

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

Minutes

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

Zoom: <https://smccd.zoom.us/j/88471003604?pwd=MmlPOHQxc1VZK01FMjl2cHVxdkxOOT09&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	x x
Academic Support and Learning Technology (ASLT)	Julieth Diaz Benitez, Instructional Designer Teresa Morris, Library	
ASCSM	Paola Tagashira, Associated Students vacant	x
Business/Technology	Melissa Nelson, Accounting Reginald Duhe, Management	
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
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
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)
 - Compiling Flex Day feedback to share next time.
 - Had a planning session for the professional development grant for Equity, especially for Classified Professionals and Management. Second site visit from the Institutional Effectiveness Planning Initiative (IEPI) team tomorrow.
 - Next REAL cohort selected; current cohort has two more workshops.
 - Looking to revise the New Faculty Institute to better support career education (CE) faculty and counseling faculty
 - 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)
 - DTL: Drafting guidance on plagiarism and AI for the district; discussed new accreditation requirement that we verify who is actually taking our online courses (guarding against robo enrollment/financial aid fraud), possibility of dual factor authentication for students; reviewed ASCCC Spring Resolution packet

Madeleine: Need more clarity about what ghost

- AS: Discussed whether the mid-term Flex Day, instead of the opening Flex Day, be the one that is mandatory for faculty (as suggested by Skyline), but agreed that the opening Flex Day is important for setting tone, launching the semester.
 - Ed Equity: Reviewed results of most recent climate survey for students
 - DEAC: Update on DE-related and ZTC summer trainings; discussing DE technology tools requests
 - Classified: filling positions
 - ASCSM: No updates for now; planning the spring fling; Posting a statement regarding the conflict in Gaza
 - PRIE: Faculty and staff climate survey coming soon
 - Divisions:
- III. Discussion/Work Items, 3:00-4:30 (stretch break at 3:30)
 - a. Q & A on committee's ["Great Read" of Program Review assignments/process](#) (15 min, Susan & Natalie)

- How did it go?
- Questions that came up?
- Next steps

Madeleine mentioned it didn't take long because so few talked about PD. Focused on relevant areas. Found she needed to take notes separately. Alicia wished she could save and go back. The way PR is written is hard to read.

Briana found it hard to find the answers sometimes.

Susan also mentioned lack of discussion of PD. People don't know what they don't know? How do we foster culture of continuous improvement?

Madeleine thinks what people need is more time to do the things they want to do.

English has grant money that was related to removing remedial? classes.

Erica thought it would be useful to know what some of the examples/strategies would be?

Natalie: could the first Flex Day of the semester be focused on time to revise together.

Madeleine: could be mandatory that you meet with people in discipline, and write up in PR what came of it.

b. Institutional Learning Outcomes revision discussion (continued). (55 min, Guillermo)

Guillermo shared the revisions that were made in 2017 (all additions)

- Do we want to proceed with the [6 ILOs we have](#) (can make revisions later)?

We agreed that the 6 that are there should remain (can wordsmith later). Madeleine pointed out 2-6 come from the accreditation requirements. Susan pointed out the first is one that our District seems committed to keeping, as part of our GE requirement, so all the more reason to include it.

- Do we want to add either of the two additional ILOs suggested [here](#): #7 & #8, or one not yet considered (can wordsmith later)?

All approved adding #8 (pending approval by library)

All agreed #7 should not be included, if all can already be folded into the other ILOs

- Do we want to adopt/discard the other possible [additions/revisions to existing ILOs](#) (can wordsmith later)?

Wellness: Is it measurable? Is it really part of what we are about? Are we going to solve mental health problems. Maybe it can be folded into self-advocacy, well-being. Natalie says it is related to what to do with our lifelong learning (In Title V, "Self development" that includes

kinesiology, career development, lifelong learning and understanding) . Paola added self-advocacy around student rights, what students need. We are interested in working on that one.

Understanding graphical representations of numbers: had a discussion about whether that was needed. Do we also need a statistical part of the ILO? Madeleine says maybe that fits better in 4. Melissa notes using quantitative analysis to make connections and draw conclusions. “Ability to use quantifiable information and mathematical analysis to make connections and draw conclusions”. We decided to swap out the graphical one for that.

Critical thinking: separate out develop and evaluate?

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
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			