

# TEACHING & LEARNING COUNCIL MEETING MINUTES



**Meeting Date:** October 3, 2025

<b>Members in Attendance</b>	<b>Council Co-Chairs:</b> <input checked="" type="checkbox"/> Carol Burnell <input checked="" type="checkbox"/> David Plotkin	<b>Members:</b> <input checked="" type="checkbox"/> Martha Bailey <input checked="" type="checkbox"/> Dustin Bare <input checked="" type="checkbox"/> Katrina Boone <input checked="" type="checkbox"/> Jennifer Bown <input checked="" type="checkbox"/> Armetta Burney <input checked="" type="checkbox"/> Jil Freeman <input checked="" type="checkbox"/> Kari Hiatt	<input checked="" type="checkbox"/> Jane Littlefield <input checked="" type="checkbox"/> Sarah Parker <input checked="" type="checkbox"/> Scot Pruyn <input checked="" type="checkbox"/> AJ Smith <input checked="" type="checkbox"/> DW Wood
	<b>Recorder:</b> <input checked="" type="checkbox"/> Kelly White		<b>Notetaker:</b> <input checked="" type="checkbox"/> Sara Sellards

**Guests in Attendance:** Sylvia Valdes, Michael Stewart, Tracy Patano-Rumsey, Dru Urbassik, Kelly Mercer, Joel Rendon

Topic/Items	Notes	Decisions/Action Items
<b>1. Ice breaker/Intros</b>	As an ice breaker activity, meeting participants introduced themselves, indicated whether they are a member of the council or a guest, described their role at CCC, and shared how they feel about Halloween.	
<b>2. Discussing Microsoft Teams training, short survey</b>	Carol Burnell announced plans for a survey on Teams training needs, with basic resources and potentially faculty-led training to follow. The reason for this is that quite a few people aren't as familiar with Teams and how it works.	Action item: Carol will send out a Teams survey
<b>3. Review of topics discussed in 2024-2025</b>	David Plotkin reviewed the topics discussed during 2024-2025. For much of the first half of the year, the council worked on logistics and deciding which committees were connected to the council. In the second half of the year, two topics that came up were generative artificial intelligence and supporting curriculum in Spanish.	
<b>4. Generative AI Task Force update</b>	Katrina Boone provided an update on the Generative AI Policy & Practice (GAPP) Task Force. This cross-functional group will lead the development of institutional recommendations, guidelines, and frameworks that promote ethical, equitable, and responsible generative AI use while supporting innovation and readiness across the college. Katrina shared	

	<p>that the task force consists of 26-28 individuals. The task force has been added to CCC's committee website and can be found <a href="#">here</a>. The task force has been tasked with providing guidance to the college, not just for instruction, but for operations as well. There are currently six action teams (subcommittees): Coordination and Strategy, Education and Training, AI Tools and Technology, Engagement and Feedback, Fall Foundations, and Research and Learning. Katrina will provide future updates to the council.</p>	
<p><b>5. Supporting Curriculum in Spanish – standing committee?</b></p>	<p>Sylvia Valdes presented updates on a Spanish-speaking students' convening, which resulted in the proposal to form two formal groups: a faculty learning community for curricular needs and an official committee for systemic college-wide needs, with plans for follow-up meetings to solidify consensus and establish these groups. Sylvia explained that while there would likely be overlap between the groups, they would focus on different aspects: one on general student support and the other on curriculum development. Jill noted that their budget had significantly decreased, affecting their ability to provide financial support compared to the previous year. Carol raised concerns about ensuring proper support structures are in place before implementing new programs, particularly for Spanish instruction, which Sylvia confirmed was part of the committees' goals. David acknowledged Sylvia's leadership and mentioned that Danielle Hoffman and Armetta Burney have been working with Sylvia on the creation of the committees.</p>	
<p><b>6. Teaching and Learning Council Logistics</b></p>	<p>Carol discussed logistics, sharing how other shared governance councils operate. Some councils have twice-monthly meetings that include both open sessions and closed work sessions. Some councils have set up regular working groups that meet separately from the open council meetings and then report back. Carol shared that she and David, as co-chairs, are committed to the mission statement for our council that we will have one open meeting per month. This could mean there are separate work sessions, but that hasn't yet been defined. Carol pointed out that, unlike most of the other councils, the Teaching and Learning Council has big standing committees that belong to it.</p>	<p>Decision: The logistics of the meeting structure will be discussed during the retreat</p> <p>Decision: Guidance for suitable agenda items and topics of discussion will be created at the retreat</p>

	The group addressed agenda items, with Sarah requesting guidance on appropriate topics for council discussion, leading to a decision to create a reference list of suitable agenda items at their retreat.	
<b>7. Retreat preview</b>	David and Carol confirmed that the upcoming retreat would focus on reviewing last year's activities, identifying priorities, discussing meeting structures, and identifying and deciding on priorities for this year. They will prepare and send out materials for the Teaching and Learning Council retreat, including bullet points and preview questions to help members prepare. They will also develop a list of appropriate agenda items for the council to help clarify what topics should come to these meetings.	Action item: Carol and David will prepare and send out materials for the retreat, including bullet points and preview questions to help members prepare

Upcoming Meeting Dates	Start Time	End Time	Location
<b>Retreat:</b> October 10, 2025	1:00 p.m.	4:00 p.m.	Virtual via Zoom
<b>Meeting:</b> November 7, 2025	2:00 p.m.	3:30 p.m.	Virtual via Zoom