

## **Institutional Planning Committee (IPC) Meeting**

**Friday, November 3, 2017**

**1:00 – 3:00 p.m.**

**College Heights Conference Room, B10-468**

Attendees: Mary Vogt, Kim Lopez, Jan Roecks, Mike Claire, John Sewart, Tabitha Conaway, Ellen Young, Sarah Mangin, Erica Reynolds, Alicia Frangos, Sandra Stephani Comerford, Laura Demsetz, Juanita Celaya.

### **Meeting Summary Notes**

#### **Welcome and Introductions**

Introductions – no new members. Kim summarized today's agenda.

#### **Review Summary Notes from the October 20, 2017 Meeting**

Kim asked if anyone had any changes to the summary from October 17<sup>th</sup>. No changes were suggested.

#### **Update on Textbook Task Force Membership**

Laura gave an update on the task force. She has spoken to Fauzi and he is working on getting staff involved, and waiting on student memberships. Kim summarized that it is a work in progress, and Laura agreed that it could be on the agenda for the 17<sup>th</sup> when she will have made more progress. Mike said he wants to acknowledge that even though we are looking at new solutions, to keep in mind there was some money squirreled away to fund textbook options, and put it out there that those funds are still available. He wanted the task force to know that there is some financial help to move this along, not only at CSM but all three colleges to help students with textbook costs, which is a major interest of the Board.

#### **Approve Revised Mission Statement**

Alicia had added some reiterations/changes, but she was concerned that the other members of the task force weren't present to discuss it, so Kim suggested she meet with the task force again to work on it further before presenting it to IPC. Alicia would like to revisit one of the previous versions. She said she'd like to invite Kristy and Danny to revise it further as well. Kim asked if we could bring it back on November 17, and asked where it would go after that. Mike suggested it be broadcast to the constituents to get further feedback. Ultimately the Board needs to approve it. Kim said we will bring it back to the November 17 meeting and hopefully approve the draft then, and then at that point constituents would approve it for December, and then we can seek Board approval. Alicia agreed to bring it back the 17<sup>th</sup>.

Alicia added they will include a values statement with the Mission.

#### **Approve Integrated BSI/SE/SSSP Plan**

Tabitha distributed 2017-2019 Integrated Plan for BSI, SE & SSSP.

She stated we're well on our way to meeting our goal to submit the plan in December, 2017. There are some exceptions but there is a lot of integration between student services and Instruction. The plan builds on the

college's strengths. Many of the goals came from the equity plan and the District Strategic Metrics. Laura asked what completion meant in this context; Tabitha said it means course completion with a grade. John concurred. It means they didn't withdraw and it means any grade (even D or F).

In general what they found is where we are most successful is in the learning community cohort models. She also said they are hoping this better aligns them with Guided Pathways. Mike thanked Tabitha especially for tying this to the larger metrics that the Board is interested in.

Consensus was taken and all agreed on approving the plan and asked that Tabitha submit it to the District Office by November 10th so that it can be in the November 29th Board Report.

### **Update on Development of 2019 ISER**

Sandra reported there are 4 teams working on the 4 Standards for the ISER and are on their way, and there will be a first draft soon. Jeremy has asked for a faculty co-lead to start next semester. Sandra has been to some conference webinars for ACCJC and there are some things that don't have to be done that used to be, which is good news, as ACCJC has reformed and changed a lot of the process. For one thing, they are asking for the ISER to be less lengthy. Stephanie Droker would like to see ISERs at 100 pages in the future, for example, rather than the 500- and 600-page ISERS.

Mike reported on the visit to Lake Tahoe and talked about being a team assistant. He said Lake Tahoe taught the team a lot about site visits. He mentioned that CSM was placed on warning by the ACCJC 10 years ago, and it was really hard to get off of the warning. He mentioned SF college almost lost their accreditation. But the ACCJC leadership has changed, and it doesn't mean we get a free pass and of course have to meet the standards but the ACCJC's new leadership has a different philosophy and culture -- for the better. He mentioned that different statements carry different weight and that even our mission statement used to be driven by accreditation, but it is different now. Mike advised those who will be writing that brevity is key, and to write short responses and point to evidence. He indicated the presentations IPC observed at its last meeting (10/20/2017) by the learning communities as a good example of evidence. Mike feels we will have a successful visit and believes we are meeting the standards, and that CSM is in good shape and will do fine.

Sandra added that the accreditation oversight committee is meeting next week, and they'll be meeting more frequently as we get closer to the date.

### **Review IPC Proposed Agenda Items for Fall 2017**

Kim said we only have 3 more meetings until the end of the semester. Next meeting (11/17/2017) will have an update from John Sewart, Guided Pathways, Incarcerated youth, and John will bring the EMP for spring. Puente will be giving a presentation as well.

Mike mentioned a Cal State East Bay meeting he was just returning from, and the disaster of the coming CSU application system. Tabitha and Alicia said it's not user friendly and there are some confusing items for students. Mike said wants to work with some members of IPC to figure out a plan for dealing with it. Tabitha suggested transfer workshops that we already have. Mike said East Bay has offered to send people to our campus. Sandra asked if there was a way to request students not to apply on their own but ask for help.

Meeting adjourned: 1:48 p.m.