

**Memorandum of Understanding
Regarding Teaching, Learning, and Community (TLC) Co-Facilitators
Between
Yosemite Community College District and Yosemite Faculty Association
in Collaboration with the
Columbia College Academic Senate**

Duration:

- Each Teaching, Learning, and Community (TLC) Co-Facilitator serves for a two-year term.
- The duration of the term can be extended by mutual agreement of the TLC Co-Facilitators and the Academic Senate.

Reassign Time:

Each TLC Co-Facilitator will receive 10% reassigned time and a 10% stipend in fall and spring, and up to 25 hours at the PTOL rate, if needed, in summer.

Duties & Deliverables:

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;
- Collaborate with Co-Facilitator, Deans, Vice Presidents and President to plan, facilitate and evaluate regular TLC events such as Instructional Skills Workshop, Part-Time Faculty In-Service, and Flex activities; 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.

Work conducted during the summer will consist of planning, meetings with co-facilitators and significant work towards duties and deliverables.

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 Yosemite Faculty Association based on college needs.

Please sign and date:

Dr. Lena Tran
Columbia College President

Melissa Raby
Student
Services Vice
President

Brian Greene
Yosemite Faculty Association President

Brian M. Greene

Katherine
Pritchard
YCCD
Human
Resources

Signature: 
Lena Tran (Feb 20, 2024 07:43 PST)

Email: tranl@yosemite.edu

Signature: 

Email: rabym@yosemite.edu

Signature: *Brian M. Greene*

Email: greeneb@yosemite.edu

Signature: 
Kathren A. Pritchard (Feb 1, 2024 09:20 PST)

Email: pritchardk@yosemite.edu