

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

Minutes

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	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	x
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	
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)	
Dean of Academic Support and Learning Technology (ASLT)	Tarana Chapple, ASLT Dean	x

Guests:

I. Order of Business, 2:30-2:50

- a. Approval of the Agenda--approved
- b. Approval of [January](#) and [February](#) Meeting Minutes--approved
- c. Teaching & Learning Updates/Announcements from Shared Governance & Divisions

Academic Senate:

AS approved creation of a District-wide task group to review tenure and evaluation software packages

Update on our ACCs from Allie Fasth and Alex Urbina: direct student communication, counseling (hiring of an ACC Counselor), partnerships across campus, curriculum revisions, program mapping with program mapper online tool regularly updated by our ACC Counselor, and ACC Coaches

Proposal from SLO Working Group was shared

AS elections are coming up

Safety Committee updates

Registration:

Summer registration will open soon (April 8th).

- 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)

Did some color coding of sessions, to help identify any gaps.

Reminder to spell out the acronyms on the Flex schedule!

Might need more clarification about the two sessions in the goldenrod color (managing student workers and students at the front desk one)

Need to reschedule Jennifer's session so that she can participate in the RSI session

What is the optimal number of sessions at a time? The color coding helps determine the needs being met, but still need a campus conversation about the optimal number.

Could be a way to encourage people in the survey submission form to rank their timing preference, so we could push out some sessions to a later flex day if needed.

Some of these sessions could also be turned into asynchronous trainings or options, like we did with Gina Garcia's talk. Could even have an asynchronous track throughout the day? And provide a template for creating a microcourse? Would want to look at whether that reduces number of people attending in person.

Agreed that everyone could use training in how to manage student workers

CSEA day ends at 4:30, so probably shouldn't have sessions on the Flex calendar that go to 5:00.

b. Input on planning for an ILO assessment student focus group event: (Guillermo, 30 min)

Got positive feedback on the idea of proceeding, from VPI and Dean of ASLT.

Encouraged to focus on 2-3 questions.

Encouraged to focus on particular divisions. Questions raised about why these particular programs, and isn't ILO assessment supposed to cut across divisions/programs. Wouldn't want these programs to feel targeted; they should at least be brought into the conversation.

Marketing expressed willingness to help by emailing out and with a page inviting students to participate.

PRIE should be closely involved.

For the assessment plan to become sustained, will need multiple stakeholders involved and advanced planning.

Would we also like input from students on the ILOs themselves?

There might need to be a norming session for students, so that they understand what an ILO is, for example.

Might need to be a survey students would complete in advance so that too much time isn't taken up with sharing of demographic info, for example.

Guillermo will send out a draft list of questions for input from the committee.

- 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)

Question about how to get people to serve on the committee. Would be a smaller committee than the CTL, and full-time faculty would be expected to serve as part of their service requirement. But arrangement would definitely need to be made to compensate adjunct faculty serving on the committee, and permission from management for classified to participate would have to be ensured. Some colleges known to provide extra hours for Senate work and PD work.

Suggestion to include budget holders on the committee, or at least some balance or info sharing about the resources available for PD.

What would happen to the CTL? Creation of this committee would impact the CTL more than any other committee on campus. Would it become an Assessment Committee?

Should the chair position and membership rotate?

What role would this committee have in selecting a speaker? Determining how much we want to spend on a speaker? Whether offices close or not?

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	
Improving professional development communication and leveraging of existing resources (including archiving and use of tagging)		PD Needs and Resources Discussion (11/25 meeting) Key Strategies to Leverage PD (summary from discussion above, 1/27 meeting) Proposal for New Flex Day Process/Timeline (1/27 meeting) Proposal for New All-Campus Professional Development Committee	Proposal for new All-Campus Professional Development Committee (which would take over this charge) being taken on roadshow	
Incorporating student voice in professional development		Meeting with our student reps 2/24: <ul style="list-style-type: none"> Example topic: Title IX training for faculty, 		

		<p>and communicating out to students their rights and responsibilities re Title IX</p> <ul style="list-style-type: none"> • Opportunities to get anonymous and frequent feedback from students, say within Canvas at the end of the semester? • Forums for input from particular groups of students, such as tutors 		
Improving our professional development needs assessment (including improving use of Great Read of Program Review for professional development needs assessment)			Proposal for new All-Campus Professional Development Committee (which would take over this charge) being taken on roadshow	