

College of San Mateo

Institutional Planning Committee (IPC) Meeting

November 6, 2019

1 – 3 PM

Members in Attendance: Emily Barrick, Heidi Diamond, Krystal Duncan, Allie Fasth, Alicia Frangos, Max Gaines, Kim Lopez, Madeleine Murphy, Rosemary Nurre, Luis Padilla, Erica Reynolds, Jose Rocha, Jackie Santizo, Elizabeth Schuler, Todd Windisch, Chun Wai (Mark) Wong, Chris Woo, Andrew Young

Members Absent: Tarana Chapple, Elizabeth Consavari, Teresa Morris, Elnora Kelly Tayag, Jeremy Wallace,

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

Guests: Lizette Bricker, Tabitha Conaway, Alex Guiriba, Mike Holtzclaw, Richard Rojo, Mary Vogt, Tiffany Zammit

Meeting Facilitator: Micaela Ochoa

MEETING SUMMARY

Welcome and Review Agenda

Micaela Ochoa welcomed everyone and reviewed the agenda. No changes to the Agenda were requested.

Acknowledgements and Brief Announcements

Lizette Bricker thanked Tiffany Zammit and Tabitha Conaway for helping with the transition for her upcoming leave.

Kim Lopez congratulated CSM for having been selected one of 150 candidates eligible for an Aspen Institute grant. CSM is applying for 3 different awards.

Micaela Ochoa announced that there will be a faculty and staff Town Hall with Interim Chancellor Mike Claire on November 12, 2019 from 2:30 to 4:30 in Building 5, Room 202.

Review and Approve Minutes from October 16, 2019

Mike Holtzclaw made a correction stating that he was not in attendance on October 16, and requested that the correction be made in the minutes.

Rosemary Nurre clarified that she wasn't in attendance because her alternate was, and she alternates meetings with another faculty member.

Resource Request Process

Mike Holtzclaw reported that submissions are in, and classifications will now be made. Deans and VPs will be meeting and making decisions about the resource requests to rank them and submit them to the president with recommendations. Mike said that for the most part, people reported they liked the new form and thought it was easier to use.

Promise Update

Tiffany Zammit distributed two handouts with data points and other information on the Promise Scholar Program. She explained both handouts to the committee, and emphasized how the fall to fall persistence of the first cohort of students is 80%, which she considers a major success. The second handout showed the strategy involved in order for the program to be successful. Allie Fasth added information on the cohort program that runs within the Promise program. Starting in fall, there were 19 classes that were completely or partially held for Promise, and part of that draws a direct line to a faculty member, which helps with retention as they work more directly with deans and faculty.

Rosemary Nurre asked if there was any plan to open this program up to all students. Kim Lopez responded that there is currently still a big gap district-wide, but the goal is to fund almost all full-time students, even if it may take a while to get there. Tiffany added that the focus is on retention as well. Lizette added further overview on how the program works.

Guided Pathways Sorting Exercise

Allie Fasth led a working cluster exercise, following up from the flex day event where she did a similar sorting exercise with faculty and staff.

Allie asked the working groups to work on the guided pathway goals by sorting categories into what is currently defined as 'clusters'; essentially, grouping similar majors and degree pathways. She explained how it provides a strong foundational process that helps clarify paths and explore new ones based on the qualitative data provided by a focus group.

Alex Guiriba helped co-lead the activity with the committee, breaking the committee into 6 groups. The first activity involved reviewing the likes and dislikes of the examples provided; and the second, responding to CSM clusters (see worksheet).

The groups then reported which examples they liked best, and how which presentation they thought worked most effectively, including how it would best work interactively on a website.

Allie's team will also be doing this exercise going forward with other groups of faculty and staff. The first draft of the inventory maps are due by November 15, and the final map drafts are due April 8.

Allie also presented additional items for further consideration, including marketing, alignment with CRM, student success teams, and the actual names of clusters, once determined.

She announced that there is a steering committee meeting being held today and next Wednesday from 3-4 if anyone is interested.

Sustainability Update

Fauzi Hamadeh reiterated Joe Fullerton's presentation to IPC in October about district-wide efforts, and the renewed interest of CSM restarting its sustainability committee, which has been on hiatus. Fauzi presented a new draft sustainability committee abstract. He suggested it be moved under IPC's purview (previously, the committee was not reporting to any other lead committee). He asked that people present the draft to their constituencies, to enlist anyone who might be interested in joining the new committee. (See handout). Fauzi requested feedback by the first IPC December meeting if possible.

Education Master Plan (EMP) Working Session Update

Tabitha Conaway reported that an equity work plan meeting is being planned to finalize the working plan. Heidi Diamond added that anyone who is interested in attending should email her. Allie said that Hilary Goodkind is also working on a schedule to reconvene the three working groups as well.

Micaela provided an overview of the tentative agenda items for November 20th and December 4th are as follows:

Tentative Agenda Items for November 20, 2019

- Technology Plan Update
- Draft EMP Implementation Plan
- Sustainability Committee
- Other Items

Tentative Agenda Items for December 4, 2019

- Constituent Relationship Management (CRM) Update
- Student Hunger Initiative
- Sustainability Plan update

Micaela also mentioned that the meetings for January 2020 through May 2020 have been scheduled.

January 2020 – May 2020 Meeting Dates

- January 22
- February 5, 19
- March 4, 18
- April 15
- May 6, 20

Micaela adjourned the meeting.

Meeting ended 2:42 p.m.

Next meetings:

November 20, 2019 IPC, 1PM – 3PM

December 4, 2019 IPC, 1PM-3PM

December 18, 2019 PIC, 1PM-3PM