

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

Minutes

Monday, April 24, 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

Agenda approved

- b. Approval of minutes

No quorum for minutes approval

- c. Public Comment

none

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

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

Bylaws revision approved by Senate. They will be posted to the site.

- b. Update on PD: Early feedback on Flex Day; Report on student data, meeting with ASCSM; NFI curriculum (Susan, 5 min)

Flex day happened. Not enough feedback has come in yet.

Vision resource center registration pilot for flex day went smoothly.

PD long range development: we looked at a student survey on antiracism. It will be presented soon, possibly this week. PD based on that survey data

I met with ASCSM. Information. I encouraged them to contribute. I hope to return and get more student involvement. We need to involve students in flex days and get insight into their experiences.

- c. Update on Assessment: Report back on Flex Day event (David, 5 min)

David has been visiting division meetings (3) to talk about SLO assessment and PR.

On Flex Day, Heeju, Madeleine, and David led discussion of SLOs, Program Review. Good attendance, productive.

Hiring is moving forward on the new position in PRIE connected with SLO assessment.

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

Senate: Bookstore: need to get book orders in on time. She also said we need an accessibility specialist. More formats means we need more accessibility for different classes. Lena: this was already approved but somehow the position did not come about.

District Teaching and Learning: statewide senate has resolutions up for debate.

Distance ed: Lena, we touched training for asynchronous courses.

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

Did not attend.

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

- a. Flex Day feedback; plans for August

Susan : About 50 responses so far. Not too many on any one sessions?

Julieth: I thought it was well organized. Messaging about IT emails. I was getting emails from people who couldn't connect. We need a clear contact person

Susan: one zoom session didn't work at all. I realize I need a backup to help me because I'm presenting some of the time and can't solve problems fight fires

Lena: it wasn't clear if my registration went through. I had to register to get in and then register again to put my name

Susan: some people were confused. They thought you needed to register to get the zoom links, but those were on the site a few days before. Available without.

Did people think there were enough options.

Lena: a reasonable number of choices were available. Sessions were interesting.

Susan: some people liked the 30-minute tech session.

Lena: recordings allow us to review these again.

David: zoom is working. Lots of participation

Lena: zoom is good and the hybrid format is also working.

Susan: as of today I'm planning for August flex day.

Alok will be our keynote. They are a trans activist and performer.

District Day: possibly Puente facilitators could come

Lee: we could bring local legislators to talk about free college in our district/county.

David points out that UCB Puente has PD available. Grace Ebron contact? Perhaps could organize part of opening day? Could

b. NFI Curriculum

Susan: this is a year-long PD series provided to new TT faculty.

Brianna: is the NFI in-person or multi-modal?

Susan: it's been a mix of in-person or online. I've tried to bring people in with food.

David: second week

Susan: new Director of Equity, training where we would all be thought-partners on.

Lena: our new faculty thought the seminar was too much

Brianna: I had NFI and we had E3 in spring. We met once a month.

Jon: intro to support services and programs at CSM. How about introduction to various student support programs/services at CSM (with tour): EOPS, DRC, MCC, Writing Center, Math Lab, Learning Center, Counseling services, financial aid, the Village, Learning Communities, Promise Scholars, etc

Susan: NFI needs to be inclusive with counselors and teaching faculty having related by different needs in terms of what new people need to know

Lee: Maybe also include info on Sparkpoint and also other resources for students like borrowing equipment.

Jon: I would go into depth rather than touch on too many things superficially in NFI.

Susan: this year I've covered one big issue each month, usually pedagogical. I've also reserved 30 minutes at the end for discussion of some institutional knowledge.

Different expectations in a community college setting. I go over lesson planning.

I go over wellness to prevent burnout.

Assessment and SLO.

Syllabus design, course design.

Jon: maybe course design can be at the end, so that they can reflect on how the course went. I'm just pondering course design for equity and its location in this order.

c. Next steps with SLO Assessment

Confusing to call it "new". We've now had going back to 2019.

David's impression is that people are clear on what they need to do. People are looking at means of assessment. Need to frame the inquiry, make sure you know the question is answerable and meaningful.

Encouraged people to do stuff that they are interested in. Not just busy work.

In the Fall, we need something in August, and at least a few workshops where he is available to help (along with new person from PRIE)

1 question is fine for two years. Getting assistance with the set-up, the writing of the question, the framework.

Lena said people have questions about how much flexibility there is. Will have questions about how to interpret the data.

Would be nice to see what kind of questions, what kind of tools can be used.

For August, would be nice to see examples.

d. Where are we with our goals?

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"> <li>Committee structure has changed; bylaws need to be revised</li> <li>Got feedback on changes 1/23 meeting</li> </ul>	<ul style="list-style-type: none"> <li>Get feedback at our next meeting</li> <li>Discussed in Academic Senate 2/14, and AS suggested bringing back after addressing following: <ul style="list-style-type: none"> <li>list of areas of focus. Broaden the scope?</li> <li>report to AS regularly (at every meeting)</li> <li>Should 2-year limit on chair position stay?</li> <li>what is the term limit for for SLOAC?</li> </ul> </li> </ul>
Streamline the "Great Read"		<ul style="list-style-type: none"> <li>Too long and burdensome last year</li> </ul>	<ul style="list-style-type: none"> <li>Clear instructions/context, to appear <ul style="list-style-type: none"> <li>Online</li> <li>in communication with the Deans</li> </ul> </li> </ul>
Provide more guidance to faculty assessing SLOs and writing Program Review, on <ul style="list-style-type: none"> <li>interpreting their data</li> <li>measuring progress towards equity</li> <li>Identifying professional development to narrow equity gaps</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 development implications of our data, and to share resources (including discipline-specific resources) on equity-minded practices.</li> <li>Use conversation above to revise Program Review questions</li> </ul>	<ul style="list-style-type: none"> <li>Clearer instructions/context about realistic and effective assessment, to appear <ul style="list-style-type: none"> <li>Revised questions in Program Review (reporting and about plans)</li> <li>April Flex Day working session/drop-in hour/presentation</li> <li>Online</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• See template created by Los Rios College?</li> </ul>	<ul style="list-style-type: none"> <li>○ Division meeting presentations (especially beginning of semester)</li> </ul>
Gain a better understanding of PD needs		<ul style="list-style-type: none"> <li>• Develop a useful survey (one that does more than ask people what PD they think they need)</li> <li>• Improve Program Review process (see above) as another way to assess PD needs</li> </ul>	<ul style="list-style-type: none"> <li>• PD Working Group: <ul style="list-style-type: none"> <li>○ Talk to PRIE about survey options</li> <li>○ Examine surveys previously used/used elsewhere ✓</li> <li>○ Student survey tool ("What has worked well for you in this class?")</li> <li>○ Review student panels on Zoom (previous Flex Days)</li> <li>○ On AI: Talk to ASCSM (Mondana Bathai and Erin Schafer)</li> <li>○ Input from Teeka and Faculty PD Cttee?</li> </ul> </li> </ul>
Incorporate more PD for classified professionals that is enjoyable and promotes team building		<ul style="list-style-type: none"> <li>• Scavenger hunt?</li> <li>• Other ideas?</li> </ul>	<ul style="list-style-type: none"> <li>• PD Working Group: <ul style="list-style-type: none"> <li>○ Schedule scavenger hunt for April ✓</li> <li>○ Consult with Classified PD Senate for more ideas (Susan)</li> </ul> </li> </ul>
Increase collaboration institutionally and district wide		<ul style="list-style-type: none"> <li>• Calendar of PD and shared PD district calendar would help</li> <li>• Limits on District collaboration until District provides support</li> <li>• More opportunities to get beyond our silos, collaborate across functions</li> </ul>	<p>Working Group:</p> <ul style="list-style-type: none"> <li>○ Pilot use of VRC to determine whether it would help w/ need for calendar of PD events (Susan, DEAC) ✓</li> <li>○ Update calendar of events on PD website with trainings</li> </ul>

			<p>available college and district-wide. (Susan)</p> <ul style="list-style-type: none"> <li>○ Consult with District flex coordinators about a shared calendar</li> <li>○ Share events as much as possible on District Flex Days (and possibly part of College Flex Days) ✓</li> <li>○ Professional development opportunities at Flex Day that bring people together across functions</li> <li>○ Propose increased support from the District for collaboration ✓</li> </ul>
Provide more engaging/transformative PD (not just trainings/specific skills)		<ul style="list-style-type: none"> <li>• 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?</li> <li>• Could maybe use process of revising the bylaws to reframe PD?</li> <li>• Improving assessment of PD fits within this</li> </ul>	<ul style="list-style-type: none"> <li>• PD Working Group <ul style="list-style-type: none"> <li>▪ Peer Observation Pool?</li> <li>▪ Big thumbs up for Alok as keynote speaker.</li> </ul> </li> </ul>
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