CSM Committee on Teaching and Learning (CTL)

Meeting Minutes

Monday, August 31, 2020, 2:00 p.m. to 4:00 p.m.

Zoom: https://smccd.zoom.us/j/96681929013?pwd=SXBaN0YybVVJbCs3OEZLbFJuM0xCdz09

Committee Members present: Liz Schuler, Michael Vargas, Leo Cruz, Steve Gonzales, LaShonda Kennedy, Rachel Cunningham, Heeju Jang, Beth LaRochelle

Co-chairs: Madeleine Murphy and Liz Schuler
Note-Taker: Michael Vargas

Agenda Item	Description
1.	Review and Approve Agenda - approved
2.	Elect Notetaker Michael V
3.	Check in/Share-out from Committee Members ● What's up with you? Themes: overwhelm, where did summer go? Time off? Travel and trips? Personal=Professional and vice versa; finding silver linings; difficulty translating to an online environment; find the fun! What does self-care look like? ● What's up in your division?

4.	Professional development review
	 ● Summer PD
	 ● Opening Flex day
	    ○ We've been trying to shift online anyway
	    ○ See stats (Liz has sign on - took numbers off of Zoom - head count isn't unduplicated)
	    ○ 700 people participated - double usual number
	    ○ Sessions recorded - more people can access
	    ○ Participants felt connected despite being remote - break outs mixed up groups
	    ○ How to be more intentional about pluses
	    ○ RSVP's include multiple responses
	    ○ Interest was increased
	    ○ Underwhelming feedback survey completion rate
	    ○ People wanted lunch (time for lunch)

	○ Separate "hosts" from presenters ○ Alternatives to Zoom? ○ Next subjects/topics? Self-care, ADA compliance, library of videos for internal use only - smccd.edu accounts ○ Using polling for feedback surveys? Flex Day Experience? ● Difficulty balancing participating in flex day and switching to online environment ● CTE teaching and learning is different than "academia," ● Challenges getting staff into flex day activities (not just faculty) ● Flex day timing for faculty is different than for staff ● Equity issues - staff, adjunct, faculty - getting staff released ● Include student panels ● Plenary speakers at beginning and at the end? "Inspirational/motivational" remarks/speakers are needed ● "Cameras on" vs "cameras off" ● Shift budget from food for the body to food for the soul ● Professional development vs nurturing the professional ● What does self care look like?
5.	CTL Membership We're missing some folks We need kinesiology, creative arts and social science and staff Committee Roles?

6.	Setting goals for 2020-2021
	
	1. Committee review. The subcommittee structure
	    a. Assessment
	    b. Library (defunct?)
	    c. CAE
	
	Get "job descriptions" for each committee for our September meeting
	
	2. Better alignment with Prog Review - clarify the role of this document in assessment, moves towards Equity, etc.
	3. Re-envision PD delivery
	    a. Website
	
	Goals:
	
	Student surveys (student assessment) - our best critics

7.	Agenda Items for Next Meeting Subcommittee structure review Student feedback, surveys, student opinions about individual classes
8.	Reminder of Date of Next Meeting and Schedule Notetaker (4th Mondays) ● Monday, October 26, 2020 ● Monday, November 23, 2020 ● Monday, December 28, 2020 (cancel/reschedule?) ● Monday, January 25, 2021 ● Monday, February 22, 2021 ● Monday, March 22, 2021 ● Monday, April 26, 2021 ● Monday, May 26, 2021 (cancel/reschedule?)
9.	Future Topics ● Organizing/prioritizing emails - put delay to avoid sending on evenings and weekends ● Setting boundaries in a virtual, work from home world ● Best practices for CTE/hands on classes - accrediting bodies force accountability - how to bridge CSM and professional accreditation. Teaching vs content. ● Bring in "fresh" speakers from sister campuses ● Fewer topics but with more universal appeal and what reaches faculty and staff better - greater impact and stronger take-aways ● Re-envision Flex Days ● Equity ● Antiracism ● Self-care

Liz's follow up email to group:

1) Descriptions of [CTL and the subcommittees](#)
2) [Surveys](#) - The surveys I have are Classified and Faculty surveys from the spring. Frankly, a lot isn't relevant to flex day planning now since so much has happened since then. (Heeju, do you have access to the student surveys?)
3) [Flex day planning grid](#) - a queue of flex day proposals, ideas, and suggestions. The bolded items have been confirmed.
4) [Flex Day Planning timeline](#) for October 15