

## Teaching & Learning Leadership Council

August 26, 2024, 3 – 5 pm

### Meeting Minutes

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

- I. A. Call to Order
  - i. 3:03 pm, quorum met
- B. Approval of Minutes
  - i. April 2024 – M/S/C Woods/Carter, approved by consensus
  - ii. May 2024 – M/S/C Soto/Carter, approved by consensus
- C. Approval of Agenda
  - i. M/S/C Halsell/Sumrall, approved by consensus
- II. 2023 – 2024 Recap – the following are tasks accomplished last year:
  - A. Mission Statement was revised
  - B. AI Statement was created and shared
  - C. AI Best Practices ongoing discussion and learning
  - D. EMC Membership to Senate - sent
  - E. DEIA terms ongoing discussion and learning
- III. Welcome!
  - A. About TLLC – new members joining. Reviewed mission statement
  - B. Roberts Rules Basics – went over basic meeting rules
  - C. Icebreaker – committee members shared about themselves
  - D. Meeting Norms – discussion among members about meeting etiquette: no interrupting, we will use first names. A form will be created to collect other suggestions for meeting norms to be brought back to the next meeting.
- IV. New Business – discussion
  - A. 24-25 Prioritization – What is it? What's expected?
    - i. Prioritization is the opportunity to speak on where money should be spent, faculty also vote on new faculty hires. Leadership committee members have a vote in each prioritization sessions from program review. This guides the college in where the money is spent.

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. [Nuventive Solutions Program Review and Planning Guide Update Cycl'e \(rcc.edu\)](https://rcc.edu)
- V. Action Items
  - A. None
- VI. Voice of the Council (10 min)
  - i. This was a new agenda item last year. It is an open space to share thoughts on committee goals and the interworking of the council. This is the opportunity for committee members to voice their opinions.
- VII. Open Forum
  - A. Natalie Halsell shares an idea for a future agenda item – EMLI projects could be shared to bring awareness to items that should be paid attention to.
  - B. Lynn Wright reminds committee members to think about goals we can meet this year, also Senate may assign tasks to TLLC.
  - C. Melissa Harman and Lynn Wright will be attending an ESCALA conference: [Nuventive Solutions Program Review and Planning Guide Update Cycl'e \(rcc.edu\)](https://rcc.edu)
- VIII. Vote for New Faculty Co-Chair
  - A. M/S Harman/Soto, Lashonda Carter has been elected to Faculty Co-Chair
- IX. Adjournment 4:25 pm – next meeting will be **September 23, 2024 (Fall)**

Committee Members	
• Lynn Wright	• LaShonda Carter (LHSS)
• Kristi Woods	• Brit Osgood-Treston (LHSS)
	○ Riyadh Abubaker (LHSS)
○ Daniel Gregory	○ Robert Baradaran (CTE)
• Natalie Halsell	○ Vacant (CTE)
• Candyce Vizcarra	• Melissa Harman (STEM)
○ vacant	• Pamela Crampton (STEM)
• Mia Timme	• Sal Soto (CLASS)
	• Peter Curtis (FPA)
	• Brandon Sumrall (NURS)
○ Additional Guests:	

**Minutes submitted by:** Elena Santa Cruz

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