

**Institutional Planning Committee (IPC) Meeting**  
**Building 18-206**  
**February 19, 2020 | 1 – 3 PM**

**Members in Attendance:**

Tarana Chapple, Heidi Diamond, Krystal Duncan, Allie Fasth, Alicia Frangos, Max Gaines, Kim Lopez, Teresa Morris, Rosemary Nurre, Erica Reynolds, Elnora Kelly Tayag, Todd Windisch, Chun Wai (Mark) Wong

**Guests in Attendance:**

Mike Holtzclaw, Edna Letran, Richard Rojo, David Laderman, Tabitha Conaway

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

**Meeting Facilitator:** Arielle Smith

## Minutes

### 1. Welcome and Review Agenda

The meeting was called to order at 1:09 pm. Arielle Smith welcomed members and guests to the February 19<sup>th</sup> IPC Meeting. The agenda was reviewed and unanimously approved with a correction: *Action Item 3 to reflect February 5<sup>th</sup> minutes instead of January.*

### 2. Acknowledgements and Brief Announcements

- **Hunger Initiative:** Micaela provided an update on the Hunger Initiative. She announced that the initiative has been in effect for about 3 weeks and there are 424 students already enrolled at CSM. Kim shared that Tom Bauer communicated to her that there are 1,000 students already signed up for the program districtwide as of today, February 19, 2020.
- **Center for Equity, Leadership & Community (Building 17) Ribbon Cutting, March 11, 12 – 2 PM:** Micaela reminded members about the Building 17 Ribbon Cutting event scheduled for March 11, 12 to 2 pm. Rich Rojo invited members to register for the event to help the committee to plan accordingly. [REGISTER NOW!](#)

### 3. Approval of the Minutes from February 5<sup>th</sup>, 2020

Arielle Smith presented the February 5<sup>th</sup> meeting minutes. The minutes were reviewed and unanimously approved with one change: *Co-Chair Arielle Smith was not present at the February 5<sup>th</sup> meeting.*

#### **4. Chancellor Search Process Update:**

Kim Lopez provided an update on the Chancellor Search Process. She gave an overview of the hiring process and timeline. She said that the process started in the Fall semester when the Board hired a consultant to lead the search and selection process. She shared that there's a consultant working with HR; forums were held on the 3 campuses; a job description was created including a brochure from input received at the forums; the recruitment started before winter break; and the job announcement closed on February 19, 2020. She said that the search committee was approved by the Board in January and it's comprised of the following 17 members: 1 trustee, 2 community representatives, 4 faculty representatives, 4 classified employee representatives, 3 student representatives and 3 administrators. Jeremy Wallace and Annette Perot are serving on the committee from CSM. She said that the committee will start reviewing the applications and will select the first level candidates by early March. The first level interviews are scheduled the week of March 16 and the final interviews with the Board will be on April 15. She mentioned that the Board would like to pick a permanent Chancellor before they hire a permanent Skyline President. Kim encouraged members to attend the forums scheduled the week of April 13. She said that those forums are going to be very informative. There were questions about the dates and times for the forums. Kim will follow up with David Feune and get back with details.

#### **5. Honors Project Update:**

David Laderman provided an update on the Honors Project. He informed members that on April 14, 2020, the UCLA Transfer Alliance Program (TAP) representatives will be visiting CSM based on the [UCLA TAP Self-Review Fall 2019 Report](#). David shared that he wrote the report but it was a team effort with collaboration from this committee and across campus. He invited members to read the report and made himself available to answer questions afterwards. He said that the report was sent with the agenda and posted on the IPC Website. He had a few copies for those interested in a hardcopy, and otherwise, those interested can contact him at [laderman@smccd.edu](mailto:laderman@smccd.edu).

David answered a few questions and stated that The Honors Project takes measures to be inclusive, it's innovative (meaning other programs are following its lead); it focuses on GPA; it is student centered; Honors Projects are what matter to students. He also shared that UCLA TAP will certify 12 CSM students this year and the previous year 9 students were certified.

David said that the Honors Project is looking forward to moving into Building 17 with the other 4 learning communities so they can work together, collaborate and support each other.

David received accolades from the IPC Members for the work he's done with the Honors Project.

#### **6. Technology Plan Update**

Tarana Chapple provided an update on the technology plan and survey results. She recaptured the work that has been done since the survey. She said that the committee met and analyzed the survey results. The results indicated the following areas of improvement: new faculty and staff employee onboarding; professional development; communication regarding processes; funding for technology to enhance, keep up and expand on the existing technology - with the knowledge that technology is very expensive so a financial plan is needed. She mentioned that a survey was going to be sent to students the week of February 24 and said that the committee will meet again on March 5<sup>th</sup> to compare employee and student survey results. Then they will use those results to categorize what are the most

important technology concerns campus wide.

Tarana said she was confident that employees were going to be happy with the final result since they are using all data collected to implement best practices.

Mike Holtzclaw said that the survey responses were overwhelming and thanked everyone for participating.

## **7. Program Review Timeline Update**

Arielle Smith provided an update of the draft Program Review Timeline.

A discussion was held on the current every two-year review.

## **8. Future IPC Meeting Agenda Items**

Arielle Smith shared the draft agenda items for the March 4<sup>th</sup> IPC meeting and asked for any additional items. No additional agenda items were added at this time.

### **March 4, 2020**

- Program Review Document Updates

## **9. Adjourn**

Arielle Smith adjourned the meeting at 2:11 pm

---

### **Future IPC Meetings:**

- March 4, 2019 – 1 PM-3 PM
- March 18, 2019 – 1 PM-3 PM
- April 15, 2019 – 1 PM-3 PM
- May 6, 2019 – 1 PM-3 PM
- May 20, 2019 – 1 PM-3 PM