Teaching & Learning Committee (TLC) – Meeting Minutes

Date: September 8, 2026
Time: 2:30-3:55 pm
Location: L106 (Pittsburg) & BRT135 (Brentwood)
Chair: Randi Osburn, Co-Chair Max Trujillo
Recorder: Grace (Administrative Support)

Attendance

Members Present: Randi Osburn (Co-Chair), Max Trujillo (Co-Chair), Cindy McGrath (CSLO/PSLO Assessment Coordinator), Roseann Erwin (Library Services), Girlie Sison (Math & Sciences), Devon Derouen (Part Time Faculty At Large), Adrianna Simone (GE Chair), Christina Goff (Curriculum Committee Chair), & Erlinda Jones (PDAC/DE Chair).

Resource Members present: Ryan Pedersen (Articulation Liaison Officer/Planning Committee), A'kilah Smith (Vice President of Instruction), Natalie Delgado -Student Rep (LMCAS)

1. Call to Order & Introductions

- Meeting called to order at 2:34pm by Chair Randi Osburn with introductions by members

2. Public Comment & Announcements

Announcements included the release of the first issue of the student paper, upcoming Pride 365 lavender lunches, and an important Academic Senate meeting with a first read of the ICER report and district guests discussing the student center funding formula.

3. Approval of Past Minutes

This Item was tabled

4. Approval of Agenda

Agenda- motioned to approved by Christina, seconded by Erlinda
Agenda approved unanimously

5. Assessment updates

Cindy McGrath presented an assessment update, reporting that 61% of courses had been assessed as of late August, up from 47% in April, with 597 courses assessed out of 636 total courses, and explained her process for tracking and updating assessment data. Cindy also presented a view of the Canvas process where assessments are housed. The committee discussed how to provide faculty access to the Canvas assessment shell, with a preference for bulk enrollment of all faculty to ensure access to prior assessment reports. She also shared her perspective on the value of assessment reports in Word or PDF format compared to using tools like elumen. Cindy discussed plans to send department chairs a list of assessed and unassessed courses by the end of the week or early next week, emphasizing that all unassessed courses must be completed by the end of the semester for accreditation purposes. The discussion concluded with a request for feedback on implementing faculty

access to the Canvas assessment shell, with two options presented: enabling self-enrollment or bulk enrolling all faculty members.

6. Committee Topics

Realignment Timeline

A proposal was put through to faculty, who opted to align assessments to program review. Randi will send back to faculty for feedback. 1. Clean up assessments and get realigned.

Assessment Processes

When Cindy is ready with Canvas, TLC will need to create an assessment process proposal. 2. Create a proposal on how assessment will look moving forward.

What's next for TLC

When TLC was organized as a committee the origination was a professional development to help faculty tap into assessment to be better teachers, it has since moved away from that, as time passed and software was introduced. The desire is to move back to that professional development space. 3. Get back to the roots of the TLC committee.

7. Committee updates:

DE- Erlinda reported that Online Accreditation is happening and DE continues to have drop in appts. District RSI in action courses continue to run, along with the checklist that is being encouraged to be used. Design Plus is newly available, and pilot training is going to start happening. DE meets on the 1st and 3rd Monday of the month.

PIP/PDAC – no report

Curriculum- Christina reported on the training in Coursedog and the option to use Elumen for course updates moving forward thru Mid-October.

GE- Tabled

Senate- Tabled

Planning – Tabled

Adjournment & Next Meeting

Meeting adjourned at 3:59pm

Meeting Dates Fall: Oct-13, Nov-10, Dec-8