

# Teaching and Learning Council

## Final Draft – Charter

### Mission/Charge

The Teaching and Learning Council is charged with supporting high quality equitable and relevant teaching and learning. The Teaching and Learning Council will serve as a venue for participatory decision-making related to policies, procedures, and the strategic issues related to teaching and learning. These may include (but are not limited to): identifying and supporting best practices in teaching; identifying academic programs that respond to present and future community needs; prioritizing projects related to instructional technology and infrastructure (in collaboration with College Operations); and supporting general education and program assessment efforts.

*This Council's structure is intended to help empower engagement with policy, procedure, and strategic direction related to the Council's area of focus.*

*Examples of policies and procedures in a typical year include:*

- Supporting the integration of Diversity, Equity, and Inclusion (DEI) considerations into Teaching & Learning.
- Exploring, updating, expanding, and setting policies consistent with College values that will be implemented in other committees under the umbrella of the T&L Council.
- Connecting (discuss/synthesize) assessment data to the Teaching and Learning Council's committees and to the College at large; disseminating the synthesis College-wide.
- Supporting the Excellence in Equitable Teaching and Learning Strategic Priority, including promoting the elements of excellence.
- Overseeing the work of related committees when appropriate and facilitating work between committees.

*Examples of strategic topics the Council will focus on are:*

- Developing plans to adapt to changes coming from state/accreditation/other outside bodies: outcomes assessment, state policies, competency-based instruction/assessment, etc.
- Integrating DEI into all aspects of teaching and learning.
- Direction for developing new strategic priorities related to teaching and learning.

In addition to the ad hoc consideration of topical policy and process issues that come up over the course of any academic year, Shared Governance Councils also help the College identify areas of strategic opportunity and help organize an appropriate response. The Teaching & Learning Council will use retreats and other work sessions to identify goals and actions related to the Council and the Excellence in Equitable Teaching and Learning strategic priorities, and

rally necessary attention to those priorities. The Council will then partner with appropriate committees or work groups or collaborate with CCC departments to support the implementation of teaching and learning goals. As priorities are established, the Council will collaborate with relevant experts and role players to identify outcomes for the work and name additional criteria for the work (if needed). Council chairs and members should maintain awareness of progress related to these priorities through ongoing Council meetings and advocate for solutions to any barriers that arise.

The Council commits to collaborating with other Councils (and related committees) to address issues that cross boundaries.

By fostering collaboration and engagement among College stakeholders with relevant experience and expertise and with stakeholders that will be affected by Council decisions, the Council will support engagement, innovation, and continuous improvement of teaching and learning at CCC.

## Membership

The Council will seek to involve members who bring diverse strengths to the Council's work (including, but not limited to, strategic thinking, data-savvy/analytic ability, creativity, ability to mediate conflict, communication skills, project management).

Members should include relevant experts, people with expertise in operational topics, and people who represent stakeholders who are likely to be affected by Council decisions and actions. Considering the topics that the College community anticipates being considered by the College Teaching and Learning Council, the following role players are considered standing members of the group:

- Full-time faculty will comprise a simple majority (>50%) of the Council membership
  - Faculty membership should ensure representation (one or more faculty) from distinct instructional areas, including pre-College, transfer, and CTE.
  - All divisions should be represented through faculty membership on the Council. Whenever possible, Council membership will include at least one full-time faculty member from each College division.
  - Council membership will include at least one Associate Faculty member (at large).
- Department Chair of Center for Teaching and Learning (or designee).
- At least one dean from Instruction and Student Services.
- VP of Instruction (or designee).
- Faculty or staff coordinator from the Learning Center.
- One Instructional Librarian.
- One Administrator from Student Services (to provide a standing connection with DRC, Advising, Navigators, etc.).
- Classified representative from Online Learning & Educational Technology.

The Council will consult with other members of the College community who will be affected by the Council's decisions, as appropriate. This may include students, representatives from committees or other work groups, or other College stakeholders with experience, expertise, or awareness of the potential impact of Council efforts.

The Council membership will elect a minimum of two co-chairs to convene and facilitate Council business. One of these co-chairs will be a member of the College's Executive Team, who will also organize administrative support for the Council; at least one other co-chair role will be filled by a full-time faculty (FTF) member. The co-chairs will collaborate to create agendas, facilitate meetings, and identify/track commitments; additional details are available in the Council Operations section (below), and in the CCC Shared Governance Handbook.

This council will be co-chaired by two council members: one of the co-chair positions will be filled by the Executive Team member appointed to the council by the President of the College and the other co-chair position must be filled by a Full-Time Faculty member from the council. Nominations for the Full-Time Faculty co-chair should come from the full council membership body (with consent and agreement from those being nominated). Council members will then vote to select the co-chair. The nominee with the largest number of votes will be selected to serve for two consecutive academic years. Co-chairs should be selected at the end of the academic year prior to their first term of service as a co-chair.

**A Council Recorder** will be recruited from the Council membership and will support Council meetings and communication.

In keeping with the College's commitment to diversity, equity, and inclusion, one of the Council members named above will be selected to serve as an embedded DEI ambassador(s). The ambassador(s) will receive training from the College's Chief Diversity Equity and Inclusion Officer and support the entire Council membership in the application of DEI tools and values.

Council chairs will work with the Shared Governance Process Support Group to recruit members as vacancies arise. Potential members' supervisors will also be included in the recruiting process. Recruitment will emphasize robust representation from the members described above and will ensure representation from CCC employees who bring relevant expertise, experience, and/or awareness of impact of potential Council actions.

Working groups will be established as needed to include experts on the subject(s) being discussed. These individuals would have a history/perspective or experience on the topics being discussed. Examples of those roles are:

- Representative from Advising/Student Services
- Representative from the Disability Resource Center (DRC)
- Faculty with experience doing/leading program-level assessment of student learning

## Responsibilities

The Council will identify unique priorities and plans in response to evolving needs and opportunities. In addition, the Council will be responsible for the following (select items may be designated to ad hoc work groups):

- Supply vision to the Council's related committees to align goals.
- Support implementation of those goals.
- Request and analyze information related to committees' work.
- Consult and/or make recommendations on emergent issues and questions that need to be discussed that go beyond any one department or division. (e.g., teaching and learning issues in a global pandemic).
- Set uniform standards related to teaching and learning and make recommendations about how standards can be applied across the college.
- Ensure that decisions are guided by the diversity, equity, and inclusion values of the college.
- Provide oversight of the work being done by committees and work groups of the Council and engage in self-assessment related to Council's goals.
- Stewardship of the Excellence in Equitable Teaching and Learning Strategic Priority.
- Facilitate communication/collaboration between committees on work that spans more than one topic.
- Address topics that committees bring to the larger Council for discussion, review, or decisions.

## Council Operations

*We recognize the necessity of evolution of the Council operations. We strive to name expectations and best practices for future generations of this council in organizing, supporting and improving Council work over time.*

The Council will expect chairs and members to behave in a manner in keeping with College values, and the values identified in the CCC Shared Governance handbook.

*To ensure the success and longevity of this Council and its work, we will commit to:*

- Being deliberate and transparent about what this Council delegates to committees and work groups.
- Empowering committees to do the work with which they are charged.
- Being clear about what rises to the level of Council approval.
- Collaborating with other councils or decision-making bodies regarding work that overlaps with multiple areas.

*To run Council operations effectively, we will distribute tasks equitably using the following strategies:*

- Set up clear expectations about the responsibilities of serving on the Council and the amount of work anticipated/expected. Use meeting time for accomplishing work whenever possible.
- The Council will hold open meetings monthly and may schedule closed work sessions to facilitate progress on goals.
- Avoid meetings focusing only on information delivery.
- Provide Council members with reading/work/reflection that they are asked to do ahead in preparation for the work of the meeting.

*To maintain successful Council operations, there must be clear responsibilities of Council co-chairs and Council members.*

The **Council Co-chairs** will be responsible for:

- Scheduling meetings.
- Facilitating meetings.
- Serving as lead/overall project managers for the plans, priorities, and responsibilities of the Council (designating leads among Council members ad hoc work groups as appropriate).
- Adhering to the processes set out in the charter and SG handbook.
- Coordinating consultations.
- Representing the Council as a member of the Shared Governance Oversight group.
- Collaborating with the Shared Governance Process Advisory Group to recruit new members when vacancies arise.
- Ensuring that the Council is connecting and collaborating with other Councils when needed and communicating with the broader College community at regular intervals.
- Facilitating Council member reflection and contributions to regular continuous improvement processes related to the College's shared governance structure.

The **Council Recorder** will:

- Take notes during Council meetings.
- Ensure that meeting minutes/attendance and other relevant documentation are posted on the College's internal website for review by the community; and
- Provide additional support to the Council and co-chairs as capacity allows.

**Council Members** will:

- Actively engage in meetings and associated Council activities.
- Serve on ad hoc work groups, as needed and as capacity allows.
- Take on leadership roles related to specific priorities or actions, as capacity allows.
- Share information with their departments and units, gather feedback, and bring that back to the Council.

The Council will meet at least monthly. Council meetings will serve several functions:

- They will serve as an accountability check on the priorities and plans named in the annual working agenda.
- They will serve as a venue for creative and critical thinking (i.e. think tank/consultation) related to issues arising over the course of implementing the annual working agenda.
- They will serve as a venue to consider emerging (or emergency) issues related to the Council's purview, that require attention. The Council can make changes to its annual work plan considering these issues as needed, with changes submitted to the Oversight Group.

The Council will send the co-chairs to serve as members of the Shared Governance Oversight group. They will present recommendations and plans from the Teaching & Learning Council in that setting. They will serve as full members of the Oversight Group and weigh in on recommendations that are generated by other Councils in that setting.

The Council will identify strategies to evaluate the effectiveness and accountability of its activities and make adjustments to plans as needed. The Council will evaluate their work by:

- Community feedback - prioritize feedback from experts and from those affected.
- Once per year, Council chairs and members will convene for a retreat where they will prepare a working agenda for the upcoming year. This working agenda should name priorities and plans for the coming year, along with timelines and designated leads from Council membership. This annual agenda will be submitted to the Shared Governance Oversight Group, which will then offer feedback and guidance.