College of San Mateo Committee on Teaching and Learning (CTL)
Agenda
Monday, October 28, 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)	Valeria Estrada, Library Faculty vacancy	
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)	Madeleine Murphy, English Faculty vacant	
Math/Science	Kazumi Tsuchiyose, Math vacant	
Instructional Technologist	Marisol Quevedo, Instructional Technologist	
Planning, Research, Innovation, & Effectiveness (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 from last meeting](#)
     c. Teaching & Learning Updates/Announcements from Shared Governance & Divisions
     d. Public Comment
II. Discussion Items, 2:40-3:05
     a. Sharing of goal setting vote from late time; Is existing prioritization fine? (5 min)
     b. Discussion of process for completing ILO revision and ILO assessment (10 min)
III. Work Items, 3:05-4:25 (bio break at 3:30)
     a. Input on possible themes for January Flex Day (15 min)
     b. Finalizing [revision of our ILOs](#) (60 min)
         i.   Discussion of final proposed language (in yellow)
         ii. Action on final proposed language (in yellow)
         iii. Discussion of next steps for getting campus approval of revised ILOs
IV. Closing, 4:25-4:30
     a. Plan for next meeting

Prioritized Goals, 2024-2025

Goal	Priority Level	Discussion/Suggestions	Next Steps/Assignments	End-of-year Status
Develop meaningful process for gauging/measuring ILOs			Discuss by Nov meeting Finalize by Jan meeting?	
Finalizing draft of revised ILOS			Discuss by Oct meeting Finalize by Nov meeting	
Professional development to support our assessment activities			Discuss/plan by Jan meeting	
Improving professional development communication and leveraging of existing			Discuss/plan by Feb meeting	

resources (including archiving and use of tagging)				
Incorporating student voice in professional development			Discuss/plan by March meeting	
Improving our professional development needs assessment (including improving use of Great Read of Program Review for professional development needs assessment)			Discuss/plan by April meeting	

2024-2025 Goal Brainstorm:
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?
10. How do we collaborate with the Faculty Professional Development Committee so that faculty who get funding/sabbatical commit to presenting on Flex Day?