

**Riverside City College**  
**Teaching & Learning Leadership Council**  
April 24, 2023 | Meeting Minutes

Faculty Chair: Gregory Russell  
Administrative Co-Chair: Lynn Wright, VPAA  
Classified Co-Chair: Daniel Gregory  
Student Co-Chair: Jake England

Members present:

- I. Call to Order – 3:05 pm
- II. Approval of Agenda, M/S Melissa Harman, Russell, approved by consensus
- III. Approval of Minutes: March 27, 2023
  - i. M/S, Harman, Russell
  - ii. Approved by consensus
- IV. Intro of new chairs
  - a. Greg Russell, professor of anatomy & physiology, elected as co-chair, also newly tenured.
- V. Quick check in
  - a. Committee members check in and share
- VI. Committee Reports
  - a. ASRCC – no report
  - b. Faculty Development – updated instructions have been sent on how to report flex hours,
    - i. Faculty events labeled equity, need evidence for off campus events – 3:13pm
    - ii. Book discussion flex opportunities, several events upcoming
    - iii. EMLI – equity minded learning institute is still open:  
<https://forms.office.com/pages/responsepage.aspx?id=F5tmSTP640qOzDzxFreQ5a0QINozf7JNiSORXDvMRMFUOFIFNUZBU1pUTDJZWkhMQIU5WkZIRIiwTi4u>
    - iv. Emotional q – eq series
    - v. Crucial communications series is also coming up
    - vi. Need help for creating a new faculty orientation
  - c. Curriculum Committee
    - i. Any one working on curriculum needs to get it out in Spring
    - ii. Deadline is in
  - d. Strategic Enrollment Management
    - i. No update
  - e. Distance Education/OER

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.

- i. OER mentors for each division have been selected:

Faculty interested in using OER resources to develop a Zero Cost Textbook (ZTC) or Low Cost Textbook (LTC) course can contact an OER Division Mentor.

They are:

Language Arts/English	Ana-Lia Marinelli
History/HPHES	Lindsay Weiler
LHSS	Laura Greathouse
Career & Technical Education (Specifically, School of Education & Teacher Preparation)	Amber Lappin
STEM	Leo Truttmann

- ii. Cal OER will be held August 2-4, 2023, more info to come
- iii. Fall 2023 launch of new online Canvas training on OER basics for all three colleges
- iv. Received \$20K from state to increase ZTC & OER resources.
- v. 3:27pm

- f. Guided Pathways (see new business)

- g. Department Leadership Council –

- i. March extended meeting 3:34pm
- ii.

- h. Integrated Academic Support

- i. Job fairs were held to promote student employment, email blast will be sent, deadline is May 1, 2023.
- ii. Also seeking supplemental instructors to support faculty that would like either embed tutoring or supplemental instructors. If you would like this support, this will be an option. More info is being sent by email.
- iii. Form to apply for support:

<https://forms.office.com/Pages/ResponsePage.aspx?id=F5tmSTP640qOzDzxFreQ5ZygFPt4TqdMpYN8vDgBY5BUOEhENUIBOUJTRkk0MzQxSz5WDcyQU5QNiQIQCNC0PWcu>

- iv. Deadlines: Summer 23 – April 28<sup>th</sup>; Fall 23 – June 5<sup>th</sup>

- i. Equity

- i. No report

## VII. New Business

- a. Guided Pathways–Update on CAGP 2.0 Institute #4 and identified goals

- i. Courtney Carter joined TLLC to discuss pillar 4 ensure student learning
- ii. PowerPoint presentation on Pillar 4 initiatives and Spring 2023 priorities

Pillar 4 Potential Initiatives

1. "Just 1 Thing" Campaign
    - o HOW can we frame/present this initiative to our colleagues to encourage wide adoption?
    - o What are some equity focused/inclusive teaching ideas we can start with?
    - o When and how can we distribute resources on equity focused/inclusive teaching to faculty in-time for their fall course planning?
  2. "First 5 Minutes" Campaign
    - o Who should share this information with faculty and what is the timeline?
    - o How can we incorporate the College "Wealth Map" Resource doc and others into this?
    - o Can a process of communication be created to fluidly share relevant information of Engagement Center resources/events with faculty?
  3. New Faculty Development/Reorientation
    - o What would a "Reorientation" for all faculty look like?
    - o How can departments assist their Associate Faculty with applying equity focused/inclusive teaching?
    - o What changes should be made to the New Faculty Development program given our goals?
  4. Develop Teaching Values/Mission around Equity Forward Teaching
    - o What should be included in the statement? How do we gather feedback?
    - o What should be the timeline to draft the statement?
    - o Should the statement reflect RCC only, or should it be a district-wide teaching and learning statement?
  5. Training for Chairs through Department Leadership Council
    - o What needs do the Chairs have related to teaching and learning in their departments?
- iii.
- b. Discussion of role/action TLLC can take to support/advance GP Institute #4 AY 2023/24 goals
    - i. Breakout rooms to discuss what this group can do to advance pillar 4
    - ii. Members shared their ideas, additional comments should be sent to Courtney Carter to continue to develop his work plan.

VIII. Open Forum - none

IX. Adjournment 5:02pm – The next meeting is scheduled for Monday, May 22, 2023.