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CSM Committee on Teaching and Learning (CTL)

Meeting Minutes

Monday, November 23, 2020, 2:00 p.m. to 4:00 p.m.

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

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Committee Members Present: Liz Schuler, Madeleine Murphy, Leo Cruz, Jeff Flowers, Tarana Chapple, Rachel Cunningham, LaShonda Kennedy, Andea Morales, Allie Fasth, Heeju Jang, Minu Mathur, Jon Kitamura

Chair/Co-chairs: Madeleine Murphy and Liz Schuler
Note-Taker: Elinor Westfold

Agenda Item	Description
1.	Review and Approve Agenda - Approved
2.	Review and Approve Minutes from 10/26 - Recording (pending approval)

3.	Check in/Report out from CTL Membership (more new folks!)
	● Introduce yourself and your role(s) on campus and in committee plus:
	    ○ How are you doing?
	    ○ What are you thankful for?
	    ○ What's up in your department/division?
	    ○ What are the PD needs for Spring 2021?
	    ○ What do you want to know about SLO assessment?
	
	Highlights:
	● Madeleine reported efforts to get something together on equity in assessment for a future FLEX day - January or April?
	● CASS is looking for a new dean.
	● Student government is working on a speaker related to Black Lives Matter.
	● Math has been doing a lot of small PD activities.
	● ASLT has put together an implementation training for Panopto - stay tuned for more.
	● Business/Technology is doing a lot of hiring, including a dean.
	● ESL has some ideas for assessing ILOs with a reflective assignment for students. Some ESL faculty are presenting about their online Word Jam at the TESOL International Convention in the Spring and could do some kind of test-run at a FLEX day.
	● Counseling in working on the new CRM (Client Relations Management - from

		SalesForce). Would it be useful to do a FLEX day activity about this for counselors and others across the district? This tech should help us better keep track of students and who is supporting them. ● PRIE is dealing with AB705 evaluations. ● Guided Pathways is working on their program maker - it should take 6 months, but they will have beta versions before that, and they are working on building support teams. ● English has hired more adjuncts - enrollment is actually up. Continuing PD on best practices on online instruction from an equity standpoint is needed.

4.		PD Planning
		● Review the early draft [PD Values and Priorities presentation](#) (to be given at EMP meeting 11/20)
		    ○ Background: The last plan expired in 2019, but wasn't funded. A lot has changed since then!
		    ○ Priorities include increased engagement with/ support of staff, creating spaces for sharing, statewide initiatives.
		    ○ The role of PD has expanded beyond faculty to staff.
		● Review and give input on draft [PD Plan](#)
		    ○ We discussed transparency in the PD process. Part of this is recognition of all the things that the PD coordinator does.
		    ○ Reminder: Participation/Things like FLEX reporting come from the deans and AFT, not from the PD coordinator.
		    ○ Suggestion: related to B.3 and C.2- groups on campus (learning communities, EOPS) do specialized PD that would be relevant to the larger community: Invited them to share out with our campus community. Not everyone has the chance to go to conferences, so addressing this is an equity issue.
		    ○ This committee is supposed to provide oversight to ensure that this plan is implemented after it is complete.
		    ○ As laid out in this plan, PD coordination is a lot of work for one person, especially part time - is there a reason that PD isn't a full-time job?
		        ■ The issue has been budget + shared governance.
		        ■ ASLT is working towards multiple positions, like we have for Distance Ed - ideally there would be a project director and a faculty position. The committee was supportive of the need for more focused leadership - someone who can really dedicate all their energy to this.
		        ■ PD still needs some kind of faculty oversight because of 10+1 (Shared governance).

	■ Skyline has a team AND a center with a faculty coordinator.
	■ Cañada just has their Dean of ASLT and a faculty coordinator, but their admin is more involved.
	● Introduce and demo [Cornerstone/Vision Resource Center](#)
	    ○ This will be a big shift in PD - lots of potential, but there are still nuts and bolts to figure out.
	    ○ Each sister college has a different site.
	    ○ Events calendar populated with events at CCs around the state. The calendar considers your discipline.
	    ○ You can register for events from the calendar.
	    ○ All events are free!
	    ○ The transcript keeps track of what you are participating in.
	    ○ Some FLEX events will be in there. What is acceptable for FLEX credit will be up to the deans.
	● Suggestion: Can we make a motion to simplify paperwork, especially with Cornerstone coming in?
	    ○ Tarana Chapple agrees and will bring the recommendation to Mike Holzclaw. The committee is supportive of this.

5.	Updates on Spring Flex Day Planning
	● Draft flex schedule for January
	    ○ Keep in mind that Wellness needs are different for everyone.
	    ○ This will be a Friday before a 3-day weekend.
	● [Flex Day Planning Grid](#): Review and **prioritize** CSM flex proposals for 11/24 mtng with PD Coordinators
	    ○ Any tech workshops will focus on things we actually have (Panopto, Pronto)
	    ○ Concern about changes to Canvas quizzes - Classic quizzes will be going away. Will we be able to migrate?
	    ○ **What should we prioritize?**
	        ■ A gallery walk/ samples of best practices from QOTL
	            ● When we take ideas from commons, how does attribution work?
	        ■ SafeZone Training
	        ■ Student Panels

6.	● Brown bag updates - Attendance has been poor so far. Sessions have talked about equity and grading.

	● Coming up in December: The Heart/TISL Method (for framing inquiry) with Lee- participants can bring something they want to explore. This could relate to program review. Something similar will also be at FLEX in January.
	● Planning for Spring Brown Bag Assessment Forums
	    ○ We want to keep going - perhaps with more publicity and with a better time.
	    ○ These could be on CornerStone in the future.

7.	Agenda Items for Next Meeting - 12/14/20 ● The January Flex Day schedule will be out already - Liz Schuler will keep the committee updated. ● Summary of PD coordinators meeting (with sister colleges and district PDA) ● Cornerstone Updates
8.	Reminder of Date of Next Meeting and Schedule Notetaker (4th Mondays) ● Monday, December 14, 2020 - Rachel ● Monday, January 25, 2021 - LaShonda ● Monday, February 22, 2021 ● Monday, March 22, 2021 ● Monday, April 26, 2021 ● Monday, May 23, 2021 (cancel/reschedule?)