



**Teaching & Learning Committee Minutes**  
**Date: September 26, 2017 12:50pm-1:50pm**  
**Location: ST 107**

Quinton Bemiller chaired the meeting.

**Present: Dan Reade (Comm); Starlene Justice (Sci & Kin); Jessica Dobson (Comm); Beverly Wimer (Sci & Kin); Quinton Bemiller (AHWL); Dr. Jody W. Tyler (Sci & Kin); Dr. Virgil Lee (Sci & Kin); Dr. Teresa Friedrich Finnern (Sci & Kin); Dr. Margarita Shirinian (Comm); Mitzi Sloniger (Comm)**

**Absent:**

**Visitors: Dr. Stephany Kyriakos; Barb May; Megan Lindeman; José M. Sentmanat**

I. Approval of the Agenda and Minutes

Motion to approve agenda by Starlene Justice; Second Beverly Wimer; Approved unanimously

Motion to approve minutes by Beverly Wimer; Second José Sentmanat; Approved unanimously

Abstentions: 2

II. Establishing TLC Membership/Department Representation:

- We would like membership representation across departments. Quinton is going to start asking for more membership from departments that might not be represented. Quinton would also like to establish a clear membership. All in attendance today will be considered members of the committee unless they note that they are visiting.

III. Discussion/Action Items

A. Proposed Meetings:

- 2<sup>nd</sup> Tuesdays in IT-108 (faculty open discussion): \*9/5, 10/10, 11/14
- 4<sup>th</sup> Tuesdays in ST-107 (business/regular meeting): 9/26, 10/24, and 11/28. (\*1<sup>st</sup> Tuesday)
- Meet twice a month: 2<sup>nd</sup> Tuesday and 4<sup>th</sup> Tuesday of the month. We discussed having a faculty (open) forum at the 2<sup>nd</sup> Tuesday of every month and a business at the 4<sup>th</sup> Tuesday of every month. We discussed the focus for these meetings. The question was asked if we should take minutes at the faculty form, and it was decided that we would not take formal minutes but that we would record and discuss what happened and what was discussed at the business meeting. The report about the faculty forum will be a standing agenda item for each business meeting.
- Motion to approve having the faculty forum be a standing agenda item for each business meeting: Beverly Wimer and 2<sup>nd</sup> by Stephany Kyriakos. Approve unanimously.
- Motion to approve the dates for Fall 2017 semester: Teresa Friedrich Finnern and 2<sup>nd</sup> by Dan Reade. Approved Unanimously

- B. Proposed “Themes” to address at each meeting: 9/26: Fresh Start: New Strategies for a New Semester; 10/24: Faculty Advising & Student Completion/Transfer; 11/28: Assessments: How Do We Accurately Measure Student Achievement?
- This is way to keep us focused in the meeting. It was expressed that some of the proposed themes seemed to steer away from pedagogy. We did not settle on these themes. We also want to be fluid with what we talk about. We may use the Faculty Forum to inform what we want to talk about at the business meeting.
  - It would also be important to create best practices based on what is discussed at the forum and meetings.
  - The committee should be very malleable and always consider how we can serve the community
  - Each business meeting will be about “digesting” what is discussed at the faculty forum. We will recap and discuss the faculty forum and consider how we want to further tackle the topics brought up at the forum.
- C. Proposed Monthly Announcement of “Faculty Accomplishments”
- Quinton discussed how he wants us to consider a place for “faculty accomplishments.” He sees this as a place for faculty to share what is going on with them. It could be a recently completed degree or attending a conference. He sees this as a nice place to share what we are up to with one another. He proposed this to the group to discuss.
  - It was asked whether this fits with TLC; however, it could be something that we recommend to senate or some other group to spearhead.
  - It helps share scholarly research and shows what people are doing: what conferences they are attending and what types of activities they are working on.
  - Could we change wording? Perhaps to Faculty Activities?
  - TABLED to finish discussing at next meeting
- D. Proposed Monthly TLC “Digest” to share with Faculty.
- TABLED to discuss at next meeting
- E. Report on Faculty Discussion from 9/5.
- The faculty discussion started with a discussion about the beginning of the semester. This led to discussion about a need for a road as well as the lack of community engagement. Faculty began talking about how we can better engage with the community in order to show we are a good thing for the community. Some ideas were brought up: send a physical class schedule to the whole Norco community; perhaps no parking signs in neighborhood streets; a marquee about college events.
  - Thinking about how we engage with the community is important for our student success. The problem with traffic affects growth and students’ ability to persist and succeed at Norco College.
- IV. For Future Discussion as we move forward: Revisiting Our Purpose: How does TLC align with the “Strategic Directions” of Norco College? (e.g. Student Success, Student Access, Equity, Regional Development, Higher Ed Leadership, Workplace Environment, Building/Landscaping, Technology Theme, and Comprehensive College.)
- The committee members mentioned that it is important we maintain a culture focused around pedagogy and the classroom. Quinton discussed how we will want to work with PDC. We should inform PDC what kind of professional development is needed based on our discussions and meetings. In general, we can forward recommendations that we

agree upon from this committee to other committees, the senate, administration, etc. It was stressed that our goal is to be a committee focused on the classroom. This may overlap with some of the “strategic directions” of Norco College. For example, how we can incorporate strategies for student success and equity in the classroom might be a topic that we explore.

V. Today’s Theme: Fresh Start: New Strategies for a New Semester. Faculty are invited to submit successful approaches they have recently introduced in the classroom: syllabi, first day of class, activities, lectures, student engagement, etc. Alternatively, you may recommend a published article on this topic. *Please submit your ideas to Quinton Bemiller prior to the meeting*

- Star presented strategies that maximize her ability to engage students. She discussed how she incorporates multiple learning modalities, trying to create these packages of learning to allow students to engage in the class.
- Stephany shared how she takes attendance by asking their name and what future career they are pursuing. This helps her remember their names better. She refers to the students by their first name and the career: “Susan the Oncologist.” If a student has already said Engineer, then the next student has to be more specific. She also takes some time if she is waiting for class to begin to ask students questions about what their goals are. She takes the time to take attendance every class so that students know she notices when they are missing.
- Bev explained that she tells students to “find your people.” This means they should find other people in their major or job interest. This builds a community among classmates.
- Mitzi described an activity that starts with “Find someone who…” It could be a list of different things OR could be “Find the people who are in your major.”

I. Good of the Order

- PDC and TLC are interested in sending people to a “Leading from the Middle” conference. If interested, let Quinton know!