

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

**Agenda**

Monday, March 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 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, 2:30-2:50
  - a. Approval of the Agenda
  - b. Approval of January and February Meeting Minutes
  - 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 [Draft 4/17 Flex Day schedule](#) (Susan, 30 min)
  - b. Input on planning for an ILO assessment student focus group event: (Guillermo, 30 min)
    - i. Identifying a list of students
    - ii. Recruiting students
    - iii. (if we have time) [Draft questions](#)
  - c. Feedback on [Proposal for a new All-Campus Professional Development Committee](#) (Susan, 30 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 (2/24 meeting) that led to consensus about piloting student focus group as our strategy.	Discussion in 3/24 meeting of logistics about piloting student focus group.	
Finalizing draft of revised ILOS		Draft finalized in the Fall.	Being reviewed by President and IPC in January Then will go to Academic Senate	
Professional development to support our assessment activities		Reviewed revised SLO assessment plan on 2/24	Guillermo researching PD to support assessment	

<p>Improving professional development communication and leveraging of existing resources (including archiving and use of tagging)</p>		<p><a href="#">PD Needs and Resources Discussion</a> (11/25 meeting)  <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)          Proposal for New All-Campus Professional Development Committee</p>	<p><a href="#">Proposal for new All-Campus Professional Development Committee</a> (which would take over this charge) being taken on roadshow</p>	
<p>Incorporating student voice in professional development</p>		<p>Meeting with our student reps 2/24:</p> <ul style="list-style-type: none"> <li>● Example topic: Title IX training for faculty, and communicating out to students their rights and responsibilities re Title IX</li> <li>● Opportunities to get anonymous and frequent feedback from students, say within Canvas at the end of the semester?</li> <li>● Forums for input from particular groups of students, such as tutors</li> </ul>		
<p>Improving our professional development needs assessment</p>			<p><a href="#">Proposal for new All-Campus Professional Development</a></p>	

(including improving use of Great Read of Program Review for professional development needs assessment)			<a href="#">Committee</a> (which would take over this charge) being taken on roadshow	
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