

Institutional Planning Committee (IPC) Meeting

Friday, February 3, 2017

1:00 – 3:00 p.m.

College Heights Conference Room, B10-468

Members Attending: Ron Andrade, Juanita Celaya, Jia Chung, Sandra Stefani-Comerford, Laura Demsetz, Alicia Frangos, Jennifer Hughes (co-chair), Sennai Kaffl, David Laderman (co-chair), Stephen McReynolds, Teresa Morris, Ludmila Prisecar, Erica Reynolds, Jan Roecks, John Sewart, Laura Skaff, Katarina Stein, Jennifer Taylor-Mendoza, Henry Villareal, Mary Vogt, Andreas Wolf

Guests: Danni Redding-Lapuz, Kristi Ridgway, Steven Lehigh

MEETING SUMMARY

Review of the Agenda

The agenda was approved with one addition: Themes from Program Review

Presentation Regarding International Students/Establishment of Task Force to Develop Plan

Danni Redding-Lapuz provided, International Students Program Manager, provided an update on the International Student Program at CSM. There has been significant increase in the number of international students attending CSM. Currently, there are over 700 students in the program. Danni distributed a document summarizing details about students in the program (breakdown by country, etc.) IPC discussed the concerns and issues that faculty and staff have experienced and expressed. These include, but are not limited to:

- Challenge finding instructors for ESL and Mathematics courses. Additional sections are needed and would fill, but it's proven difficult to find instructors to teach these courses
- Changes in classroom dynamics when the majority of the class is comprised of international students. For example, many international students are not accustomed to working in small groups. Resident students have indicated that they don't want to work in groups with international students as it might bring their grade down.
- Challenges with language proficiency of some of the international students. It has been noted that class materials in multiple languages seem necessary, though there is concern about whether and how to accommodate such a need.
- Priority registration – Continuing international students are provided with priority registration, along with student athletes, honors students and student government officers. There is concern that resident students are not able to get classes due to the priority provided continuing international students. An example was provided: If a class is full and two students are trying to add it – one an international student and another a resident student, who should be provided priority?
- Courses in certain majors (i.e. CIS, Business Administration) are heavily impacted as they are majors pursued by many international students. Thus, the courses for these majors are often filled with international students (some over 75% international students.)
- Services are being heavily impacted by the growth of the international program (i.e. Health Services)

- The Mission Statement of the College does not specifically address international students. Faculty have more general concerns about the relationship between the International Education program and the California Community College mission.
- There is significant impact to international students as a result of the recent Executive Orders. International Program staff are inundated with students expressing concerns. They are trying to keep abreast of these orders and provide information for students.
- Professional Development may be needed to help faculty and staff increase cultural competency, though faculty are concerned whether such PD is appropriate, and would suggest equally pursuing better preparation in cultural competency for the students.
- Continued housing and transportation challenges faced by international students.
- Faculty would like to see more specific data on how Intl Ed revenues are helping fund and support other programs on campus.

Action: It was agreed that an ad-hoc task force of IPC be established to further explore these issues and concerns. It was suggested that a college wide needs assessment be conducted and a plan or list of recommendations be developed. Members of the task force include: James Carranza, Laura Demsetz, an ESL, Math and Business faculty member, Jan Roecks, Danni Redding-Lapuz, John Sewart, Alicia Frangos, Fauzi Hamadeh, and two-three students, including an international student. David Laderman and Jennifer Hughes, co-chairs of IPC, will convene the first meeting of the ad hoc group to provide them with their “charge” and identified timeline for completing their work.

Update on Program Review Requests

Sandra Comerford and Jennifer Hughes provided an update on the status of the various requests submitted through program review (faculty requests, classified requests, student assistant requests, instructional materials requests, instructional equipment requests, and facility requests. The faculty requests have already been prioritized and submitted to Cabinet for review and approval by the president. Selection committees are now being formed for the approved positions. Sandra has met with the instructional administrators to complete the prioritization of the instructional materials and instructional equipment requests. These are prioritized in the following tiers: 1) Safety, 2) Need to teach, and 3) Enhanced instruction.

This process has been completed and the deans have been informed of what items have been approved. The orders must be placed by mid-March. The instructional administrators provided a rough prioritization for the student assistants, facilities, and other miscellaneous requests. These will be reviewed by Cabinet later in February. Finally, the classified position requests were prioritized at a joint meeting of the instructional and student services administrators. Requests were prioritized into four tiers: 1) Necessary for health and safety reasons, 2) needed for instruction/student services delivery, 3) nice to have, and 4) not needed at this time. The prioritized list will be reviewed by Cabinet in February. Based on the budget, Cabinet will determine if any positions will be approved.

It was recommended that IPC post the list of all the position requests and the final decisions once reached.

Discussion of Merging of BSI and Equity Committees

Jennifer Taylor Mendoza provided an update regarding the merging of the BSI and Equity Committees. It was noted that both committees report to IPC and there is a great deal of overlap. The process of merging was first discussed in the fall. A new name is being proposed (Educational Equity Committee). They will hold their next meeting on February 14. It was noted that the State is also merging the plans for BSI, Equity, and SSSP. A question was raised as to how we formally “merge” the committees. Jennifer Hughes indicated that a request would be brought to IPC stating the reasons for the request. We have done this before with other institutional committees.

Scheduling Assessment of Learning Communities

IPC needs to continue to evaluate the learning communities and other college initiatives (e.g. Supplemental Instruction) on a regular basis. When we last evaluated the Learning Communities (WEZ, Honors, Puente) the program coordinators presented to IPC. However, we did not have an evaluation tool or agreed upon criteria for their reports. At the request of IPC, PRIE has since created a form that we will use to create consistency in the evaluation process and which will provide guidance for the reporters. We will provide the form to the coordinators asking for them to complete and submit at a time during the spring, which has yet to be determined.

Themes From Program Review

David Laderman and Jennifer Hughes reported that IPC still needs to discuss the themes that have emerged from the last program review cycle. After discussion, it was agreed that a list would be generated that includes the themes identified in each department program review (this was the first year that departments reported on their themes.) These will be reviewed at an instructional administrators meeting in March. The dominant themes will then be forwarded to IPC for review. Last year, a matrix identifying each theme and activities/initiatives to address those themes was developed and distributed to the college community.

Next Meeting: Friday, March 3, 2017