

Senate By-Laws: Current description of the Committee on Teaching and Learning and the Program Review Committee

sCommittee on Teaching and Learning (CTL)

The Committee on Teaching and Learning (CTL) oversees, coordinates, and reports on activities that promote continuous improvement in teaching and learning. The CTL supports the Academic Senate's goals and the college's institutional priorities by promoting practices for assessing student learning and success.

Duties and Responsibilities:

- Create new working groups, as needed, to accomplish its goals
- Assist with institutional reporting and review concerning CSM's assessment program, particularly the assessment of student-learning outcomes (SLOs), service-area outcomes (SAOs), program learning outcomes (PLOs), and institutional learning outcomes (ILOs)
- Review and approve applications for faculty inquiry projects as part of CSM's assessment program
- Collaborate with other professional development committees on campus to create professional development opportunities around assessment, equity, instructional technology, and other areas of teaching and learning
- Liaise with departments, divisions, the Academic Senate, and institutional committees over assessment, teaching, and learning activities
- Advise Academic Senate and Vice President of Instruction on academic and professional matters, especially as they relate to assessment, teaching and learning

Committee Structure:

The Committee on Teaching and Learning shall consist of representatives from the faculty, administration, classified senate, and students. Each instructional division, including counseling, shall elect two representatives to the committee. The CTL will also include the Dean of Academic Support and Learning Technologies (ASLT), the Research Inquiry and Institutional Effectiveness Manager, a classified senate representative, two students, and the faculty coordinators for professional development, assessment, equity/BSI, and distance education as committee members. The committee will be co-chaired by the Student Learning Outcomes Assessment Coordinator (SLOAC) and another faculty member elected annually from membership. One of the co-chairs will serve as a standing, voting member of Academic Senate and report updates regularly.

Meetings:

The CTL meets monthly.

Program Review Committee

The Program Review Committee shall oversee the Program Review process and facilitate the Program Improvement & Viability (PIV) process outlined in the Curriculum Handbook, which is maintained by the Curriculum Committee.

Duties & Responsibilities:

- *Maintain the Program Review form(s)*
- *Facilitate workshops to educate faculty on the Program Review process*
- *Facilitate the reading of Program Reviews across campus/district committees and disseminate feedback to programs*
- *Facilitate the PIV process outlined in the Curriculum Handbook*

Committee Structure:

The Program Review Committee shall be chaired by the Vice President of Senate. Other members include the President and Curriculum Chair. Additional members may be added as needed to complete the work of the committee (e.g.. if Program Review form(s) require substantive changes).

When the Program Review Committee receives recommendations for programs to undergo PIV, the committee shall form a work group to complete the process for each program. All work groups of the PIV Committee shall include the members of the Program Review Committee and no less than two additional at-large faculty members. Efforts will be made for the composition of the work group to include a broad range of faculty expertise and experience and include at least one Career and Technical Education (CTE) faculty member.

Meetings:

The Program Review Committee shall meet no less than once per semester
