

TEACHING & LEARNING COUNCIL MEETING MINUTES



Meeting Date: January 9, 2026

Members in Attendance	Council Co-Chairs: <input checked="" type="checkbox"/> Carol Burnell <input checked="" type="checkbox"/> David Plotkin	Members: <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
	Recorder: <input checked="" type="checkbox"/> Kelly White		Notetaker: <input checked="" type="checkbox"/> Sara Sellards

Guests in Attendance: Nora Brodnicki, Miranda Butler, Joanne Faris, Megan Feagles, Kelly Mercer, Shirlee Miller, Anne Mary Nash Haruna, Kattie Riggs, Nicole Rosevear, Dru Urbassik, Kelly Wilshire

Topic/Items	Notes	Decisions/Action Items
1. Approval of minutes	Carol noted that meeting minutes were not sent out in advance due to a technical glitch and promised to send them out and add them for approval at the next meeting.	David and Carol will ensure minutes from the December and January meetings are sent out in advance of the February meeting.
2. Future agenda items	The group discussed the importance of adding future agenda items and encouraged participants to send any additional items to David and Carol for inclusion in the next meeting.	Please send future agenda items to David and Carol.
3. Priorities Work Group update	The three Teaching and Learning Council priorities for 2025-26 were reviewed and discussed. A question was raised about the council priorities template category “community collaborators,” as to whether that meant internal or external. In addition, it was clarified that the resources for associate faculty participation in committees needed to be available and typically come from the VP of Instruction and Student Services’ (InSS) budget. The subgroup working on the Council’s priorities discussed how to handle submissions and ideas related to teaching and learning, deciding to have a standing agenda item for sharing these submissions and determining appropriate follow-up actions. Members agreed to	David will send the updated priorities document to the shared oversight group after allowing for further suggestions. David will revise the priorities document to clarify language regarding the standing agenda item for emerging concerns, specifying that submissions

	<p>provide a short period of time for further Council feedback before finalizing the document and sending it to the shared oversight group.</p>	<p>will be shared and appropriate scheduling will occur as needed.</p> <p>David will share feedback with the Shared Governance Support Group about possibly modifying the template to clarify whether “community collaborators” refers to internal or external groups.</p>
<p>4. Curriculum Committee: <i>Nora Brodnicki,</i> <i>Kelly Mercer,</i> <i>Dru Urbassik</i></p>	<p>The Curriculum Committee outlined their role in reviewing and approving new and updated course outlines, ensuring they meet state guidelines and transferability requirements. Kelly explained the new process for general education courses to demonstrate how they meet outcomes, which will result in longer approval times. Martha raised concerns about funding for associate faculty to complete the required general education reviews, and Kelly acknowledged this issue but did not provide a solution. Dru clarified that all courses, including those previously approved, must go through the new general education process to ensure documentation and compliance with updated forms.</p> <p>As a follow-up to the discussion of general education processes in the Curriculum Committee. David mentioned that the Higher Education Coordinating Commission (HECC) has tasked the Statewide Transfer Committee with examining transferable general education blocks, which may lead to reshaped outcomes and categories.</p> <p>Dru and Megan discussed new timelines for program changes, with anything over 25% requiring approval for the 27-28 year. They also highlighted updates to the program inventory management form and workflow management system to improve processes and support the college better.</p> <p>Dru confirmed that the deadline for programs to be included in the catalog remains February, with departments needing to submit their materials by the</p>	

	<p>end of February for edits. David clarified that new programs and those with changes of 25% or more require a full year's advance notice, while individual course changes need to be reviewed to determine their impact.</p> <p>Nora demonstrated how to access course information through CourseLeaf. David emphasized the importance of contacting the Curriculum & Scheduling Office for clarification on course changes. The conversation ended with Nora and Kelly inviting participants to join the Curriculum Committee.</p>	
<p>5. Strategic Priority</p>	<p>David presented the College's strategic planning placemat and discussed the strategic priority of Excellence in Equitable Teaching and Learning. He shared the current indicators and actions related to this priority and suggested reviewing them to determine if changes are needed. The importance of strategic priorities was discussed, along with the need to better coordinate and utilize student and employee feedback to improve teaching and learning practices. David emphasized that while a new strategic plan may not be ready for a year or more, it is important to consider how to improve the current indicators and actions. He invited the group to think about this and register any ideas for future discussion.</p> <p>The group discussed aligning Teaching and Learning professional development with the college's strategic priority. David suggested using the Teaching and Learning Council as an advisory committee for teaching and learning professional development programming. Katrina mentioned previous investments in professional development through organizations like the Online Learning Consortium, and Martha emphasized the need for proactive planning to keep faculty informed about new guidelines. Carol highlighted weekly drop-in sessions offered by DW's office focused on accessibility, and Kelly White suggested promoting professional development opportunities as ongoing initiatives rather than one-off events, emphasizing the value of strategic, year-long or two-year learning opportunities. They agreed to create an inventory and calendar of teaching and learning opportunities for faculty and staff, acknowledging that workload and time constraints can prevent participation in these activities. The Council also recognized the need to focus on their primary</p>	<p>Future agendas will include discussion on reviewing and possibly updating the indicators and actions for the Excellence in Equitable Teaching and Learning strategic priority, including assessment of current data and potential new directions.</p>

	mission of teaching and learning, while considering how to make more opportunities available to those who wish to participate.	
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Upcoming Meeting Date	Start Time	End Time	Location
February 6, 2026	2:00 p.m.	3:30 p.m.	Virtual via Zoom