

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

Agenda

Monday, October 23, 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	Guillermo Cockrum , Student Learning Outcomes Assessment Coordinator Susan Khan, Professional Development Faculty Coordinator	
Academic Support and Learning Technology (ASLT)	Julieth Diaz Benitez, Instructional Designer Teresa Morris, Library	
ASCSM	Paola Tagashira, CSM Student vacant	
Business/Technology	Philip Tran, Business Reginald Duhe, Management	
Classified Senate	Alicia Frangos, Student Success Coordinator vacant	
Counseling	Zulema Esparza, Counseling vacant	
Creative Arts & Social Sciences (CASS)	Erica Yoon, Psychology vacant	
Kinesiology, Athletics, & Dance (KAD)	vacant vacant	
Language Arts (LAD)	Briana Avilla, Communications Madeleine Murphy, English	
Math/Science	Kazumi Tsuchiyose, Math Yelena Feinman, Math	
Instructional Technologist	Erica Reynolds, Instructional Technologist	
Planning, Research & Institutional Effectiveness (PRIE)	Heeju Jang, Planning and Research Analyst (PRIE) Natalie Alizaga, Research Inquiry & Institutional Effectiveness Manager (PRIE)	
Dean of Academic Support and Learning Technology (ASLT)	Tarana Chapple, ASLT Dean	

Guests:

- I. Order of Business, 2:30-2:35
 - a. Approval of the Agenda
 - b. Approval of [Minutes](#)
 - c. Public Comment
- II. Information Items, 2:35-3:00
 - a. Introductions & Welcome to new members (Susan, 10 min)
 - b. Update on PD (Susan, 5 min)
 - c. Update on Assessment (Guillermo, 5 min)
 - d. Updates from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, ASCSM, etc) (5 min)
- III. Discussion/Work Items, 3:00-4:30 [w/ stretch break at 3:30!]
 - a. Review of October Flex Day feedback (Susan, 20 min)
 - b. Next steps for developing our Institutional Learning Outcomes Assessment process (Natalie, 30 min)
 - c. Feedback on draft rubrics to collect [PD](#) and Assessment needs info from the "Great Read" of Program Review. (Susan, Guillermo 30 min)
 - d. Finish defining goals for the year, identifying next steps/assignments (25 min)

Next meeting: Nov 27, 2023 (2:30-4:30) on Zoom

2023-2024 Goals:

Goal	Priority Level	Discussion/Suggestions	Next Steps/Assignments	End-of-year Status
Develop PD needs assessment survey/process				
Develop meaningful process for gauging/measuring ILOs				

Re-examine campus ILOs (backwards mapping)				
Research high impact/persistence practices and identify ways to promote them				
Use the Great Read process to identify and share out PD needs				
Use the Great Read process to identify and share out Assessment needs				
Refine SLO assessment process to include regular check-ins, PD support, formalized reporting				
Support Academic Senate goals around AI and Academic Integrity				
? Research "Foundations of DEIA" PD series options				
? Research mentorship program options				
? Provide input in development of monthly PD newsletter/calendar				

2022-2023 Goals:

Goal	Priorit y?	Discussion/Suggestions	Next Steps/Assignments	End-of-year Status
------	---------------	------------------------	------------------------	--------------------

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? Revisions approved in Senate. 	Completed
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 Moving this to next year 	Move to next year
Provide more guidance to faculty assessing SLOs and writing Program Review, on		<ul style="list-style-type: none"> Collaborate with other committees (esp EEC) to set up a Canvas 	<ul style="list-style-type: none"> Clearer instructions/context about realistic and 	Partial: Flex Day sessions, some Division meeting presentations

<ul style="list-style-type: none"> ○ interpreting their data ○ measuring progress towards equity ○ Identifying professional development to narrow equity gaps 		<p>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.</p> <ul style="list-style-type: none"> • Use conversation above to revise Program Review questions • See template created by Los Rios College? 	<p>effective assessment, to appear</p> <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) 	<p>Continue with above and build online materials, revise Program Review process next year?</p>
<p>Gain a better understanding of PD needs</p>		<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 	<p>Partial: Gathered information from sources listed, but develop survey tool next year?</p>

			<p>(previous Flex Days) ✓</p> <ul style="list-style-type: none"> ○ Review student anti-racism survey, focus groups data ✓ ○ On AI: Talk to ASCSM (Mondana Bathai and Erin Schafer) ✓ ○ Input from Teeka and Faculty PD Cttee? ○ Improve feedback gathering on PD 	
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) ✓ • Implement technology training requested in Classified Senate ✓ 	Completed (but ongoing)
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 	<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) ✓ 	Made progress on registration, cross-district collaboration, proposal for more district support. Move calendar/sharing of events to next year (in VRC?)

		<ul style="list-style-type: none"> • More opportunities to get beyond our silos, collaborate across functions 	<ul style="list-style-type: none"> ○ 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 ✓ ○ 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? 	<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. ▪ CRPP Grant ▪ Adjunct PD symposium ▪ Pathways 	<p>Made progress with CRPP grant (REAL), keynote speakers.</p> <p>Revised PD Plan should identify other opportunities to build out PD on campus.</p>

		<ul style="list-style-type: none"> Improving assessment of PD fits within this 		
		<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	