

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

Minutes

Monday, November 28<sup>th</sup>, 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:** Carla Grandy

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

Lia: Minutes missing the guests/members in attendance.

Susan: we should be keeping that as a record going forward

- c. Public Comment

- d. [Brown Act exemption](#) and [update](#)

## II. Information Items, 2:10-2:45

- a. Update on PD (Susan, 5 min)

Susan: Planning for flex already underway. Proposals due on 12/2. District day will be all online. District Day proposals: department meetings, AB1111 alignment, SB 893 free college bill, Charlotte Nguyen on mindfulness, sustainable landscape, Art in public spaces, Smartsheets, Dropbox, Panopto basics/

Heeju: is there a particular reason to bring Nguyen back? What was the feedback? I assume she was very good.

Susan: we will take a careful look at feedback on the presentation from a past flex. Let us know of other presenters to reach out to.

Susan: College Flex Day: Sum of Us continues, Scavenger Hunt, grading and equity, Building a Culture of Care, Something on Model Minority Myth, Sex and gender-based violence, vision resource center.

Lee: I could reach out to elected officials to come to the flex day.

David: some may have connections to AB and SBs bills we are now dealing with.

- b. Update on Assessment (David, 5 min)

David: I continue to attend a weekly training on Zoom for SLO ACs.

- c. Updates related to teaching and learning, from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, others?) (5 min)

Susan: District teaching and learning committee has been formed in the last few years and has now become a formal committee.

Committee is working on bylaws and reexamining District policy on academic dishonesty.

Susan: Distance ed and academic senate: DEAC proposes how to renew online teaching certification. Ed equity committee and curriculum committee are working on a process to make sure curriculum is equity minded.

David: it would be nice to connect to faculty who've had recent sabbatical leave for PD. Let's ask some to present about their PD projects.

d. Intro to the Vision Resource Center (10 min)

Video clip: <https://www.youtube.com/watch?v=WaCt3z8QxgQ>

Susan: it is a hub online from the state Chancellor's office. Contains 1000s of online trainings. Provides a way to track PD on and off campus. Goals for this year include tracking PD. VRC would provide a way to track and also provide PD.

Susan: would allow us to track all of our PD in some form or another.

Lena: Is it user friendly? I've not had a good experience sometimes with using it.

Michelle: I'm worried about this being seen as a new technology to learn. Some will see it as a burden.

Lia: would I do live in-person presentations for the VRC? Or would I make an asynchronous presentation?

Lee: what is the benefit of incorporating our PD activities into it? How does this work for faculty?

Lena: That was my question. It seems like another thing for faculty to do on so top of all the other things we've got, like the new points system.

Susan: I don't want to impose something that people don't see any benefit in. We can pilot it for the recency project for the new QOTL.

e. Presentation from Makiko Ueda on possible 2023-2024 keynote speaker (10 min)

Makiko: We all have biases, so while we try to do our equity work we may still have biases that stand in the way. Dr. Derald Wing Sue. Works on micro and macro aggression in institutional culture. He addresses how we convey unconscious messages to colleagues and students. He helps to understand and also deal with microaggression when we see it and deal with it.

David: does he have a recent book-length publication that might be relevant to the presentation topic?

Makiko: a recent relevant book is Microaggressions in Everyday Life, Wiley, 2010.

III. Discussion Items, 2:45-3:30

a. 2022-23 CTL Goals: revising, finalizing, assigning (continued)

Kit: These draft goals are very important: 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).

Going online, I was able to attend workshops offered by Skyline or Canada on district wide days.

We want to get outside of our silos on campus and work together, faculty and student services.

Susan: at district level there isn't a lot of capacity in terms of coordination of the district flex day. We are working on getting more resources to do that. We want to have a robust shared calendar.

Heeju: draft goals that are important: increase participation and engagement in PD at CSM. I think of PD as something that inspires me to go back into the classroom and do my job in some new way.

Susan: I would like help with developing our 5-year professional development plan.

Susan: Looking over the draft list, let's see if we want to revise or specify any draft goals for the academic year.

b. Moving projects along between CTL meetings: Working Group meetings?

Susan: David suggested that we set up working groups to accomplish goals. He and I will set up those dates and reach out to people.

c. Process for revising [bylaws](#)

Susan: I've made updates and changes to bylaws in a draft. Please provide feedback about this. We would need involvement with Academic Senate.

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"><li>Scavenger hunt?</li></ul>	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"><li>interpreting their data</li></ul>		<ul style="list-style-type: none"><li>Collaborate with other committees (esp EEC) to set up a Canvas shell/discussion space for developing measures of equity/professional</li></ul>	

<ul style="list-style-type: none"> <li>○ measuring progress towards equity</li> <li>○ Identifying professional development to narrow equity gaps</li> </ul>		<p>development implications of our data, and to share resources (including discipline-specific resources) on equity-minded practices.</p> <ul style="list-style-type: none"> <li>● Use conversation above to revise Program Review questions</li> </ul>	
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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