College of San Mateo Committee on Teaching and Learning (CTL)
Agenda
Monday, August 26, 2024, 2:30 to 4:30

Zoom: https://smccd.zoom.us/j/81060977131?pwd=lSb89pc1jtmw34pgY7qh89ONwHngp8.1

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

Required membership:		*Present:*
Co-chairs	Guillermo Cockrum, Student Learning Outcomes Assessment Coordinator, Economics Faculty Susan Khan, Professional Development Faculty Coordinator	
Academic Support and Learning Technology (ASLT)	Teresa Morris, Library Faculty Marisol Quevedo, Instructional Technologist	
ASCSM	Matthew Chang, Associated Students Amy Nguyen, Associated Students	
Business/Technology	Melissa Nelson, Accounting Faculty Hellen Pacheco, Computer Science Faculty	
Classified Senate	Alicia Frangos, Program Services Coordinator, Student Success vacant	
Counseling	Zulema Esparza, Counseling Faculty vacant	
Creative Arts & Social Sciences (CASS)	Erica Yoon, Psychology Faculty vacant	
Kinesiology, Athletics, & Dance (KAD)	vacant vacant	
Language Arts (LAD)	vacant vacant	
Math/Science	Kazumi Tsuchiyose, Math vacant	
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. Introductions/Ice Breaker, 2:30-2:50
II. Order of Business, 2:50-3:10
    a. Approval of the Agenda
    b. Approval of [Minutes from last meeting](#)
    c. Membership update
    d. Teaching & Learning Updates/Announcements from Shared Governance & Divisions
    e. Public Comment
III. Information Items, 3:10-3:30
    a. Overview of the CTL
    b. Where did we leave off with our goals last year?
        i. ILOs
        ii. PD findings from Great Read of Program Review
IV. Discussion/Work Items, 3:35-4:20 (stretch break at 3:30)
    a. Goal setting: What do we hope to accomplish this year?
    b. Flex Day feedback, Planning for the next Flex Day
V. Closing, 4:20-4:30
    a. Plan for next meeting; survey on meeting practices

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)

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.

Tabled in 2023-2024:

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