

# District Teaching and Learning Committee (DTLC) Handbook

## Approved at District Academic Senate on March 15, 2023

Note: This is a digital handbook, a living document that can be adapted and nimble. The [view link](#) is being given out to folks as we review the document.

### Purpose

As a Standing Committee of the District Academic Senate, DTLC advises DAS on matters regarding teaching and learning, as part of the [10+1 rights of faculty](#), specifically rights 5, 6, 8 and the +1. DTLC uses the concepts of collaboration, communication, and transparency to inform discussions in a mutually respectful manner. It is a consensus-building committee that makes recommendations to the District Academic Senate. Therefore, DTLC does not fall under the Brown Act.

### Committee Responsibilities

The responsibilities of DTLC include the following:

- Consult with other district-wide bodies, such as the District Curriculum Committee (DCC) and the District Distance Education Advisory Committee (D-DEAC), on matters of teaching and learning in accordance with the bylaws and handbooks of said bodies;
- Generate, propose and advance evidence-based best practices and/or guidance documents to address emerging issues that impact teaching and learning across the District, as necessary.
- Make recommendations to the District Academic Senate on Board Policies and Administrative Procedures that are related to academic and professional matters.
  - Example: A DTLC member could join the DAS President for a given District Participatory Governance Council meeting (or other participatory governance body) to lend voice/faculty perspective.
- Advocate for diverse perspectives, as it relates to teaching and learning topics/issues
- Liaise with DAS, Vice Chancellor of Educational Services, DCC, and other participatory governance bodies with respect to teaching and learning as a way to be proactive as well as respond to the needs of other committees.
- Connect pedagogy/andragogy to existing district and college professional development opportunities. This should be done in alignment with the Educational Master Plans of each college in the District.

### Responsibilities of Specific Roles

- Faculty co-chair responsibilities include, but are not limited to, the following:
  - Sit on DAS as a voting representative;
  - Meet regularly with the Vice Chancellor of Educational Services to receive updates and inform agendas;
  - Prepare agendas and post on [DTLC website](#);
  - Sit on District DEAC as a voting representative;
  - Facilitate DTLC meetings
  - Collaborate with professional development committees on any trainings that may be needed;
  - Stay informed on updates from CCCCO with respect to teaching and learning; and,
  - Lead writing teams for the drafting of guidance documents and any other documents pertaining to DTLC.
- Standing faculty member responsibilities include, but are not limited to, the following:
  - Liaise to respective bodies;
  - Stay informed on district-wide and state-wide issues
- All other faculty and non-faculty member responsibilities include, but are not limited to, the following:
  - Serve on writing teams as needed;
  - Use expertise to develop best practices and contribute to discussions; and,
  - Communicate with colleagues and bring feedback and questions to DTLC.

## Membership

Membership to DTLC is comprised primarily of faculty (both instructional and non-instructional), but includes various classified staff and administrators. While there are certain standing members, given their roles in the District, the remaining membership will be flexible and adapt as needed. In comprising membership, the committee will strive for balance across all 3 colleges in the District.

## Faculty Appointments

DTLC advises DAS on who they are getting on board. DAS formally appoints and approves standing committee memberships.

- Standing Members by position, will automatically filled:
  - Faculty co-chair, appointed by DAS (receives 0.2 FTE reassigned time or equivalent);
  - Vice Chancellor of Educational Services, co-chair;
  - DAS President or designee (DAS leadership connection);
  - DCC Faculty Chair or designee (DCC leadership connection);
  - District DEAC Faculty Chair or designee (D-DEAC leadership connection);
  - Instructional designer(s) (at least one) as leaders in pedagogy/andragogy
  - Instructional technologist(s) (at least one), as leaders in technology;
  - Professional Development Coordinators (at least one), as leaders in professional development;
  - VPI (rotating each year across the three campuses), as Chief Instructional Offices;
  - Dean (rotating each year across the three campuses), as administrators who are highly connected to a variety of faculty and campus issues; and,
- Faculty and other professionals representing different groups could be engaged as needs arise for the academic year (renewable)
  - Discipline experts as needed
  - ITS (Web Services), as a connection to any technological implementations that are needed.
- Additional members and collaborators as needed, depending on the work that the Committee.
- At least 1 student representative. If there is no student representative, the Faculty Chair will liaise with the Student Senates to communicate with them and include student voice.

## Other Membership Details

- If a member leaves before finishing their year/term, DTLC will recommend a replacement. If no replacement is found, the position will be left vacant for the duration of the academic year.
- Organizational Chart describes how the DTLC works within the Participatory Governance structure.

## Committee Procedures

### Meeting Days and Times

The Committee meets on the first and third Wednesdays of the month, 4:00–5:00 p.m. via Zoom.

### Ad Hoc Writing Teams

Ad hoc writing teams and task groups can be formed as needed, composed of DTLC members and additional experts. These writing teams will work on drafts outside of DTLC meetings; others can be brought into these writing teams, as needed. Work can be done asynchronous or synchronous in meetings, as needed.

### Consensus-Building Model

DTLC is a consensus-building model. There is no person-by-person voting; members will work gain consensus support. If consensus is not met, then DTLC will work together to find a solution.

### Agendas and Documents

- Agenda items are Informational and/or Discussion only.
- Agendas are disseminated to DTLC members and posted on the DTLC website 72 hours before the meeting.
- Draft documents will be sent to the DTLC and any others who are working on them; final documents will be posted on the DTLC website.

### Quorum

Quorum is reached when the DTLC faculty co-chair, the DAS President or designee, and at least 4 other faculty members are in attendance.

## Useful Resources

- [DAS website](#)
- [DTLC website](#)
- [Covid-19 Guidance Documents website](#)
- [Distance Education-related Guidance and Explainer Documents website](#)
- DTLC Presentations and Workshops website