

*Teaching &  
Learning*

Lake Tahoe Community College



# YEAR-END REPORT 2023

LTCC Teaching & Learning



Scott A. Lukas, Ph.D.

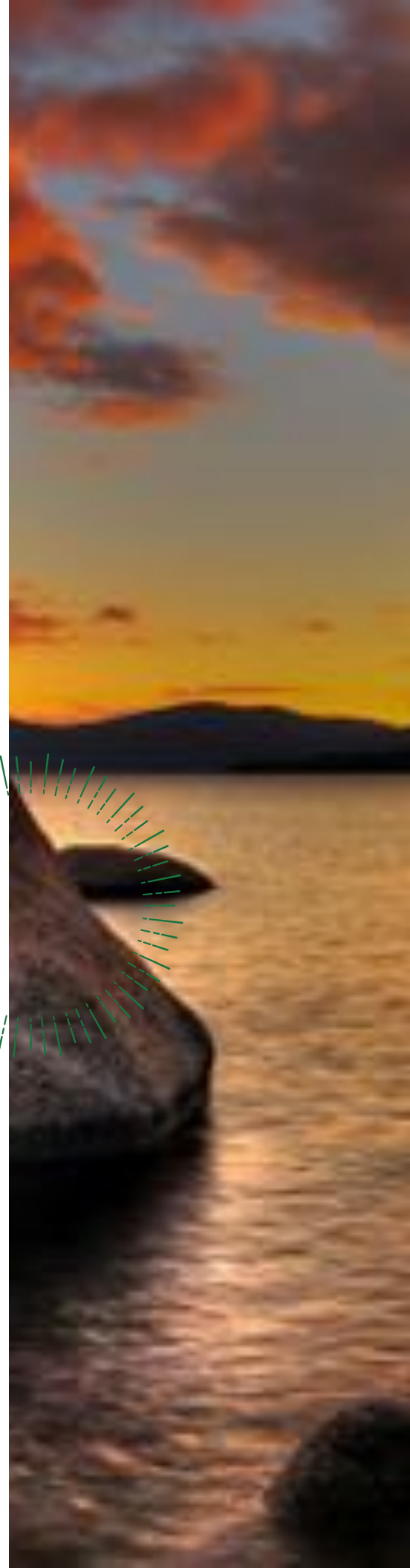
# LTCC TEACHING & LEARNING



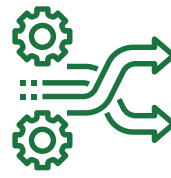
Lake Tahoe Community College's Teaching and Learning Program promotes the positive values of teaching and learning by encouraging conversations, workshop participation, and onboarding activities among faculty and all interested members of the LTCC community. The activities of the Teaching and Learning Program are coordinated by the FCTL (Faculty Chair of Teaching and Learning) and are aimed at stimulating consideration of topics, activities, and engagements that focus on all aspects of faculty professional life—whether connected to teaching, counseling, library and information services, or other professional areas.

## FOCUS

The Teaching and Learning Program focuses on a number of key aspects of faculty professional training and development. The foci, activities, and efforts of the T&L Program adapt with the needs on campus, including those identified in the many T&L surveys that are produced, faculty evaluation of the FCTL, and day-to-day communication with faculty and campus staff. This report details the focus of the program, as well as its evolution.



# YEAR FOUR CHANGES



In Year Four, LTCC Teaching & Learning went through several changes that aimed to enhance the faculty's teaching and learning experiences. Some of these changes included cutting the Tuesday Teaching talk series and creating fewer videos, which allowed for more direct four-day-per-week training of faculty. Additionally, there was a greater focus on logging FCTL help on a spreadsheet and offering Zoom and in-person welcome events, complete with food. The FCTL also provided assistance with VPAA direct tasks (such as assisting with the new department leads meetings) and had weekly meetings with the VPAA. T&L undertook major editing and graphic layout of the Faculty Handbook and Mentoring Handbook, as well as creating and editing the Instruction Office and Curriculum Canvas sites. These changes show LTCC's commitment to providing the best possible resources and support to faculty, ensuring they are well-equipped to deliver quality education to students.



*Music Faculty Member Dr. Mark Williams meets with FCTL Dr. Scott A. Lukas during a welcome back coffee and help session in fall quarter.*

# DEPARTMENT LEADS



Since the successful first LTCC Department Leads meeting in 2022, there has been a continued effort to maintain strong communication and collaboration between department leads and the Instruction Office. As part of this effort, department leads meetings are now held every quarter, providing an ongoing opportunity for leaders to discuss important topics such as scheduling, enrollments, and hiring. By staying connected and working together, the faculty and staff at LTCC are committed to providing the best possible educational experience for our students.



*Department Leads meeting at  
LTCC, Fall 2022, with Dr. Ray  
Gamba*

## NEW VPAA – DR. RAY GAMBA

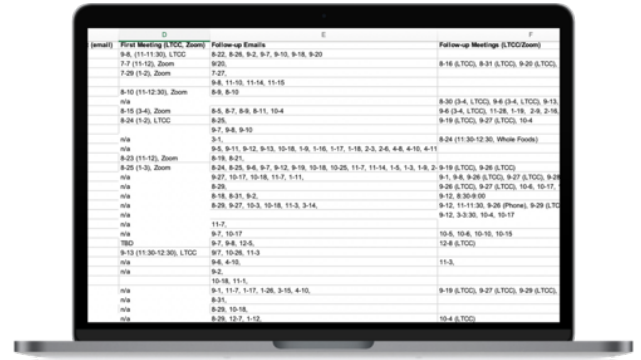


In 2022, LTCC hired Dr. Ray Gamba as the new Vice President of Academic Affairs. Dr. Gamba brings a wealth of experience to his new role, having previously served as a faculty member in Psychology, dean, and in many other roles. With a strong track record in academic leadership and a deep understanding of the LTCC community, Dr. Gamba is well positioned to lead the college's efforts to provide high-quality academic programs and support services to our students. The LTCC community is excited to welcome Dr. Gamba to his new role and looks forward to his leadership in the years to come.

# ONE-ON-ONE HELP



The Teaching & Learning program at LTCC has long been committed to supporting faculty development through one-on-one meetings. In 2022, the program was expanded to include drop-in office hours four days a week, providing more opportunities for faculty to connect with the FCTL. To help manage this increased volume of meetings, the program started using an Excel spreadsheet to track meeting details, including whether they were conducted in person or on Zoom. This new system has allowed the program to streamline its processes and better support faculty members in achieving their professional goals. By continuing to innovate and adapt, the Teaching & Learning program at LTCC is helping to create a supportive and dynamic learning environment for everyone on campus.



*In 2022, a new spreadsheet was developed to better track meetings with faculty.*



Fall 2022 Faculty Welcome on the LTCC Campus. Faculty were invited to grab a coffee, pastry, and various teaching books and handouts.

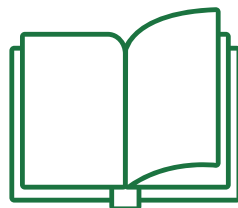


# FACULTY HANDBOOK



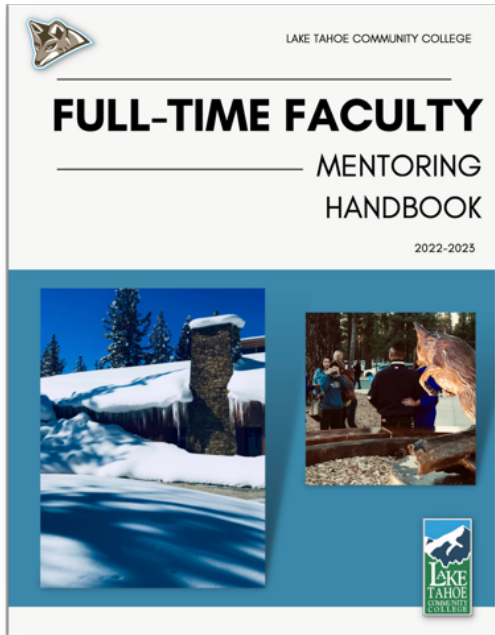
This year, the LTCC Faculty Handbook underwent a significant revision process, which was a collaborative effort involving a number of faculty, the VPAA, Instruction Office staff, and others. The revision process involved initial comments from a group of faculty, followed by the creation of a new layout in Canva by the FCTL. The new layout included graphics and brand-new text for missing areas of the handbook. The revised Faculty Handbook is a valuable resource for new and returning faculty members as it provides detailed information on the major aspects of LTCC, including policies and procedures, professional development opportunities, and expectations for faculty. The collaborative nature of the revision process ensured that the Faculty Handbook is comprehensive and up-to-date, reflecting the evolving needs of the faculty and the institution. The LTCC Faculty Handbook is an important tool for faculty members, and the efforts to revise and improve it demonstrate the commitment of the institution to support its faculty and provide them with the resources they need to succeed.

# FACULTY MENTORING HANDBOOK



The LTCC Faculty Mentoring Handbook has recently undergone a significant redevelopment, with a focus on improving its clarity, grammar, and overall effectiveness as a resource for faculty mentors. The handbook, which serves as a guide for faculty members who are mentoring new full-time faculty at Lake Tahoe Community College and those mentees, has been reworked from the ground up to ensure that it is easy to understand and provides practical advice and resources. One of the key changes was to focus on practical tips and strategies for effective mentoring. The new handbook provides specific guidance on how to establish goals, build relationships, provide constructive feedback, and address challenging situations. An improvement is also to provide suggested topics for mentors and mentees to cover and it suggests that they meet at least once per month. It also includes a variety of resources, such as suggested readings.

# FACULTY HANDBOOK & MENTORING HANDBOOK SAMPLES



### Suggested Readings for New Faculty

**What the Best College Teachers Do** (Ken Bain)—This book is a great starting point for new college faculty. It provides insights into the teaching practices of some of the most successful and innovative professors in higher education.

**Small Teaching: Everyday Lessons from the Science of Learning** (James M. Lang)—This book offers practical strategies for improving student learning in small, manageable ways that can be easily incorporated into any course.

**Make It Stick: The Science of Successful Learning** (by Peter C. Brown, Henry L. Roediger III, and Mark A. McDaniel)—This book explores the latest research on how people learn and provides practical tips for helping students retain information.

**Teaching What You Don't Know** (Therese Huston)—This book offers guidance for faculty who are teaching outside of their area of expertise, including tips for preparing for class, managing student expectations, and seeking help when needed.

**The Courage to Teach: Exploring the Inner Landscape of a Teacher's Life** (Parker J. Palmer)—This book is a reflective exploration of the personal and emotional aspects of teaching. It offers insights into how to maintain a sense of purpose and passion for teaching, even in challenging circumstances.

**Engaging Ideas: The Professor's Guide to Integrating Writing, Critical Thinking, and Active Learning in the Classroom** (John C. Bean)—This book provides practical strategies for incorporating writing, critical thinking, and active learning into college courses.

**Cheating Lessons: Learning from Academic Dishonesty** (James M. Lang)—This book examines the problem of academic dishonesty in higher education and offers strategies for preventing cheating by focusing on promoting learning.

**Creating Significant Learning Experiences in College Courses** (L. Dee Fink)—This book promotes significant learning experiences, teaching methods, and assessment strategies.

**Teaching to Transgress: Education and the Politics of Inequality** (Pedro Pablo Kuczajski)—This book explores the intersections of race, class, and gender in education and offers strategies for creating inclusive and equitable learning environments.

### Checklist

Faculty Name: \_\_\_\_\_

Please use this checklist to track the success of your mentor and other meetings in the New Faculty Mentoring Program.

**Quarter 1 - Fall**

**September**

- SOCA and Faculty Week. Date completed: \_\_\_\_\_
- New Faculty Orientation. Date completed: \_\_\_\_\_
- FCIL Meeting. Date completed: \_\_\_\_\_

**October**

- Faculty Mentor-Mentee Meeting. Date completed: \_\_\_\_\_
- Academic Senate Meeting. Date completed: \_\_\_\_\_
- BOT Meeting. Date completed: \_\_\_\_\_
- Dean Meeting. Date completed: \_\_\_\_\_

**November**

- Faculty Mentor-Mentee Meeting. Date completed: \_\_\_\_\_
- Department Leads Meeting. Date completed: \_\_\_\_\_
- Evaluation and Feedback Sessions. Date completed: \_\_\_\_\_
- RSP Meeting. Date completed: \_\_\_\_\_
- VPAA Meeting. Date completed: \_\_\_\_\_

**December**

- Faculty Mentor-Mentee Meeting. Date completed: \_\_\_\_\_
- Director of Online Learning Meeting. Date completed: \_\_\_\_\_
- Department Lead Meeting. Date completed: \_\_\_\_\_

## Section II: Governance

### California Community Colleges

Together with the University of California and California State University systems, the California Community Colleges are part of the three-tiered network of public higher education in the state. There are 115 community colleges statewide organized into 73 districts. Together, these institutions serve more than 2.1 million students and represent the largest system of higher education in the world. The Chancellor's Office is the administrative branch of the California Community College system. Located in Sacramento, this state agency provides leadership and technical assistance to the institutions. It is also responsible for allocating state funding to the colleges and districts. The Chancellor's Office operates under the guidance of the Board of Governors, which sets policy and provides long-range planning. The Governor appoints this 16-member Board. The Board of Governors selects a chief executive officer, the Chancellor of the system.

### LTCC Board of Trustees

Lake Tahoe Community College is governed by a five-member Board of Trustees elected by the citizens of the District. A student trustee is elected by the student body and is the official representative of the students to the Board. To be eligible for election, Board candidates must be at least 18 years of age and must be a resident of and a registered voter in the District. In February 2014, a new system of Elections by Trustee Area was approved by the Board of Trustees (map of ALL trustee areas). The Board of Trustees is subject to the federal Constitution and the statutes of the State of California and is regulated by the California Community College Board of Governors, its own established policies, and the expressed will of the electorate of the District. Board of Trustee meetings are typically held on the second and fourth Tuesday of each month in the Board Room (L104), on the Lake Tahoe Community College campus, and are open to the public.

LTCC & LTUSD Board Meetings

### Class Modalities

**F2F**  
Face-to-Face  
These are traditional courses that meet at set dates and times on campus. Please note that under certain emergency conditions, F2F classes will move to the EVE format.

**Distance Education**  
Traditional distance education classes that take place online through Canvas and do not meet at a set time.

**Hybrid**  
Hybrid classes include a combination of in-person meetings at specific days/times AND online activities. The online portion of the class may be synchronous or asynchronous.

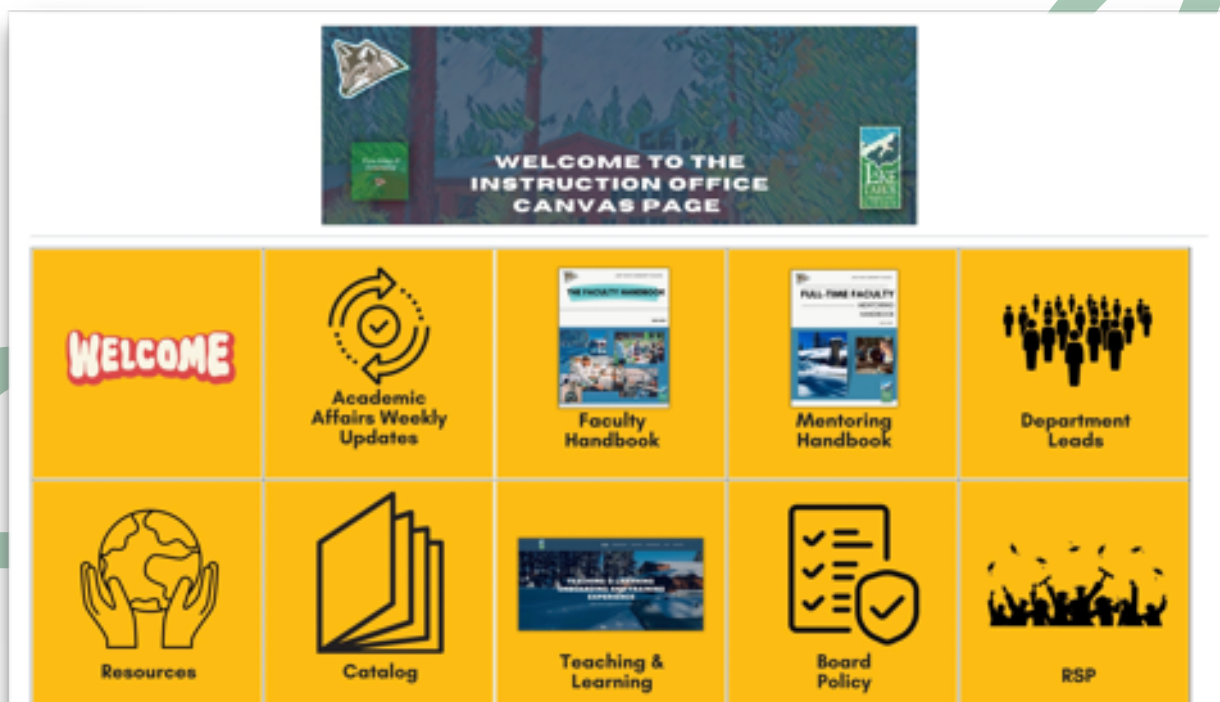
**Enhanced Virtual Education (EVE)**  
EVE classes are offered online and use the Canvas system for base information and resources, but they also use Zoom as well as other technologies to provide more "real time" contact. They are intentionally designed for students who prefer a face-to-face classroom feel.



# FACULTY HANDBOOK, FACULTY MENTORING, CURRICULUM, AND INSTRUCTION OFFICE CANVAS SITES



The Teaching & Learning program at LTCC also undertook a significant project to revise the Instruction Office, Curriculum, Faculty Handbook, and Faculty Mentoring Handbook Canvas shells. This involved creating site navigation, graphics, and editing content for the sites so that faculty could enroll in the Canvas classes and easily complete their onboarding and professional development trainings. The revisions were designed to improve the overall user experience for faculty and to make it easier for them to access the information they needed to be successful in their roles. The new Canvas shells provide a centralized location for faculty to access important information, such as policies and procedures, professional development resources, and mentoring opportunities. The Teaching & Learning program at LTCC is committed to supporting faculty in their professional development and providing them with the resources they need to succeed in their roles.





# NEW FACULTY WELCOME EVENTS

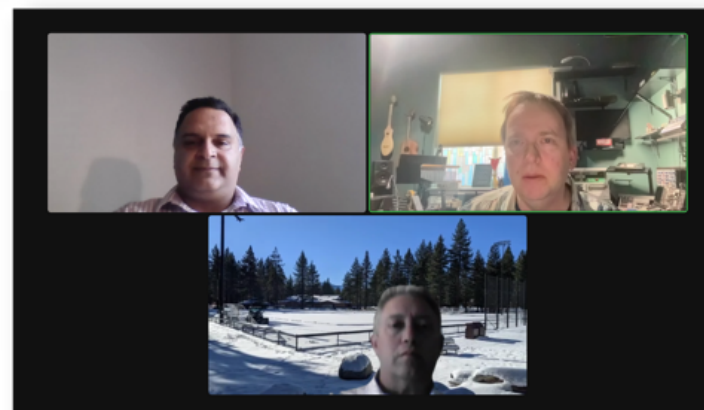


★ ONBOARDING ★

LTCC Teaching & Learning hosted a series of events for new faculty members joining the college. These events included luncheons, coffee sessions, and virtual Zoom meet and greets, which provided an excellent opportunity for new faculty to socialize, network, and have their questions answered by experienced colleagues. These events were designed to create a welcoming environment for new faculty and to help them integrate into the community. Additionally, they provided an opportunity for new faculty to learn about the teaching and learning culture at LTCC and to get to know the different resources available to them. The luncheons, coffee sessions, and virtual Zoom meet and greets were a great success and received positive feedback from the new faculty who attended.



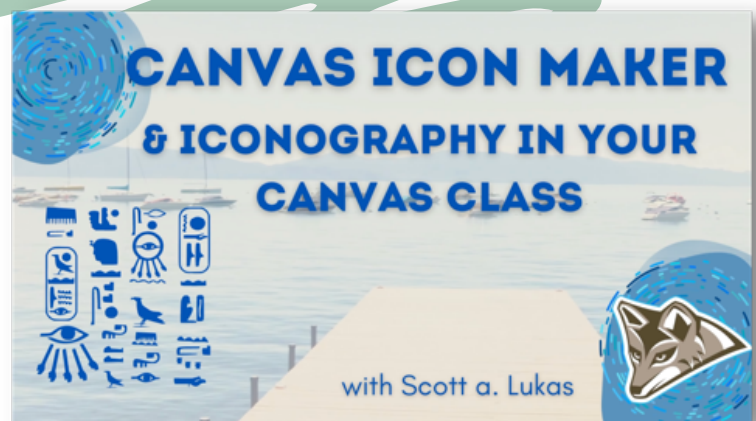
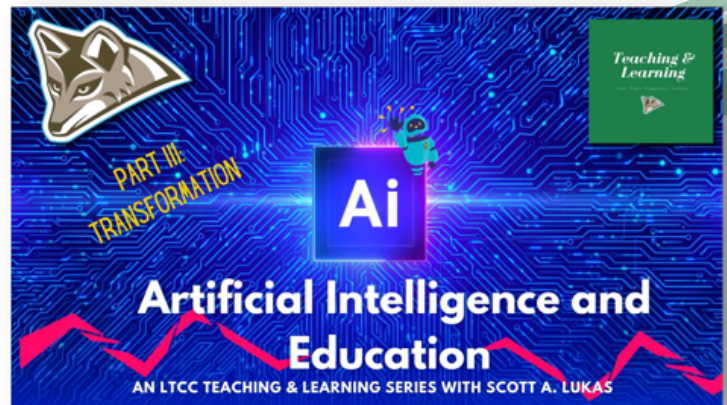
New Faculty Welcome at the LMUC in Winter 2023 (top) and Zoom virtual new faculty welcome (right).



# T&L VIDEOS



In addition to the new communication format, LTCC Teaching & Learning continued to offer special tutorial and topic videos for faculty during the 2022-2023 academic year. One of the new video series offered this year is AI Shorts, which focuses on the educational aspects of artificial intelligence. This series provides faculty with insights and strategies for integrating AI into their curriculum, as well as exploring the potential implications of this emerging technology on education. Along with AI Shorts, LTCC Teaching & Learning also offered tutorial videos focused on Zoom updates, Canvas, and YouTube. These resources help faculty stay up to date with the latest technology and platforms, while also providing guidance and support for incorporating them into their teaching practice. Overall, these tutorial and topical videos offer valuable resources to faculty as they strive to provide high-quality education in an ever-evolving technological landscape.



Some of the new T&L Videos for 2022-2023.

# T&L VIDEOS

Videos created in 2022-2023 include:

- Tiny Tech: Create an Avatar
- Tiny Tech: Mac Quick Rename Files
- Tiny Tech: Stock Video and DEI
- Tiny Tech: iMovie Phone Video Edits
- Tiny Tech: iPhone Easy Text Scan
- Tiny Tech: Excel AI Formula Hack
- Tiny Tech: Scrivener
- Captioning Test Video
- Tiny Tech: Canvas Studio Video Caption
- Tiny Tech: YouTube, Canvas Studio, Zoom Captioning
- Zoom Office Hours: 3 Options
- Tiny Tech: YouTube Video Captioning
- Canvas Student Suites - LTCC Teaching & Learning
- Syllabus Template - LTCC Teaching & Learning
- Face-to-Face Classroom Pedagogy
- LTCC Teaching & Learning - Convocation Welcome 2022
- T&L Website 2022 Overview
- LTCC T&L Zoom 2022 Update
- Welcome from Dr. Ray Gamba
- DE (Distance Education) Best Practices
- The Most Handy Websites
- T&L PD Series: New Faculty Focus
- eLumen Overview
- Harmonize Discussions in Canvas
- Canvas Icon Maker & Iconography in Your Class
- AI & Education - Part I
- AI & Education - Part II
- AI & Education - Part III
- Futurepedia (AI Shorts)
- AI Writing (AI Shorts) - Chat GPT
- AI Letters (AI Shorts) - Chat GPT
- AI Memo (AI Shorts) - Chat GPT
- AI Web Resources (AI Shorts)
- AI Rubric (AI Shorts)
- AI Web Search (AI Shorts)
- AI Create a Website (AI Shorts)
- AI Syllabus (AI Shorts)
- AI with Runway (AI Shorts)
- AI Images (AI Shorts)
- AI Poem (AI Shorts) - Chat GPT
- AI Lesson Plan (AI Shorts) - Chat GPT
- AI Song (AI Shorts) - Chat GPT
- AI Play (AI Shorts) - Chat GPT
- AI Scripts (AI Shorts) - Chat GPT
- AI Audio (AI Shorts)
- AI Prompts (AI Shorts)
- AI & Plagiarism (AI Shorts)
- AI & DEI (AI Shorts)
- AI Research (AI Shorts)
- AI Conversations (AI Shorts)
- Firefly (AI Shorts)
- AI Text Transform (AI Shorts)
- ANT 102 Class Walkthrough (2023)
- Tips for Successful Discussions in ANT 102
- YouTube Embed Fix in Canvas



# T&L NEWSLETTER/BLOG NEW BLOGPOST

In the academic year of 2022-2023, LTCC Teaching & Learning made a significant shift in its communication strategy by moving away from email updates and towards a more dynamic and interactive format. The program began utilizing a website, newsletter, and blog to disseminate information and resources to its audience. This change allowed for a more streamlined and accessible platform that could be easily accessed and utilized by faculty and staff. Some of the topics covered in the new format include best practices for online teaching, innovative pedagogical approaches, and strategies for student engagement. These new resources are available on the LTCC Teaching & Learning website, and are regularly updated to provide the most current and relevant information to the college community.

The image shows a grid of four article thumbnails. Each thumbnail has a blue header with 'Artificial Intelligence and Education' and 'Ai' in a glowing font. The thumbnails contain the following text:

- Top Left:** February 14, 2023 | AI, Technology. **AI & Education - Part III Video**. Hi everyone, my next video in my AI & Education Teaching & Learning series is available. This is actually Part III as I am still finishing up Part II. In this installment, I look at more Chat GPT, AI prompts, new content... Continue Reading
- Top Right:** February 6, 2023 | Pedagogy. **Value of Long-Term Professor-Student Connections**. I just came across this great article, Looping: Here's What Happens When Students Have the Same Teacher More Than Once, and I was very much taken with the considerations offered by the author. The article quotes a much L... Continue Reading
- Bottom Left:** February 3, 2023 | DE, Pedagogy, Technology. **AI & Education - Part I Video**. Hi everyone, I am excited to share with all of you the first in a series of videos on Artificial Intelligence and Education. Like many of you, I am curious and concerned about how AI technologies, including Chat GPT, will... Continue Reading
- Bottom Right:** February 1, 2023 | Pedagogy, Technology, Writing. **AI & Education - An Opening Conversation**. You may have read the recent essay in The Atlantic, The College Essay is Dead in which the new possible threats of AI or Artificial Intelligence are discussed in terms of their possible impacts on higher education. One o... Continue Reading

The image shows a grid of four 'AI SHORTS' video thumbnails. Each thumbnail has a yellow 'AI SHORTS' title and a specific topic. The thumbnails contain the following text:

- Top Left:** March 14, 2023. **Driving in the Sierras**. This season has been a record-setting one in the Sierras. In my free time, I recently created a video of driving from the college to Nevada, where I live. For those who live outside of Tahoe, I thought you might be inter... Continue Reading
- Top Right:** March 14, 2023 | AI, Technology. **AI - Introduction to Chat GPT**. Here is another video in my AI Shorts video series. This focus discusses Chat GPT, which is one of the most talked about writing resource out there. So have a listen to the video and discover how Chat GPT might impact y... Continue Reading
- Bottom Left:** March 10, 2023 | AI, Technology. **AI Resources on Futurepedia**. Here is the first in my AI Shorts video series. This focus discusses Futurepedia, which is a directory for AI resources. So have a listen to the video and discover whether any of these AI resources might be helpful in yo... Continue Reading
- Bottom Right:** March 9, 2023 | Accessibility, Technology. **Student Tools on LTCC Website**. Hi, I just wanted to mention that the LTCC.edu website now has a student tools tab at the top. You can check it out at LTCC.edu. It has links for Carnivals, Passport, Self Service, Library, Cranium Cafe, and Report a Concer... Continue Reading

# CANVAS COMMONS

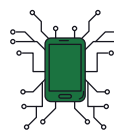
We are excited to announce that the LTCC Teaching & Learning Canvas Commons Student Suites have been revised in the last year. As part of this effort, we have checked all information for currency and added important policies and resources, including a land acknowledgement and an AI policy statement. Additionally, we have updated a few banner images to enhance the overall user experience. To access these resources, simply go to Canvas Commons and search for "LTCC". From there, you can easily import these resources into your class and provide your students with up-to-date and relevant information. We hope that these revisions will enhance your teaching and learning experience at LTCC.

## T&L WEBSITE REVISION

The LTCC Teaching & Learning website has undergone significant revisions for this academic year, with a renewed focus on improving user experience. The website's graphics have been updated, giving it a fresh and modern look, while the menus have been redeveloped to make navigation more intuitive and user-friendly. The overall goal of these changes was to ensure that the website is more accessible and efficient for both faculty and students. With these updates, the LTCC Teaching & Learning website is better equipped to support the academic needs of the college community.



# TECH COORDINATION



As noted in previous year-end reports, LTCC Teaching & Learning provides valuable assistance to faculty with software, including new AI software, Canva, and more. Faculty members can access tutorial videos that offer step-by-step guidance on how to use these technologies in their teaching. These resources are designed to help faculty members quickly learn how to incorporate new software into their lesson plans and enhance the learning experience for their students. In 2023, the FCTL assisted in licensing discussions of Canva. By providing comprehensive support and training, LTCC Teaching & Learning ensures that faculty members have the tools they need to succeed in the classroom and stay up-to-date with the latest advancements in educational technology.



College technology as imagined by Firefly, a new AI program. One of the key themes considered in the 2022-2023 T&L foci is that of AI or artificial intelligence. AI will continue to have major impacts on the educational world in the years to come.

## TOP 5 TECH IMPACTS

The top five technology impacts on higher education, as determined by AI:

- Learning Management Systems (LMS): Canvas course delivery.
- Video Conferencing Software: Post-pandemic, the use of Zoom, Google Meet, and Microsoft Teams.
- Online Proctoring Software: Such as Proctorio
- Artificial Intelligence (AI): AI is more common in all aspects of education
- Collaboration Tools: Use of collaboration tools such as Google Docs, Slack, and Trello.



# THE ERA OF AI



LTCC Teaching & Learning has recognized the significance of artificial intelligence (AI) in education and the classroom and has begun to take steps to address its impact on teaching. This year, T&L created an AI Shorts video series to inform and educate faculty members about AI's roles and impacts in education.

Additionally, T&L engaged in discussions with key individuals on campus to gather insights and explore potential uses of AI in teaching. The FCTL conducted an extensive review of major AI software for writing and graphic design and is working on revising the campus plagiarism policy to account for AI-generated content. As a small college and as classroom instructors, we must adapt to this rapidly evolving technology. Top areas of adaptation include redefining the role of teachers and students in the classroom, integrating AI into the curriculum, and preparing students for the ethical and social implications of AI. By critically addressing the uses of AI, we can create a more personalized and effective learning experience for our students.



An AI-generated image that imagines what teaching of the future might be like.

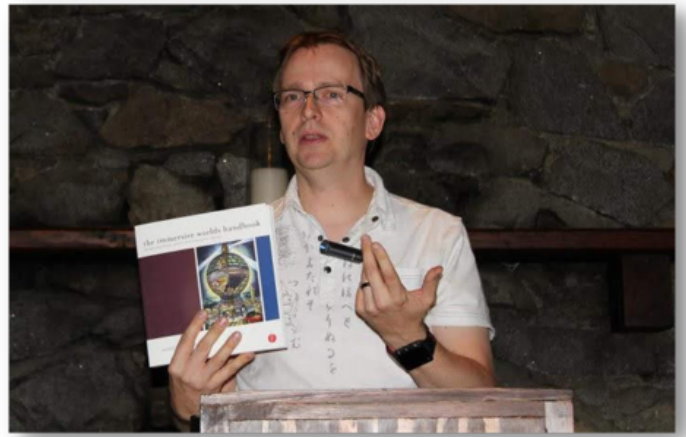


# ARTIFICIAL INTELLIGENCE



# ABOUT THE FCTL

Scott A. Lukas serves as LTCC's Faculty Chair of Teaching & Learning. He was the recipient of the national AAA/McGraw-Hill Award for Excellence in Undergraduate Teaching of Anthropology by the American Anthropological Association (2005), the California statewide Hayward Award for Excellence in Education by the California Community Colleges (2003), Lake Tahoe Community College Distinguished Faculty (2013), and Lake Tahoe Community College Associated Student Council Teacher of the Year (2004).



Scott Lukas speaking at Lake Tahoe's Writers Around the Lake event.



He is the author/editor of numerous books, including, *Strategies in Teaching Anthropology*, 6th Edition (2010, Pearson Education) and was part of the American Anthropological Association's new faculty teaching academy held at the annual national meetings. He was a participant in the 2005-2006 @ONE Statewide Scholars with his project "An Analysis of Student Success in Reflexive Online Classroom Assignments," co-authored the study "The Actors behind the Curtain: Representation of Women Faculty in Community College Institutional Decision-making," and contributed to multiple chapters of *Handbook for Achieving Gender Equity Through Education*. Scott is a former Six Flags employee trainer and has worked as a workshop and training consultant for Walt Disney Imagineering, ABC, and Pixar. He has provided interviews for The Wonderly, To the Best of Our Knowledge, the Canadian Broadcasting Company, *The Independent*, *The New York Times*, *The Washington Post*, Slate, *The Chicago Tribune*, *The Financial Times* (of London), The Daily Beast, Huffington Post UK, Atlas Obscura, Skift, Caravan, and the Angie Coiro Show, and was part of the documentary film and video series, *The Nature of Existence* (directed by Roger Nygard). In 2022, he was invited to be a part of an on-going "multimodal ethnography" group housed at UC Irvine and Rice University.



# T&L DIRECTIONS FORWARD




Over the last four years, the LTCC Teaching & Learning program and the FCTL have made notable contributions to campus educational life. In particular, the program and its activities have provided important professional outreach to the faculty and the wider campus community that is not possible given logistics and time and workload constraints of other faculty, administration, and staff on campus. Moving forward, the program will continue to focus on the core values and missions described in this report. T&L will also continue to serve the campus, its faculty, and staff, in a flexible and adaptive sense. Teaching, faculty professional life, and education in general change in remarkable ways, so it is the goal of T&L to adapt in the best possible senses to such uncertainties and changes.

## POSSIBLE AREAS OF FUTURE FOCUS



- LTCC Pedagogy Handbook (FCTL PD leave project for Spring 2024)
- AI Tech & Teaching
- Improved Onboarding Processes
- Trauma-informed Pedagogy
- DEI Pedagogy
- Meta Majors





The views expressed in this report are solely those of the T&L Program and the FCTL. They do not necessarily represent the views of LTCC or its Board of Trustees. Any errors or inaccuracies are the sole responsibility of the FCTL. - Scott A. Lukas, 2023