

**MINUTES**  
**Teaching & Learning Committee (TLC).**  
**September 24, 2024**  
**12:50pm-1:50pm in person in IT 110**  
**(also hyflex via Zoom)**  
**Zoom Link:**

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**Meeting Passcode: 123456**  
**Meeting ID: 829 7975 0074**

**Present**

- a. It is quite possible DE Camp will be resurrected due to accreditation purposes. The union is trying to negotiate this quickly to have the DE Camp turned back on. The new deadline is unclear.
- b. If we did form a committee, we should coordinate it with the DE committee.
- c. Academic issue versus content delivery issue.
- II. Brown Bag #2 content (syllabus? Check-in? Creating a welcoming atmosphere?)
  - a. Lindsay suggests students feel that it is faculty's job to relieve, manage, and work through student issues, teachers as frontline workers. The concern is the mental health of the faculty.
    - i. Health issues and how faculty can deal with students who have these. Charis Summers (spelling?) or Kara Zamiska's recommendation
    - ii. Do it as a series: Professor side, Student side, etc
- III. Syllabus template feedback (Michael Bobo email)
  - a. Explicit AI policy section
  - b. Too long, students tune out
  - c. Do we need the "add the class" section?
  - d. Outdated resource links and information. We need a link to a resource page that can be found on the Norco homepage; then faculty can provide that link to the students.
  - e. Can the college's policies and procedures be put into a separate document from the specifics for the class?
  - f. There is concern about the placement of the LRC information
  - g. Place language in the LRC section that the tutoring is free
  - h. Eliminate redundancies in the document and contradictory instructions (ex: the technical assistance section)
  - i. There is concern over the language of the turnaround time on grading.
  - j. Overall, will faculty receiving this document know what is required and what is suggested? Not just the content but also the look and placement of the content?

#### Good of the Order

- The institutional hours form is a concern. Faculty wish to filling out this form accurately