

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

**Minutes**

Monday, November 25, 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	Y Y
Academic Support and Learning Technology (ASLT)	Valeria Estrada, Library Faculty vacancy	Y
ASCSM	Matthew Chang, Associated Students Amy Nguyen, Associated Students	Y
Business/Technology	Melissa Nelson, Accounting Faculty Hellen Pacheco, Computer Science Faculty	Y
Classified Senate	Alicia Frangos, Program Services Coordinator, Student Success vacant	Y
Counseling	Zulema Esparza, Counseling Faculty vacant	Y
Creative Arts & Social Sciences (CASS)	Erica Yoon, Psychology Faculty vacant	Y
Kinesiology, Athletics, & Dance (KAD)	vacant vacant	
Language Arts (LAD)	Madeleine Murphy, English Faculty vacant	Y
Math/Science	Kazumi Tsuchiyose, Math vacant	
Instructional Technologist	Marisol Quevedo, Instructional Technologist	Y
Planning, Research, Innovation, & Effectiveness (PRIE)	Natalie Alizaga, Research Inquiry & Institutional Effectiveness Manager (PRIE)	Y
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](#)
    - i. Motion to approve the agenda: Valeria
    - ii. Second: Madeline
  - b. Approval of Minutes from last meeting
    - i. Minutes are pending preparation. Will be presented in January.
  - c. Teaching & Learning Updates/Announcements from Shared Governance & Divisions
    - i. Susan, Updated from CSM's Academic Senate
      1. District AS approved a board policy for guidelines on class cancellation.
        - a. Board determines if its cancellation will be triggered by the number of students or the percentage of students.
      2. Voted to affirm district wide compressed calendar from 18 weeks to 16 weeks.
    - ii. IPC adoption of Nuventive (formerly TracDat) a tool to manage SLO assessment data. IPC voted on this at the last meeting. A way to manage Program Reviews and Resource Requests.
      - a. IPC voted and approved for use in Summer and Fall of 2025.
      - b. There's a faculty working group discussing how to revise the SLO assessment process. They should have an SLO assessment plan ready for approval in February of 2025.
      - c. Currently there are faculty resource requests changes to make it more transparent.
    - iii. Curriculum Committee
      1. Phase 1 of the common course numbering policy has been approved.
      2. Phase 2 and 3 are upcoming.
      3. Changing residency requirements on certificates so that students can take courses at sister colleges.
      4. Discussing Area 8 on American Institutions and History and will be voting on this next meeting.
      5. Title V is changing GPAs so that it will only include courses included for a degree.
      6. Keeping self-development and kinesiology.
      7. The Curriculum Committee is still looking for a Chair to replace Jeramy Wallace.
    - iv. English department

1. AB 705 Money is paying for Susan Bloom to come speak about her research on assessment and how various practices. Will be a Flex activity just for the English Department.
  - a. Specifically equity in grading and assessment.
  - b. The workshop is specifically for English faculty.
  - c. It maybe on the future Flex agenda, TBD. Could be of interest to all faculty.
  - d. This is likely to happen in April. Most likely it will be the afternoon slot.
- d. Associated Students had no update from Matthew. Amy was unable to attend the beginning of the meeting as she was double booked.
- e. On Assessment:
  - i. The Institutional Learning Outcomes draft is now being reviewed by the President, and will be next taken to IPC. Todd suggested that it could make sense to get their input before the AS provides its own feedback.j Expected early Spring.
  - ii. Last step will be, again, the Academic Senate for a final vote.
  - iii. Proposal is on the table for us to work on
- f. Public Comment: Library:
  - i. Valeria Estrada presented upcoming library events including relaxation stations, therapy dogs and citation clinics.
  - ii. Provided QR code with calendar and activities:
    1. In addition there will be fun stuff like Zen Gardens and coloring sheets
    2. Idea is to de-stress with crafty activities along with snacks and hot beverages.
    3. Ornament crafting workshop.
    4. Therapy dogs.
    5. Citation Clinics
    6. Mindful Monday session.

## II. Info Sharing, 2:40-3:00

- a. Guillermo Met with Cañada's SLOAC concerning Ventive. Cañada is likelier to be a model for CSM given the resource allocations they have when compared to Skyline's SLOAC allocation.
- b. Sharing of next steps for getting campus approval for revised ILOs (5 min)
  - i. Revised draft of ILOs is now being reviewed by the President and then taken to IPC and the Academic Senate. Timeline is we will get feedback from them early Spring.
  - ii. Part of our responsibility will be to review this feedback.
- c. October Flex Day feedback

- i. Sharing of [feedback on October Flex Day](#) (15 min)
  - 1. Attendance is pretty consistent (half online and half in person)
  - 2. There was a concern about attendance for each session since there were so many choices.
- ii. Discussion about the feedback.
  - 1. The QR code sign up system was popular.
  - 2. Desire for cross-disciplinary conversations on pedagogy.
  - 3. The feedback was pretty good for the morning session.
  - 4. Desire about actionable items.
  - 5. Handouts would be useful.
  - 6. Resolutions for best practices.
  - 7. Discuss what we learned about the session and what can we do about it?
  - 8. Should outcome of these sessions be an Academic Senate resolution?
    - a. Connect to have a follow up discussion about something that we will collectively embrace.
    - b. Guillermo: perhaps during Senate Public Comments?
  - 9. There's a good aspect of community building and information sharing.
    - a. There's a desire for a Campus Crawl
    - b. Scavenger hunt?

### III. Discussion and Work Items, 3:00-4:25 (bio break at 3:30)

- a. Approval of [session proposals](#), speaker for January Flex Day (30 min)
  - i. Desire to ensure that undocumented student support is front and center and have little competition from other sessions
    - 1. Have a handout on support services for students.
    - 2. Natalie shared [CCC document](#) on us being Sanctuary Colleges
    - 3. Conversation about sanctuary college
  - ii. Conversation about the wake of AB705
    - 1. We should have a big picture sense of the impact on enrollment, attrition.
    - 2. This should be college wide and cross disciplinary
- b. Should this committee proactively direct and nudge other departments to drive future Flex Sessions?
- c. There will be a call for volunteers to monitor, etc.
- d. Discussion re how to improve PD communications and leverage existing resources to address [needs identified in Great Read](#) (30 min)
  - i. Great Read identified some PD needs.
    - 1. Given that we already have a ton of resources, how do we communicate that we have them?

2. How do we increase our maximum use of our resources?
- ii. Susan moderated breakout groups with conversations about how we can better communicate resources to needs called out on Program Review.
- iii. The discussion prompt specifically excludes items (1-3, 11) on Distance Education and Canvas, so we will focus on [rows 3-10](#). These items are purview of the Distance Education Committee.
  1. We did include a conversation on Canvas, we should include QOTL 1 and 2 and RSI.
  2. We have Flex Day office hours.
  3. How do people get to Canvas? How can it be encouraged for all the things it can do?
  4. Should it be a requirement for ALL faculty trained on Canvas regardless of modality (not just Distance Ed)?
  5. These minutes do not include the break out group conversations as we don't know how to technically record them.
  6. What people want is the structure and time on Flex Day on what people need and want.
    - a. The opportunity to connect with PRIE and with Distance Education.
    - b. Draw on local talent to draw a survey.
    - c. We should make Flex Day the place and time where these needs are addressed.
  7. Skyline identifies four key priorities and tries to address those items on every time slot of every Flex Day.
    - a. People also say that Flex Day is not the best avenue for PD (In the middle of the semester).
  8. We should leverage the Vision Resource Center
    - a. There are thousands of trainings
    - b. We could identify and curate lists of training available there.
  9. Often people would want cross-district conversations with folks who are interested in a specific topic.
    - a. Each division in the district could have a Flex presentation. Nobody feels comfortable facilitating those types of conversations.
    - b. Discipline specific cross-district conversations could add a lot of value. Especially in some disciplines where there are only adjuncts in each college.
  10. We could ask the District PD coordinator to create space to have these conversations. They could be the point person.
  11. Hellen Pacheco volunteered to facilitate a Flex Day activity that involves all three colleges.
    - a. It should be clear that it's not a presentation, just a district wide moderated discussion.
  12. Having a conversation about focusing on priorities.
    - a. Do we have counts on topics?
    - b. Should our call for proposals be more specific and call for specific topics?

e. Discussion of strengths and weaknesses of our [existing ILO assessment process](#) (20 min). Pushed to the January meeting.

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			Being reviewed by President and IPC in January Then will go to Academic Senate	
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?