

Institutional Planning Committee (IPC) Meeting

ZOOM Connectivity:
<https://smccd.zoom.us/j/94240558987>

April 15, 2020 | 1 – 3 PM

Members: Emily Barrick, Tarana Chapple, Heidi Diamond, Krystal Duncan, Allie Fash, Alicia Frangos, Max Gaines, Candela Graciarena, Kim Lopez, Teresa Morris, Madeleine Murphy, Rosemary Nurre, Luis Padilla, Erica Reynolds, Jose Rocha, Jackie Santizo, Elizabeth Schuler, Elnora Kelly Tayag, Jeremy Wallace, Todd Windisch, Mark Wong

Guests: Tabitha Conaway, Mike Holtzclaw, Hilary Goodkind, Edna Letran, David McLain, Kristi Ridgway

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

Meeting Facilitator: Arielle Smith

Attendance: A total of 77 members and guests connected and participated in the meeting.

MINUTES

1. Welcome and Review Agenda

Arielle Smith called the meeting to order at 1:02 pm. She welcomed members and guests to the April 15th IPC Meeting. Arielle presented agenda for review and approval. The agenda was reviewed and approved as presented.

2. Acknowledgements and Brief Announcements

Kim provided an update on the President's Centennial Committee Planning. She provided some background on the kick off of the Centennial Committee meeting held on January 16th and shared that members participating in the committee are elected officials, legislators, business leaders, non-profit leaders, and community leaders. She said that a schedule of meetings was created and the next meeting was going to take place on place on April 16th to start working on a theme for the Centennial in 2022. The meeting has been rescheduled to May, and it will be conducted via Zoom. Rich and Hilary will be facilitating it. We also want to have faculty, staff and students input and participation on developing the themes as well. She said that this item will be at the next Town Hall meeting in May to solicit ideas for the Centennial. Kim announced that the First Virtual Student Town Hall meeting was going to be held on Friday, April 17, 2020 and only students were going to be invited. However, it was going to be recorded and made available to all employees.

Rosemarie Nurre shared that faculty and staff are still working without a contract and she asked for management help to move the contract forward.

3. Approval of the Minutes from March 18th, 2020

Arielle presented the March 18th, 2020 minutes for review and approval. The minutes were reviewed and unanimously approved as presented.

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4. Guided Pathway Update

Allie Fasth and Kristi Ridgway provided an update on the Guided Pathways Project. Allie shared that they have been working on the following four major goals of the Guided Pathway Project for 2019-2020: 1) Inventory Project – she reported that in the Fall a draft of 60% degrees and 40% certificates was submitted, in the Spring counseling faculty reviewed submissions, identified potential online platforms and currently they are working with discipline faculty on the final draft version of degrees and certificates in preparation for Fall 2020; 2) Clusters – she reported the Guided Pathways Steering Committee has been getting student input from student focus groups with MCC/DC, EOPS Club, Puente, ICC, ESL Class, Counseling Class, Umoja, ASCSM; 3) Classified – she reported that the idea is to engage in exploring purpose of collaborative support teams; and 4) Develop Student Advisory Group – she said that this group has already been established. Currently they are running some student focus groups. [PowerPoint presentation has been posted on the IPC Website.](#)

Allie said that they will continue working on the four goals through the Fall. She announced that they were accepted into the California Guided Pathways Project Cohort 2.

5. Support to Students:

Micaela provide an update on the technology that is available to students. She communicated that students can still get Chromebooks. In order for students to obtain a device, faculty/staff need to inform their Deans. The deans will need to submit an IT ticket, and then IT will connect with the student to schedule a time for the student to pick up the technology at the district office. The same process will be followed for Hotspot requests. She stated that Hotspots devices continue to be difficult to obtain at this time.

Tabitha Conaway provided an update on the Food Insecurity Initiative. She said that \$1 million were allocated districtwide for the food initiative and those funds have been made available to students through vouchers from \$75 to \$150 per student per month. She said that those vouchers have been transferred to Safeway cards and have been mailed to students' houses. She said that students can still apply to receive money for food if they are not currently receiving the benefit. Students may contact Nicole Salviejo at salviejon@smccd.edu who will assist them not only to apply for the food grant but also other resources.

Tabitha also provided an update on the emergency grant received from the San Mateo County Community Foundation. She said that CSM received about \$40,000 in emergency funds and grants averaging \$250. They have been distributed to 111 students. 600 applications were received.

Rosemary asked Micaela if the guidelines/process to obtain technology could be resent to faculty as a reminder, or to Deans to distribute to faculty. Micaela said yes, she would send the guidelines.

Krystal provided information on the Re-engagement Campaign. She said that they are utilizing multiple ways to engage and support students. She said that they created a Counseling Services Request Form for students to fill out to request assistance. They are referring students to the [Welcome Center](#) page. The counseling line (650) 574-6400 and welcome line (650) 574-6175 are live. She shared that they are really excited about the student outreach and reengagement form that faculty are completing and submitting to counseling. She said that about 40 forms have been received and about 40% of 55% of these students have been successfully contacted. They hope to

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continue to scale as faculty receive the information to refer students. The [Student Outreach and Re-Engagement form](#) can be found under Faculty Resources in the [Welcome Center](#) page.

6. Program Review Update

Arielle Smith provided an update on program review and said that program review has been postponed and there will not be a program review next fall. She shared that the Senate voted on the timeline for resources request and said that timelines for Fall will be due the first Friday in October.

7. Update on Admissions and Records Processes

Tabitha Conaway provided information on Admissions and Records procedures on Excused Withdrawals, Pass/No-Pass and Repeatability option. Tabitha said students can go into WebSMART for EW and Pass/No-Pass grading option for any courses. She said that by selecting COVID-19 as withdraw, it generates an EW and activates enrollment fee refunds. She announced that the communication on these processes will go out to students this week and said that students are encouraged to work with a counselor to make informed decisions on these processes. She said that students are going to be able repeat any courses that they are taking this semester regardless of the grade they have received. In order for students to repeat a course, they have to submit an extenuating circumstance asking to repeat the course. Once they have repeated the course and received a grade, they have to complete a grade alleviation form. Tabitha stated that an instructor won't be able to issue EWs and explained that students that dropped classes and received a W before the EW option was available, they have to option to change the W to EW; EW will show in the student's transcript but it won't have any negative ramification as a W would. She also shared that converting the W to EW will generate tuition reimbursement fees to students.

8. Summer Session and Instructional Planning Update

Mike Holtzclaw provided an update on the Summer Session. He shared that they are working on moving instruction for the Summer to online exclusively. He reported that the decision had not been made yet but needed to be made soon because registration for the Summer sessions opens April 24 and students need to start registering for classes. He said that there's a taskforce at the district working on coming up with definitions on the on type of instruction to be provided during the summer. He said that there are three platforms from which to decide, traditional classes where students can log in at any time; Zoom classes where students log in following the class schedule and interact with the instructor and other students; or anything in between where the students log in and interact with the instructor and other students. The taskforce is working on definitions to identify the three online instructional options for students know what platform they are registering for either synchronized, asynchronous or a combination of both.

Kim communicated that we don't know whether or not staff and management will be able to come to campus to work during the summer. She said that we all are in a wait and see mode. She said that they are waiting for guidance from the State leaders.

9. Update on Year-End Activities

Fauzi Hamadeh announced that the Graduation Commencement has been postponed. He said that some of the programs that hold end of year events have postponed their events but other have just cancelled them.

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10. Future IPC Meeting Agenda Items

Arielle Smith communicated the current May 6th agenda items (COVID-19 Update) and asked for additional items. Since no additional items were identified at the meeting, members were asked to email additional items to Committee Chairs: Micaela Ochoa, ochoam@smccd.edu; Fauzi Hamadeh, hamadehf@smccd.edu; or Arielle Smith smitha@smccd.edu.

May 6th Meeting

- COVID-19 Update
- Other Items

11. Adjourn

Arielle Smith adjourned the meeting at 1:50 pm and thanked everybody for the conversation.

Future IPC Meetings:

- May 6, 2019 – 1 PM-3 PM
- May 20, 2019 – 1 PM-3 PM

DRAFT