

College of San Mateo
Institutional Planning Committee (IPC) Meeting

September 18, 2019

Room 18-206

1:00 – 3 PM

Members: Emily Barrick, 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, Chun Wai (Mark) Wong, Chris Woo, Andrew Young

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

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

Members Absent: Tarana Chapple, Fauzi Hamadeh, Erica Reynolds, Jeramy Wallace

Meeting Facilitator: Micaela Ochoa

MEETING SUMMARY

Welcome and Review Agenda

Micaela welcomed attendees and announced two adjustments to the agenda: (1) Agenda Item 8, New Member Training needed to be moved to the next meeting because Fauzi would not be present today and (2) Agenda Item 5, White Paper, would be moved to the end of the agenda.

Acknowledgements and Brief Announcements

Shout out to Tabitha for her presentation to the Board of Trustees by Hilary Goodkind. Tabitha gave a shout out to Liz for her work on professional development coordination efforts. Kim gave a shout out to Hilary, Mary and Dennis for their work on the accreditation visit logistics. Mike gave a shout out to Allie for her new role in GP. Teresa gave a shout out to Ellie for her library services coordination efforts.

Review Summary Notes from the September 4, 2019 IPC Meeting

No changes to summary notes. The notes were approved.

Leadership Updates and IPC Membership

Arielle gave an update on faculty member additions to the committee. She hopes to have them soon. Kim announced that Mike Claire has been asked to serve through June 30, 2020 as Interim Chancellor and that she has been asked to stay on as acting president.

CSM is not going to backfill the VPSS position just yet, but it is under review. There should be a decision by the end of the semester.

Kim also clarified the chancellor recruitment effort.

White Paper for Team Visit

Madeleine gave some context on the white paper that was distributed this week to the committee and campus. She explained how she approached Stephanie Droker about changes that are ongoing at the College and how Stephanie suggested a white paper to cover the them. The focus is getting students on the path where they need to go, and the white paper breaks it down. It basically explains how CSM is reworking the way in which it handles many of its processes.

Madeleine explained on how PRIE is assisting the college to better serve peoples' research needs and the way the SLOs process is changing and evolving.

Krystal added that she was very happy with the changes in these SLO processes. Kim said she looks forward to sharing it with the visiting accreditation team, and that she expects CSM could get a commendation for it, given the work behind it and how well it's being received.

Accreditation Update

Hilary showed the accreditation dashboard PRIE set up to display the visit logistics, with links to schedules and dates for forums, meetings, the welcome reception, etc. She requested student, faculty and classified staff presence as much as possible to the forums and events. She announced that a video discussion about accreditation between Mike Claire and Stephanie Droker is coming out soon. She thanked Rich for producing the video. She announced that she has just received requests for interviews from the visiting team, and will be scheduling them, and that schedule will be available through the accreditation web page dashboard. She also reminded the committee that there are only 7 working days before the visit!

Resource Request Process

Mike presented the new resource request process on the projector. The form is updated to be clearer for people making the requests. There is an FAQ to guide people through the process. He thanked Val, Heeju and Robin for helping make the new process happen. There have been beta testing and feedback involved in the process. The goal is to make it easier for everyone to tell the college what it needs, fill out and extract data. Resource requests are due by the end of October.

Equity Plan Update

Tabitha showed the presentation she gave for the Board of Trustees on September 11, 2019 and also distributed the Student Equity Plan (SEP) Flyer. The flyer links the equity plan to the strategic priorities and to the Education Master Plan (EMP). CSM wants it to go beyond being a state-mandated plan. She walked the committee through the Equity Plan.

She mentioned other ongoing projects including an equity research academy, linked through program review and using workshops for coaching and assessments. Another goal is to make professional development equity-focused.

Tentative Agenda Items for October 2, 2019

- Leadership Updates and IPC Membership
- Campus-wide Feedback on White Paper
- Status on Inventory of Guided Pathways
- Update on Honors Program and TAP visit in Sprint

Micaela reminded IPC that the visiting accreditation team will join us at the October 2 IPC meeting.

Meeting adjourned: 1:55 pm

Next Meetings:

October 2, 2019 IPC, 1PM – 3 PM, Accreditation Committee In Attendance

October 16, 2019 IPC, 1PM-3PM

November 6, 2019 IPC, 1PM-3PM

November 20, 2019 IPC, 1PM – 3PM

December 4, 2019 IPC, 1PM-3PM