TEACHING & LEARNING COUNCIL MEETING MINUTES

Meeting Date: April 4, 2025

Members in Attendance	Council Co-Chairs: ☒ Carol Burnell ☒ David Plotkin Recorder: ☒ Kelly White	Members: ☒ AJ Smith ☐ Dustin Bare ☒ DW Wood ☒ Jane Littlefield ☒ Jennifer Bown ☒ Jil Freeman	☒ Kari Hiatt ☒ Katrina Boone ☒ Kelly White ☒ Martha Bailey ☒ Sarah Parker ☒ Scot Pruyn ☒ Sue Goff

Topic/Items	Category	Notes	Decisions/Action Items
1. Approval of Minutes	☒ Discussion ☒ Decision ☐ Advocacy ☐ Information		Minutes will be corrected and updated after approval with noted corrections.
2. Committee Reports ▪ Assessment Committee ▪ Curriculum Committee ▪ Global Learning Committee ▪ Instructional Standards and Procedures ▪ Teaching and Technology Workgroup	☒ Discussion ☐ Decision ☐ Advocacy ☒ Information	**Report Out** – Committees will be listed on every agenda and encouraged to report out when appropriate. **ISP:** Is continuing to work on structure which won't be determined until fall. **Teaching & Technology Workgroup**: Will continue as a sub-group of the Teaching & Learning Council. Katrina said the goal is to include a student on the workgroup who is a Technology Tutor. DRC will also be joining the group. The workgroup will meet quarterly. **Asssessment Committe** – *Has questions on how the communication should go between the Teaching & Learning Committee and the Assessment Committee. What is the process for adding items to the agenda? Should members of the council be on the subcommittee?*	Charter Operations have been discussing roles. There should be a schedule for committees for when to submit an item for a future agenda and/or discussion.

3. Responses or Recommendations re: federal actions		There have been no federal actions that have required the college to make any changes.	The LEAP Office has been invited to the next meeting to provide an update on federal actions.
4. Teaching & Learning Strategic Priority		The strategic plan's goals for equitable teaching and learning include improving student engagement and implementing best practices. There was debate over the council's role in overseeing this priority, with some confusion about whether they should be directly involved in creating surveys or just providing high-level guidance. Should the council focus on governance issues like policies and procedures? There was discussion about how to better measure progress on the strategic priorities, including potentially revising indicators and survey questions. The group also touched on issues with faculty workload and assessment. Overall, the council is still working to define its exact role and responsibilities regarding the teaching and learning priority. The group discussed the need for better coordination and measurement of strategic priorities related to equity and professional development. The council discussed its role in engaging faculty and staff in working towards strategic indicators, as current opt-in approaches are not yielding measurable results. The council agreed to review the strategic priorities and consider potential recommendations for the next meeting.	The council discussed plans for an open house event to showcase teaching and learning projects, and the need to find a new liaison to the DEI community of practice.
5. Council Operations	☒ Discussion ☒ Decision ☐ Advocacy ☐ Information	The Council discussed their role and responsibilities, with members expressing uncertainty about their purview and how to move work forward. Carol and David agree on the need to establish work groups to address various topics more effectively, as the current meeting structure doesn't allow enough time for in-depth discussions. They also note the importance of balancing high-level governance with actionable items to keep members engaged. The co-chairs plan to discuss strategies for creating work groups and structuring future agendas to increase productivity.	Members were asked to bring concrete suggestions for changes to strategic priorities to the next meeting for the group to review. There was agreement about incorporating Council member feedback to ensure a collaborative agenda-setting process

6. **Request for Work Groups**	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	Co-chairs agreed on the need to establish work groups to address various topics more effectively, as the current meeting structure doesn't allow enough time for in-depth discussions.	The co-chairs plan to discuss strategies for creating work groups and structuring future agendas to increase productivity.
7. **Questions & Announcements**	☒ Discussion ☐ Decision ☐ Advocacy ☐ Information	Planning for an Open House or Cheddar Event: when is the best time to offer to gain maximum participation and engagement without overburdening faculty during in-service week? A survey, video, or summary could be prepared for the retreat. The idea of collaborating with the Holistic Student Support Council was proposed, with David volunteering to discuss this with them. The team agreed on the importance of not overburdening faculty during in-service week and the potential for a fun event with cheese.	