RCCD | RIVERSIDE COMMUNITY COLLEGE DISTRICT

MORENO VALLEY COLLEGE | NORCO COLLEGE | RIVERSIDE CITY COLLEGE

Office of Vice Chancellor
Educational Services & Strategic Planning

Meeting of District Teaching & Learning Committee
Minutes

Friday, April 19, 2024	8:30-9:30 am	Zoom

In Attendance:

☒ Susan Mills, Vice Chancellor, Educational Services & Strategic Planning, RCCD
☒ Lijuan Zhai, Associate Vice Chancellor, Educational Services & Institutional Effectiveness, RCCD
☒ Joumana McGowan, Vice President, Academic Affairs, MVC
☒ Carol Farrar, Vice President, Academic Affairs, NC
☒ Lynn Wright, Vice President, Academic Affairs, RCC
☐ Corey Rodgers, Vice President, Student Services, MVC
☒ Kaneesha Tarrant, Vice President, Student Services, NC
☒ FeRita Carter, Vice President, Student Services, RCC
☒ Shawna BuShell, Dean, Educational Services & Distance Learning, RCCD
☐ Kathryn Stevenson, Associate Professor, English, College T&L Committee Faculty Chair, MVC
☒ Lisa Hernandez, co-chair Teaching & Learning, Assistant Professor, English, NC
☐ Gregory Russell, Assoc. Professor, Anatomy and Physiology, College T&L Committee Faculty Chair, RCC
☐ Carmen Perches, Associate Professor, Counseling, Career Transfer Center Coordinator, MVC
☐ Vacant, Faculty Transfer Center Coordinator, NC
☐ Nicole Banerjee, Associate Professor, Counseling, Transfer Center Coordinator, RCC
☐ Vacant, Professor, Faculty Guided Pathway Coordinator, MVC
☐ Jethro Midgett, Associate Professor, Counseling, Guided Pathway Coordinator, NC
☒ Courtney Carter, Assistant Professor, Guided Pathways Coordinator, CTE Counselor, RCC
☒ Ann Pfeifle, District Curriculum Chair, Professor, History, MVC
☒ Marie Thermidor, Community Relations Specialist, CSEA Representative, RCCD
☐ Natalie Madero, Administrative Assistant III, CSEA Representative, MVC
☒ Nicole Brown, Instructional Support Coordinator, CSEA Representative, NC
☐ Mejgan Ahmadi, Administrative Assistant III, CSEA Representative, RCC
☐ Student Representative, College Teaching & Learning Committee, MVC
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Guests:

☒ Steven Butler, Interim Dean, Institutional Research & Strategic Planning, RCCD
☒ Jason Kennedy, Director, Workforce and Economic Development, RCCD
☒ Debra Mustain, Dean, Community Partnership & Workforce Development, RCCD
☒ Ines Solis, Executive Administrative Assistant, RCCD (minute recorder)

1. **Charge of District Teaching & Learning Committee**

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After brief introductions, Vice Chancellor Susan Mills reviewed the District Teaching & Learning Committee's charge from the District Strategic Planning Council (DSPC) structure. The District Teaching & Learning Committee discussed the structure and roles of various subcommittees, such as District Guided Pathways, Noncredit, Distance Education, and Basic Needs, and how they align with the District Teaching & Learning Committees and their potential for creating temporary task forces to address specific needs, with these groups reporting back to the committee or directly to DSPC as necessary. The committee's responsibilities with a focus on strategic planning goals, particularly around student access, success, and equity were discussed. The District Teaching & Learning Committee is responsible for monitoring, assessing, and recalibrating district goals, contributing to a revised strategic plan, and sharing best practices across the district. District Teaching & Learning Committee membership details were also reviewed, including terms for faculty, student representatives, as well as the process for electing a faculty co-chair, which was postponed due to the lack of a quorum. The reporting structure for various committees and the frequency of their meetings were considered focusing on ensuring that essential updates and decisions are communicated effectively without unnecessary delays.

2. Apprenticeship Operations Taskforce

The proposed Apprenticeship Operations Taskforce was presented by Jason Kennedy, Director of Workforce and Economic Development Projects and Dr. Debra Mustain, Dean of Community Partnerships and Workforce Development at the District Office. The Apprenticeship Operations Taskforce (AOT) proposes to establish an effective system for apprenticeship operations across the district, enhance efficiency and effectiveness of new apprenticeship programs and partnerships, and create long-term sustainability of apprenticeship programs. Currently, the colleges and district lack a formal process for establishing new apprenticeship programs; there is no structure or process for cataloging the establishment of new apprenticeships across the district. The District T&L committee provided feedback and recommended taking the AOT proposal back to the colleges to gather more input from college deans, directors, and district representatives. The T&L committee expressed the need to understand the specific problems this taskforce aims to address and ensure it complements existing processes. Concerns were also raised about potential duplication of roles as well as the colleges interest to maintain direct communication with industry partners. If the proposed Apprenticeship Operations Taskforce becomes a permanent group, it was recommended that it follow the DSPC structure and become a subcommittee under the Teaching & Learning Committee.

3. Assessment of DSP (District Strategic Planning)

The work on evaluating the strategic plan, with focus on the goals and objectives related to student success, access, and equity was reviewed. Dr. Lijuan Zhai presented the dashboard in Power BI that consolidates various data points, including headcounts and key performance indicators (KPIs), which are mostly quantitative for the first three goals. The dashboard is still under development, and additional work is needed to finalize the data for goals 4, 5, and 6, which may include more qualitative data and surveys. Insights into the progress and challenges of data collection and integration for the dashboard were emphasized especially since the dashboard is a work in progress. Suggestions were provided on how to better visualize targets. The T&L Committee considered a five-year average to account for disruptions like the pandemic and encouraged the ongoing work to keep improving the dashboard and the strategic planning process.

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