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

Co-chairs	**Guillermo Cockrum, Student Learning Outcomes Assessment Coordinator**	x
	Susan Khan, Professional Development Faculty Coordinator	x
Academic Support and Learning Technology (ASLT)	**Julieth Diaz Benitez, Instructional Designer**	x
	Teresa Morris, Library	x
ASCSM	Paola Tagashira, Associated Students	
	vacant	
Business/Technology	**Melissa Nelson, Accounting**	x
	Reginald Duhe, Management	
Classified Senate	Alicia Frangos, Student Success Coordinator	x
	vacant	
Counseling	**Zulema Esparza, Counseling**	x
	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	x
Math/Science	**Kazumi Tsuchiyose, Math**	x
	Yelena Feinman, Math	
Instructional Technologist	Erica Reynolds, Instructional Technologist	
Planning, Research & Institutional Effectiveness (PRIE)	**Heeju Jang, Planning and Research Analyst (PRIE)**	x
	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
       Alicia approves, Madeleine seconds
    b. Approval of Minutes
       Alicia approves, Natalie seconds
    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)
        i. DTL: Dual factor authentication update (taking this up next year), Bookstore access to Canvas shells (taking this up again next year), upcoming Flex Day session on DTL guidance on AI and academic dishonesty
        ii. Academic Senate: Working group on college collegiality looking at bringing ASCCC person to Flex Day to talk about leadership opportunities; Program Review feedback coming next week at IPC; Vice Chancellor at the district making formal recommendation to continue MOU for 10 person minimum class size (until a new class cancellation policy is in place, maybe Fall 25); Area 7: those courses will need to be reviewed by the Curriculum Cttee again; OER trainings over the summer; Heard from the Compressed Calendar Committee, looking at reviving it (would be long process, probably 5 years); year-end report from the Faculty PD Committee: because large budget from not being spent during pandemic, gave out 6 sabbaticals vs usual 1, conference funding is "first come first serve," so get applications in early. Theresa Martin presented on the STEM Reading Apprenticeship classroom.

III. Discussion/Work Items, 2:45-4:15 (stretch break at 3:30)
    a. Flex Day (10 min, Susan)
        i. Feedback from April
            1. 200 attendees, 105 session feedback forms (record) with 15 sessions.
            2. Addressing Conflict & Fostering Dialogue
            3. Requests for more Canvas questions
            4. Community Building exercises were popular
            5. People have used the Canvas micro-courses
            6. Comments about not having enough lunch
            7. Proposals for "District Day" for Monday August 12, 2024

a. AFT Fall and WEllcome
b. CalSTRS Retirement
c. What is COR? Equitizing the Course Outline of Record (Marked for October).
d. Division Meetings
e. Unsure if we will have a District Professional Development Coordinator
f. Proposalls for "College Day (Tues, Aug. 13)
    i. The State of Curriculum in '24-25 (Todd Windisch, Academic Senate)
    ii. Developing Academic Senate Goals for '24-25 (Todd Windisch, Academic Senate)
    iii. Institutional Effectiveness Partnership Initiative (IEPI) Team Launch (Andrea Vizenor, Carla Grandy). This is for Classified staff.
    iv. Trash Talking: Campus as a Living Lab Curriculum Connection (Carla Grandy and Tammy Wong). Regarding Climate Change.
    v. Librarian Brown Bag – Let's talk instruction! (Teresa Morris)
    vi. The Ombuds is in: A New Campus Resource and Year 1 in Review (Kohya Lu) [Possibly District Day]
    vii. Equitable Grading Summer Lab: Sharing the Journey (Julieth Diaz Benitez)
    viii. Ways to Use Embedded Support in the Classroom (Shanna Cooper)
    ix. Online Teaching Drop-in Hour (Jennifer Howze-Owens, Donna Eyestone)
    x. Legal Resources for Immigrants (Undocumented, DACA Recipients, and Immigrant Visas) (Montserrat Garcia Juarez)
    xi. Creative Crafting: Make your own Hand-Stitched Journal! (Sarah Fama)
    xii. Science Faculty Institute on Teaching and Learning Panel Discussion (Paul Hankamp)
    xiii. Observe the Sun at CSM Observatory (Elisha Polomski
    xiv. What is REAL? Entering Year 2 of our Redesign for Equity & Accessibility Lab
    xv. Proposlas for Theme or Keynote
        1. Spotlight on incoming President
        2. Celebrating our Hispanic Serving Institution
        3. Speaker Kenya Sullivan, on Institutional & Community Trauma: Building Resilience.
    xvi. Great Read report-out?
        1. Conversation about the timing and how it could go beyond PD
ii. Input on draft plans for August
    a. Possibly a statement on Accreditation from the new President?

    b. Things should be actionable

    c. People not aware how to support DI students in their courses.

    d. How to use Vision Resource Center to connect with communities across the state.

    e.

  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?

    See the slides (linked above) for our list of "main takeaways"

  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. Archive and pick up tabled items for next.

    We ran out of time to discuss our ILO revisions, so we'll have to take this up beginning of next year. [This is where all revision proposals have been recorded.](#)

 IV. Closing, 4:15-4:30

  a. Membership for next year:

Co-chairs	Guillermo Cockrum, Student Learning Outcomes Assessment Coordinator [TBD] Susan Khan, Professional Development Faculty Coordinator
Academic Support and Learning Technology (ASLT)	vacant Valeria Estrada, Library
ASCSM	vacant vacant
Business/Technology	Melissa Nelson, Accounting vacant
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)	vacant vacant
Math/Science	Kazumi Tsuchiyose, Math vacant
Instructional Technologist	Marisol Quevedo
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

  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.