

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

Agenda

Monday, November 28th, 2022, 2:00 to 3:30

Zoom: <https://smccd.zoom.us/j/83692387585?pwd=NDhDYXc2ZmM5aDkvdEJmN0RlBzUT09>

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)	Amrit Dhillon 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)	Lee Miller, Political Science Instructor 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
Library	Lia Thomas, Librarian
Dean of Academic Support and Learning Technology (ASLT)	Tarana Chapple, ASLT Dean

Guests:

- I. Order of Business, 2:00-2:10
 - a. Approval of the Agenda
 - b. Approval of [minutes](#)

- c. Public Comment
- d. [Brown Act exemption](#) and [update](#)
- II. Information Items, 2:10-2:45
 - a. Update on PD (Susan, 5 min)
 - b. Update on Assessment (David, 5 min)
 - c. Updates related to teaching and learning, from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, others?) (5 min)
 - d. Intro to the Vision Resource Center (10 min)
 - i. Video clip: <https://www.youtube.com/watch?v=WaCt3z8QxgQ>
 - e. Presentation from Makiko Ueda on possible 2023-2024 keynote speaker (10 min)
- III. Discussion Items, 2:45-3:30
 - a. 2022-23 CTL Goals: revising, finalizing, assigning (continued)
 - b. Moving projects along between CTL meetings: Working Group meetings?
 - c. Process for revising [bylaws](#)

Next meeting: January 23, 2023

2022-2023 Goals:

Goal	Priority?	Discussion/Suggestions	Next Steps/Assignments
Incorporate more PD for classified professionals that is enjoyable and promotes team building		<ul style="list-style-type: none"> Scavenger hunt? 	Reach out to scavenger hunt company to find out more (Marisol/Susan)
Streamline the "Great Read"			
Provide more guidance to faculty assessing SLOs and writing Program Review, on <ul style="list-style-type: none"> interpreting their data measuring progress towards equity 		<ul style="list-style-type: none"> Collaborate with other committees (esp EEC) to set up a Canvas shell/discussion space for developing measures of equity/professional development implications of our data, and to share 	

<ul style="list-style-type: none"> ○ Identifying professional development to narrow equity gaps 		<p>resources (including discipline-specific resources) on equity-minded practices.</p> <ul style="list-style-type: none"> • Use conversation above to revise Program Review questions 	
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2022-2023 Draft Goals:

PD:

- Increase participation and engagement in PD opportunities at CSM
- Provide more PD opportunities for CSM faculty and classified professionals
- 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.
- Improve tracking of existing PD (outside of Flex Day)
- Improve assessment of PD
- Gain a better understanding of professional development learning needs at CSM
- Increase collaboration institutionally and district-wide
- Shared calendar of PD (w/ college and district)

Assessment/Program Review:

- Identify measures/indicators of equity
- Revise Program Review questions so they are more answerable/specific
- Communicate the goals of assessment activities/program review more clearly
- Streamline the "Great Read" process
- Institutionalize the sharing of the "Great Read" and its use to inform PD.
- Revision/assessment of Institutional Learning Outcomes
- Workshops in data review

Goals to add?

- Revise the Bylaws
- Revise PD Plan, to better reflect our goals and share with the campus
- Ramp up to using Vision Resource Center
- Research sources of funding/resources for PD from the Chancellor's Office