

Institutional Planning Committee (IPC) Meeting
Building 18-206
February 5, 2020 | 1 – 3 PM

Members in Attendance:

Tarana Chapple, Heidi Diamond, Krystal Duncan, Allie Fasth, Alicia Frangos, Max Gaines, Fauzi Hamadeh, Rosemary Nurre, Micaela Ochoa, Luis Padilla, Erica Reynolds, Jose Rocha, Jackie Santizo, Elizabeth Schuler, Arielle Smith, Todd Windisch, Chun Wai (Mark) Wong, Andrew Young

Guests in Attendance:

Tabitha Conaway, Laura Demsetz, Hilary Goodkind, Mike Holtzclaw, Alex Kramer, David Laderman, Edna Letran, Ashely Philips, Kristi Ridgway, Jeremiah Sims

Co-Chairs in Attendance:

Fauzi Hamadeh, Micaela Ochoa

Absent:

Emily Barrick, Elizabeth Consavari, Kim Lopez, Paola Mora Paredes, Teresa Morris, Madeleine Murphy, Arielle Smith, Elnora Kelly Tayag, Jeramy Wallace

Facilitator: Fauzi Hamadeh

Minutes

1. Welcome and Review Agenda

Fauzi Hamadeh welcomed members and guests to the February 5th IPC Meeting. He called the meeting to order at 1:04 PM. The agenda was reviewed and unanimously approved as presented.

2. Acknowledgements and Brief Announcements

Fauzi asked members in attendance if they have any acknowledgements or brief announcements.

- **Hunger Initiative:** Tabitha Conaway communicated an update on the districtwide hunger initiative. She said that it is a pilot districtwide initiative to help students struggling with getting meals to have the opportunity to get meals on campus. Students referred to this program are eligible to receive vouchers from \$75 to \$150 per month for a specific menu for the rest of the year. Tabitha recommended for faculty and staff to refer students to SparkPoint because sometimes students need more resources than just food and SparkPoint can provide those resources to them. Nichole Salviejo, SparkPoint Coordinator (salviejon@smccd.edu; (650) 574-6656) can assist students to apply for other resources. Micaela acknowledged Tabitha for her leadership on the hunger initiatives, and also recognized Krystal Duncan, Emily Barrick, Aaron Schaefer, Fauzi Hamadeh, Nicole Salviejo, Jai Kumar, and Laura Brugioni for their teamwork on the hunger initiative.

- **Center for Equity, Leadership & Community (Building 17) Ribbon Cutting, March 11, *TIME CHANGE*: 12:00 – 2:00 PM:** Micaela provided an update on the ribbon cutting event. She communicated the time had been changed. The new time is from 12:00 to 2:00 pm. Micaela invited all to attend the event. [REGISTER NOW!](#)

- **Night Market:** Andrew Young, Associated Students President, announced that the Night Market at College of San Mateo will open on April 4th and 5th, from 11:30 AM to 9:00 PM. He said the Night Market event will have food trucks, live entertainment, music, activities and opportunity for sponsors to come out to help. Andrew also announced that the Student Senate Advocacy Board would be sponsoring a town hall with candidates for California State Senate District 13 on February 6 at 12:30 PM in the Bayview Dining Room. Finally, the Associated Students Programming Board will be holding an event for National Frozen Yogurt day is on February 6.

3. Approval of the Minutes from January

Fauzi presented the January 22nd meeting minutes. The [minutes](#) were reviewed and unanimously approved as presented.

4. Strong Workforce EMP Implementation Update:

Hilary Goodkind stated that 2 out of the 3 EMP initiatives: Guided Pathways and Equity, have been presented to IPC. Strong Workforce EMP Implementation still needed to be presented. She introduced Ashely Phillis and Alex Kramer who presented an update on the Strong Workforce Initiative work they have done. They shared and described the Strong Workforce Program's 5 Priorities and how they tied into the College's Strategic Priorities: Priority 1 supports students' aspirations; Priority 2 creates equitable opportunities for students; Priority 3 innovates teaching and learning; Priority 4 services the community piloting program; and Priority 5 enhances a culture of participation and communication. They emphasized that this is a team effort, and this work throughout campus is in collaboration with many partners and programs. They also referenced the SWP Strategic Priority handout distributed by Hilary, and also sent with the agenda and posted on the [IPC Website](#). They pointed out that the letters in brackets in the document refer to the initiative (E=Equity; GP=Guided Pathways). The presentation has been posted on the [IPC Website](#).

Hilary started the EMP Implementation presentation acknowledging and thanking the EMP team for their work. She acknowledged each of the following team members: Heidi, Alex, Ashley, Kristi, Tabitha, Allie and Jeramiah. She provided background information by reminding IPC about when they started strategizing at CSM to create and define the 5 Strategic Priorities. She recaptured the beginning of the 5-year EMP Strategic Priorities work plan. She highlighted that everybody at CSM has participated and worked on this plan.

Hilary distributed a CSM EMP 5 Priorities handout that included: 1) Supporting our Student's Aspirations, 2) Creating Equitable Opportunities for all of our Students, 3) Committing to Progressive and Innovative Teaching and Learning, 4) Building on a Culture of Participation and Communication and 5) Building on a Tradition of Service to the Community. She talked about the 3 Initiatives: Equity, Stronger Workforce and Guided Pathways and how they support the priorities. She also communicated that they were going to start taskforces in the 5 priorities to start the implementation across campus.

Hilary shared that the CSM Education Master Plan (EMP) Implementation Dashboard is under construction and will be live soon. She also said that the EMP project is a CSM project and it doesn't need to be reported to the State.

Implementation next steps: IPC reviewed on February 5, will go out to campus constituents for feedback and it will come back to IPC for approval on March 18. IPC will be monitoring, measuring, reflecting and improving progress and will be reporting out annually. She emphasized that this is a 5-year plan and they will continue planning, communicating and implementing. Hilary asked members to share the information provided today in EMP Implementation with the different senates and provide feedback.

Accreditation Update: Hilary provided an update on the accreditation report that Acting President Kim Lopez previously announced. The Accrediting Commission for Community and Junior Colleges (ACCJC) had formally issued three commendations and one recommendation for CSMS. The ACCJC Reaffirmation Letter dated January 17, 2020 and the Summary of External Evaluation for 2019 can be reviewed on the [2019 Accreditation Website](#). She announced that CSM accreditation is reaffirmed for 18 months. Before they can give CSM a 7-year accreditation, Distance Learning must be in compliance. There will be a visit (virtual) to CSM where they will be accessing the online classes to assure compliance. She said that they are already working on the recommendation to meet the requirements to meet compliance to be fully accredited.

Hilary shared information on ASPEN. She said that they have follow up phone calls. She also said that 150 institutions applied for it. She is excited that they received a call for follow up information.

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

Tarana Chapple provided an update. She said that they are moving right along and programs are settling in. She reminded all about the Ribbon Cutting on March 11, 2020 from 12:00 to 2:00 PM. Academic Senate will have a tour and overview of the building prior to the ribbon cutting.

6. Approve Scale of Adoption Report for Guided Pathways

Allie Fasth brought back the Scale of Adoption Report for Guided Pathways for approval. The report was unanimously approved. She stated that the approved report was going to be forwarded to the SMCCCD Board for approval and then to the State Chancellor's Office by March 1, 2020.

7. Strategic Enrollment Management (SEM Presentation)

Allie Fasth and Laura Demsetz shared the Strategic Enrollment Management (SEM) presentation on the statewide initiative. They said that the goal is to develop a guidebook and it will be a year-long project working at state level. They have started the process by creating and sending out a survey. The survey contained a list of common questions and was sent out to department leaders, deans, students, faculty, and student services in January and as of today, February 5, 2020, 323 students and 40 faculty members have participated. The survey results will be analyzed in February; reviewed the scheduling process as a whole and began drafting the scheduling guidebook in March; shared a complete draft scheduling guidebook with deans for feedback in April; and bring back to IPC in May. The target is to use the scheduling guidebook in the Fall of 2020 as pilot and in Spring 2021 enhancement of scheduling guidebooks and approve it officially. Presentation has been posted in the [IPC Website](#).

8. Future 19 IPC Meeting Agenda Items

Fauzi shared the draft agenda items for the February 19 IPC meeting and asked for any additional items.

February 19, 2020

- Chancellor Search Process Update
- Honors Project Update (David Laderman)
- Technology Plan Update

9. Adjourn

Fauzi Hamadeh adjourned the meeting at 2:22 PM

Next Meeting:

February 5, 2020 | 1 – 3 PM