

Institutional Planning Committee (IPC) Meeting

November 20, 2019

1 – 3 PM

Members in Attendance: Emily Barrick, Tarana Chapple, Heidi Diamond, Krystal Duncan, Alicia Frangos, Max Gaines, Kim Lopez, Teresa Morris, Madeleine Murphy, Luis Padilla, Erica Reynolds, Jose Rocha, Jackie Santizo, Elnora Kelly Tayag, Todd Windisch, Chun Wai (Mark) Wong, Andrew Young

Members Absent: Elizabeth Consavari, Allie Fasth, Fauzi Hamadeh, Rosemary Nurre, Elizabeth Schuler, Jeramy Wallace, Chris Woo

Co-Chairs: Micaela Ochoa, Arielle Smith

Guests: Tabitha Conaway, Laura Demsetz, Hilary Goodkind, Richard Rojo, Mary Vogt

Meeting Facilitator: Arielle Smith

MEETING SUMMARY

Welcome and Review Agenda

Arielle reviewed the agenda; there were no requested changes.

Acknowledgements and Brief Announcements

Forum (tomorrow) for Feedback on Qualities and Attributes for Chancellor

Thursday, November 21, 2019

- Skyline College: 1 p.m. – 2 p.m. (Building 4, Room 148)
- College of San Mateo: 3 p.m. – 4 p.m. (Building 10, Room 195)

Classified Senate Winter Holiday Get Together

Tuesday, December 17, 2 – 3:30 PM, College Heights

Postponing EMP Implementation

November 20 to December 4th (draft) and Finalize on December 18th (final)

Review and Approve Minutes from November 6, 2019

No changes to the minutes were requested.

ASCSM Fall Update

Andrew Young, Student Senate President, gave an update on ASCSM, covering today's autumn festival, and discussing how student events improve the student's experience at CSM. He also mentioned some previous events, including a voter registration drive and breast cancer fundraiser, and there is a holiday gathering planned. Andrew will be performing in the jazz festival as a trombonist on Friday. He invited everyone to come out to hear the performance. 12:15- 1:00 PM at the theater. There will also be many high school jazz bands participating throughout the afternoon.

Marketing Project Request System Introduction

Rich Rojo presented the Community Relations and Marketing Department's new updated site and instructed the committee on how to use the basic resources they offer and introducing new resources. He projected the department's marketing website and walked the committee through using their request process, via a front-end form, and how they prioritize their requests. Since there are so many requests and projects, they set up a way to track it by using that form, at www.collegeofsanmateo.com/marketing.

Rich also reviewed the types of services that the marketing department provides, and showed the committee how to use the submission form to add an event to the official CMS Event Calendar.

He also mentioned that the College has a Canva account, and faculty and staff can request access to it. Canva is a graphic art and media tool which uses other mediums for use in creating advertising/marketing for events, etc. David McLain will set up an account for anyone who wants access.

There will be an upcoming flex day event on how to promote events in January.

Technology Plan Update

Tarana Chapple says the technology committee has been busy coming up with survey questions which will help to put the tech plan together once the surveys are completed. Those surveys will then determine the professional development needs of staff, faculty and administrators. There will also be separate surveys sent out to students.

Education Master Plan (EMP) – Promise Program

Hilary Goodkind presented an EMP implementation update, and announced the District Strategic Plan Committee's plans. The committee met on Nov. 13th and each college presented their EMP, and pinpointed the initiatives they had chosen. David Mandelkern asked whether the Promise Program should be one of those initiatives. Because of his inquiry, Hilary felt it best to bring that question to IPC to find out whether the committee would want to add the Promise program to the other 3 initiatives that were previously

decided upon. Tabitha Conaway stated she thinks the Promise Program already rolls into the other initiatives. Kim Lopez said that it was designed so that everything fit under the umbrella of our 3 initiatives. Hilary asked the committee for feedback to decide whether or not Promise should remain a subset or its own initiative. The committee agreed to stay the course for now, and leave it as is. On March 10th, Aaron McVean will be discussing an overview of the District strategic plan with IPC.

Aspen Award document

Hilary gave an overview (see presentation) as a precursor to CSM's Aspen Award eligibility, and the work the College has been doing to write the award application. CSM is one of 150 colleges who are eligible for this million-dollar award. The application is due December 4th. The presentation covered the process involved, and CSM is submitting two awards. Hilary asked the committee for help with feedback and perspective with regards to Section 7 of the application. The committee went through the Section 7 headings and collected feedback and input from the committee on aspects of each that might be included.

Building 17 Update

Micaela said the move-in is still being planned for January. There have been tours and Tarana added that the students are collaborating to plan activities for the community village. There will be a management council team comprised of deans and managers to talk about operations and hours for the village space. It has been named Center for Equity, Leadership & Community.

Sustainability Committee Update

Fauzi was not able to attend, so the update will be presented at a later meeting.

Jackie would like to include a discussion about student communications in a future meeting.

Tentative Agenda Items for December 4, 2019

- Constituent Relationship Management (CRM) Update
- Sustainability Committee Update
- Draft EMP Implementation Plan
- Aspen Award
- Student Hunger Initiative Update
- DE committee change
- Other Items

Tentative Agenda Items for December 18, 2019

- Draft EMP Implementation Plan
- College Budget Update
- Resource Request Update

Adjourn

2:24 p.m.

Upcoming Meetings:

December 4, 2019 IPC, 1PM-3PM
December 18, 2019 IPC, 1PM-3PM
January 22, 2019, IPC, 1PM-3PM
February 5, 2019, IPC, 1PM-3PM
February 19, 2019, IPC, 1PM-3PM
March 4, 2019, IPC, 1PM-3PM
March 18, 2019 IPC, 1PM-3PM
April 15, 2019 IPC, 1PM-3PM
May 6, 2019, IPC, 1PM-3PM
May 20, 2019 IPC, 1PM-3PM