

Institutional Planning Committee (IPC) Meeting

October 7, 2020 | 1 – 3 PM

Members: Allie Fasth, Alicia Frangos, Anthony Frangos, Erica Griego, Remi Harada, Dyana Huarez, Malathi Iyengar, Tabia (Lee) Lee, Kim Lopez, Teresa Morris, Madeleine Murphy, Carol Newkirk-Sakaguchi, Joseph Nguyen, Luis Padilla, Ashley Phillips, Kristi Ridgway, Jose Rocha, Jackie Santizo, Liz Schuler, Jeremy Wallace, Andreas Wolf, Tiffany Zammit

Guests: Manraj Gill, Hilary Goodkind, Mike Holtzclaw, David Laderman, Edna Letran, Richard Rojo, David McLain, Jeremiah Sims, Mark Wong

Co-Chairs Present: Fauzi Hamadeh Arielle Smith

Co-Chairs Absent: Micaela Ochoa

Meeting Facilitator: Fauzi Hamadeh

Attendance: A total of 55 members and guests connected and participated in the meeting.

Minutes

1. Welcome and Review Agenda:

Fauzi Hamadeh called the meeting to order at 1:02 PM. He welcomed members and guests to the October 7th IPC meeting, announced that closed captioning was offered at today's meeting, and presented the agenda for review and approval. The agenda was reviewed and approved as presented.

2. Approval of the Minutes from September 16th, 2020

Fauzi Hamadeh presented the September 16th, 2020 minutes for review and approval. The minutes were adopted as presented with no modifications.

3. Check-in, Acknowledgements and Brief Announcements

There was nothing to report at this meeting.

4. Standing Committee Reports from Subcommittees:

Fauzi announced that Standing Subcommittee Reports will be a new regular agenda item on the IPC agendas from this point moving forward. The Subcommittees include EEC, Finance Committee and Technology Advisory Committee. Fauzi proceeded to ask subcommittees members to report.

- TAC Report from Tarana Chapple: TAC has a full committee this year but is still looking for a student representative. The first TAC meeting was very successful in September. They took action on putting together a task force to redesign the website. The next meeting is in November and a student representative will be appointed to TAC committee then.
- No report on IPC Bylaws.
- No report on IPC Appointees.

5. Discussion on Mission of IPC.

Fauzi Hamadeh shared that the IPC Committee is looking for volunteers to help the Committee revise the IPC Purpose/Mission statement. Volunteers interested in revising the IPC Mission, please email Fauzi Hamadeh at hamadehf@smccd.edu, Micaela Ochoa at ocham@smccd.edu, or Arielle Smith at

smitha@smccd.edu. He said that a working group will convene to revise the IPC Mission then will come back to IPC with recommendations.

6. Beyond the Data: Advancing Equity at College of San Mateo

Hilary Goodkind lead a discussion about the CSM Antiracism Climate Survey Results presented at the last IPC meeting. She explained how the CSM Antiracism Climate survey was administered and then she reviewed findings. She said that the survey went out to all faculty and staff including full-time, part-time, adjunct and every staff of CSM. It was open for over two months and it had a 20% return rate. She provided an overview of the survey observations:

- 1) Faculty and staff feel that CSM is a culturally responsive campus, yet we can do better;
- 2) Incongruity between what people believe and do at CSM:
 - 42.5% of the respondents perceive racial and ethnic tension on campus,
 - 40.7% of respondents say they notice students being treated differently by coworkers based on appearance,
 - 39.6% respondents felt that equity is not included in financial planning,
 - 39.6% of respondents felt that committees do not have diverse representation;
- 3) Does our low response rate of 20% indicate lack of interest, safety, or distraction?

Hilary said that this is the first survey in a series of surveys that will be administered. The next survey will be a CSM Student survey that will go out in October with an anticipated date to get results back in December.

Hilary shared CSM's call to action, proposed next steps and lead participants into breakout groups to start the conversation. Jeremiah facilitated the discussion after each breakout session and participants reported out. Breakout sessions themes including:

- 1) What are your thoughts about the implications of our survey results?
- 2) What are the main challenges for CSM to enact antiracism practices?

7. Review IPC Polling Results and Discuss Next Steps

Fauzi Hamadeh shared that at the September 2nd IPC meeting, a poll was conducted to further explore what worked well at IPC last year, what could be improved and what people would like to see happening at IPC (year end evaluation). He said that the results showed that members wanted to have more interaction, conversations, updates and sharing out of information. He explained today's breakout sessions where the entire group engaged in conversations is an example of what IPC will be incorporating more into its meetings. He said that IPC tri-chairs are open to further suggestions or ideas and to email Fauzi, and/or Micaela and/or Arielle with any recommendations, thoughts, feedback. He stated that the IPC Committee wants to make these meetings beneficial and worthwhile for everyone.

8. Discuss Change in Parking Lot Names to Numbers

Fauzi Hamadeh communicated that this item would be on the agenda for the next IPC meeting because the discussions about changing Parking Lot Names to Numbers with different constituent groups have led to the need to have a broader conversation on this topic. Kim said that the Impact GRID might be utilized to facilitate this conversation.

9. CSM Centennial Planning

Richard Rojo presented the poll results conducted in IPC back in May, and later with CSM's President's Centennial Committee. He said that he worked with Hilary to review the poll results and looking for themes

replanting the Centennial Celebration. He shared the four themes: 1) Student-centered culture, 2) Responsive to the community, 3) Ongoing historical legacy and 4) Campus location and beauty.

Rich shared the Centennial Committee's next steps including:

- Use themes to generate stories
- Begin work on website and videos
- Centennial Events: Adapting/dedicating existing events and Flexibility for COVID-19
- Planning Committee; Begin early 2021.

The presentation has been posted [on the IPC Website](#).

10. TEDx Proposal

David Laderman introduced Manraj Gill and Mark Wong, Honors Project Students, and originators of TEDxCSM. He said that Manraj and Mark are the creators of TEDxCSM. Austin Chan is the project event manager. David Laderman and Ron Andrade are the faculty advisors. He said that the students created TEDxCSM with the idea to engage the CSM community in an ongoing dialogue and showcase the ideas of fellow student researchers across various disciplines who are interested in virtually discussing topics such as STEM, Humanities, Arts, History, Literature, etc.

Manraj Gill provided the timeline of the overall event:

- October 26th, deadline to submit proposals
- October 30th, notification to students if their proposal was accepted
- November 9th, students accepted into the program will have first opportunity to rehearse
- November 11th, students will have second opportunity to rehearse their proposal
- November 13th, last day of the event.

He said that they have roughly have about six weeks to get the work done.

Austin Chan shared the TEDxCSM proposal submission instructions. The single PDF or Word file includes: 1) Proposal Title; 2) Up to 200 words to describe your project, summarize the driving question to research, the results of the research, and if applicable, how it relates to TEDxCSM's theme, "Living in Uncertainty"; 3) Up to 100 words detailing the methodology and/or the processes used in the research project; 4) Three references that were most influential in research project in an annotated bibliography form; 5) Submit proposal file through the following Google Form: <https://forms.gle/TpnfWuDCBX1Po6P17>. He said that selected candidates will be asked to attend at least one of the rehearsals so the leadership team can assist them with any technical matters.

Austin Chan asked members to help disseminate the information that TEDxCSM is looking for student presenters to participate in TEDxCSM. The latest information for the event can be found at LinkedIn link: <https://www.linkedin.com/company/tedxcollegeofsanmateo>.

ChunWai Wong shared that they have also created Instagram and Facebook pages so students can get more familiar with the topics of the project.

11. October 21st Agenda Items

Fauzi Hamadeh presented the current agenda items for the October 21st meeting: Discussion Regarding Parking Lot Names and Speaking Truth to Power Student Panel, Student Request Update and asked to email

additional items to Committee Chairs: Micaela Ochoa, ochoam@smccd.edu; Fauzi Hamadeh, hamadehf@smccd.edu; and/or Arielle Smith smitha@smccd.edu.

12. Adjourn

Fauzi adjourned the meeting at 2:55 PM and thanked everybody for participating in the meeting and the good conversation.

Future Meetings:

2020-2021 IPC Meeting Schedule			
October 21, 2020	*December 2, 2020	February 3 & 17, 2021	*April 14, 2021
November 4 & 18, 2020	*January 20, 2021	March 3 & 17, 2021	May 5 & 19, 2021