College of San Mateo Committee on Teaching and Learning (CTL)
Agenda
Monday, May 22, 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
ASCSM	Amrit Dhillon vacant
Business/Technology	Marc Gottlieb, Real Estate Faculty x vacant
Classified Senate	Heeju Jang, Planning & Research Analyst vacant
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	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: [3/20/23](#) and [4/24/23](#)

In fall, will have to approve minutes

   c. Public Comment

DTL brought up the topic of developing more guidance for faculty in teaching modalities

 II. Information Items, 2:10-2:35
   a. Update on PD: Feedback on Flex Day, CRPP Grant, Revising PD Plan (Susan, 5 min)

Susan: overview of flex day feedback, in brief. People liked mini-sessions on a technology or practice. Scavenger hunt was positively reviewed. Good conversations about Sum of Us. More morning sessions are requested with Zoom options. Walk-through of Program Review is also being requested. Bring a draft session. On AI: session focused on curricular changes in response to AI.

Susan: suggestions for flex day topics in future: mini-sessions on apps for teaching. Planning of a new welcome program for new Classified workers. More training for neurodivergence. Mental health de-escalation. Culturally sustaining pedagogies and decolonization of the curriculum.

I will be making changes to 5-year PD plan and I'll bring changes to this committee in the fall.

Faculty cohort will run in the spring.

   b. Update on Assessment: Fall Flex Day planning, new Research Inquiry and Institutional Effectiveness Manager position (David, 5 min)

Assessment working group meeting took place, was productive.

Having a few different faculty members to share their practices for the assessment presentation in August Flex Day

Looking over SLOs

   c. Updates related to teaching and learning, from divisions and partner committees (

DTL, Susan: confusion around modalities of teaching, proposal for district PD support. Discussion with McVean for district position. Moving through a process.

DEAC, Marisol: AI working group met and there's been good presentation of information.

Library, Ed Equity,

Academic Senate, Susan: district faculty equivalence looking for membership. OERZTC liaison said there is money for faculty working with these materials. CTL could take up faculty voice in DE and continuous improvement in that space.

Classified Senate, etc) (5 min)

David says in LAD there is going to be more use of embedded tutors in the coming year. Could be something for this committee to support on. Alicia is on Enrollment Sustainability Cttee and its emphasizing importance of embedded tutors

   d.   Update from Amrit about ASCSM, teaching and learning from student perspective (5 min)
   e.   Update on CTL membership next year (5 min)

Susan: we have holes in membership we need to fill. We need help with recruitment of members. Counseling and several divisions need reps. Kitamura is stepping down. Susan will reach out to the deans about

   III.   Discussion Items, 2:35-3:30
      a.   Plans for August flex; next year's Flex Days

Susan: some planning already underway. District day will be at CSM. Speaker is Josh Becker, CA State Senator. Equity panel conversation, with a new district diversity chief.

Alicia: we could provide some technology training. One drive, canvas, adobe, etc. This would be nice for faculty

Susan: keynote speaker for College Day is Alok. Not possible to have a zoom option.

Susan: what about online options when there can't be a hybrid option in the morning.

Susan: we can protect keynote speaker on schedule. We also need to look at speaker.

Susan: we are now paying adjunct faculty for Flex. So we need to think about how they can participate and receive compensation.

      b.   Next steps with SLO Assessment

New position will be starting this summer, July 1?

c. Reflection on goals, this year and next

Next general meeting: April 24, 2023 (2:00-4:00)

2022-2023 Goals:

Goal	Priority?	Discussion/Suggestions	Next Steps/Assignments	End-of-year Status

Revise Bylaws		• Committee structure has changed; bylaws need to be revised
		• Got feedback on changes 1/23 meeting
			• Get feedback at our next meeting
			• Discussed in Academic Senate 2/14, and AS suggested bringing back after addressing following:
			   ▪ list of areas of focus. Broaden the scope?
			   ▪ report to AS regularly (at every meeting)
			   ▪ Should 2-year limit on chair position stay?
			   ▪ what is the term limit for for SLOAC?
				Completed

			• Revisions approved in Senate.	

Streamline the "Great Read"		• Too long and burdensome last year	• Clear instructions/context, to appear
			  o Online
			  o in communication with the Deans
			• Moving this to next year
				Move to next year

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?
			• Clearer instructions/context about realistic and effective assessment, to appear
			  o Revised questions in Program Review (reporting and about plans)
			  o April Flex Day working session/drop-in hour/presentation
			  o Online
			  o Division meeting presentations (especially beginning of semester)
				Partial: Flex Day sessions, some Division meeting presentations
				Continue with above and build online materials, revise Program Review process next year?

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 ✓
			   ○ Student survey tool ("What has worked well for you in this class?")
			   ○ Review student panels on Zoom (previous Flex Days) ✓
			   ○ Review student anti-racism survey, focus groups data ✓
			   ○ On AI: Talk to ASCSM (Mondana Bathai and Erin Schafer) ✓
			   ○ Input from Teeka and Faculty PD Cttee?
			   ○ Improve feedback gathering on PD
				Partial: Gathered information from sources listed, but develop survey tool next year?

Incorporate more PD for classified professionals that is enjoyable and promotes team building		• Scavenger hunt? • Other ideas?	• PD Working Group:	Completed (but ongoing)

			o Schedule scavenger hunt for April ✓ • Consult with Classified PD Senate for more ideas (Susan) ✓ • Implement technology training requested in Classified Senate ✓	
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 of VRC to determine whether it would help w/ need for calendar of PD events (Susan, DEAC) ✓ o Update calendar of events on PD website with trainings available college and district-wide. (Susan) o Consult with District flex coordinators about a shared calendar ✓ o Share events as much as possible on District Flex Days (and possibly part of College Flex Days) ✓ o Professional development opportunities at Flex	Made progress on registration, cross-district collaboration, proposal for more district support. Move calendar/sharing of events to next year (in VRC?)

			Day that bring people together across functions ✓ ○ 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 ▪ Peer Observation Pool? ▪ Big thumbs up for Alok as keynote speaker. ▪ CRPP Grant ▪ Adjunct PD symposium ▪ Pathways	Made progress with CRPP grant, keynote speakers. Revised PD Plan should identify other opportunities to build out PD on campus.
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