

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

### Minutes

Monday, March 18, 2024, 2:30 to 4:30

**Zoom:** <https://smccd.zoom.us/j/82691111392?pwd=RGkzQWpMaGZ4WIRaaWx6U3hqZkM1dz09&from=addon>

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

**Required membership:**

**Present:**

Co-chairs	<b>Guillermo Cockrum</b> , 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	vacant 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	x
Kinesiology, Athletics, & Dance (KAD)	vacant vacant	
Language Arts (LAD)	Briana Avila, Communications Madeleine Murphy, English	x x
Math/Science	Kazumi Tsuchiyose, Math Yelena Feinman, Math	x 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	

**Guests:** *Katryn Wiese, Geology*

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

Approved

- b. Approval of [Minutes](#)

[Go in and change Title V to Title 5](#)

[Approved otherwise](#)

- c. Public Comment

- II. Information Items, 2:40-3:00
  - a. Update on PD (5 min, Susan)

Flex Day session proposal deadline now passed. Finalizing the schedule this week

PDFC has been pulled into conversations about new Institutional Effectiveness Partnership Initiative (IEPI) grant (\$200,000), focused on equity and campus culture, excellent service. Especially geared towards meeting PD needs of Classified and management, but all employee groups involved in the conversation/planning. First visit this week (Wed), and a session on Flex Day. Will keep CTL up to date, and let me know if you are interested in being part of the design team. Could also have Andrea Vizenor and/or Carla Grandy come talk to this group about that grant. REAL is underway, have 4th workshop tomorrow. Student workers already at work. reviewing applications for next cohort.

New Faculty institute for this year winding up soon; already planning for new cohort in the Fall.

- b. Update on Assessment (5 min, Guillermo)

None at this time.

- c. Updates from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, ASCSM, etc) (10 min)

Business is looking for a second rep

Academic Senate:

-approved our request for fast-tracking "Citizenship" ILO change

-Learned that a District PD Coordinator has been approved at a .8 release time

-starting their Great Read soon to examine the process of Program Review (the forms, and whether all the Program Reviews are submitted at once, or on a cycle).

-Also learned about the proposal to change our academic standing language, from "Academic Probation" to "Academic notice 1 and 2"

Educational Equity Committee:

-Were going to be looking at the most recent data from our student climate survey, for equity implications, and deciding next steps. But meeting cancelled.

There will be another climate survey coming out soon. This data was from a year and a half ago.

III. Discussion/Work Items, 3:00-4:30 (stretch break at 3:30)

d. Q & A on committee's ["Great Read" of Program Review assignments/process](#) (15 min, Susan & Natalie)

Madeleine suggested share-out should be part of the opening day that everyone attends (vs speaker). So that it's more widely shared.

e. Review of [Flex Day proposals](#), draft schedule (15 min, Susan)

Like idea of using time for a Great Read Session, where people can drop in, learn more.

Will plan to add the SMCCCD microcourses (and to the schedule every time).

Discussed whether Executive Cabinet should continue to have their Roundtable meeting. Didn't seem to be a lot of enthusiasm for the session (few had attended), but there will need to be some way of sharing information from administration level, going forward, especially once new administration in place.

f. Discussion of [existing Institutional Learning Outcomes](#): What's missing, and how should we get the input of other stakeholders?  
See our [ILO Notes](#) for information to consider. (55 min, Guillermo/Natalie)

Notes on our discussion can be found in the [ILO Notes](#)

Next meeting: April 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
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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			