

Riverside City College
Teaching & Learning Leadership Council (TLLC)
September 27, 2021 | Meeting Minutes
Zoom

Members present: Star Taylor, Melissa Harman, Diana MacDougall, Sal Soto, Mia Timme, Kristi Woods, Matthew Brashier, Nicholas Rodriguez, Peter Curtis, Gregory Russell, Brandon Sumrall, Jeanine Gardner, Daniel Gregory, Shari Yates, Lynn Wright, Sharon Walker, Daniel Turrubiarres, Diana DeCastro, Albert Jaramillo, Aubrey Weston

Members unable to attend: Brit Osgood-Treston, James Knieriem

Guests present: Kelly Douglass, John Adkins, Patricia Avila, Albert Jaramillo

- I. **Call to Order** – Meeting called to order at 3:01 pm, quorum met
- II. **Approval of the Agenda**
 - A. M/S/C M. Brashier/D. MacDougall. Approved by consensus.
 - B. Motion to approve the agenda with amendment to add #5.
- III. **Approval of Minutes** from May 24, 2021
 - A. M/S/C S. Soto/M. Brashier. Approved by consensus.
- IV. **Intro to New Chairs**
 - A. Star welcomed new chairs to the council: Dr. Lynn Wright, VP, Academics Affair and Daniel Gregory, Classified Professional.
 - B. Introduction of new members – Daniel Turrubiarres, Grants Administrative Specialist and Sharon Walker, Umoja Educational Advisor
- V. **Quick check in**
 - A. An opportunity for members to share with the council.
- VI. **Committee Reports**
 - A. Faculty Development - Patricia Avila
 - B. Curriculum Committee - Kelly Douglass
 - The Curriculum Committee put together a tool for reviewers and faculty who work on curriculum, new or revised courses. This tool will be a one sheet that will be a quick reference to help the process for curriculum. Further discussions on issues regarding curriculum and equity. Four questions were added to encourage faculty to think about their courses through equity lens. Embedded in the questions are resources to guide them. Currently, the tool has been approved at Tech Review and at RCC College Curriculum. It has been presented to the Equity Committee. Moreno Valley and Norco will be reviewing and gathering notes tomorrow. All notes will be presented to District Curriculum and in hopes to finalize this tool.
 - Dr. Woods shared that in the Equity Committee meeting a discussion of efficacy of different teaching modalities in the context of equity outcome was held.
 - Sharon Walker - What is the training procedure for new faculty and reoccurring training for current faculty and how would they know to ask these questions?
 - Kelly Douglass stated that there's an annual training that she and Dr. Wright are required to sign off and promise that it has been done with everyone in attendance. The Curriculum Institute, a 3-day training in the summer, has

good resources with regards to equity curriculum through an equity lenses and closing the gap.

Patricia Avila – The Faculty Development Committee will be examining what the onboarding process needs to look like? What modules need to be and how extensive? This is an area where we can improve.

- Patricia Avila asked if faculty can start using the tool provided by the Curriculum Committee.
 - Kelly Douglass – Although it is a draft, this can be used.
- C. Strategic Enrollment Management – Dr. Lynn Wright
Dr. Wright provided enrollment update to the council.
 - Target of 7941 FTS, currently at 75% of RCC targets.
 - Impact to RCC is 11.5%
 - Total number of sections currently are 1700. Approximately 58% are online/hybrid and 43% are F2F.
 - Fill rate for online are 73.74% and F2F/hybrids are 60%
 - Developing student survey to provide better understanding of students needs for classroom format.
 - Schedule to meet projected student demand similar to our current schedule.
 - Use actual scheduling numbers from Winter 21 and Spring 21 as the initial baseline targets. Be responsive and add quickly based on student demands, as the classes fill to capacity, new classes will be scheduled in the same modality.
 - Each discipline should have a mix of modality unless the discipline requires all F2F
 - DX is currently being presented to the District Academic Senate.
- D. Distance Education – no report
- E. Guided Pathways – see attachment
- F. Department Leadership Council – Dr. Lynn Wright
 - Schedule to meet projected student demand similar to our current schedule.
 - Use actual scheduling numbers from 21WIN and 22SPR as the initial baseline targets. Be responsive and add quickly based on student demands, as the classes fill to capacity, new classes will be scheduled in the same modality.
 - Each discipline should have a mix of modality unless the discipline requires all F2F
 - DX is currently being presented to the District Academic Senate, that they allow DX to be permitted for 22WIN, but not 22SPR. To continue to be DE in spring, paperwork will need to be submitted by October 8th.
 - Due to concerns of the flu concern and COVID, winter will be more online
 - Sal Soto – Do we have a comparison as to how well our sister colleges did in getting students back once they dropped?
 - Dr. Wright shared that Norco did convert sections to 14 weeks. RCC is currently promoting the 8-week program that will be starting on October 18th. Messages are being sent via email and text messages to students who are currently on a waitlist, students who were dropped, and students who are enrolled in less than 10 units. She is aware of the capacity problem in certain sections, due to lack of instructors
 - Sal Soto’s follow-up is that RCC may need to consider exploring 12- or 14-week courses.
 - Dr. Wright agrees that going forward, we need to think more intentionally about all of these options and give more access to students. Will bring this back to DLC.

- Sharon Walker – Asked if there is a list of open classes?
 - Dr. Wright advised that Web Advisor would have the list of open classes.
 - Patricia Avila – Are we actively looking to recruit for associate faculty to have them ready for spring semester?
 - Dr. Wright will bring this to the next DLC meeting. There are some concerns with regards to labor shortage.
 - Patricia Avila encourages Dr. Wright and along with the VP of Academic Affairs across the district to get HR to accelerate the hiring process.
 - Will the vaccine mandate be in effect in the spring?
 - Dr. Wright stated that Jeannine Kim, Vice Chancellor of Educational Services is currently speaking to the District Academic Senate regarding the plan to ensure that students are fully vaccinated prior to enrolling in a face to face class.
- G. Integrated Academic Support – no report.
- H. Equity – see attachment
- I. OER (Open Educational Resource) – no report

VII. New Business

- A. Student Update – Albert Jaramillo, President, ASRCC
- Albert reported that ASRCC is moving forward with several events on campus and online. They had a great kickoff with club rush, Hispanic Heritage week with a gallery display and the lowrider car show.
 - Albert asked from the council to spread the word on a few upcoming events.
 - Lunch out on the town, geared for all students but primarily for students who are online, in partnership with Butch's Grinders. Information will be sent out by email and social media.
 - This Thursday ASRCC will provide box lunches to all students, but focusing on Cosmetology students. Cosmetology Department have graciously provided vouchers for free haircuts, manicures & pedicures, which will be given out during this event.
 - ASRCC will plan a community drive-through Halloween event.
 - Planning an event for CTE at the end of October.
 - ASRCC has an app and the calendar is updated.
 - Diana shared that RCC has interpreters' interns for the fall and would be happy to donate their time to these events. Albert will reach out with a calendar of events.
 - Dr. Yates shared about ECE's Trick or Treat event is on October 28th in the morning for their students and ASRCC may be interested in participating.
- B. VP Plans and Prioritization
- Star reminded the committee that it is the time for prioritization. Copy of the VP plans were sent out. If anyone would like to share regarding the VP meeting help last Friday. Star shared that Ben Vargas, Ed Advisor for La Casa, brought up the notion for RCC to change the language of calling Umoja and La Casa nonacademic engagement centers, to academic engagement centers. Students are there to interact with faculty, advisors, and counselors regarding their academics. Request that this topic be continually by everyone that holds a seat.

- Mia Timme shared that one of the initiatives mentioned special projects. When prioritizing are they taking consideration the back end work that is done by the classified professionals.
- Sal Soto shared that the campus does not want to institutionalize a big-ticket item like graduation and concerns regarding faculty prioritization.
- Star asked that the council review all of the VP plans to discuss on the next TLLC meeting on October 25, 2021. Presented and reviewed the plan with the committee and how it aligns to our strategic plan.

VIII. Open Forum

- A. Homework for council members, read over VP Plans, bring questions to Q&A and the council meeting. Attend VP Q&A on October 22, 2021 from 12 to 1. Meet on October 25, 2021 for TLLC meeting and on the 29th of October to prioritize.
- B. Gregory received an email from Tonya Huff to ask regarding Hyflex technology – How will the technology be used? Ownership of lecture recordings, intellectual property of the college or the instructor? Specific and intentional discussion is needed. As you know, before the equipment is actually used, how would the classrooms and course format setups work for active learning group work? And then finally, would students choose whether they are taking the course as an in person synchronous online or asynchronous online at the time of registration? Star asked to forward those questions to discuss in Academic Senate.
- C. Another question that has been brought up at several meetings which continues to cause confusion. For example, Canvas shells are set up for a lecture class of 64 students. There are two lab sections (32 capacity) with different instructors. Both sections lab modules show up on the student's shell and they get confused although instructors provide clear instruction to students. This has been brought forward to DE. Instructors have to be really careful when sending out notifications to students to not create chaos. Information from Torria Davis will be forwarded to Gregory.
- D. Mia questioned whether for scheduling purposes are the Hyflex classes going to be scheduled differently.

- IX. Adjourn** – Motion to adjourn at 4:56 p.m. Motioned by M. Brashier and seconded by M. Timme
Next meeting **October 25, 2021**