

Charter for Teaching and Learning Committee

Spring 2022-Spring 2023

This Charter is established between the Teaching and Learning Committee (TLC) and the Academic Senate to structure the process and planned outcomes included herein through the 2022-2023 academic year.

Purpose

The Teaching & Learning Committee is a standing committee of the Academic Senate, comprised of faculty representatives from all academic departments. TLC fosters a culture of cross-disciplinary communication to support genuine exchange of successful pedagogy and scholarly research. It vows to protect respectful collaboration amongst faculty to ensure student success.

Charge

The Teaching & Learning Committee is responsible for promoting effective pedagogy and andragogy among faculty via collaboration, education, and discussion. To accomplish this goal, the committee focuses on organizing faculty-focused trainings, conversation sessions, and networking opportunities that address, among other topics, faculty growth in their field, faculty development, faculty health, and faculty roles in the college. These goals are relevant to the following Educational Master Planning objectives:

Goal 3: (Equity) Close all student equity gaps.

- **Objective 3.1:** Reduce the equity gap for African American students by 40%.
- **Objective 3.2:** Reduce the equity gap for Latinx students by 40%.
- **Objective 3.3:** Reduce the equity gap for Men of Color by 40%.
- **Objective 3.4:** Reduce the equity gap for LGBTQ+ students by 40%.
- **Objective 3.5:** Reduce the equity gap for Foster Youth students by 40%.

Goal 4: (Professional Development) Implement Professional Development around Guided Pathways and equity framework; foster a culture of ongoing improvement.

- **Objective 4.1:** Increase percentage of employees who complete Guided Pathways training from 5% to 65% (305 out of 472 employees)
- **Objective 4.2:** Increase percentage of employees who complete Racial Microaggressions certificate from 1% to 60% (285 out of 472 employees)
- **Objective 4.3:** Increase percentage of faculty who complete Teaching Men of Color in the Community College certificate from 3% to 40% (125 out of 315 faculty)

Equity

The committee develops and facilitates, on its own or in collaboration with other bodies, training opportunities and discussion sessions for faculty to explore and establish equity-focused teaching practices.

Guiding Principles and Assumptions

- A. The Teaching and Learning Committee is a standing committee of the Academic Senate.
- B. The Teaching and Learning Committee reviews and recommends campus standards, policies, and professional development opportunities regarding student preparation and success.

Scope & Expected Deliverable

The Teaching and Learning Committee and its sub-committees will:

- Meet monthly to conduct TLC business;
- Examine, review, discuss, and, where appropriate, recommend policies, practices, and procedures related to faculty and student success, as well as effective pedagogy and andragogy;
- Promote collaboration and connections, and strengthen community among faculty;
- Organize brown bag discussions, FLEX presentations, and other training opportunities for faculty; and
- Promote equity-focused teaching practices.

Membership

The Teaching and Learning Committee will be comprised of faculty. Full-time faculty and associate faculty are welcome. All committee members are voting members. The Committee will seek to recruit faculty members representing all four schools at Norco College.

Meeting Time/Pattern

The Teaching and Learning Committee meets the 4th Tuesday of the month from 12:50-1:50 pm, with a video conferencing option, if permitted. Contact the Chair/Co-Chairs or designated facilitator to place an item on a future agenda.

Roles of Chairs and Members

The Chair/Co-Chair(s) are accountable to the Academic Senate to ensure continuity of dialogue between governance tiers. (Co-)Chairs are responsible for preparing agenda and facilitating meetings of TLC based on best practices and guidelines for effective facilitation.

Members are recognized as stakeholders with important expertise and perspectives relevant to the strategic charge of TLC that can help to achieve its charter deliverables. Members are expected to actively attend and participate in all meetings, deliberations, and decision-making processes of TLC. While representing the perspectives of the constituency group to which they belong members are expected to engage in effective dialogue with their peers with the intention of finding consensus on all issues that come before the Committee.

Meeting Procedures and Expectations

The Chair(s), and members of TLC will adhere to meeting and governance best practices as follows:

Meeting agendas are issued at least 72 hours in advance of meeting times. Meeting agendas are organized to achieve milestones established in the charter and prioritize actions pending, actions required, and problem solving to move the work of the group forward. Either minutes or notes are taken to record the groups progress OR a final summary report is to be submitted/posted.

Members endeavor to:

- appropriately prepare for meetings based on the meeting agenda;
- arrive promptly and stay for the duration of entire meetings;
- participate in a problem-solving approach where the interests of all participants are considered in developing proposals and recommendations and, where appropriate, distinguish between constituency and college-wide perspectives;
- welcome all ideas, interests and objectives that are within the scope of the Committee's charter;
- actively listen to engage in respectful and constructive dialogue;
- work with a spirit of cooperation and compromise leading to authentic collaboration;
- move forward once a consensus-based decision has been made;
- continue to progress with the members who are present at each meeting; and
- follow through on tasks to which TLC has committed, including doing so outside of scheduled meetings when necessary.