

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

Monday, September 23, 2024, 2:30 to 4:30

Zoom: <https://smccd.zoom.us/j/81060977131?pwd=ISb89pc1jtmw34pgY7qh89ONwHngp8.1>

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

**Guests: Erica Yoon, Natalie Alizaga, Madeleine Murphy, Hellen Pacheco, Matthew Chang, Marison Quevedo, Zulema Esparza, Alicia Frangos, Kazumi Tschiyose, Susan Khan, Melissa Nelson, Valeria Estrada, Amy Nguyen.**

I. Introductions/Ice Breaker, 2:30-2:40

II. Order of Business, 2:40-3:00

a. Approval of the Agenda

Marisol: motioned to approve

Madeleine: second

b. Approval of [Minutes from last meeting](#)

Marisol motioned to approve, with update of correction to spelling of Amy's name.

Hellen second

c. Membership update

i. Introductions

d. Teaching & Learning Updates/Announcements from Shared Governance & Divisions

i. Academic Senate:

1. talk of a 20-person waitlist proposed by administration to help track enrollment

2. There's a new administrative procedure for checking minimum quals for Dual Enrollment high school instructors

3. There will be a survey going out from District Academic Senate about class cancellation guidelines. Must respond by 10/4, or we will go back to the old class cancellation limit of 20.

4. Curriculum Cttee will be in touch with those programs receiving course numbering templates.

5. Distance Ed report: Received funds for QOTL 1 and 2.

6. Bookstore has a new form that is more faculty-friendly

7. Updates to Title IX: More protections now for pregnant students and for LGBTQ

ii. DRC observing Disability Month.

1. Tuesday October 22nd 1-30:3:00P. Documentary on disability rights

iii. The Equity Committee there was mention of desire to collaborate with CTL on PD.

iv. Library: Family Science Weekend at the Maker Space

v. English received funds to adapt to AB705 and are considering teaching circles, or bringing in speakers.

e. Public Comment

i. None

III. Discussion/Work Items, 3:00-4:20 (stretch break at 3:40)

Recommendation from our meetings feedback form to do more to Separate Discussion Items from Action Items. Remember to complete that survey, if you haven't already.

- a. Input on [draft Flex Day schedule](#) (20 min)
  - i. Susan acknowledged that not much time here to provide feedback since Flex Day coming up 10/9. Should have conversation about how to push up the planning in the future to give CTL more opportunity to weigh in.
  - ii. Melissa asked whether it would be possible to repeat a session like the accreditation drop-in, for people attending a different session during that slot, and **Susan agreed to look into it.**
  - iii. Madeleine urged carving out more time in the flex day schedule for learning outcomes assessment. Have tried in the past to have a drop-in session, at least, to support people with their SLO assessment projects. Need to keep Program Review in people's heads between cycles. These sessions haven't generally been well attended (or if people came they just asked what Program Review is for anyway); Susan: responded that there had been concern that people didn't attend, or if they did it was primarily to express concerns about Program Review, and that there didn't seem to be an action behind it. But that we could reserve this space, even for this Flex Day program. Madeleine: would like to see structured time set aside for that in the Flex program. Would like it to be in the program by itself, without competition, so people know what they have to do and do it. Natalie: pointed out that there is a Program Review subcommittee currently revising the schedule for Program Review and also the forms. Could definitely bring up idea of having **time in the Flex program at the beginning when you have everyone's attention to talk about the PR changes**, maybe in January Flex Day. And she could bring this possible topic to CTL for input, too.
- b. Input on Title V proposed changes? (20 min)
  - i. [Burden-free Access to Textbook Materials](#)
    1. Guillermo gave a summary of the suggested changes and suggested he didn't think there were any red flags about approving it.
    2. Susan shared that she had heard some concerns that the language is vague enough that it potentially gives too much power to the Board. Melissa suggested the change seemed unnecessary since in her classes students have access to the textbook for at least 14 days and then can get an extension. Madeleine didn't see anything problematic about it, except that it was a lot of words for something that might not have needed it. The idea is good. Natalie raised the question of whether we are tracking zero textbook degrees. Hellen indicated from her work with Jennifer Howze-Owens on this question of tracking OER use more generally, and it's a really tricky problem. Susan summed up that it sounds like we are basically in support of the Title V changes, but have some questions of specifics about how it would be implemented, if there was one faculty hold-out to a ZTC degree, for example?
  - ii. [Flex Calendar](#)

1. Susan gave summary of the proposed changes. Traditionally, Flex Day in CC system has been very focused on instruction and very focused on faculty. So what this is trying to do is expand notion of Flex Day and professional development to include all employees and explicitly states “classified employees” and “student workers,” and also use the term “professional learning” instead of “training,” to be more expansive. Marisol said it sounded like a great idea to include Classified and also students. Would mean a lot more coordination and support would be needed. Natalie also shared support, saying maybe these changes would help support employees asking for time off to attend Flex Day. Susan wondered whether this would also mean an obligated number of hours for Classified. Alicia suggested it would be good to put together a survey of Classified to find out what they want, but she’s heard feedback that they would like to be able to attend Flex Days. But not support necessarily for adding PD as a requirement, if that is what this Title V change is asking for.
- c. Goal setting (cont’d from last meeting, see below) (35 min)

Natalie suggested that the technicalities of how we track SLO assessment could be removed from the list of goals, since that really lives with PRIE and the subcommittee that is examining that question. What stays for the CTL is the PD support for the SLO assessment process. Susan agreed.

Susan described each of the 10 goals under consideration, opening for questions about any of them.

Erica Y. asked whether there is a current website where all the existing PD resources for faculty are listed. Susan said that it’s currently very spread out but that she does see a need for consolidating.

Natalie and Susan agreed it would be good to separate out PD needs assessment from the goal about Program Review/SLO Assessment.

To clarify the tagging/archive goal, Marisol said this goes along with the communication piece and about communicating out to people all the Canvas trainings we have, for example.

Combined the student voice into the Learning Communities goal.

Decided to rank by writing into the chat which were our top 6 goals. Providing the list of 6 below.

#### IV. Closing, 4:20-4:30

- a. Plan for next meeting

#### ***Top 6 goals (in order of # of votes):***

Results of our vote on goals for the year, with 14 members weighing in:

1. Developing system for meaningful assessment of our Institutional Learning Outcomes (ILOS)
2. Finalizing draft of revised ILOS

3. Professional development to support our assessment activities
4. Improving professional development communication and leveraging of existing resources (including archiving and use of tagging)
5. Incorporating student voice in professional development
6. Improving our professional development needs assessment (including improving use of Great Read of Program Review for professional development needs assessment)

**2024-2025 Goals:**

Brainstormed list:

1. Finalizing draft of revised Institutional Learning Outcomes to share with Academic Senate
2. Developing system for meaningful assessment our Institutional Learning Outcomes
3. Professional development to support our assessment activities
4. Improving PD communication and leveraging existing resources (including archiving and use of tagging)
5. Incorporating student voice in professional development
  - a. Take advantage of Student Learning Communities?
6. Developing community partnerships, job internships, etc.
7. Improving our PD needs assessment (including improving our Program Review as a PD needs assessment tools)
8. Supporting our Disproportionately Impacted students by identifying sustainable funding for our equity-focused PD
9. Instituting a College Hour? (time during the month/week when no classes would be scheduled, to allow for PD)
10. How do we collaborate with the Faculty Professional Development Committee so that faculty who get funding/sabbatical commit to presenting on Flex Day?

The votes in chat:

#1, #2, #7, #10, #5, #3 (next year #4)

Natalie Alizaga to Everyone 4:29 PM

1,2,3,4,5,7 (IMO 6,8,9, and 10 can be collaborated on with other groups or at a later time)

Marisol Quevedo to Everyone 4:29 PM

Marisol: 1, 2, 3, 4, 5, 8

You to Everyone 4:29 PM

1, 4, 7, 8, 3, 2

Erica Yoon to Everyone 4:29 PM

2, 3, 4, 5, 7, 10

Kazumi Tsuchiyose to Everyone 4:29 PM

1,2,36,7,8

Zulema Esparza to Everyone 4:29 PM

1, 2, 3, 4 5, 7

Matthew Chang to You (Direct Message) 4:29 PM

1, 2, 4, 5, 7, 8

Hellen Pacheco to Everyone 4:29 PM

2, 4, 6, 8, 9

Valeria Estrada, CSM Library to Everyone 4:30 PM

1, 2, 3, 4, 5, 8 Thank you!

Guillermo Cockrum. PGP: He, his, him, él, they 4:30 PM

1., 2., 3., 4., 7., 10