Teaching & Learning Leadership Council
February 26, 2023, 3 – 5 pm
Meeting Minutes

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

Members present: Ahmadi, Mejgan; Cazares, Debbie; Curtis, Peter; DeCastro, Diana; Gregory, Daniel; Harman, Melissa; Osgood-Treston, Brit; Soto, Sal; Stavropoulos, Tina; Sumrall, Brandon

Members not present: Carter, LaShonda; Gardner, Jeanine; Knieriem, Jim; Smith, Heather; Woods, Kristi

Guests present: Owashi, Brandon; Carranza, Nancy

I. Call to Order
   a. 3:12 pm, quorum met
II. Approval of Agenda
   a. M/S/C Soto/Sumrall, approved by consensus
   b. Mia Timme introduced new classified member: Mejgan Ahmadi
III. Approval of Minutes – November 27, 2023
   a. M/S - Soto/Osgood-Treston to approve November minutes with corrections.
   b. Corrections: replace Diana MacDougall with LaShonda Carter
   c. Motions passes: 11/0/0
IV. TLLC 23FAL Goal: WE DID IT!
   a. Completed revision of the mission statement.
   b. Approved the committee structure for enrollment management committee. G Russell has requested time at EPOC to bring it forward before going to senate.
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. Nancy Carranza, English department, shares document:
      AI Best Practices for RCC English - Google Docs
   c. Adjacent tools – translation, prediction, etc. are still in discussion.
   d. The document is not yet ready to be shared college wide, departments could tailor to their own needs, faculty are available to speak with others to share information on AI.
   e. The work shared in this online document is not the product of the TL AI workgroup created in the last TL meeting.

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.

f. A document needs to be created to be presented to Senate.

g. There are a lot of experts in Artificial Intelligence and bringing an expert could be offered as FLEX. Melissa shares that this topic is the most requested for FLEX. If you have an expert in mind, send to Melissa.

h. Dr. Wright shares that the state academic senate suggests that this be addressed as a system rather by each institution.

i. Studies have found that students with the highest ACT scores are most comfortable using AI technology.

j. Canvas includes turn it in has an AI detection component within it, but faculty should not use this to detect AI use but rather to start a conversation with students. AI has been known to falsely flag work created by English learners as AI generated.

k. Duke University no longer uses the quality of the writing when judging college admission essays because AI generated essays.

l. In addition to using the "street team" to gather student information, a faculty survey could be shared to gather

VI. New Business (1 hour)

a. Information flow between leadership councils/EPOC/Senate

    i. Discussion about how information should flow between the governing bodies.

    ii. Teaching & Learning meets less than senate, TL could have an additional meeting for committee reports only.

    iii. All leadership councils are having this discussion today. Email fatigue is important to consider.

b. ESCALA

    i. STEM mini course about equity minded pedagogy specific to STEM was an awesome experience. Greg reports that he has already begun to implement and has found success in his new practices.

    ii. Melissa shares that the author has a podcast as well.

c. Spring Book Discussion

    i. Faculty development and professional development committees are currently reading, "Becoming a Hispanic Serving Institution"

    ii. TL committee members are invited to read the book. Library has an electronic version available to anyone interested in reading the book.

    iii. Currently the group meets on a Thursday at college hour, another group could be formed to meet at another day/time.

d. Bridging the gap between the academic arm and nonacademic arms at RCC

    i. Guest: Brandon Owashi presents: Voice of the Student 2023

    ii. Brandon Owashi from Institutional Effectiveness also joined us to talk about a **Guided Pathways-based study** on equity. You can view the

[results of the study](#) here. The bottom line is that our communication isn't effective to clarify students' pathways, the job opportunities for their majors, and also our communication isn't necessarily consistent. We can do better by getting word out to our students about engagement centers (and which engagement center might be right for them), and this will also be a future agenda item

    iii. Presentation key takeaways include findings in guided self-service pathways, communication, and isolation.

    iv. TL could try to find more innovative ways to communicate with students

    v. TL could find ways to promote the existence of the engagement centers

VII. Voice of the Council (10 min)
   a. 24SPR Goal – modes of communication discussion, trainings for classified professionals, report out of completed tasks, AI discussion and report.

VIII. Brief Committee Reports (Please send in written reports - 5 minutes)
   a. ASRCC
   b. Faculty Development
   c. Curriculum Committee
   d. Strategic Enrollment Management
   e. Distance Education/OER
   f. Guided Pathways
   g. Department Leadership Council
   h. Integrated Academic Support
   i. Equity

IX. Learn, Share, Do (5 min)
   a. Committee reviewed items discussed today.

X. Open Forum
   a. none

XI. Adjournment 5:00pm – next meeting will be March 25, 2024.

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.

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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