

CSM Committee on Teaching and Learning (CTL)
 Meeting Minutes
 Monday, December 14, 2020, 2:00 p.m. to 4:00 p.m.
[Zoom recording](#)

Present: Liz Schuler, Madeleine Murphy, Michael Vargas, Leo Cruz, Steve Gonzales, LaShonda Kennedy, Marisol Quevedo, Minu Mathur, Tabia Lee, Allie Fasth, Jeff Flowers, Denaya Dailey, Elinor Westfold

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

Agenda Item	Description
1.	Review and Approve Agenda Agenda approved
2.	Review and Approve 10/26 - Recording and Minutes from 11/23 - Recording Minutes 11/23 approved (we will review October minutes)
3.	<p>Check in/Report out from CTL Membership</p> <ul style="list-style-type: none"> ● Introduce yourself and your role(s) on campus and in committee plus: <ul style="list-style-type: none"> ○ How are you doing? ○ What are your winter break plans? ○ Report out from your Division: <ul style="list-style-type: none"> ■ What's up in your department/division? ■ What are the PD needs for Spring 2021? ■ What do you want to know about SLO assessment? <p>Trips to Hawaii, hanging out at home, camping, beach trips - we're getting through! But it's been such a semester, between COVID and student stress.</p> <p>Marisol: Flex day faculty showcase around faculty who've done good work using the online setting. Anyone who wants to showcase courses or other activities, please reach out to Erica Reynolds. Also working on a Panopto training for flex.</p> <p>Allie: Workshops on career & community models, starting in the spring.</p>

	<p>Denaya: Enrollment is a huge issue right now. Online not a great medium for kinesiology.... Plans for expansion are on hold for the moment, hopefully to be dusted off after the pandemic. Internet teaching poses tech problems (bandwidth, freezing etc.) But struggling on. Athletes are doing a lot of work, including lots of Covid testing etc.</p> <p>Lashonda: On a hiring spree! For business, to replace Heidi with a new dean - so lots of new folks. Staying as flexible as possible around professional development, though not so many people are signing up for it.</p> <p>Elinor: ESL is worried about enrolment, like Kinesiology; met with Skyliners about how to engage more with immigrant adult students and improve enrolment there. (Challenges: language barrier, not getting resident tuition, etc.)</p> <p>Michael / Leo: Counseling - update on Salesforce CRM package: the original live date for that was the first day of Spring semester, but now pushed back to first day of April, to make room for plenty of preparation. This is about the same size and complexity as DegreeWorks - a big deal - so we need time to get ready & roll it out right.</p> <p>Jeff: Numbers are quite high, but that might not stay this way - students are talking about taking a gap year so possible fluctuations on the horizon. There have been some product trainings in division meetings (around ideas for incentivizing student engagement, for example). Doing a global launch! https://www.meetup.com/EthereumSiliconValley/events/274954179/</p> <p>Madeleine: Numbers up in English, but will these students be around after the pandemic, who knows? English faculty have been hanging out zooming as much as possible (happy hours, teaching chats) which has been great.</p>
4.	<p>Updates on Spring Flex Day</p> <ul style="list-style-type: none"> ● Flex day schedule at a glance ● Full Flex Day schedule ● Check in on Flex Obligations <p>Liz shared the link (see above).</p> <p>NOTE from pre-meeting chat: Flex days will be two back to back days in January. It's important to get messaging out about what the requirements</p>

	<p>are; full-time faculty are expected to come for 5 hours over the two days. So it's important make clear what the expectation is - make sure this gets back to deans.</p> <p>One take-away: We tend to forget that students move between campuses. Students look at WebSchedule, and just take whichever courses make sense. So we need to bear in mind that our students aren't just "our" students. Try not to compete with each other - try to collaborate. Note also: All presentations are open to all of us, even if Canada or Skyline is identified in the name.</p> <p>Chancellor's Town Hall instead of a guest speaker (sadly). Some workshops offered twice, one on each day.</p> <p>Day 2: Student panel - again, cross-campus. Lots for DE, equity, IMPACT grid, Guided Pathways.</p> <p>The drop-dead deadline to get out the flex agenda is this week. Presenters are getting a final chance to edit before then. Links will be out in early January, perhaps through ITS.</p> <p>For "flex day obligations:" bit of a revolution on the way in terms of meeting flex obligations - having recordings accessible, maybe f2f flex days that are recorded and can be accessed at leisure, etc.</p>
<p>5.</p>	<p>Assessment</p> <ul style="list-style-type: none"> ● Brown bag updates ● Planning for Spring Brown Bag Assessment Forums <ul style="list-style-type: none"> ○ Topics? Facilitators/Discussion lead? ● Assessment planning & Program Review - Fall 2021 ● ILO activity - Spring 2021 <p>Program Review is on the horizon - we need to get ready for it. We will run a TISL/Heart workshop in February and explicitly say that it will help prepare ideas for program review.</p> <p>Brown bag suggestions:</p> <ul style="list-style-type: none"> ● Best practices in online instruction from an equity perspective (maybe a good keynote speaker idea?) ● Student engagement / grading?

	<ul style="list-style-type: none"> ● TISL / Heart method <p>Assessment is a big part of social justice: it can help you explore barriers, identify what they are, and maybe do something about them. Connected to equity, DE - whatever we're doing. We can't overcome all barriers, but we do what we can to stop people falling through the cracks. It's often about pedagogy, but also about lots of other things too (community, sense of belonging).</p> <p>We need to develop a culture of sharing-out around best practices - Marisol's put out a call for "best practices" to encourage this sort of sharing. And sometimes, the things we do are surprising.</p> <p>ILO activity to be planned for Spring (we'll revisit in January/Feb).</p>
6.	<p>PD Planning</p> <ul style="list-style-type: none"> ● Continue discussion on PD Plan <ul style="list-style-type: none"> ○ Break out and discuss PD plan is in the works. <p>Liz has prepared a plan for EMP and wants to take it on the road, but we should look at it first especially to discuss implementation. What should it even look like? Hard to make a timeline when so much is new (Cornerstone, etc.)</p> <p>Maybe in January, brainstorm targeted questions about strategic goals? Then Liz can do the roadshow & come back with feedback, which gets incorporated & reflected in the final product. Homework: read the plan & look at the PowerPoint!</p> <p>Important to articulate the importance of PD availability for adjuncts - compensation and scheduling. Best practice: supporting adjuncts in your department - it has a knock-on effect to students, of course.</p> <ul style="list-style-type: none"> ● Updates on Cornerstone/Vision Resource Center <p>Presentation on Cornerstone expected in April.</p>
9.	Agenda Items for Next Meeting - 1/25/21

10.	Reminder of Date of Next Meeting and Schedule Notetaker (4th Mondays) <ul style="list-style-type: none">● Monday, January 25, 2021 - LaShonda, the day after her birthday!● Monday, February 22, 2021● Monday, March 22, 2021● Monday, April 26, 2021● Monday, May 23, 2021 (cancel/reschedule?)
10.	Future Topics Assessment / PD Plan / Cornerstone updates

