# Teaching & Learning Committee (TLC) – Meeting Minutes

**Date:** October 13, 2026
**Time:** 2:30pm – 3:55pm
**Location:** L-106 (Pittsburg), BRT-135 (Brentwood), and Zoom
**Chair:** Randi Osburn, Co-Chair Max Trujillo
**Recorder:** Grace (Administrative Support)

## Attendance

**Members Present:** Randi Osburn (Co-Chair), Cindy McGrath (CSLO/PSLO Assessment Coordinator), Girlie Sison (Math & Sciences), Adrianna Simone (GE Chair), Christina Goff (Curriculum Committee Chair), & Erlinda Jones (PDAC/DE Chair), Brittney West (CTE Rep),

**Resource Members present:** Natalie Delgado -Student Rep (LMCAS)

## 1. Call to Order & Introductions

Meeting called to order at 2:36pm by Co-Chair Randi Osburn as she noted that Co-Chair Max Trujillo was absent due to illness.

Randi announced that she, Max, and Cindy created a new agenda, although it is currently missing their names.

Randi recently discovered that the agenda no longer needs to be physically posted on campus, and that the email distribution – which is current practice – would suffice. There is a need to clarify if the agenda must be posted on the website.

## 2. Public Comment

Herlinda announced a professional development opportunity for adjunct faculty taking place October 23rd on Zoom called Active Learning Strategies.
There will be another professional development opportunity on November 20th which will be in person.

Brittney reminded everyone of Career & Transfer Day happening October 19th, requesting that folks spread the word to their students.

Adrianna Simone advertised an event occurring Thursday, October 15th called “Sacred Lessons” with guest author Mike de la Rocha.

## 3. Review of Agenda & Minutes

*Adrianna Simone motioned to approve the agenda.*
*Christina Goff seconded.*
*The motion passed unanimously.*

The committee made two edits to the May 12, 2026, meeting minutes:

(1) Under "Call to Order & Introductions" – changed "Chair Max Trujillo" to "Co-Chair Max Trujillo"
(2) Under "Approval of Agenda" – changed "motioned to approved" to "motioned to approve"

*Herlinda moved to approve the May 12, 2026 minutes with two edits.*
*Cindy McGrath seconded.*
*The motion passed unanimously.*

The committee made two edits to the September 8, 2026, meeting minutes:

(1) Under "Call to Order & Introductions" – changed "Chair Randi Osburn" to "Co-Chair Randi Osburn"
(2) Under "Approval of Agenda" – changed "motioned to approved" to "motioned to approve"
(3) Under "Approval of Minutes" – removed the indentation
(4) Under "Committee Topics" – replaced a semi-colon with a colon

*Christina Goff motioned to approve the September 8, 2026, minutes with four edits.*
*Cindy McGrath seconded.*
*The motion passed unanimously.*

## 4. TLC Workspace/Committee Topics

<u>Outcomes for TLC Professional Development:</u>

TLC have considered shifting their work toward professional development and away from assessment support. The discussion revealed that faculty have become more comfortable with the technical side of the assessment process and that this is an opportunity to dive deeper into conversations regarding "why" assessments are important and "how" to design an effective assessment.

Three main focuses:

(1) How to complete an effective assessment
(2) How to complete the process within the LMC system (technologically)
(3) Why is this important? What should be done with the results?

The committee noted that assessment results can be used to request college resources including professional development, staffing, and funding.

The discussion covered whether departments should address assessment issues internally or seek TLC support, with the consensus that departments could handle basic issues while seeking TLC consultation for broader curriculum concerns like CSLO alignment.

The committee highlighted the importance of offering Flex workshops every Flex week on the "how to" and "why to" of assessment.

USLO Work Responsibilities:

The committee addressed their responsibility for assessing Universal Student Learning Outcomes (USLOs), with clarification that while individual student assessments remain at the department level, college-wide outcomes like reading, writing, and critical thinking should be assessed by the Teaching and Learning Committee.

The committee acknowledged that other committees, like the GE committee, are responsible for assessment data as well, and explored how TLC can integrate their needs into the existing course-level assessment to avoid duplicate or onerous work for faculty.

The group reviewed the 2005 USLO Assessment Model as inspiration for how to structure the current USLOs.

They discussed potentially incorporating USLO assessment into the existing CSLO assessment form rather than creating a separate process, though questions remained about whether the TLC committee should take formal responsibility for these assessments or if departments should handle them at the program level.

## 5. Assessment

Cindy has received a few more assessments. About eight courses could not be assessed because they were not offered. With these updates, the percentage completed has increased from 61% to 62%.
Cindy is working with different departments to facilitate speed in the process.
Cindy recently received more Olympic data from A'kilah Smith. There are about 600 courses and about 280 have completed assessments in eLumen. Each course in the data needs to be isolated to its own Excel spreadsheet so that the data can be uploaded to Canvas.

## 6. Updates & Constituency Group Reports

**DE –** *tabled*

**PIP/PDAC –** *tabled*

**Curriculum Committee** – There was a data analysis done recently to determine how many courses have not been offered in recent years. To stay compliant with Title V, Christina will be reaching out to departments to see if they can easily inactivate these courses and remove them from the catalog. After, the Curriculum Committee will look at developing a procedure to "sunset" courses that have not been offered in the standard timeframe.

**GE –** *tabled*

**Senate –** *tabled*

**Planning –** *tabled*

## 7. Adjournment

Randi adjourned the meeting at 3:52pm.