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College of San Mateo Committee on Teaching and Learning (CTL)
Agenda
Monday, January 23, 2023, 2:00 to 3:30

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Zoom: https://smccd.zoom.us/j/83692387585?pwd=NDhDYXc2ZmM5aDkvdEJJMnN0RlBzUT09

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All members of the campus community are welcome to attend CTL meetings.

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Required membership:

Co-chairs	David Lau, Student Learning Outcomes Assessment Coordinator Susan Khan, Professional Development Faculty Coordinator
Academic Support and Learning Technology (ASLT)	Julieth Diaz Benitez, Instructional Designer Marisol Quevedo, Instructional Technologist
Associated Students (ASCSM)	Amrit Dhillon vacant
Business/Technology	Marc Gottlieb, Real Estate Faculty vacant
Classified Senate	Heeju Jang, Planning & Research Analyst LaShonda Kennedy, Program Services Coordinator
Counseling	Michael Vargas, Academic Counselor vacant
Creative Arts & Social Sciences (CASS)	Lee Miller, Political Science Instructor vacant
Kinesiology, Athletics, & Dance (KAD)	vacant vacant
Language Arts (LAD)	Jon Kitamura, English Instructor Briana Avilla, Communications
Math/Science	Michelle Beatty, Math Instructor Yelena Feinman, Math Instructor
Library	Lia Thomas, Librarian
Dean of Academic Support and Learning Technology (ASLT)	Tarana Chapple, ASLT Dean

Guests:

I.   Order of Business, 2:00-2:10
   a.   Approval of the Agenda
   b.   Approval of minutes

  c. Public Comment
  d. [Brown Act exemption](#) and [update](#)
II. Information Items, 2:10-2:40
  a. Update on PD (Susan, 5 min)
  b. Update on Assessment (David, 5 min)
  c. Updates related to teaching and learning, from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, others?) (5 min)
  d. Update on Working Group meeting schedule (5 min)
  e. Proposal for developing a long-range PD plan for CSM (Susan, 10 min)
III. Discussion Items, 2:40-3:30
  a. Revising [bylaws](#)
  b. Feedback on January Flex Day; April Flex Day planning (Program Review Checkpoint, scavenger hunt, Academic Dishonesty, others?)
  c. Feedback on Proposal for developing a long-range PD plan for CSM (Part I)

Next working group meeting: Monday, Feb. 6, 2023 (2:00-3:30)

Next general meeting: Monday, Feb. 27, 2023 (2:00-3:30)

2022-2023 Goals:

Goal	Priority?	Discussion/Suggestions	Next Steps/Assignments
Incorporate more PD for classified professionals that is enjoyable and promotes team building		• Scavenger hunt? • Other ideas?	• Program Review Working Group: o Reach out to scavenger hunt company to find out more (Marisol/Susan) o Consult with Classified PD Senate for more ideas (Susan)
Streamline the "Great Read"		• Too long and burdensome last year	• Program Review working group

Provide more guidance to faculty assessing SLOs and writing Program Review, on - interpreting their data - measuring progress towards equity - Identifying professional development to narrow equity gaps		• Collaborate with other committees (esp EEC) to set up a Canvas shell/discussion space for developing measures of equity/professional development implications of our data, and to share resources (including discipline-specific resources) on equity-minded practices. • Use conversation above to revise Program Review questions • See template created by Los Rios College?	• Program Review Working Group
Gain a better understanding of PD needs		• Develop a useful survey (one that does more than ask people what PD they think they need) • Improve Program Review process (see above) as another way to assess PD needs	• PD Working Group: - Talk to PRIE about survey options - Examine surveys previously used/used elsewhere
Increase collaboration institutionally and district wide		• Calendar of PD and shared PD district calendar would help • Limits on District collaboration until District provides support • More opportunities to get beyond our silos, collaborate across functions	Working Group: - Pilot use of VRC to determine whether it would help w/ need for calendar of PD events (Susan, DEAC) - Update calendar of events on PD website with trainings available college and district-wide. (Susan) - Consult with District flex coordinators about a shared calendar - Share events as much as possible on District Flex Days

			(and possibly part of College Flex Days) - o Professional development opportunities at Flex Day that bring people together across functions - o Propose increased support from the District for collaboration
Provide more engaging/transformative PD (not just trainings/specific skills)		- Maybe we could use the process of revising the 5-year PD Plan to re-imagine how we define PD at CSM, broaden our definition of PD? - Could maybe use process of revising the bylaws to reframe PD? - Improving assessment of PD fits within this	PD Working Group
Revise Bylaws		Committee structure has changed; bylaws need to be revised	Get feedback at our next meeting