

## Teaching & Learning Leadership Council

October 28, 2024, 3 – 5 pm

### Meeting Minutes

**Faculty Chair:** Lashonda Carter  
**Administrative Co-Chair:** Lynn Wright  
**Classified Co-Chair:** Mia Timme  
**Student Co-Chair:** -waiting on ASRCC-

- I.
    - A. Call to Order at 3:06 pm
      - i. Quorum not met
    - B. Approval of Minutes
      - i. September 2024 – no quorum
    - C. Approval of Agenda
      - i. No quorum
  - II. Discussion of priority Registration for apprenticeship students.
    - A. Shari Yates and Kyla Teufel present on priority registration process needs and a short explanation of what are apprenticeship students' needs
    - B. Faculty (3) and CPROs (3) are needed to make a workgroup to recommend to EPOC for the Academic Senate
- M/S/C Soto/Halsell to approve the order of the agenda, approved by consensus
- C. The intent of prioritization is help students who could be interrupted if not given priority registration for their program. MVC has 20 apprentices, Norco has much more because they have a different program. RCC is asking for
  - D. As we start to move into our new info system Anthology, I think it would be prudent to reconvene our priority registration workgroup. There is one group that has requested to be given priority (apprenticeship students) and there are a couple of groups that receive priority and maybe they don't need it anymore. This group has not met since I have been here, so I reached out to MVC to ask what their workgroup looks like, and this is what they provided:
    - Proposed Workgroup Membership:
      - (1) VP Student Services
      - (1) Dean of Instruction
      - (1) Director of Admissions & Records
      - (3) Faculty (One of the three faculty shall be a full-time counselor)
      - (3) Classified staff
      - (3) ASMVC Student Representatives

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- E. The process is fairly simple-anyone requesting to add a group fills out a basic form explaining why they want it, and the group meets, reviews, and then votes. After the vote, it will be brought to Senate as an action item.

M/S/C Halsell/Soto motion to approve the formation of work group to look at priority registration for the apprenticeship program

Revised motion: Halsell/Soto motion to approve the formation of work group to look at priority registration, approved by consensus

- F. TLLC will move this to EPOC who will forward to Academic to Senate to create the workgroup

III. Brief Intro – Name, Title, how long you’ve been with the college.

A. 2024-2025 Goals reviewed:

Joint Learning – AI, PD – ASCCC (statewide senate) has an academic academy on AI upcoming. VPAA Wright will discuss with RCC senate to support attendance at the academy. Faculty can also request FDC funding.

DEIA Glossary

EMLI Cause

100% Prioritization Voting

IV. Continued Business

A. 24-25 Prioritization: <https://www.rcc.edu/about/strategic-planning/program-review.html> Friday, November 8th at 1 pm, make sure you have the Outlook invite – we are looking for 100% participation from TLLC members.

- i. Deadline for voting on prioritization is November 5<sup>th</sup>
- ii. November 8<sup>th</sup> is the final prioritization meeting
- iii. Rainbow engagement center staffing is on VPPD, item 7

B. Accreditation – working meeting on 10/14 & 10/16

- i. October 16<sup>th</sup> meeting had no attendees
- ii. October 14<sup>th</sup> meeting held; evidence has been uploaded to the repository
- iii. TLLC members are uploading evidence
  - a. 2.1 Academic Programs & Delivery mode – Candyce Vizcarra
  - b. 2.2 Curriculum – Lynn Wright & Casandra Greene
  - c. 2.3 General Education framework - Lynn Wright
  - d. 2.4 Communication – Pamela Crampton & Peter Curtis
  - e. 2.5 Scheduling – Mia Timme & Lashonda Carter
  - f. 2.6 Delivery mode and teaching methodologies – Mia Timme
  - g. 2.7 Institution Design & Services – Jacque Lesch & Sal Soto
  - h. 2.8 Sense of Belonging & Community – Natalie Halsell & Sal Soto
  - i. 2.9 Assessment – Denise Kruizenga-Muro

- iv. Natalie suggests that an email to the college community may be needed to alert everyone that they may be contacted to for evidence. VPAA

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Wright asks that committee members to continue to upload evidence as it is collected.

- V. New Business – discussion
  - A. Norco Guidelines for AI – tasked by Academic Senate to send comments on the guidelines on AI from Norco College
    - i. How will feedback be provided? Should the documented be added to OneDrive so that all the comments can be on the same document.
    - ii. A lot of work has already been done; need to make sure we are not duplicating work. Reviewing the document using AI was done and good feedback was gathered.
  - B. DEI Terms Glossary
    - i. Originally the goal was to review and make suggestions
    - ii. Mia will send the document to members to review with the minutes
    - iii. Other leadership councils should also have a chance to review
  - C. Guided Pathways
    - i. Chairs will connect with Courtney Carter
    - ii. Retreat on Guided Pathways is on November 1<sup>st</sup> – it is sold out!
- VI. Action Items - none
- VII. Voice of the Council
  - A. Are special meetings needed? This is the last meeting of the semester. The fourth Monday of November is Thanksgiving week – holiday week for faculty.
- VIII. Open Forum
- IX. Adjournment 4:51 pm – next meeting will be in Spring 2025 – 2/24, 3/24, 4/28

Committee Members	
• <b>Lynn Wright</b>	• <b>LaShonda Carter (LHSS)</b>
○ <b>vacant</b>	• <b>Brit Osgood-Treston (LHSS)</b>
	<b>Riyad Abubaker (LHSS) – not present</b>
• <b>Mia Timme</b>	<b>Robert Baradaran (CTE)</b>
• <b>Natalie Halsell</b>	○ <b>vacant (CTE)</b>
• <b>Candyce Vizcarra</b>	• <b>Melissa Harman (STEM)</b>
<b>Diana De Castro – not present</b>	• <b>Pamela Crampton (STEM)</b>
○ <b>vacant</b>	• <b>Sal Soto (CLASS)</b>
	• <b>Peter Curtis (FPA)</b>
	<b>Brandon Sumrall (NURS) – not present</b>

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<b>Additional Guests:</b>	
<b>Shari Yates</b>	
<b>Kyla Teufel</b>	
<b>Wendy Silva</b>	
<b>Benjamin Vargas</b>	

**Minutes submitted by:** Elena Santa Cruz

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