

TLC Minutes  
September 28, 2021 – 12:50PM-1:50PM

Starlene Justice (SBS) chaired the meeting

Present: Dan Reade (COMM); Tim Russell (SBS); Stephany Kyriakos (SBS); Jessiah Ruiz; Sarah Burnett (BEIT); Margarita Shirinian (COMM); Patty Worsham (BEIT); Kara Zamiska (SBS); Bibiana Lopez (Math); Lisa Hernandez (COMM); Adriana Moreno (SBS/Counseling); Jose Sentmanat (AH&WL); Maria Adams (BEIT); Mark Lewis (COMM)

Guests: Courtney Buchanan (SBS)

- I. Meeting is called to order
- II. Approval of Agenda
  - a. Justice proposes amendment to include Buchanan in Discussion items
  - b. Moved – Kyriakos/Second – Moreno
  - c. Agenda as amended approved unanimously.
- III. Approval of Minutes from 5/25/2021
  - a. Moved – Burnett/Second – Kyriakos
  - b. Minutes approved unanimously with one abstention.
- IV. Repository of PD resources on Professional Development website
  - a. Justice provided an overview of available PD resources newly included on the Norco website.
  - b. Discussion ensued on mechanisms to help faculty get FLEX credit for working through these resources; and how these resources might count for the new requirement that eight hours of FLEX per year by equity-focused.
- V. Professional Development Coordinating Network - Justice
  - a. Justice provided an overview of the PDCN, including a survey of the group's function and available resources.
- VI. Brown Bag events for Fall - Justice
  - a. Potential topics include Hyflex classrooms, UNgrading, and intercultural communication practices.
  - b. Lewis offered to collect ideas about intercultural communication from the Communication Studies department and report back.
  - c. Hernandez suggested a session on what it is like to teach in-person classes.
- VII. Hyflex observation opportunity - Burnett
  - a. Burnett presented by the hyflex classroom structure.
    - i. Hyflex classrooms allow students to attend both in-person and remotely at the same class section.
    - ii. Burnett described some of the strengths and weaknesses of this structure.
    - iii. Burnett argued that faculty need to be aware of hyflex because there is administrative interest in making hyflex more common.

- iv. Discussion ensued. Zamiska, Moreno, and Hernandez volunteered to visit Burnett's classes and report back.
- VIII. College Equity Audit – Justice on behalf of Hitchcock
  - a. As part of district-wide equity audit, surveys will be conducted.
  - b. The leaders of the audit are looking for faculty who will be willing to volunteer their classes to collect surveys.
  - c. Justice will send out an email to gauge interest among the committee members.
  - d. Questions include length of survey, whether faculty members can preview the survey, what technology will students need to complete the survey.
- IX. RJT Team – Campus and Classroom Experience Project Team - Buchanan
  - a. Buchanan will be leading this taskforce team – the goal of the taskforce is to identify ways to bring equity-based work into the classroom, particularly within the context of Norco and the college's needs.
  - b. She plans to use this team as a place to discuss difficult topics in an open environment.
  - c. Those interested should get in touch with Buchanan.
- X. FUN Committee ideas for Fall 2021 event(s) – Zamiska
  - a. Lee has stepped down as co-chair.
  - b. Moreno and Hernandez are joining Zamiska as FUN Committee co-chairs.
- XI. Professional Development requests/needs?
  - a. Justice asked members to share ideas for professional development to be shared with the PDCN.
- XII. TLC replacement chair or co-chairs.
  - a. Justice repeated that we are looking for members interested in serving as TLC chair or co-chair to begin in the 2022-23 academic year.