

Teaching & Learning Leadership Council

September 22, 2025, 3 – 5 pm

Meeting Minutes

Faculty Chair: Lashonda Carter
Administrative Co-Chair: Lynn Wright
Classified Co-Chair: Mia Timme
Student Co-Chair: Alex Soto

- I. A. Call to Order
 - i. Meeting called to order at 3:03 PM by Chair Carter.
 - ii. Quorum confirmed (9 members present).
 - iii. Brief welcome and review of mission statement and meeting norms for new and returning members
- B. Approval of Minutes
 - i. April 2025
 - a. M/S/C –Osgood-Treston/Herrera, approved by consensus
- C. Approval of Agenda
 - i. M/S/C – Herrera/Carter, approved by consensus after brief review and discussion
- II. Guest Speaker: Monique Greene, representing Faculty Development Committee and Student Equity Committee
 - A. No report for FDC
 - B. SEC – will get the new agenda out soon
- III. 2024-2025 Goals
 - A. Year Goals - reviewed
 - i. M/S/C Curtis/Carter to put off discussion of goals until next month, approved by consensus
- IV. Announcements
 - A. Accreditation
 - i. TLLC is responsible for Standard 2 (with SAS) and will start the review the Institutional Self-Evaluation Report (ISER). Members assigned to review subsections 2.1–2.9; at least two reviewers per section.
 - ii. Standard 2 assignments:
 - 2.1 Academic Programs & Delivery mode – Candyce Vizcarra & Brandon Sumrall
 - 2.2 Curriculum – Lynn Wright, Shari Yates & Riyadh Abubaker
 - 2.3 General Education framework – Lynn Wright, Diana DeCastro & Brit Osgood-Treston
 - 2.4 Communication – Pamela Crampton & Peter Curtis
 - 2.5 Scheduling – Mia Timme, Lashonda Carter & Michael Herrera
 - 2.6 Delivery mode & teaching methodologies – Mia Timme, Kinnari Bhavsar & Lucy Tapia
 - 2.7 Institution Design & Services – Jacque Lesch & Sal Soto

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.

2.8 Sense of Belonging & Community – Allyssa Ybarra, Sal Soto & Lucy Tapia

2.9 Assessment – Denise Kruizenga-Muro & Allyssa Ybarra

- iii. Each LC is to review their assigned standard of the ISER draft and corresponding evidence. Submit your updates and revisions by Thursday, November 6, 2025, so that we may present a revised and updated draft to EPOC on Monday, November 10th and then take to Academic Senate for review at their meeting on Monday, November 17th.
- iv. Support available via Zoom sessions with VP Wright and Jacquie Lesch; additional open help sessions to be scheduled.

B. Prioritization – Faculty Ranking

- i. Electronic voting: Oct. 3–12, 2025.
- ii. Open forum scheduled during this period.
- iii. VP Woods emailed instructions to members..

C. Anthology

- i. Still on track for December 2026 launch

D. AI Institute

- i. RCC invited to participate in AAC&U AI & Curriculum Hub (2025–26).
- ii. TLLC has selected 4 members plus one from FDC to attend.
- iii. Team is exploring AI pedagogical strategies.

V. Continued Business

A. Accreditation

- i. Members reminded to continue progress on assigned subsections of Standard 2.
- ii. October meeting will focus on compiling results before final submission

B. AI Demo

- i. Mia Timme demonstrated use of ChatGPT to rewrite/edit accreditation responses.
- ii. Council discussed how AI could reduce workload while ensuring evidence-based responses
- iii. Suggestions included using “deep research” features to highlight gaps and identify areas needing more evidence.

C. AI Discussion

- i. Members discussed principles and considerations for AI in academic work.

VI. Action Items - none

VII. Voice of the Council

A. TLLC workgroups – continue to work in your groups and use the Teams site, new members will be added to the Team.

B. Learn. Share. Do. – committee members share

VIII. Open Forum

A. Request to add student equity plan to agenda for next month

B. Peter Curtis shares his method for checking students are using AI

C. Faculty FLEX forms are now on the website, submit requests for FLEX workshops, conference attendance and more online.

IX. Adjournment 4:29 pm – next meeting will be October 27, 2025

Committee Members	
Lynn Wright	LaShonda Carter (LHSS)
Shari Yates – not present	Brit Osgood-Treston (LHSS)
	Riyad Abubaker (LHSS)
Mia Timme	Michael Herrera (CTE)
Allyssa Ybarra	Kinnari Bhavsar (CTE)
Candyce Vizcarra	Vacant (STEM) – not present
Diana De Castro – not present	Pamela Crampton (STEM)
Lucy Tapia	Sal Soto (CLASS)
	Peter Curtis (FPA)
Alex Soto – not present	Brandon Sumrall (NURS) – not present
Additional Guests:	
Monique Greene	

Minutes submitted by: Elena Santa Cruz