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

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

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

Required membership:

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

Agenda approved.

   b. Approval of minutes

Minutes approved

   c. Public Comment
   d. Brown Act exemption and update

Brown act might expire for our committee. all suggested meeting in person would be possible.

II. Information Items, 2:10-2:40
   a. Update on PD (Susan, 5 min)

Susan: flex day took place. We had a district wide flex that was almost all online. College day activities mixed online and in person. I have some early feedback.

We focused on the drained pool politics of the CSM period in the 60s. We got more feedback, 40 responses. People liked the presentations. They liked hearing about the memories of the event. Attendees wanted to have more time to discuss this history. I want us to think about format.

We had positive feedback on Julieth's session on grading. We didn't get much feedback on the district day.

Require that people submit feedback in order to sign in.

How could we get more people to provide feedback. We could make attendance depend on feedback.

Jon, David, Julieth, Lisa, Marisol: should encourage and remind people about the feedback forms rather than strictly require. We need to set aside time in the meetings to make sure there is feedback. This works with instructor evaluations.

Susan: We could also use someone with tech support to help flex day presenters, with online challenges.

Marisol: We need to have people who can facilitate the chat or the feedback forms. But feedback into the agenda.

> b. Update on Assessment (David, 5 min)

David looking at attending conferences to learn more about being SLOAC

In Spring, planning Flex Day Program Review checkpoint.

> c. Updates related to teaching and learning, from divisions and partner committees (DTL, DEAC, Library, Ed Equity, Academic Senate, Classified Senate, others?) (5 min)

From DEAC: Conversation around QOTL 2; planning training for Spring for recency requirement. Looking for sources of funding.

Academic Senate is adding ChatGPT to our list of plagiarizing practices. DEAC also has been discussing it and wondering what space should take it on. Could add info to the Faculty Gateway?

> d. Update on Working Group meeting schedule (5 min)

David and Susan will resend calendar invitations for those meetings.

> e. Proposal for developing a long-range PD plan for CSM (Susan, 10 min)

Susan: I'm presenting a five-year long-range development plan. I'm showing two slides with the PD plan would address the Ed master plan revision. This is a process where we identify gaps in teaching and learning and work towards continuous improvement in teaching and learning.

Lia: looks great

Julieth: if you have time to address the partnerships you will need help from.

III. Discussion Items, 2:40-3:30
   a. Revising bylaws

Lee: do we have the charge of developing PD for admin?

Julieth: do we have this bandwidth

Susan: we could change language there.

Gave approval to the bylaws with suggested amendment, to take to Academic Senate

   b. April Flex Day planning (Program Review Checkpoint, scavenger hunt, Academic Dishonesty, others?)

David planning a check-point on what's happening in assessment with people's Program Reviews

Response to ChatGPT and other contemporary concerns around academic dishonesty

Scavenger Hunt idea: we held this off from January Flex. We may do this on the April flex because more people are available.

Briana: what would this look like?

Susan: we would likely pay for the less expensive version of the service.

Michael: some of us have scavenger hunts in our counseling curriculum. We use ones that promote student success.

   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/Assig

Revise Bylaws		• Committee structure has changed; bylaws need to be revised	• Get feedback
Streamline the "Great Read"		• Too long and burdensome last year	• Program Rev

Provide more guidance to faculty assessing SLOs and writing Program Review, on
    o interpreting their data
    o measuring progress towards equity
    o 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 Rev

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
			    o Talk
			       optic
			    o Exan
			       usec

Incorporate more PD for classified professionals that is enjoyable and promotes team building		• Scavenger hunt?
		• Other ideas?
			• PD Working
			    o Sche
			       for A
			    o Cons
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			       (Sus

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:
			    o Pilot use
			       whether
			       for calen
			       (Susan, I
			    o Update
			       PD webs
			       available
			       wide. (S
			    o Consult
			       coordina
			       calendar
			    o Share ev
			       possible
			       (and pos
			       Flex Day
			    o Professi
			       opportu

			bring pe function ○ Propose from the collabora
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