

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

Monday, November 27, 2:30 to 4:30

Zoom: <https://smccd.zoom.us/j/88532837072?pwd=S1NacVpKQU9nWWJld2VnYTBJWWlQdz09>

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	x x
Academic Support and Learning Technology (ASLT)	Julieth Diaz Benitez, Instructional Designer Teresa Morris, Library	x
ASCSM	Paola Tagashira, CSM Student vacant	x
Business/Technology	Philip Tran, Business Reginald Duhe, Management	x
Classified Senate	Alicia Frangos, Student Success Coordinator vacant	x
Counseling	Zulema Esparza, Counseling vacant	x
Creative Arts & Social Sciences (CASS)	Erica Yoon, Psychology vacant	
Kinesiology, Athletics, & Dance (KAD)	vacant vacant	
Language Arts (LAD)	Briana Avila, Communications Madeleine Murphy, English	x
Math/Science	Kazumi Tsuchiyose, Math Yelena Feinman, Math	x
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)	x x
Dean of Academic Support and Learning Technology (ASLT)	Tarana Chapple, ASLT Dean	

Susan, guillermo Philip, Julieth, Paola, Alicia, Kazumi, Heeju, Zulema, Briana, Natalie, Alicia,
Guests:

- I. Order of Business, 2:30-2:35
 - a. Approval of the Agenda
 - b. Approval of [Minutes](#)
 - c. Public Comment
 - i. Julieth is on the District Anti-Racism council is preparing to continue the Black Studies Speaker Series with an event to take place Monday
- II. Information Items, 2:35-3:00
 - a. Ice breaker (Susan, 10 min)
 - i. PD Sessions that were outstanding
 - b. Update on PD (Susan, 5 min)
 - i. New PD space in Building 19 to be called “Center for Integrated Professional Learning” (formerly “Center for Academic Excellence”)
 - ii. Flex Day planning underway
 - iii. District Academic Senate endorsed proposal for more District PD support
 - iv. AI Minicoference on the next district Flex Day (Jan 11th)
 - c. Update on Assessment (Guillermo, 5 min)
 - i. Discussion on possibility of an Assessment session in the next Flex day.
 - ii. Discussion on the form for the Great Read.
 - d. Updates from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, ASCSM, etc) (5 min)
 - i. Business Division on Entrepreneurial Thinking
 - ii. Planning the welcome week for students
- III. Discussion/Work Items, 3:00-4:30 (stretch break at 3:30)
 - a. Review results of [Committee Goals Ranking Exercise](#); Finalize goals for the year (30 min)
 - i. Committee came to consensus on 5 goals listed in the chart below.
 - ii. Committee tabled, for now, the other goals
 - b. Review of January Flex Day proposals, including SLO assessment session (30 min)
 - i. Committee approved the draft flex day schedule presented.

- c. Review results and impressions of [Cañada's Faculty PD Needs Assessment Survey](#); Provide input on developing a similar survey at CSM (30 min)
 - i. Julie: Is there more we could do to disaggregate the people taking the survey--i.e., by race?
 - ii. Julie: We should share tentative timeline of how the survey results would be shared (in the survey itself)
 - iii. Natalie: Should clarify what is meant by Health/Wellness (for students? employees?)
 - iv. Zulema: Add something on working w/ students w/ disabilities (i.e., Universal Design for Learning)?
 - v. Heeju: Should decide on "What do you need to know" vs "What are you interested in".
 - vi. Heeju: Distance Ed section, in particular feels like a laundry list
 - vii. Susan: would prefer something more focused on assessing what we want people to know how to do (vs kitchen sink of options)
- d. Closing

Next meeting: Jan 22, 2024 (2:30-4:30) on Zoom

2023-2024 Goals:

Priorities:

1. Develop meaningful process for gauging/measuring ILOs & providing input into possible redefinition of those ILOs
2. Develop PD Needs Assessment Survey
3. Use the Great Read process to identify and share Assessment and PD needs
4. Refine SLO Assessment Process to include regular check-ins, PD support, formalized reporting
5. (Support Academic Senate around AI)

Tabled for now:

Feedback on Program Review

Develop PD Needs Assessment

Research High-impact/persistence practices and identify ways to promote them (see Brad Phillips book)

Research "Foundations of DEIA" PD series options

Research mentorship program options

Provide input in development of monthly PD newsletter/calendar

Goal	Priority Level	Discussion/Suggestions	Next Steps/Assignments	End-of-year Status
Develop meaningful process for gauging/measuring ILOs & providing input into possible redefinition of those ILOs	1			
Develop PD needs assessment survey/process	2			
Use the Great Read process to identify and share Assessment and PD needs	3			
Refine SLO Assessment Process to include regular check-ins, PD support, formalized reporting	4			
(Support Academic Senate around AI)	5			