

## Teaching & Learning Leadership Council

March 25, 2024, 3 – 5 pm

### Meeting Minutes

**Faculty Chair:** Greg Russell  
**Administrative Co-Chair:** Lynn Wright  
**Classified Co-Chair:** Mia Timme (not present)  
**Student Co-Chair:** Alexa Salazar (not present)

**Members present:** Ahmadi, Mejgan; Baradaran, Robert; Carter, LaShonda; Curtis, Peter; DeCastro, Diana; Gregory, Daniel; Halsell, Natalie; Osgood-Treston, Brit; Soto, Sal; Stavropoulos, Tina; Sumrall, Brandon; Vizcarra, Candyce; Woods, Kristi

**Members not present:** Harman, Melissa; Cazares, Debbie

**Guests present:** Gregory, Lua

- I. Call to Order
  - a. 3:04 pm, quorum met
- II. Approval of Agenda
  - a. M/S/C Soto/Sumrall, approved by consensus
- III. Approval of Minutes – February 26, 2024
  - a. M/S/C – Osgood-Teston/Sumrall to approve February minutes with corrections.
  - b. Corrections: update date to 2024
- IV. TLLC 24SPR Goal:
  - a. Continue to work on AI “best practices” for RCC
  - b. Equity in Artificial Intelligence was presented at MVC last week.
- V. Continued Business (30 minutes)
  - a. AI Workgroup update – last Fall a workgroup was approved on AI best practices, Senate is looking for a “Best Practices for Working with AI”
  - b. TL members and faculty from the English department have created this working document: [https://docs.google.com/document/d/1HZjiTYkO2AVJWFJx26d8-o3td-n8n6Qi9nxm\\_5iHolQ/edit](https://docs.google.com/document/d/1HZjiTYkO2AVJWFJx26d8-o3td-n8n6Qi9nxm_5iHolQ/edit) but it is not ready to be shared. English department has a half-day workshop focused on AI document and invites TL members to attend: April 19<sup>th</sup> from 8:30 am to 2 pm in Hall of Fame.  
Discussion regarding next TL meeting, Academic Senate, EPOC and holidays. It appears that Academic Senate and Teaching & Learning will be at the same time on April 22<sup>nd</sup>. Also, the May meeting is currently on a holiday and needs to be shifted.
- VI. New Business (1 hour)
  - a. Action - EMC Finalization
    - i. M/S Halsell/Sumrall

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.

- ii. Discussion about Enrollment Management Committee structure and charge including how many classified professionals should be included and which members should be voting members, how many faculty from each division and chair structure.
    - iii. Motion passed by consensus
  - b. Action – DEIA list of terms shared in EPOC
    - i. List of terms from the CCCCCO presented for approval for use in strategic planning documents at RCC
    - ii. Committee has identified terms that are missing and will be seeking more direction from EPOC before approving list of terms.
- VII. Voice of the Council (10 min)
  - a. Greg is looking ahead to April meeting to bring back terms with additional terms and a more robust AI discussion
  - b. The next meeting is at the same time as Academic Senate.
  - c. TL committee members asked for an in-person meeting, could it be in April?
  - d. Academic Senate charge on AI still pending
- VIII. Brief Committee Reports (Please send in written reports - 5 minutes)
  - a. ASRCC
    - i. Bunny Hop was a great success
  - b. Faculty Development
    - i. Book discussion continues: Becoming a Hispanic Serving Institution
  - c. Curriculum Committee
    - i. No report
  - d. Strategic Enrollment Management
    - i. No report
  - e. Distance Education/OER
    - i. POER team seeking support to finish certification to be an OER campus
    - ii. DE bootcamp coming soon to teach online
  - f. Guided Pathways
    - i. No report
  - g. Department Leadership Council
    - i. Retreat on Thursday, March 28, 2024
  - h. Integrated Academic Support
    - i. No report
  - i. Equity
    - i. No report
- IX. Learn, Share, Do (5 min)
  - a. Committee reviewed items discussed today.
- X. Open Forum
  - a. Wild & Scenic Film Festival will be coming back to RCC on April 19<sup>th</sup>

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- b. Guitar Ensemble will be in COIL tonight for only \$8
  - c. UndocuALLY training for faculty and staff on May 10<sup>th</sup>, more info soon
  - d. Date with History with Dr. Woods tomorrow at 12:30 pm
  - e. Natalie Halsell has earned her doctorate degree as has Casandra Greene
  - f. RCC hosted Vision 203 from the State Chancellor's office
- XI. Adjournment 4:55 pm – next meeting will be **April 22, 2024 in Nursing 183** at the same time as Academic Senate due to Spring Break

### **Mission Statement:**

Mission Statement: 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.

**Minutes submitted by:** Elena Santa Cruz

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