

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

Agenda

Monday, January 27, 2025, 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	
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, 2:30-2:45
 - a. Approval of the Agenda
 - b. Approval of Minutes from last two meetings: [Oct](#) & [Nov](#)
 - c. Teaching & Learning Updates/Announcements from Shared Governance & Divisions
 - d. Public Comment
- II. Info Sharing, 2:45-3:10
 - a. Sharing of [feedback on January Flex Day](#) (15 min)
 - b. [Summary of PD Needs and Resources Discussion](#) (from 11/25 meeting) (10 min)
- III. Discussion and Work Items, 3:10-4:25 (bio break at ~3:30)
 - a. Provide feedback on Proposal for [New Flex Day Planning Process/Timeline](#) (30 min)
 - b. Input on planning for April Flex Day (20 min)
 - c. Discussion of strengths and weaknesses of our [existing ILO assessment process](#) (20 min)
- IV. Closing, 4:25-4:30
 - a. Plan for next meeting: April Flex Day planning (research on our speakers?); student involvement in PD; PD website plans; other?

Prioritized Goals, 2024-2025

Goal	Priority Level	Discussion/Suggestions	Next Steps/Assignments	End-of-year Status
Develop meaningful process for gauging/measuring ILOs		SWOT analysis of our existing process (1/27 meeting)		
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			Waiting on revised SLO assessment plan	
Improving professional development communication		PD Needs and Resources Discussion (11/25 meeting)		

and leveraging of existing resources (including archiving and use of tagging)		Key Strategies to Leverage PD (summary from discussion above, 1/27 meeting) Proposal for New Flex Day Process/Timeline (1/27 meeting)		
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)				