

College of San Mateo
Institutional Planning Committee (IPC) Meeting

Wednesday, September 4, 2019

1:00 – 3:00 p.m.

Room 18-206

Members Present: Tarana Chapple, Heidi Diamond, Krystal Duncan, Allie Fasth, Alicia Frangos, Max Gaines, Kim Lopez, Teresa Morris, Madeleine Murphy, Luis Padilla, Jose Rocha, Jackie Santizo, Elizabeth Schuler, Elnora Kelly Tayag, Jeremy Wallace, Chun Wai (Mark) Wong, Chris Woo, Andrew Young

Co-Chairs: Fauzi Hamadeh, Micaela Ochoa, Arielle Smith

Guests: Lizette Bricker, Tabitha Conaway, Laura Demsetz, Hilary Goodkind, Mike Holtzclaw, Heeju Jang, Richard Rojo, Mary Vogt

Members Absent: Emily Barrick, Erica Reynolds

MEETING SUMMARY

Welcome and Review Agenda

Fauzi asked if anyone had any changes to agenda. No changes were requested.

Acknowledgements and Brief Announcements*

Introductions of new and returning committee members.

Kim thanked Tabitha for presenting the Student Equity Plan (SEP) to the Board of Trustees meeting. Hilary acknowledged the hard work and progress made by the Guided Pathways team, and announced that the Institutional Self Evaluation Report (ISER) was successfully submitted to the ACCJC and visiting team. Mike Holtzclaw thanked Robin, Rich, Val and Heeju for developing the new Resource Request form, which will be rolled out soon.

Review Summary Notes from the June 19, 2019 IPC Meeting

Everyone was asked to review the June 19, 2019 summary notes. Laura made a correction that the Student Education Plan be changed to Student Equity Plan. Summary notes approved.

Leadership Changes and IPC Membership

Acting President Kim Lopez reported she does not know how long she and Mike Claire will be in their acting roles, so there is not much more to report. Skyline will be continuing their search for their president this semester with a target start date by the end of spring.

Regarding IPC membership, Arielle reported that they are in the process of selecting faculty (2). Otherwise, the committee member roster is set for the academic year.

Implementation of Education Master Plan and Strategic Planning Update

Hilary presented the Education Master Plan (EMP) and its implementation plan (see handout), including the outcome of the leadership retreat which was held this past May. The plan is to finish the implementation by the end of December. She talked through the plan going forward, focusing on equity and student success. An initiatives and goals list was distributed to the committee members along with a draft agenda. She asked the committee to identify the top initiatives and programs, during a future meeting (October 8) and go through the long list to 1) identify which are initiatives, and which are programs; 2) map each initiative to a work plan toward the five goals in the strategic plan, and define a process. To do this, work groups will be designated and will work with the tri-chairs to participate in the process. IPC will approve it in November or December. The planning session/retreat will be held on October 8th. Hilary also distributed the list of themes that came out of the May retreat, as well as a helpful acronym list which has been previously requested.

Transportation Services Update

Fauzi reported that the Transportation Taskforce met in early May to brainstorm for this year. The fall semester will be used as a research period to do focus groups and surveys to gather data, and in spring, they will roll out their recommendations. The SamTrans transit pilot program rolled out during this past summer, and the passes were free, but it ended August 31st (lasting only 2.5 weeks). SamTrans will be sending out the survey to the students next week to find out how the students used the system. He hopes to be able to work with SamTrans for possible solutions/alternate line possibilities. Q&A about the pilot program ensued.

Guided Pathways Update

Allie Fasth presented an update of Guided Pathways. She recapped the Flex Day activity and introduced the inventory project. They will be going out to division meetings to kick off that work with the Guided Pathways faculty, and workshops will be occurring throughout the fall. She distributed a highlights sheet on data and feedback for Guided Pathways (see handout), including next steps. More updates are to come in future meetings.

Accreditation Update

Hilary presented an accreditation update. The self-study (ISER) was successfully submitted, and yesterday the official team visit via Zoom was held. Today is the ACCJC team training for the visiting team. She said people should expect to be contacted as needed, and that the visiting team bios and photos will be posted on our website tomorrow. Stephanie Droker will be here next Tuesday for a forum on the visit. A white paper is in progress mostly about the change in how we do SLOs and the culture of assessment at CSM (emphasizing ground-up involvement). A communications plan is being developed. 18-206 will be unavailable to CSM faculty and staff during the accreditation visit from September 30 through October 4. Kim emphasized the open forum that will be held on October 1. The exit interview is planned for

12:30 in our theater. There will be no drop-in visits in classrooms, and most interviews will be held on the Tuesday (10/1).

PRIE Website Tour

Hilary showed the PRIE newly-redesigned site. Highlights include Quicklinks, a research request dashboard, and queue of report requests that are not behind the scenes (mandated requests, for example). She also displayed the IRB forms and process. She explained how they are prioritized and how the system works. Also of interest: Research Repository, new services (appointments with research analysts) for surveys.

Meeting ended: 2:03 p.m.

Next Meetings:

September 18, 2019 IPC, 1PM-3PM

October 2, 2019 IPC, 1PM – 3 PM (Please note location change to 10-468)

October 8, 2019 EMP Strategic Planning Session, 9:30 AM – 3:30 PM

October 16, 2019 IPC, 1PM-3PM

November 6, 2019 IPC, 1PM-3PM

December 4, 2019 IPC, 1PM-3PM

*Opportunity for IPC members and guests to make any brief announcements and/or acknowledgements.