

College of San Mateo
Committee on Teaching and Learning

Monday, January 27, 2020; 2–4 pm; Center for Academic Excellence (18-206)

Members present:

Kevin Sinarle, Heeju Jang, Liz Schuler, David McLain, Dave Danielson, Josephine Cheung (student rep), Chetesh Singh (student rep), Michelle Brown

- Minutes from October 21, 2019 and November 25, 2019 reviewed
 - No approval due to lack of quorum
- Check in with subcommittee reps
 - Brief updates provided
- Review and discuss CTL and subcommittee goals
 - Library Committee
 - Ongoing work towards goals
 - CAC
 - Revision of Program Review
 - CAE
 - Liz highlighted development in the following areas:
 - Get more outside speakers (most recent Flex Day had two)
 - Create more PD opportunities outside of Flex Day (working on new ideas)
 - Improve website by adding more resources
 - Connect NFI more clearly to E3T2S (working on it)
 - Create more PD offerings for adjuncts (waiting on faculty contract development)
- Liz reviewed upcoming March 5, 2020 Flex Day tentative schedule
 - Group saw value in all sessions
 - Working with Student Interns discussion brought up questions about how our intern process works and what expectations exist. Liz will follow up with Fauzi.
 - Tentative schedule was a bit light on classified focused sessions. Dave mentioned doing another marketing session. Inclusion of an open house was also brought up (preview of Bldg 17?).
- Liz reviewed March 27, 2020 Flex Day tentative schedule
 - Districtwide Flex Day to be held at CSM
- Discussed upcoming meeting dates
 - Since there was a lack of quorum on Jan. 27, emails will be sent out in advance of upcoming meetings to confirm participation. Will be rescheduled if lack of quorum seems likely.
 - Upcoming meetings:
 - Monday, February 24; 2-4 pm
 - Monday, March 23; 2-4 pm
 - Monday, April 27; 2-4 pm