Institutional Planning Committee (IPC) Meeting

Wednesday, May 15, 2019

1:00 – 3:00 p.m.

Room 18-206

Members: Emily Barrick, John Burright, Tarana Chapple, Michael Claire (ex-officio), Sandra Stefani-Comerford, Tabitha Conaway, Laura Demsetz, Heidi Diamond, Krystal Duncan, Alicia Frangos, Fauzi Hamadeh (co-chair), Paola Mora Paredes, Teresa Morris, Madeleine Murphy, Luis Padilla, Erica Reynolds, Jose Rocha, Elizabeth Schuler, Arielle Smith, Jeramy Wallace (co-chair)

Members Absent: Mondana Bathai, Georgia Giari, Sarah Mangin-Hinkley, David Laderman, Kim Lopez (co-chair), Richard Rojo, Elnora Kelly-Tayag,

Guests: Jennifer De La Cruz, Mike Holtzclaw, Hilary Goodkind, Jackie Santizo, Jeremiah Sims, Mary Vogt

MEETING SUMMARY

Review of the Agenda

Jeramy would like to add public announcements to the agenda. Madeleine will be combining her two reports (ISER and Assessment).

Review Summary Notes from the May 1, 2019 meeting

Summary Notes from May 1, 2019 were approved.

Public Announcements: Erica announced the official title change from DEETC to DEAC. The technology component has separated out as its own committee (the newly-formed Technology Committee).

Jeramy announced the merger of The College Assessment Committee, the Center for Academic Excellence Committee, and the Library Advisory Committee into the new Committee on Teaching and Learning, which will also affect IPC membership.

Hilary announced that the PRIE website has been redesigned and launched.

Approve Student Equity Plan (SEP)

The SEP was brought up for approval. It has already been approved by Senates on May 14th. Jeremiah announced his team will be revisiting the executive summary of the SEP to make it more accessible, but still focusing on the same three major themes. Tabitha added the Nova survey to the Student Equity Plan for IPC to review to give more context (see handout). She

explained the percentages of the numbers to clarify the data for the committee. The NOVA survey is prepopulated by the state with the states data. The data from the state is missing approximately 20% of our students that do not have social security numbers. We were not able to use CSM data and plan to use it to develop an addendum to the required submission through NOVA.

Given the importance of how equity is reflected in the vision of CSM, several members expressed the importance making sure the report reflected the width and breadth of what is taking place at the College. Mike suggested rephrasing of the narrative while keeping the integrity and message of the document. Several people suggested that the equity plan have further campus-wide discussion.

Regardless of the discussion, this plan, in its required NOVA format is required by the state and needs to be approved by June 30th.   Mike said we should consider that this document is primarily geared for the state chancellor's office. The College's EMP is where the broader issues of equity are addressed as part of the Strategic Priorities and where the more concrete action plans will be outlined. We will have opportunities to revise the plan in the fall and create an addendum that will be further tailored to CSM voices.

IPC will hold an additional meeting on June 19th to approve the plan after more campus feedback has been solicited. Jeremiah will reach out to the campus for feedback before the June meeting.

The meeting has been scheduled for June 19th from 1-2 p.m.   The focus of the meeting will be to review and approve the equity plan.

Approval of the ISER

Madeleine has not changed the self-study in any substantial way since March 27th and the Quality Focus Essay (QFE) has been written. There will be no further major changes to the ISER.

The IPC committee approved the ISER. The committee thanked Madeleine, Hilary and Sandra for their hard work.

Assessment Report Update

Madeleine presented new assessment measures, including a website: collegeofsanmateo.edu/sloac

She walked the committee through the new SLO site, explaining how it works outside of TracDat, with folders that have been set up for reports to be submitted (see handouts). Hilary mentioned that they've been congratulated on the ideas by ACCJC peer members and will be co-writing a white paper on the process going forward.

Approve State Chancellors Office 2020 Vision for Success Goals

Hilary asked the committee to approve the Vision for Success and distributed copies (see attached). These are the chancellor's office mandated goals, containing the data we are required to use. The Education Master Plan will be using these data because of that mandate.

Committee approved the plan.

Textbook Taskforce Update

Laura relayed the progress the college is making to present (see attached). She went over the data in the document and asked for questions from the committee. She explained the different icons being used for students to determine what their book costs will be. She asked if IPC agreed that the task force is too large to be able to convene, which creates some barriers, and thinks it would be a good idea to downsize. Laura would like to bring the revised taskforce membership topic back to IPC in the fall for further discussion in the fall.

Finance Committee Year-End Update

Steve Lehigh discussed the progress made by the newly-formed Finance Committee's first year. This was the committee's first year, and they spent it surveying the landscape, setting up their committee, purpose, membership, etc. and initial budget analysis, determining how different fund revenues have evolved. The committee created a 5 year retrospective report (see handout). Their main purpose is to make things more transparent college-wide. Next steps are to reach out to divisions. Mike reiterated that the purpose of the committee is for more transparency and additional voices in decision-making, and that Finance Committee's charge is forecasting and helping to determine what will it take to implement various programs. Steve added that a large part of the process will include a lot of feedback by constituents.

Tech Plan Progress Report

Tarana gave an update/overview of the newly-formed Technology Committee. So far, most of the work has been assessing how the committee should be formed. They plan to add more students and faculty. They have already spotlighted. They have a website that is going up soon. They have also studied other colleges' assessment plans.

Their main focus is on: Innovation, maintenance and consistency.

She formed a task force/subcommittee as well. They will be meeting over the summer to address inventory. They will also be looking at student surveys which will go out in the fall, as well as faculty's needs. After that, they will be constructing a report for IPC to review, most likely in October 2019. She also plans to take the report to the campus for feedback as well. Tarana will be presenting the new committee structure to IPC to approve in the fall as well.

IPC Summary Report

Fauzi addressed the IPC summary report that was sent (see handout) to all IPC members for approval. The summary was approved.

Meeting ended: 3:04 p.m.

Next Meeting: September, 2019