

Fall 2023 - Spring 2025

**Memorandum of Understanding regarding
Teaching, Learning, and Community (TLC) Co-Facilitators**

Between

**Yosemite Community College District, Yosemite Faculty Association &
Columbia College Academic Senate**

Fall 2023 - Spring 2025 TLC Co-Facilitation

Duration:

- Kirsten Miller will serve as Teaching, Learning, and Community (TLC) Co-Facilitator for two years (Fall 2023-Spring 2025).
- The duration of the term can be extended by mutual agreement of the TLC Co-Facilitators and the Academic Senate.

Reassign Time:

Historically the reassigned time was 10% for each co-facilitator and an additional stipend equivalent to an additional 10%. For the past 1 year the stipend was eliminated, but 10% reassigned time was maintained.

Starting Fall 2023 through Spring 2025, each Co-Facilitator will receive 10% reassigned time each semester and a stipend equivalent to 10% resulting in payment for 27 hours at the instructional rate, contingent on funding.

Work conducted during the summer may consist of

- occasional planning meetings
- significant work towards duties and deliverables

Occasional planning meetings may be held at a time conducive to the faculty member without additional compensation. However, prior to engaging in work towards duties and deliverables, a separate MOU and stipend shall be developed to outline expected deliverables and hours required to achieve those goals, to be paid on an hourly basis in accordance with the YFA contract.

Determining Service:

The Senate Executive and TLC Cofacilitators will work collaboratively to select new TLC Co-Facilitators in Fall 2023 unless there is agreement by the group to extend the duration of the Co-Facilitators' term. The Senate President will conduct an open call for applicants for the next Co-Facilitators from the entire full-time faculty. Previous experience with TLC is preferred, such as involvement with TTKL, POP, or other staff development activities. Ideally the co-facilitators

will bring a mix of skills and experiences from across campus. For transparency, the candidate selected by Senate Executive and TLC will be elected following Senate election procedures. The Senate Executive will notify the appropriate Dean and VP for scheduling purposes.

Duties & Deliverables: Contingent on Funding

The role of Teaching Learning, and Community (TLC) Co-Facilitator includes but is not limited to:

- Guiding Professional Development activities across the entire campus for all employees;
- Working with a Co-Facilitator to plan, facilitate and evaluate regular TLC events such as Instructional Skills Workshop, Part-Time Faculty In-Service, and Flex activities;
- Collaborate with Deans, Vice Presidents and President who coordinate flex and in-service days to promote continuity and high-quality programming.
- Guiding the yearly cycle of planning, budgeting, and reporting TLC activities;
- Documenting the TLC planning cycle, cataloguing documents, and codifying processes;
- Sustaining the inclusive and holistic vision of TLC;
- Meeting regularly with the administration team, tri-chair facilitators, and other constituents to facilitate funding, reporting, and process development for TLC projects;
- Scanning other institutions and resources for strategies and information that may be useful for Columbia College and sharing them;
- Organizing and supporting faculty cohorts;
- Participating on Institutional Effectiveness Council (IEC), Student Success Council (SSC), and/or Diversity, Equity, Inclusion, and Accessibility (DEIA), and/or other councils and committees as appropriate
- Generating an annual report;
- Creating a campus wide Professional Development plan;
- Training new TLC Co-Facilitators.

Special Notes:

- The performance of these duties may be evaluated as part of a faculty member's regular evaluation process.
- This MOU may be revised by mutual agreement between the College President and the Academic Senate based on college needs.
- Through a special meeting, Senate Executive to grant approval of temporary or permanent change in TLC facilitator.

Please sign and date:

Lena Tran

Columbia College President

Lahna VonEpps

Columbia College Academic Senate President

Dimitri Keriotis

Yosemite Faculty Association (YFA) President

Katherine Pritchard

YCCD Human Resources

Kirsten Miller

Columbia College TLC Co-facilitator
