

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 x Susan Khan, Professional Development Faculty Coordinator x
Academic Support and Learning Technology (ASLT)	Julieth Diaz Benitez, Instructional Designer x Marisol Quevedo, Instructional Technologist x
ASCSM	Amrit Dhillon x vacant
Business/Technology	Marc Gottlieb, Real Estate Faculty vacant
Classified Senate	Heeju Jang, Planning & Research Analyst vacant
Counseling	Michael Vargas, Academic Counselor x vacant
Creative Arts & Social Sciences (CASS)	Lee Miller, Political Science Instructor x vacant
Kinesiology, Athletics, & Dance (KAD)	vacant vacant
Language Arts (LAD)	Jon Kitamura, English Instructor x Briana Avilla, Communications x
Math/Science	vacant Yelena Feinman, Math Instructor x
Library	Lia Thomas, Librarian x
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

approved

- b. Approval of [minutes](#)
- c. Public Comment

Susan: we are not a Brown act committee. We will stick with online meetings, but we will possibly meet in person at a future meeting to mix things up. We talked about new Ai technology. We discussed the events for the April flex. Chat GPT. There is also a scavenger hunt. We discussed.

VRC for registration of QOTL 2. Seems easy and positive.

- d. Update on Brown Act

Susan: we are not a Brown act committee. We will stick with online meetings, but we will possibly meet in person at a future meeting to mix things up.

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)

Committee met: we discussed survey data and the need to locate some the college has already done. I have climate survey data and student focus group data.

- b. Update on Assessment: Job description for new RIEM (David, 5 min)

David shared documents related to Program Review process.

David is attending SLO talks, where there has been talk of Chat GPT

Job in administration (PRIE) on SLO Assessment is currently posted; to support faculty in interpreting and using data to improve teaching and learning.

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

Susan: VP Joshua Moon Johnson, what does wellness mean at CSM? New initiative. Is anyone interested in being in is this committee?

Committee on AI meeting.

Faculty handbook revision: people must attend 80% of meetings. Conversation about Dual Enrollment coming up in a future Academic Senate meeting.

Update from Safety Committee: Talks about mental health.

- d. Update from Amrit about teaching and learning from student perspective (5 min)

Susan: student representative Amrit will have the floor to talk for a few minutes. Hearing from a student will be a regular part of this committee.

Amrit: I'm part of student government. I will be talking with Susan about dialogue and working together with Associated Students. Susan or David could come to our meetings and communicate. I can also work with this committee to encourage student involvement.

III. Discussion Items, 2:35-3:30

- a. Revising [bylaws](#): Academic Senate suggestions (10 min)

Susan: we needed to make changes to reflect our current committee structure. Down the line, we will have a bigger discussion about the direction of the committee.

We revised the following items:

Item four Duties and Responsibilities.

- i. list of areas of focus. Broaden the scope?

Approved changes entered into the bylaws

- ii. report to AS regularly (at every meeting)

Approved changing "monthly" to "regularly"

- iii. Should 2-year limit on chair position stay?

Approved removing the 2-year limit

- iv. what is the term limit for for SLOAC?
- b. Feedback on Assessment/Great Read/Program Review information (20 min)

Susan: This is the method of how we assess where there are needs. We are trying to create a process to reflect on student needs.

Susan: I like the Los Rios form and website. I like the use of concrete examples.

July: Need to provide more support for working on Program Review and explanation of where they can go for help (office hours?)

David: The way the document is structured is not very inviting,

Susan: the way things are written can put people on the defensive.

Lena: Madeleine revised this to make it work for faculty and not take too much time. We want to make it very clear to everyone. We don't want it to take too much time for faculty to get help.

It needs to be flexible to work for all programs on campus.

For many years, portions of were copied and pasted.

Program review is extremely important for all requests and new conditions keep arising.

Under Madeleine, people worked with more enthusiasm on program review.

Lena suggested meeting with the program leads to talk about Program Review and how to redesign it. Newer faculty do not always know about the Program Review process.

What we can do now:

Communicate with Academic Senate

Flex Day, or another day? David will go to Division meetings to communicate

Flex day sessions on a drop-in basis.

Marisol: There has to be a culture shift that has to happen around this process. What would it look like to have a statement come out saying we want a shift about how we approach this.

There needs to be an overhaul of how this has been worked at on campus, to really change

Susan: I will work on the revision to delineate more clearly the definition and idea of equity in the documents.

David: work on communicating out to divisions and leads about support for Program Review.

c. Feedback on Flex Day Assessment session (10 min)

Postponed this discussion for working group meeting and next general meeting

d. Feedback on Sum of Us Discussion (5 min)

Postponed this discussion for workin group meeting and next general meeting

e. Vote on meeting in person next time? (5 min)

We voted to meet on Zoom next time.

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 revisedGot feedback on changes 1/23 meeting	<ul style="list-style-type: none">Get feedback at our next meetingDiscussed 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.
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