

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

Agenda

Monday, January 22, 2024, 2:30 to 4:30

Zoom: <https://smccd.zoom.us/j/89406219384?pwd=VnhQMkRwVTViSHpSbnplQmlwTG4wQT09&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)	Juliet 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 Avila, 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, 2:30-2:40
 - a. Approval of the Agenda
 - b. Approval of [Minutes](#)
 - c. Public Comment
- II. Information Items, 2:40-3:00
 - a. Update on PD (5 min, Susan)
 - b. Update on Assessment (5 min, Guillermo)
 - c. Updates from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, ASCSM, etc) (10 min)
- III. Discussion/Work Items, 3:00-4:30 (stretch break at 3:30)
 - a. Flex Day feedback presentation & discussion (15 min, Susan)
 - b. Flex Day Program Review checkpoint sequence update (15 min, Guillermo)
 - c. Process/Assignments/Pairing/Timing for Great Read (15 min, Natalie)
 - d. Feedback on next steps for developing our process for gauging/measuring ILOs (15 min, Guillermo/Natalie)
 - e. Recommendation on redefinition of [ILOs](#). To come after Great Read (1 min, Guillermo)
 - f. Fast-track an interim measure to recommend to the Senate changing ILO that currently reads “Ethical Responsibilities/Effective **Citizenship**” (15 min, Guillermo).

Next meeting: Feb 26, 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			
--	---	--	--	--