

Riverside City College
Teaching & Learning Leadership Council (TLLC)
November 29, 2021 | Meeting Minutes
Zoom

Members present: Star Taylor, Melissa Harman, Diana MacDougall, Sal Soto, Mia Timme, Peter Curtis, Nicholas Rodriguez, Gregory Russell, Brandon Sumrall, Jeanine Gardner, Daniel Gregory, Shari Yates, Lynn Wright, Sharon Walker, Diana DeCastro, Aubrey Weston, Brit Osgood-Treston, Star Romero, and Kristi Woods

Members unable to attend: Daniel Turrubiarres, Kristi Woods, Matthew Brashier, James Knieriem

Guests present: John Adkins, Patricia Avila

I. Call to Order – Meeting called to order at 3:02 pm

II. Approval of the Agenda

A. M/S/C G. Russell/M. Timme. Approved by consensus.

III. Approval of Minutes from October 21, 2021

A. M/S/C D. MacDougall/S. Soto. Approved by consensus with a change to the last bullet under VP Plans.

IV. Quick check in

A. Council members checked in

B. Diana MacDougall shared that the football team from the California School for the Deaf had a great season and went on to the CIF playoffs. Her students were able to intern and participate in a historic moment.

V. Committee Reports

A. Faculty Development

B. Curriculum Committee

C. Strategic Enrollment Management

- Dr. Wright and Kevin Mayse met to discuss marketing strategies for winter '22. Will be working on getting workgroups to meet in the winter.
- Enrollment is at 72% percent for winter. Online classes are mostly full.
- Dr. Wright asked if there are courses disciplines would like promoted, please email her the information for those courses.
- Sal inquired regarding promoting the courses and the unfair advantages of promoting some courses and not all courses. For example, Faculty asking Admissions to send an email blast for their course.
 - Dr. Wright and Dr. West are discussing marketing and the courses that want to be promoted. If faculty are interested in promoting their course email dean, chairperson and Dr. Wright.
 - Working on a survey for students who did not return. Schools are in competition with employment due to the sign on bonus. RCC is looking to build a process to promote. Dr. Wright stated that it can be brought to Academic for further discussion.
- Email Dr. Wright any ideas, currently focusing on winter and now spring as registration opened today.

D. Distance Education

- E. Guided Pathways
- F. Department Leadership Council
- G. Integrated Academic Support
- H. Equity
- I. OER (Open Educational Resource)

VI. Old Business

A. VP and Faculty Prioritization feedback

- Star shared with the council the Recommendation Letter sent from EPOC to Dr. Anderson. Percentages of voting members to the number of votes returned were low. Need to do better on participation across all leadership councils throughout the college. Listed the prioritization of initiatives and the faculty prioritization.
- Diana MacDougall – Chat Message - Perhaps we could consider the idea of having required training for new members on the LCs each year that covers what the responsibilities are for membership. This would be part of the PD we offer each year.
- Dr. Woods suggested that maybe the voting be done at the LC meetings and bring forward to the prioritization. Star shared that she tried having that discussion last year and was told that each person was to vote individually.
- Sal Soto - much discussion should have been done before the final meeting as many members still needed clarification. If LCs members will be voting they should be able to vote for all positions on the faculty prioritization list.
- Star shared that there should be an onboarding process.
- Sharon Walker shared that what helped her at the last minute was when each VP explained in detail their initiatives. It would be helpful if instead of the Q&A the VPs can explain the VPs initiatives. Star suggested that this should be shared in the survey that Dr. DiMemmo sent out.
- Mia piggybacked from Dr. Woods that the leadership council should take time during the meeting and discuss the prioritization and everyone can understand as a group.
- Diana - Chat Message- I'm with Sal here. I'm new to this committee, and it feels 1) overwhelming with the amount of information at one time, and 2) a bit vague at times. I'm looking forward to learning more about this whole process.
- Greg - Chat Message - I second Sal's sentiment here. It was really disappointing to hear that not EVERYONE on the leadership councils voted. Happy that TLLC was the highest turnout though! One thing that was hard for me was that I had questions but was not able to make any Q&A sessions due to being in class all day on Fridays. I got a sub so I could attend the meetings. Would suggest having those Q&A sessions at different times than only Fridays.
- Star explained that we need the process to be clear and discuss something at the meeting that should have been discussed prior.
- Melissa Harman – presentation of the initiatives from the VPs and it would be a lot more streamline.
- Sal explained that there is a need to address the voting situation and his concern with the number of members voting. The LCs should be contacting their members to confirm that they have voted as this affects the campus. Star agrees that it is an issue and it is part of the job. If a member did not understand the process of voting, we need the member to reach out to someone in the council. 31% of TL participated in the voting process.
- Melissa – Chat Message - We did that last year and I wondered why we didn't do it again

next year, but it now makes sense based on what Star said. And I agree with Star and Dr. Woods on these issues.

- Dr. Woods suggest we look at the process that hinders the vote. Do the work and have those conversations in the councils? We are good about remembering to send out messages about the meetings but some members are not available on Fridays.
- Star stated that next year the council will take the time to review the initiatives.
- Patricia - Chat Message - I think we need to make sure that Department chairs are also aware of who serves on the LCs and when they meet so that they don't create a TA that conflicts for the faculty member serving on the LC.
- Dr. Woods stated that Q & A should be through council times. Better information for new members. Star thanked everyone for their participation.
- Mia – Chat Message - training for all now, and then maintain training when new come in

VII. New Business

- A. Student Update – Albert Jaramillo, President, ASRCC (15 minutes)
 - Star Taylor introduced Student Co-Chair Jake England. No report.
- B. GP Ambassador - Yassen Abdelfatah
 - No report.
- C. Engagement Center high impact practices – Pati Avila
 - Pati shared that there was participation of resource course LC to present Monique is presenting to ASAS.
 - Proposing to create a Pathway engagement resource courses (Perc) Purpose – modeled after STEM en Familia. Proposing that high enrolled GE courses. Train faculty and teach courses high impact.
 - Pati discussed the benefits of PERCs, but also the faculty development part of it. Success metrics
 - Having faculty trained in HIPs
 - Spring 22 locate faculty, Summer 22 train and launch in Fall 22.
 - Dr. Woods beneficial to have 16-25 faculty reaching potentially 1500 to 2000 students per TA. Build the number of learning communities in this process. We want to students to know what HIP is as well. Learning on both sides. Timeline is based on the Fall schedule.
 - Diana asked in the chat what is HIP? Pati chat - Methods we employ in the classroom that make a difference to help retain students and help them be successful academically. We know for example that by connecting the course content to what happens outside of the classroom students see the relevance and more likely to finish the course.
 - Star urges members to see if they can participate in the fall.
 - Diana excited about service learning. Sometimes she gets pushed back that she is too engaged with her students. Feedback that she has received is that students of color are criticized for their sign language.
 - Star – Chat Message - Maybe explain the difference between work based and service learning
 - Pati – Chat Message - Here is a simple distinction between Service learning and Work based learning. Service Learning allows students to learn and develop through active participation in thoughtfully organized service experiences that meet actual community needs and that are coordinated in collaboration with the school and community (National and Community Service Act of 1990). Work-Based Learning (WBL) expands academic and technical learning and accelerates advancement along

career pathways. WBL develops readiness for work as well and skills that support entry or advancement in a particular career field

- Dr. Woods can discuss with Dean Yates regarding using SWF and Perkins.
- Sal what are the next steps and do you need anything from the leadership council. Pati it will go to the LCs as an informational item and then will go to Senate and then taken to EPOC. Once it has gone through the process it will go out in the Spring. Need the LCs to be ambassadors or be interested in supporting. Dr. Woods it is a pilot the program and have small funds to support and eventually expand it. Stamp of approval from the TLLC. Sal to go through the process it may not be ready for the Spring.
- Star ask that it be brought back for further discussion in the Spring.

D. What have you learned this semester?

E. Teaching and Learning Practices – what’s working and what’s not in the classroom

- Star shared that sitting through IOIs has made her review her syllabi and make changes that may help students. For example, giving students a day of grace and giving students full credit for their first essay. She has seen changes in her students.
- Estrella shared that when she has been more relaxed It has turned into chaos. Star shared that she uses Canvas to have students submit their work instead of emailing directly.
- Dr. Woods does see other staff that are suffering with anxiety and depression. We are all in the same boat.
- Greg Russell chat - Even when I talk with coworkers and ask a simple question, “How is your semester going?” I see people fighting back tears. It’s been a hard one.
- Melissa Harman chat - I am also on the Faculty development committee and we have been discussing how to address this issue (mental health, anxiety, etc.) in flex / how to provide more support etc.
- Diana changed her way she gives points on her labs. Concern with students who came to school as their safe place. Asked where she can refer the student for Health and Wellness.
- Sharon Walker answered Peter’s question - yes, students as well as everyone around are dealing with mental issues. Using grace and understanding that our students are going through a lot. There may not be sharing everything with their instructors. Send students if they need help to the engagement centers, support groups are available.
- Star responded that it does not stop this fall and we need to continuous support for our students.
- Sal shared that counselors are able to meet with students and they are dealing with many challenges. There will be still dealing with the effects from COVID. Offers his students to provide him with a due date when there are extenuating circumstances and he holds them to that date provided by the student.
- Star shared that everyone is struggling on some level. It’s important to support one another.
- Peter asked regarding resources to share for his students and he has referred students to talk to go to Psychological Services and students have not been contacted.
- Star will look for the resource list.
- Shari Yates would love to see a mental health specialist to deal with students instead of calling the police.

- Greg Russell chat - For what its worth, mental health care is hard to find all over it's a CONSTANT challenge to find someone who has availability to meet regularly. And that's if they're even accepting patients care as part of our discourse.
 - Kristi Woods chat - We also need a campus Social Worker.
 - Greg Russell chat - he talks regularly with my students.
 - Nicholas thanked everyone for their input.
 - Estrella would like to thank our district regarding our health plan which includes our mental health services.
- F. Proposed Book for Spring – *Becoming a Student-Ready College: A New Culture of Leadership for Student Success*
- Spring book discussion with TLLC will be *Becoming a Student-Ready College: A New Culture of Leadership for Student Success*. Star thanked Dr. Woods and Marc Sanchez for the previous spring event. Funding for the books is being discussed between Dr. Wright and Dr. West. The author will be invited in the spring. TLLC will host discussion dates.

VIII. Open Forum

IX. Adjournment

- A. Motion to adjourn at 5:01 p.m. M/S: K. Woods/N. Rodriguez

APPROVED