Melissa Salazar is being contracted to present.
 - c. Curriculum Committee
 - i. last meeting is tomorrow, curriculum is being approved, discission regarding mandated updates.
 - d. Strategic Enrollment Management
 - i. No report
 - e. Distance Education/OER
 - i. Discussion regarding certification online and pay for part time faculty since it is 16 hours of training. POER is in process to get courses certified.
 - f. Guided Pathways
 - i. No report
 - g. Department Leadership Council
 - i. Textbook orders are due, new bookstore vendor, may have live website sooner than expected. Enrollment is growing and classes may need to be added. Currently at 85.3% of Winter target and 58.6% of Spring target.
 - h. Integrated Academic Support
 - i. No report
 - i. Equity
 - i. No report
 - j. Academic Senate and CMAC need to be added to this list.
 - i. Academic Senate - meeting will be held on Monday. Leadership councils will be making reports at each meeting.
- IX. Learn, Share, Do (5 minutes)
 - a. Members discussed: What did you learn in this meeting, what is something you can share with your departments and what is something you learned?
- X. Open Forum
 - a. None
- XI. Adjournment –5:01 pm - next meeting will be February 26, 2024.

Minutes submitted by: Elena Santa Cruz

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