

College of San Mateo Committee on Teaching and Learning (CTL)
Agenda

Monday, September 26th, 2022, 2:00 to 3:30

Zoom: <https://smccd.zoom.us/j/83692387585?pwd=NDhDYXc2ZmM5aDkvdEJJMnN0RlBzUT09>

All members of the campus community are welcome to attend CTL meetings.

Required membership:

Co-chairs	David Lau, Student Learning Outcomes Assessment Coordinator Susan Khan, Professional Development Faculty Coordinator
Academic Support and Learning Technology (ASLT)	Julieth Diaz Benitez, Instructional Designer Marisol Quevedo, Instructional Technologist
Associated Students (ASCSM)	vacant vacant
Business/Technology	Marc Gottlieb, Real Estate Faculty vacant
Classified Senate	Heeju Jang, Planning & Research Analyst LaShonda Kennedy, Program Services Coordinator,
Counseling	Michael Vargas, Academic Counselor vacant
Creative Arts & Social Sciences (CASS)	vacant vacant
Kinesiology, Athletics, & Dance (KAD)	vacant vacant
Language Arts (LAD)	Jon Kitamura, English Instructor Briana Avilla, Communications
Math/Science	Michelle Beatty, Math Instructor Yelena Feinman, Math Instructor
Associated Students (ASCSM)	Amrit Dhillon vacant
Library	Lia Thomas, Librarian
Dean of Academic Support and Learning Technology (ASLT)	Tarana Chapple, ASLT Dean

Guests: Susan Khan, David Lau, Julieth Diaz Benitez, Marisol Quevedo, Carla Grandy, Marc Gottlieb, Heeju Jang, Jon Kitamura, Lena Feinman, Lia Thomas, Michelle Beatty, Briana Avila.

- I. Order of Business, 2:00-2:10
 - a. Approval of the Agenda
 - David Lau motion to approve agenda. Michael Vargas seconds.
 - b. Approval of [May 23, 2022 Minutes](#)
 - Julieth Diaz Benitez motion to approve. David Lau seconds.
 - c. Public Comment
 - No public comment
 - d. [Brown Act exemption](#)
 - All attendees agree on brown act extension
- II. Information Items, 2:10-2:35
 - a. Introductions (5 min)
 - b. [Background/Charge of the Committee](#) (10 min)
 - Susan Khan shared background on the committee and charges/purposes of the committee.
 - Members of the committee shared their perspective on charges and expectations from the committee:

- In the past, CTL has focused on program review and Flex Day planning. Conversations that have not been as prioritized include how to integrate the professional development people are already doing outside of Flex Day, and how that can be tracked.
 - c. [Update on SLO assessment](#) (5 min)
 - David shared summary/main themes from the Big Read analysis exercise conducted with CTL last year. He identified two main themes: better integration of data for evidence-based decisions, and promotion of CSM programs.
 - d. [Update on PD planning](#) (5 min)
 - The CTL will specifically provide input on long-term PD planning for faculty, classified professionals and administrators.
- III. Action Items, 2:35-2:40
- a. Approval of [Draft Flex schedule](#) (5 min)
- IV. Discussion Items, 2:40-3:30
- a. Membership (5 min)
 - Still lacking membership from some divisions. Susan and David Lau will send communication to be included in the AS weekly email, and will try to spread the word in division meetings.
 - b. Meeting Modality & Length (5 min)
 - Meetings will be 90 minutes (but still schedule 2 hours, just in case more time is needed for certain meetings). Meetings will be on Zoom.
 - c. CTL Processes (10 min)
 - Having clear goals and action items for every meeting
 - The co-chairs will alternate to take notes during the meetings for minutes.
 - d. Draft 2022-23 CTL Goals (30 min)
 - Prioritize Flex Day sessions that are really focused on PD for faculty, classified professionals and administrators. Instead of sessions focused on work training or HR training.
 - Revision/assessment of Institutional Learning Outcomes
 - Goals carried over from last year:
 - Identify measures/indicators of equity (goal carry over from last year)
 - Improve tracking of event participation and assessment of PD
 - Gain a better understanding of professional development learning needs at CSM
 - Provide more PD opportunities for CSM faculty and classified professionals
 - Increase collaboration institutionally and district-wide
 - Increase participation and engagement in PD opportunities at CSM

Next meeting: Monday, October 24, 2022, 2:00-3:30

2022-2023 Draft Goals: