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

Zoom: [Link to Zoom Recording](#)

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	1
Academic Support and Learning Technology (ASLT)	Valeria Estrada, Library Faculty vacancy	1
ASCSM	Matthew Chang, Associated Students Amy Nguyen, Associated Students	2
Business/Technology	Melissa Nelson, Accounting Faculty Hellen Pacheco, Computer Science Faculty	2
Classified Senate	Alicia Frangos, Program Services Coordinator, Student Success vacant	1
Counseling	Zulema Esparza, Counseling Faculty vacant	1
Creative Arts & Social Sciences (CASS)	Erica Yoon, Psychology Faculty vacant	1
Kinesiology, Athletics, & Dance (KAD)	vacant vacant	0
Language Arts (LAD)	vacant vacant	0
Math/Science	Kazumi Tsuchiyose, Math vacant	1
Instructional Technologist	Marisol Quevedo, Instructional Technologist	1
Planning, Research, Innovation, & Effectiveness (PRIE)	Natalie Alizaga, Research Inquiry & Institutional Effectiveness Manager (PRIE)	1
Dean of Academic Support and Learning Technology (ASLT)	Tarana Chapple, ASLT Dean	0

Present at meeting: 11

Susan Khan (Co-chair), Amy Nguyen (Student, ASCSM), Matthew Chang (Student, ASCSM), Hellen Pacheco (Business/Technology), Zulema Esparza (Counseling), Erica Yoon (CASS), Kazumi Tsuchiyose (Math/Science), Natalie Alizaga (PRIE), Marisol Quevedo (Instructional Technologist), Alicia Frangos (Classified Senate), Melissa Nelson (Business/Technology)

Absent: 1

Guillermo Cockrum (Co-chair),

I. Introductions/Ice Breaker, 2:30-2:50
    a. Committee members introduced themselves and shared unique perspectives they bring to the committee.
    b. Of note, we have two student Committee Members!
        i. Amy Nguyen. Studying Sociology and Law.
        ii. Matthew Chang. Studying Economics and Math, also Tutor in the MRC
II. Order of Business, 2:50-3:10
    a. Approval of the Agenda
        i. Motion to approve: Marisol Quevedo
        ii. Second: Hellen Pacheco
        iii. Result: Approved
    b. Approval of Minutes from last meeting 05-20-24
        i. Motion to approve: Natalie Alizaga
        ii. Second: Alicia Frangos
        iii. Result: Approved
    c. Membership update
        i. Valeria Estrada will replace Teresa Morris from the ASLT (Library)
        ii. Several vacancies noted in various divisions
            1. We do have a vacancy from the ASLT.. Need to understand who is "nominatable"
            2. Classified Senate
            3. Creative Arts and Social Sciences
            4. Kinesiology, Athletics, & Dance (KAD). 2 Vacancies.
            5. Language Arts (LAD). 2 Vacancies. Need to follow up with David Laderman.
            6. Math/Science
        iii. Committee will continue to reach out to fill vacant positions

    iv. Melissa Nelson requests we consider starting our monthly meeting at 3P.
      1. That time would also work better for Guillermo (races back home from Dual Enrollment to Zoom at home).
      2. Alicia and Marisol would have to leave a little early.
      3. Other direct messages have also requested we leave it.
      4. Consensus appears to be that we continue starting at 2:30P
    v. Should we invite representation from Classified Professionals?
      1. Alicia Frangos offered to ask three or four people in Classified Professionals.
  d. Teaching & Learning Updates/Announcements from Shared Governance & Divisions
    i. We will have a round robin from members on other Governance Bodies.
      1. There are timeline changes coming from the Business Office. For example, Conference Advance Forms have to be submitted a month and a half in advance.
      2. Very few Divisions have actually had meetings by Aug 26, 2024
  e. Public Comment
III. Information Items, 3:10-3:30
  a. Overview of the CTL
    i. Susan Khan provided an overview of the committee's purpose, responsibilities, and key deliverables.
      1. Committee Description from Academic Senate Bylaws: The Committee on Teaching and Learning (CTL) oversees, coordinates, and reports on activities that promote continuous improvement in teaching and learning. The CTL supports the Academic Senate's goals and the college's institutional priorities by collaborating on professional development activities and promoting practices for assessing student learning and success.
      2. Cycle of continuous improvement. Soon to come, staggering programs
        a. Identify gaps
          i. Identify and discern needs.
          ii. Via:
            1. Great Read
            2. Surveys
            3. Focus Groups
        b. Improve teaching and learning
          i. Long term professional development planning (including Flex Day)
        c. Assess outcomes

          i. Supporting our ongoing assessment of Student Learning Outcomes, Program Learning Outcomes, Service Area Outcomes (outside our scope but provide support), and Institutional Learning Outcomes.

         ii. There's a discussion about making Program Review staggered.

    ii. [Link to presentation](#)

b. Where did we leave off with our goals last year?

    i. Review of Last Year's Goals (see chart below for details)

        1. Develop process for measuring Institutional Learning Outcomes (ILOs)

           a. Develop Rubrics?

        2. Develop Professional Development (PD) needs assessment survey/process

        3. Use Great Read process to identify Assessment and PD needs

        4. Refine SLO Assessment Process

        5. Support Academic Senate around AI (not pursued by AS)

    ii. ILOs

    iii. Professional Development Needs Identified from Program Review

        1. Top priorities identified:

           a. Online engagement and support strategies

               i. How do we make folks aware that Instructional Designers and asynchronous courses (with stipends) are available?

               ii. How do we get folks to re-certify?

               iii. Communication with DE Committee

           b. Equity-based strategies in instruction and services

           c. Outreach and recruitment of underrepresented students

           d. Basic how and why of assessment

           e. Discipline or program-specific learning

        2. Secondary priorities:

           a. AI support for students and faculty

           b. Forging industry partnerships

           c. Foundational DEIA training

           d. Interpreting student data

           e. Use of Canvas

         3. [Link to presentation](#).

IV. Discussion/Work Items, 3:35-4:20 (stretch break at 3:30)
   a. Goal setting: What do we hope to accomplish this year?
      i. Committee members brainstormed potential goals, including:
         1. Improving communication and leveraging existing resources
         2. Incorporating student voice in professional development
            a. Take advantage of Student Learning Communities
         3. Developing community partnerships
         4. Improving SLO assessment process
         5. Creating a cycle for program review and PD needs
            a. Identifying tags for Vision Resource Center
            b. Are we remembering and accurately capturing PD Opportunities?
         6. Supporting disproportionately impacted students
         7. Enhancing collaboration with learning communities
         8. Instituting a College Hour?
         9. How do we collaborate with the Faculty Professional Development Committee so that faculty who get funding commit to presenting on Flex Day?
   b. Flex Day feedback, Planning for the next Flex Day
      i. Brief discussion on using Flex Day to address identified PD needs and gathering feedback on effectiveness.
   c. Action Items
      i. Follow up on filling committee vacancies
      ii. Develop a more comprehensive list of goals based on brainstorming session
      iii. Explore ways to better leverage existing resources and improve communication
      iv. Consider developing a PD needs survey separate from program review
V. Closing, 4:20-4:30
   a. Date and time to be determined. The committee will continue discussion on prioritizing goals for the year.

   b. 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