

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

**Minutes**

Monday, October 28, 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
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	
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	
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:**

- I. Order of Business, 2:30-2:40
  - a. Approval of the Agenda

Agenda approved

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

Minutes approved

- c. Teaching & Learning Updates/Announcements from Shared Governance & Divisions

Academic Senate updates:

- Request taken to the District to allow flexibility in the modalities for faculty interviews.
- Asking the academic calendar committee to give us two examples of a calendar that would include indigenous people's day.
- Sarah Harmon from DTLC showed us some District Guidance on AI and Academic honesty

Update from Associated Students Senate:

- Goals for the year have been established, including partnering with faculty to develop exploratory courses that help students define their interests, and also increasing the number of group and individual study spaces on campus.

Madeleine: Update from English department that they would like to bring author Susan Blum in for April Flex Day, using AB1705 money. Would address ungrading and also assessing student learning

Natalie: one of the subgroups of the Ed Equity Cttee is combing through the most recent anti-racism climate surveys from 2020 and 2022 and offer suggestions of relevance to this committee

Guillermo: Curriculum Cttee is drafting their handbook, and Guillermo made recommendations for changes that would include the ILOs.

Hellen: Update from the Distance Ed Committee, that restarting process of becoming part of the CVC-OEI (delayed because of restructuring of the CVC-OEI)

Guillermo: Update from IPC about adopting use of Nuventiv for Program Review, potentially other data keeping on campus. (Madeleine: Including potentially SLO assessment, which is something this committee will want to look at)

d. Public Comment

II. Info Sharing, 2:40-2:45

a. Sharing of goal setting vote from late time (5 min)

List of goals below.

III. Work Items, 2:45-4:25 (bio break at 3:30)

a. Input on possible themes for January Flex Day (15 min)

Susan shared that President would like Flex Day to be more centered in a theme, planned in advance. There are advantages of doing so, which this committee has talked about before, but also logistical challenges and especially how we get input from this committee that far in advance.

The theme he is proposing for the year is around “critical connections” and “storytelling,” reflecting especially accreditation and the need to tell our story.

- August: setting the scene, getting to know our President
- October: Who am I? With a focus on our learning communities
- January: Who are we? (As in, as a campus community). And specifically, he was proposing taking a look together at our Solidarity Statement, what it asks of us, how it informs our work
- April: Who do we want to be? (in the future) e.g., do we want to revise the Solidarity Statement in any way? Do we want to define a plan of action? What is our vision? (Don't know specifics yet of speakers, sessions, etc.)

Feedback?

Conversation indicated support around the idea of revisiting the Solidarity Statement and coming to a consensus about what we stand for as a college going forward, what concrete action steps we will take. Especially important as we go into the Trump administration, and the risks that will pose to our Undocumented students, for example.

Interest also in more tangible themes, such as the legislation coming down from the state (AB 928, AB 1705), and what they mean for us as a campus, or Coastside, or one of the EMP goals. Something a little more tangible and closer to home.

Enthusiasm expressed about possibility of bringing in our high school Dual Enrollment partners for a joint session, about what high school is like today, what they're "sending out the door, from their perspective."

- b. Finalizing [revision of our ILOs](#) (85 min)
  - i. Discussion of final proposed language (in yellow)

We had a robust and detailed discussion of the wording and came to consensus about the changes that were incorporated into the yellow sections of the draft.

- ii. Action on final proposed language (in yellow)

Came to a consensus on the changes made there.

- iii. Discussion of next steps for getting campus approval of revised ILOs

Ideally, want to have this done by time the fall schedule is being finalized so that it can go into the catalog.

Natalie agreed to run it past PRIE to see if there was anything glaringly unmeasurable.

Then Guillermo will share with Todd to share with Manuel before going to Academic Senate and IPC.

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				
Finalizing draft of revised ILOS				

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

**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?

