

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

Agenda

Monday, August 28, 2:30 to 4:30

**Zoom:** <https://smccd.zoom.us/j/83208189628?pwd=Tm9lV25lQk1Y2b1lVa3pMc0dVb1UT09&from=addon>

*All members of the campus community are welcome to attend CTL meetings.*

**Required membership:**

**Present:**

Co-chairs	TBD, Student Learning Outcomes Assessment Coordinator Susan Khan, Professional Development Faculty Coordinator	
Academic Support and Learning Technology (ASLT)	Julieth Diaz Benitez, Instructional Designer Erica Reynolds, Instructional Technologist	
ASCSM	vacant vacant	
Business/Technology	vacant vacant	
Classified Senate	Natalie Alizaga, Research Inquiry & Institutional Effectiveness Manager vacant	
Counseling	Alicia Frangos, Student Success Coordinator Zulema Esparza, Counselor	
Creative Arts & Social Sciences (CASS)	Erica Yoon, Psychology Faculty vacant	
Kinesiology, Athletics, & Dance (KAD)	vacant vacant	
Language Arts (LAD)	Briana Avilla, Communications Faculty vacant	
Math/Science	Kazumi Tsuchiyose, Math Faculty Yelena Feinman, Math Faculty	
Library	Teresa Morris, Library Faculty	
Dean of Academic Support and Learning Technology (ASLT)	Tarana Chapple, ASLT Dean	

**Guests:**

- I. Order of Business, 2:30-2:40
  - a. Approval of the Agenda

- b. Approval of Minutes
- c. Public Comment
- II. Information Items, 2:40-3:35
  - a. Introductions (Susan, 10 min)
  - b. SLOAC Appointment; Membership Recruitment (Susan, 5 min)
  - c. Background/Charge of the Committee (Susan, 10 min)
  - d. Update on PD: August Flex Days, Culturally Responsive Pedagogies and Practices Grant, New Faculty Institute (Susan, 10 min)
  - e. Update on Assessment: Program Review Deadline, Workshops (Natalie Alizaga, Research Inquiry & Institutional Effectiveness Manager, 10 min)
  - f. Updates from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, ASCSM, etc) (10 min)
- III. Stretch Break, 3:35-3:40
- IV. Discussion Items, 3:40-4:30
  - a. Committee Practices/Expectations (10 min)
  - b. Flex Day Feedback (20 min)
  - c. Review of Last Year's Goals; Brainstorming for This Year (20 min)

Next meeting: Sept 25, 2023 (2:30-4:30) on Zoom

**2022-2023 Goals:**

Goal	Priorit y?	Discussion/Suggestions	Next Steps/Assignments	End-of-year Status
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:</li> </ul>	Completed

			<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> <ul style="list-style-type: none"> <li>• Revisions approved in Senate.</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> <li>• Moving this to next year</li> </ul>	Move to next year
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</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</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> </ul> </li> </ul>	Partial: Flex Day sessions, some Division meeting presentations Continue with above and build online materials, revise Program Review process next year?

development to narrow equity gaps		<p>resources) on equity-minded practices.</p> <ul style="list-style-type: none"> <li>• Use conversation above to revise Program Review questions</li> <li>• See template created by Los Rios College?</li> </ul>	<ul style="list-style-type: none"> <li>○ April Flex Day working session/drop-in hour/presentation</li> <li>○ Online</li> <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>○ Review student anti-racism survey, focus groups data ✓</li> </ul> </li> </ul>	Partial: Gathered information from sources listed, but develop survey tool next year?

			<ul style="list-style-type: none"> <li>○ On AI: Talk to ASCSM (Mondana Bathai and Erin Schafer) ✓</li> <li>○ Input from Teeka and Faculty PD Cttee?</li> <li>○ Improve feedback gathering on PD</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> </ul> </li> <li>• Consult with Classified PD Senate for more ideas (Susan) ✓</li> <li>• Implement technology training requested in Classified Senate ✓</li> </ul>	Completed (but ongoing)
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 available college and district-wide. (Susan)</li> <li>○ Consult with District flex coordinators</li> </ul>	Made progress on registration, cross-district collaboration, proposal for more district support. Move calendar/sharing of events to next year (in VRC?)

			<p>about a shared calendar ✓</p> <ul style="list-style-type: none"> <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/transformational 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> <li>▪ CRPP Grant</li> <li>▪ Adjunct PD symposium</li> <li>▪ Pathways</li> </ul> </li> </ul>	Made progress with CRPP grant, keynote speakers. Revised PD Plan should identify other opportunities to build out PD on campus.
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