

Committee on Teaching and Learning

The Committee on Teaching and Learning (CTL) oversees, coordinates, and reports on activities that promote continuous improvement in teaching and learning. The CTL supports the Academic Senate's goals and the college's institutional priorities by collaborating on professional development activities, promoting practices for assessing student learning and success, and advancing the mission of the CSM library. The committee shall consist of three working groups - assessment, library, and professional development - that will meet at least once a month.

Duties and Responsibilities

- A. Oversee three CTL subcommittees - assessment, library, and professional development
- B. Create new working groups, as needed (e.g. Basic Skills, AB705, etc.)
- C. Assist with institutional reporting, review, and assessment activities (e.g. Program Review, Integrated Plan, Equity Report, etc.)
- D. Create professional development opportunities for faculty, staff, and administrators around assessment, equity, distance education, and information competency (based on Program Review findings).
- E. Liaise with departments, divisions, the Academic Senate, and institutional committees over flex activities, initiatives, curriculum, reporting etc.
- F. Advise the library on resources and facilities and advocate for funding and other resources for the library to implement the best practices for academic libraries
- G. Advise Academic Senate and Vice President of Instruction on academic and professional matters, especially as they relate to teaching and learning

Committee Structure

The Committee on Teaching and Learning shall consist of representatives from the faculty, administration, classified senate, and students. Each instructional division, including counseling, shall elect two representatives to the committee. Library faculty shall elect one representative; if library faculty belong to an academic division, that division should elect one of its committee members from library faculty. The CTL will also include the Dean of Academic Support and Learning Technologies, a classified senate representative, three students, and the faculty coordinators for professional development, assessment, equity/BSI, and distance education as committee members. The committee elects a chair from among its current or recent members. The chair will serve a 2-year term and will report monthly to Academic Senate.

The membership of the Committee on Teaching and Learning should be divided equally amongst the three subcommittees.

MEETINGS:

The CTL meets twice a semester (at the beginning and end):

- To determine the vision for the Teaching and Learning Committee
- To create goals for the academic year

- To report on semester's activities

The sub-committees meet on a monthly basis.

SUBCOMMITTEE RESPONSIBILITIES

Based on the vision of the CTL, the three subcommittees will:

Assessment

- Organize assessment workshops, trainings and interdisciplinary activities
- Support faculty assessment planning
- Produce a biennial assessment report
- Advise Academic Senate, the Vice President of Instruction, and the Accreditation Liaison Officer

Library

- Review library resources and facilities and make recommendations for improvements
- Advocate for library resources
- Collaborate on activities supporting the CTL vision
- Advise Academic Senate, the Director of Learning Commons, and the Dean of Academic Support and Learning Technologies

Professional development

- Organize professional development workshops, both flex and non-flex, that support the vision of the CTL
- Act as a resource to individual faculty and programs vis-a-vis professional development activities
- Advise Academic Senate, Vice President of Instruction, and Dean of Academic Support and Learning Technologies