

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

Agenda

Monday, April 28, 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 [March meeting minutes](#)
 - c. Teaching & Learning Updates/Announcements from Shared Governance & Divisions
 - d. Membership updates for 2025-2026
 - e. Public Comment
- II. Discussion and Work Items, 2:50-4:25 (bio break at ~3:30)
 - a. Update on ILO revision (Guillermo, 10 min)
 - b. Input on planning for an ILO assessment student focus group event: (Guillermo, 30 min)
 - c. Vote on [Proposal for a new All-Campus Professional Development Committee](#) (Susan, 20 min)
 - d. Sharing of feedback on April Flex (Susan, 15 min)
 - e. Input on planning for August Flex (Susan, 20 min)
- III. Closing, 4:25-4:30
 - a. Plan for next meeting (5/26)

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, and communicating out to students their rights and responsibilities re Title IX • 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 	Arranged with SMCCD Foundation to compensate student participants in Flex Day (panels and music performances)	
Improving our professional development needs assessment			Proposal for new All-Campus Professional Development	

(including improving use of Great Read of Program Review for professional development needs assessment)			Committee (which would take over this charge) being taken on roadshow	
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