

## Teaching & Learning Leadership Council

September 23, 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
  - i. 3:02 pm, quorum met
- B. Approval of Minutes
  - i. August 2024 – M/S/C Soto/Carter, approved by consensus
- C. Approval of Agenda
  - i. M/S/C Halsell/Soto, approved by consensus
- II. EMLI Presentation: Jennifer Bielman
  - A. Project: Advocating for Everybody: Exploring Seating Challenges for Individuals of Size in Higher Education – overview of EMLI project findings
  - B. Committee members thanked Jennifer for sharing this important project and data. Hopefully this will bring about needed change within RCC.
- III. 2024 – 2025 Goals
  - A. Meeting norms: <https://padlet.com/nataliehalsell/what-group-meeting-norms-should-we-adopt-for-the-teaching-an-bqlpk3bc9gtog3nj>
    - i. Council agreed to the suggested meeting norms
  - B. Year Goals
    - i. Discussion about AI in the classroom and how students are using it.
    - ii. DEI, success planning, or EMLI projects could be taken on by this committee. 100% prioritization vote participation.
    - iii. Committee will come back and decide on some goals to tackle this year – there are only 4 more meetings this academic year.
- IV. Continued Business
  - 24-25 Prioritization: <https://www.rcc.edu/about/strategic-planning/program-review.html>
    - A. First prioritization meeting was held last week, next one will be on 10/1.
    - B. All initiatives are ranked together, to come up with one list.
    - C. TLLC would like to have 100% of its members to vote on prioritization.

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V. New Business – discussion

A. Accreditation – ISER is due in August 2026

- i. Although this seems like a long time away, it must go through our participatory governance
- ii. Steering Committee has historically been EPOC – oversight of each standard has been assigned to each leadership council.
  1. TLLC has been assigned Standard 2 with all of its subsections – councilmembers are not solely responsible for the information but are responsible that it gets done:  
<https://forms.office.com/pages/responsepage.aspx?id=F5tmSTP640qOzDzxFreQ5dNjN4LnLpJPsQXmk-i6AtZUODFONDm5UffLR0YxUEhXQjIzN0xaNDhQTy4u&route=shorturl>
  2. TLLC should look at the subsections of the standard and think about possible sources of evidence.
  3. Reviewed [Accreditation Standard](#) 2 and its reviewing criteria.
  4. Accreditation allows our students to access federal financial aid.
  5. Committee members are assigned to gather some evidence by 10/28/24 (next meeting date):
    - a. 2.1 Academic Programs & Delivery mode – Candyce Vizcarra
    - b. 2.2 Curriculum – Lynn Wright
    - c. 2.3 – 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

B. Norco Guidelines for AI – tabled to next meeting

C. DEI Terms - tabled to next meeting

D. Guided Pathways - tabled to next meeting

VI. Action Items

A. Vote on Meeting Norms

- i. M/S/C Halsell/Curtis, motion carried unanimously

VII. Voice of the Council - none

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VIII. Open Forum

- A. Call for special meeting to discuss progress and/or struggles gathering evidence to be held between today and the next regularly scheduled meeting.

IX. Open Forum

- A. Escala – RCC is sending 15-person group including 2 students to equity-based learning institute this weekend in San Jose, CA
- B. All African Diaspora Education Summit - delegation of nine fellows (faculty and administrators) heading to Accra and Cape Coast, Ghana, from September 27 to October 4, 2024, to deepen the college's commitment to African-centered education and better understand how to serve students from historically underrepresented communities.
- X. Adjournment 4:51 pm – next meeting will be **October 28, 2024 (Fall)**

Committee Members	
• <b>Lynn Wright</b>	• <b>LaShonda Carter (LHSS)</b>
○ <b>vacant</b>	• <b>Brit Osgood-Treston (LHSS)</b>
	○ <b>Riyad Abubaker (LHSS)</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</b>	• <b>Pamela Crampton (STEM)</b>
○ <b>vacant</b>	• <b>Sal Soto (CLASS)</b>
	• <b>Peter Curtis (FPA)</b>
	• <b>Brandon Sumrall (NURS)</b>
<b>Additional Guests:</b>	
<b>Jennifer Bielman</b>	

Minutes submitted by: Elena Santa Cruz

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