

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

Agenda

Monday, February 27, 2023, 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
ASCSM	Amrit Dhillon vacant
Business/Technology	Marc Gottlieb, Real Estate Faculty vacant
Classified Senate	Heeju Jang, Planning & Research Analyst vacant
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	vacant 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. Update on Brown Act
- II. Information Items, 2:10-2:35
 - a. Update on PD: PRIE Survey data, Flex Planning, District PD Support Proposal, VRC Pilot (Susan, 5 min)
 - b. Update on Assessment: Job description for new RIEM (David, 5 min)
 - c. Updates related to teaching and learning, from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, etc) (5 min)
 - d. Update from Amrit about teaching and learning from student perspective (5 min)
- III. Discussion Items, 2:35-3:30
 - a. Revising [bylaws](#): Academic Senate suggestions (10 min)
 - i. list of areas of focus. Broaden the scope?
 - ii. report to AS regularly (at every meeting)
 - iii. Should 2-year limit on chair position stay?
 - iv. what is the term limit for for SLOAC?
 - b. Feedback on Assessment/Great Read/Program Review information (20 min)
 - c. Feedback on Flex Day Assessment session (10 min)
 - d. Feedback on Sum of Us Discussion (5 min)
 - e. Vote on meeting in person next time? (5 min)

Next working group meeting: March 13, 2023 (2:00-3:30)

Next general meeting: March 27, 2023 (2:00-3:30)

2022-2023 Goals:

Goal	Priority?	Discussion/Suggestions	Next Steps/Assignments
Revise Bylaws		<ul style="list-style-type: none"> • Committee structure has changed; bylaws need to be revised • Got feedback on changes 1/23 meeting 	<ul style="list-style-type: none"> • Get feedback at our next meeting • Discussed in Academic Senate 2/14, and AS suggested bringing back after addressing following:

			<ul style="list-style-type: none"> ▪ list of areas of focus. Broaden the scope? ▪ report to AS regularly (at every meeting) ▪ Should 2-year limit on chair position stay? ▪ what is the term limit for for SLOAC?
Streamline the "Great Read"		<ul style="list-style-type: none"> • Too long and burdensome last year 	<ul style="list-style-type: none"> • Clear instructions/context, to appear <ul style="list-style-type: none"> ○ Online ○ in communication with the Deans
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 ○ Identifying professional development to narrow equity gaps 		<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 resources (including discipline-specific resources) on equity-minded practices. • Use conversation above to revise Program Review questions • See template created by Los Rios College? 	<ul style="list-style-type: none"> • Clearer instructions/context about realistic and effective assessment, to appear <ul style="list-style-type: none"> ○ Revised questions in Program Review (reporting and about plans) ○ April Flex Day working session/drop-in hour/presentation ○ Online ○ Division meeting presentations (especially beginning of semester)
Gain a better understanding of PD needs		<ul style="list-style-type: none"> • Develop a useful survey (one that does more than ask people what PD they think they need) 	<ul style="list-style-type: none"> • PD Working Group: <ul style="list-style-type: none"> ○ Talk to PRIE about survey options

		<ul style="list-style-type: none"> • Improve Program Review process (see above) as another way to assess PD needs 	<ul style="list-style-type: none"> ○ Examine surveys previously used/used elsewhere ✓ ○ Student survey tool ("What has worked well for you in this class?") ○ Review student panels on Zoom (previous Flex Days) ○ On AI: Talk to ASCSM (Mondana Bathai and Erin Schafer) ○ Input from Teeka and Faculty PD Cttee?
Incorporate more PD for classified professionals that is enjoyable and promotes team building		<ul style="list-style-type: none"> • Scavenger hunt? • Other ideas? 	<ul style="list-style-type: none"> • PD Working Group: <ul style="list-style-type: none"> ○ Schedule scavenger hunt for April ✓ ○ Consult with Classified PD Senate for more ideas (Susan)
Increase collaboration institutionally and district wide		<ul style="list-style-type: none"> • Calendar of PD and shared PD district calendar would help • Limits on District collaboration until District provides support • More opportunities to get beyond our silos, collaborate across functions 	<p>Working Group:</p> <ul style="list-style-type: none"> ○ Pilot use of VRC to determine whether it would help w/ need for calendar of PD events (Susan, DEAC) ✓ ○ Update calendar of events on PD website with trainings available college and district-wide. (Susan) ○ Consult with District flex coordinators about a shared calendar ○ Share events as much as possible on District Flex Days

			<p>(and possibly part of College Flex Days) ✓</p> <ul style="list-style-type: none"> ○ Professional development opportunities at Flex Day that bring people together across functions ○ Propose increased support from the District for collaboration ✓
Provide more engaging/transformational PD (not just trainings/specific skills)		<ul style="list-style-type: none"> • Maybe we could use the process of revising the 5-year PD Plan to re-imagine how we define PD at CSM, broaden our definition of PD? • Could maybe use process of revising the bylaws to reframe PD? • Improving assessment of PD fits within this 	<ul style="list-style-type: none"> • PD Working Group <ul style="list-style-type: none"> ▪ Peer Observation Pool? ▪ Big thumbs up for Alok as keynote speaker.
		•	•