College of San Mateo Committee on Teaching and Learning (CTL)
Agenda
Monday, May 20, 2024, 2:30 to 4:30

Zoom: https://smccd.zoom.us/j/85623526685?pwd=aVVqaFpBaGdGRzdEeFpiaDVMRTlLdz09&from=addon

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

Required membership: ***Present:***

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, Associated Students vacant	
Business/Technology	Melissa Nelson, Accounting 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, 2:40-2:45
   a. Updates from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, ASCSM, etc) (5 min)
III. Discussion/Work Items, 2:45-4:15 (stretch break at 3:30)
   a. Flex Day (10 min, Susan)
      i. Feedback from April
      ii. Input on draft plans for August
   b. PD Findings from the CTL's "Great Read" of Program Review (30 min, Susan, Guillermo, and Natalie)
      i. What were the main themes? Takeaways for our committee?
      ii. Any new PD needs identified?
      iii. How best to share with campus community?
   c. Institutional Learning Outcomes revision discussion (continued). (45 min, Guillermo)

      i. [Revisions under consideration](#), and reminder of what we agreed on in our last meeting

      ii. Update on small group work on #1-4

      iii. First-pass review of #7, #5, #6 and small group assignments

      iv. Next steps

IV. Closing, 4:15-4:30

   a. Membership for next year

   b. Reflection on our goals; feedback on committee processes

Have a great summer!

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	End-of-year Status
Develop meaningful process for gauging/measuring ILOs & providing input into possible redefinition of those ILOs	1	Completed a rough draft of revised ILOs and agreed on interim process for evaluating them. Next year, will finalize our ILOs and means of assessing them.

Develop PD needs assessment survey/process	2	Developed a Flex Day session to assess Part-time PD needs Developed focus group interviews to assess PD needs around mentorship for faculty Developed a method of assessing PD needs using the "Great Read" of Program Review Developed a draft list of competencies and high-priority PD needs, to form the basis of a survey. Next year will consider developing a survey based on our desired competencies.
Use the Great Read process to identify and share Assessment and PD needs	3	Used the Great Read process to identify Assessment and PD needs. Shared within the committee. Next year, will share findings with the campus community
Refine SLO Assessment Process to include regular check-ins, PD support, formalized reporting	4	Held regular Flex Day events on the SLO assessment process and check-ins on incorporating SLO assessment in Program Review. Next year, the work of refining this process will be taken on by a new Program Review working group/committee.
(Support Academic Senate around AI)	5	Academic Senate did not identify goals for this committee to pursue on the topic.