

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

**Agenda**

Monday, February 24, 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<br>Susan Khan, Professional Development Faculty Coordinator |  |
| Academic Support and Learning Technology (ASLT)         | Valeria Estrada, Library Faculty<br>vacancy  |  |
| ASCSM   | Matthew Chang, Associated Students<br>Amy Nguyen, Associated Students  |  |
| Business/Technology                                     | Melissa Nelson, Accounting Faculty<br>Hellen Pacheco, Computer Science Faculty   |  |
| Classified Senate                                       | Alicia Frangos, Program Services Coordinator, Student Success<br>vacant  |  |
| Counseling  | Zulema Esparza, Counseling Faculty<br>vacant   |  |
| Creative Arts & Social Sciences (CASS)                  | Erica Yoon, Psychology Faculty<br>vacant   |  |
| Kinesiology, Athletics, & Dance (KAD)                   | vacant<br>vacant   |  |
| Language Arts (LAD)                                     | Madeleine Murphy, English Faculty<br>vacant  |  |
| Math/Science  | Kazumi Tsuchiyose, Math<br>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, 2:30-2:50
  - a. Approval of the Agenda
  - b. Approval of Minutes from January Meeting
  - c. Teaching & Learning Updates/Announcements from Shared Governance & Divisions
  - d. Public Comment
- II. Discussion and Work Items, 2:50-4:25 (bio break at ~3:30)
  - a. Feedback on Proposal from SLO Working Group (30 min)
  - b. Identify strengths and weaknesses of our [existing ILO assessment process](#) (30 min)
  - c. Discuss how we can expand student involvement in PD (35 min)
- III. 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  |                | SWOT analysis of our existing process (1/27 meeting)   |   |                    |
| Finalizing draft of revised ILOS   |                |  | Being reviewed by President and IPC in January<br>Then will go to Academic Senate |                    |
| Professional development to support our assessment activities  |                |  | Reviewing revised SLO assessment plan on 2/24                                     |                    |
| Improving professional development communication and leveraging of existing resources (including archiving and use of tagging) |                | <a href="#">PD Needs and Resources Discussion</a> (11/25 meeting)<br><a href="#">Key Strategies to Leverage PD</a> (summary from discussion above, 1/27 meeting) |   |                    |

|   |  |   |                                    |  |
|---|--|---|------------------------------------|--|
|   |  | <a href="#">Proposal for New Flex Day Process/Timeline</a> (1/27 meeting) |                                    |  |
| Incorporating student voice in professional development   |  |   | Meeting with our student reps 2/24 |  |
| Improving our professional development needs assessment (including improving use of Great Read of Program Review for professional development needs assessment) |  |   |                                    |  |