

Institutional Planning Committee (IPC) Meeting
December 4, 2019
1 – 3 PM

Members in Attendance: Emily Barrick, Tarana Chapple, Heidi Diamond, Krystal Duncan, Allie Fasth, Alicia Frangos, Max Gaines, Kim Lopez, Teresa Morris, Rosemary Nurre, Luis Padilla, Erica Reynolds, Jose Rocha, Jackie Santizo, Elizabeth Schuler, Elnora Kelly Tayag, Chris Woo, Andrew Young

Members Absent: Elizabeth Consavari, Jeramy Wallace, Todd Windisch, Chun Wai (Mark) Wong

Guests: Tabitha Conaway, Mike Holtzclaw, Hilary Goodkind, Edna Letran, Madeleine Murphy, Annie Theodos, Mary Vogt

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

Meeting Facilitator: Fauzi Hamadeh

MEETING SUMMARY

Welcome and Review Agenda

Fauzi Hamadeh announced that the December 18th meeting will probably be cancelled, but we are leaving it on the schedule in case an emergency meeting is needed.

Kim introduced the new Executive Assistant to the President, Edna Letran. Edna then provided a brief overview of herself to IPC members. One change was made to the agenda. Kerrie Mitchell and the CRM presentation will be rescheduled to January 2020.

Acknowledgements and Brief Announcements

Mary Vogt communicated a big kudos to Andrew Young for his excellent jazz concert performance. Micaela Ochoa and Kim Lopez communicated a big kudos to Hilary Goodkind for her work on the Aspen Award submission. Hilary did a shout-out to everyone who helped with it and added that the brainstorm from IPC was also helpful. Fauzi thanked the committee for its work this fall semester. Kim thanked the tri-chairs for accomplishing so much this semester.

Classified Senate Winter Holiday Get Together. Fauzi invited everyone to this and hopes to see everyone there!

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

Review and Approve Minutes from November 20, 2019

No changes or edits to the November 20th meeting summary were requested. The minutes were approved.

Draft Education Master Plan (EMP) Implementation Plan

Hilary reported that the Aspen Award brainstorming session held at the last IPC meeting went so well that she thought it would be a good idea to brainstorm the same way for the EMP Implementation. She added that the implementation teams are on track to finish their work in February.

Allie Fasth presented the Guided Pathways program portion of the EMP implementation. She informed the committee about the report that is due to the State Chancellor's Office, and discussed 'clarifying the path' and the launch of the inventory project. She shared a presentation (see handout) and asked the committee for help/feedback. Committee members offered information, feedback and thoughts, which Allie will incorporate into the document.

Tabitha presented the Equity program plan. (See: [CSM Strategic Priorities Plan](#), which she presented via projector). The interactive document is for people to enter their implementation goals into one centralized place. She went through the parts of it that have been filled out so far. She asked the committee for help filling out additional information. Some committee members provided suggestions which were incorporated. She went line by line throughout the spreadsheet to discuss each item and solicit feedback.

Hilary Goodkind presented the CSM Education Master Plan dashboard which links to all of the sheets with the metrics, and centralizes all the information.

Student Hunger Initiative Update

Micaela Ochoa updated the committee on the District-allocated \$1,000,000 for a warm meal program for students. They are in the process of figuring out how to distribute it for each campus. The program pilot will start in January and go through May. Micaela gave some examples of how the funds could be distributed among students, and who would be eligible, etc. Funds that remain unallocated will rollover. Decisions that still need to be made include how much per month will be allocated per student, as well as other considerations.

Sustainability Committee Update

Fauzi Hamadeh had previously reported the framework of the Sustainability Committee (SC). He is working on the SC membership and plans to be convening the new SC sometime in Spring 2020. Kim Lopez asked if constituents will be announcing membership soon, and Fauzi estimated he would have that list in February.

Center for Equity, Leadership & Community (Building 17) Update

Micaela Ochoa reported that the move-in date has been adjusted to the end of January. The ribbon-cutting ceremony will be moved to March (from February). Tarana added that they have created a centralized file repository so that the community receives regular updates. The Learning Communities are meeting this month to plan, and the program coordinators are working on student advisory group representatives.

Distance Education (DE) Committee Reporting Change

Arielle Smith reported that the DE committee which reports to IPC will be changed to report to the Academic Senate (AS), rather than IPC, going forward. She said that given some of the mandates and work DE is taking on, the committee felt it makes sense to put it back under Academic senate rather than IPC. They will be officially voting on it at their next meeting. She asked if the IPC approved of this change. Rosemary Nurre commented that she supported the move. Kim Lopez discussed the task force working on the recommendation for DE from the ACCJC and the work that's been done to address it thus far. She agreed that it was helpful for the DE move to report to AS. Erica Reynolds reminded the committee that DE had recently separated from Technology and is now its own committee, which does still report to IPC, but the DE is a better fit reporting to AS. The committee approved the DE to report to AS going forward. No objections were voiced.

Library OneSearch

Ellie Tayag presented CSM's new library program, "One Search", which is an initiative coming from the Chancellors' Office. All libraries went on the same services platform, which means 112 libraries are migrating to it this month (see presentation). She demonstrated how it aligns with our EMP Strategic Priorities and also explained how the new system will work. The marketing team has also redesigned the library website to make it responsive and more user-friendly and student-centered. The new system will be going live online December 20th.

Aspen Award update

Hilary announced that the Aspen Award has been submitted, with a special shout-out to Heidi Diamond's team for their contribution.

The Tentative Agenda Items for December 18, 2019/January 22, 2020 include:

- Finalize EMP Implementation Plan
- College Budget Update
- Resource Request Update
- January 2020 – Guided Pathways Update

Adjourn

Meeting ended at 2:58 PM

Future Meeting Dates:

- February 5, 2020, IPC, 1PM-3PM
- February 19, 2020, IPC, 1PM-3PM
- March 4, 2020, IPC, 1PM-3PM
- March 18, 2020 IPC, 1PM-3PM
- April 15, 2020 IPC, 1PM-3PM
- May 6, 2020, IPC, 1PM-3PM
- May 20, 2020 IPC, 1PM-3PM