

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

Minutes

Monday, March 20, 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
ASCSM	Amrit Dhillon x vacant
Business/Technology	Marc Gottlieb, Real Estate Faculty vacant
Classified Senate	Heeju Jang, Planning & Research Analyst x vacant
Counseling	Michael Vargas, Academic Counselor 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 x

Guests:

- I. Order of Business, 2:00-2:10
 - a. Approval of the Agenda

Agenda approved.

b. Approval of [minutes](#)

Minutes approved.

c. Public Comment

David is noting that AI is a big conversation topic right now. Jon is seconding that comment and pointing out that Daniel Keller has a Working Group focused on AI. Should really include all faculty in discussions, not just English (most participants in that Working Group at this point)

Lee conveyed message from his division that they were wondering if there was a procedure to have district-wide training (like sexual harassment) on Flex Day.

II. Information Items, 2:10-2:35

a. Update on PD: Flex Planning, New Faculty Institute Curriculum (Susan, 5 min)

Susan: Flex planning in full swing; can provide more details in our discussion later in the meeting. Deadline for session proposals is March 31st. Will be bringing the New Faculty Institute curriculum to the Deans meeting for review and can also get input from this committee.

b. Update on Assessment: Division meeting roadshow, Assessment/Program Review working group meeting (David, 5 min)

David presented at the Language Arts division meeting on assessment. He's working on visiting all the divisions. His sense from Lang Arts

People should be wrapping up the project goals for assessment in program review (coming in the Fall)

At Assessment working group meeting, talked about developing the information program slides for Flex Day.

Last Spring, the Flex event included a number of people in the meeting today, so we'll be looking for feedback on that plan today.

Next working group meeting would be just before Flex day. Hoping today we can get ideas for the program today.

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: academic senate update, recent meeting was ended because campus evacuation. AS president election coming up. Previous meeting about artificial intelligence and new challenges. New materials are available to work with AI. Syllabus design, assignment design: AI guidance document.

Julieth: DTL has updated the student-facing descriptions of modalities in Banner.

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

Amrit: Students from ASCSM are on the AI committee.

Amrit suggested David and/or Susan visiting ASCSM

III. Discussion Items, 2:35-3:30 – Breakout rooms

- a. Continue with separate working group meetings, or fold into CTL meeting?

Jon: Fears that 2-hour meeting won't work and won't have everyone participate. Understanding was joining once, not a continuous thing.

- b. Feedback on SLO Assessment programming: Where are faculty in the assessment process, and what support do they need?

Heeju: People need to draft their Program Review; where are they drafting it? Seems like a Black Box.

David: There isn't really a process document.

Tarana: Yes, how are we tracking their process? In the past, used Trac Dat. Is it still being documented through Google Forms?

David: The forms are there. But his understanding from Madeleine and from Hilary, and Program Review is where it is found. At least in the last cycle (when lots was happening b/c of the pandemic).

Tarana: That will be in the accreditation report, so just wanted that clarity on the process

Susan: What are the goals of the Flex Day workshop?

David: Present briefly, but spend remaining time giving people individual support. Maybe Julieth, Lena, Jennifer could share on this? Would be great if people could come and talk about what English, for example, is doing around Program Review? Maybe math, too?

Lena: I'll ask our department. Agrees with Heeju. Faculty need to know what do we do, how do we do it, and what happens to it afterwards? Why do we do it?

David: Madeleine has emphasized importance of stressing how important assessment is. For accreditation, for professional development,

Lena: SLO assessment is just one small part of Program Review. Like being able to choose what projects we work on, but how do we get the data?

Julieth: What is the overall goal of the flex session?

David: Figuring out what they need to do. Has heard from faculty that assessment takes time, need time in department meetings. So maybe session like this should be opportunity for concrete time to work on it, with guides present to help. But this can't be the only space for that. Needs to happen elsewhere.

Julieth: Would it be helpful to have people review their program review from last time before they come to the session. Can send personalized emails to people planning to attend. Told them to please review the Program Review first, so they would have it in mind.

David: We should definitely do that.

Susan: People are likely to come in at all levels: Just needing support, vs haven't thought about it, don't know how to begin. How do you go from an SLO to a rubric to assessment?

David: Yes, can try to do levelled approach, with break-out rooms, find out what people need.

Lena: All these suggestions are good. Remembers Madeleine doing that, showing an SLO and then working through it. Faculty also need guidance on what data to collect, how to interpret it, what is a good/bad assessment project.

Susan: Everyone should ask their divisions where they are in the process.

Heeju: yes, it's a black box. We need more info about where people are in the process.

Susan: Send a survey to everyone submitting a

Heeju: That list can be gotten on the PRIE website.

David: What would the questions be?

Jon: We do also need to provide general background information about why we do this, what it is. Sense is that people are behind on this. Should focus on guide to what it is and why we do it.

David: There's been a big transformation of how we're doing SLOs, not sure how well it's registered.

c. Feedback on Flex Day: Format of Sum of Us discussion, Clues for scavenger hunt

Susan: proposals under consideration

Csea know your rights workshop

Annapisi district wide event

AI academic honesty

Calstrs

Badminton

SLO assessment workshop

Rise in revolution student conference

And solidarity dividend

Schedule

Breakfast lunch

Then campus wide scavenger hunt

Badminton game

Nature walk

Late sessions

Cabinet

And know your rights

d. Sharing out

Next general meeting: April 24, 2023 (2:00-4:00)

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?

			<ul style="list-style-type: none"> 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) Improve Program Review process (see above) as another way to assess PD needs 	<ul style="list-style-type: none"> PD Working Group: <ul style="list-style-type: none"> Talk to PRIE about survey options 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)

			<ul style="list-style-type: none"> ○ 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 (and possibly part of College Flex Days) ✓ ○ Professional development opportunities at Flex Day that bring people together across functions

			<ul style="list-style-type: none"> ○ Propose increased support from the District for collaboration ✓
Provide more engaging/transformative 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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