

# Institutional Planning Committee (IPC) Meeting

Wednesday, October 3, 2018

1:00 – 3:00 p.m.

Room 18-206

**Members Present:** Emily Barrick, Fauzi Hamadeh, Mike Claire, Jose Rocha, Sandra Stefani-Comerford, Liz Schuler, Arielle Smith, Paola Mora Pardes, Heidi Diamond, Laura Demsetz, Teresa Morris, Alicia Frangos, Georgia Giari, Mondana Bathai, Elnora Kelly Tayag, Luis Padilla, Krystal Duncan

**Members Absent:** Juanita Celaya, Tabitha Conaway, Gaby Topete Eng Goon, Paul Hankamp, David Laderman, Kim Lopez, Sarah Mangin-Hinkley, Madeleine Murphy, Anniqua Rana, Richard Rojo, Jeremy Wallace, Valerie Young

**Guests Present:** Tarana Chapple, Jia Chung, Hilary Goodkind, Ludmila Prisecar, Erica Reynolds, Jan Roecks, Mary Vogt

## MEETING SUMMARY

### Review of the Agenda

Fauzi asked the committee to introduce themselves as there are many new members.

### Review Summary Notes from the September 19, 2018 meeting

Summary notes from September 19 were approved.

### Accreditation Draft Timeline Presentation

Hilary Goodkind distributed a timeline for CSM's accreditation process leading up to the September 30, 2019 ACCJC campus visit. She explained the timeline, emphasizing the major events. Major dates are in red and processes are in blue on the right side (see handout). Mike Claire added background on the accreditation process, its history and why it's important. He reported that the rough draft of the ISER is just about finished, and that the college community will have an opportunity to weigh in on the draft. IPC will have the responsibility of reviewing and approving the ISER before it goes to the Board of Trustees. Laura requested we move the 3/20 IPC meeting to 3/27 for the review process.

A question arose on the ISER training and Hilary explained that an ACCJC liaison leads that training and works with us to guide CSM on the process.

### CSM Cabinet Goals for the College Presentation

Mike distributed a document laying out the major goals of the college (see handout). He explained that the Board goals for the president are TBD. Included in the goals are fiscal responsibility. He suggested the committee read the Board's minutes from time to time to get an idea of operations of the district, with an emphasis on equity. He went on to summarize all of the other items listed in the document.

## **Sparkpoint Presentation**

Emily Barrick presented the Sparkpoint center program, which has its grand opening in November. All three colleges in the district now have Sparkpoint centers. CSM's is located in Building 1 and provides services to both the student body and San Mateo county. Sparkpoint aims to improve students' lives using coaching, financial goals, and more (see handout).

Emily covered all of the resources Sparkpoint provides.

There are 21 other Sparkpoint centers in the area. November 14<sup>th</sup> is the opening day for CSM's program in the Bayview dining room from 11:30am – 2:30pm and all of campus are invited. There will be food, music, other entertainment and tours to the Sparkpoint center.

## **Appointment of the Transportation Taskforce**

Fauzi said he had added some faculty and classified staff has expressed their interest in the newly-formed transportation taskforce. There are also 2 students who are members of government. Fauzi asked the committee if they would approve adding more students (outside of government) to join. The committee agreed. He said he will have the final list of names at the next IPC meeting. Hilary added that she will also hopefully have the transportation information from the District's survey at the next meeting.

## **Textbook Taskforce Update**

Laura Demsetz gave an update on the committee's progress, which was formed last December (2017) and distributed an update (see handout). She emphasized that much of the faculty is already doing a lot of work to make sure they keep costs down as much as possible, but there can still be improvement. She presented comparison tables to show the relevant costs and other options. There is ongoing outreach and the development of a resource site is in progress.

There was a discussion about inclusive access, and how various sales and availability affects the book store and students and faculty.

Erica and Laura explained inclusive access and how it works through Canvas. Arielle said it would be helpful to instruct faculty on how best to find alternatives. Laura emphasized that it will always be up to faculty what they decide to require, physical books, online or otherwise.

Mike suggested the taskforce do a much broader survey of students and their experience on purchasing and use of books and reading strategies as they move forward.

## **Announcements:**

Mike said that Building 17 remodel should be done by next fall.

Meeting adjourned: 2:34 p.m.

**Next Meeting:** October 17, 2018