

Institutional Planning Committee (IPC) Meeting

Zoom Room: Meeting ID: 991 5870 5559

September 16, 2020 | 1 – 3 PM

Members: Allie Fasth, Anthony Frangos, Dyana Huarez, Malathi Iyengar, Tabia (Lee) Lee, Kim Lopez, Teresa Morris, Madeleine Murphy, Carol Newkirk-Sakaguchi, Joseph Nguyen, Ashley Phillips, Kristi Ridgway, Elizabeth Schuler, Jeremy Wallace, Andreas Wolf, Tiffany Zammit

Guests: Mike Claire, Hilary Goodkind, Mike Holtzclaw, Edna Letran, Richard Rojo, David McLain

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

Meeting Facilitator: Micaela Ochoa

Attendance: A total of 58 members and guests connected and participated in the meeting.

Minutes

1. Welcome and Review Agenda:

Micaela Ochoa called the meeting to order at 1:02 PM. She welcomed members and guests to the second IPC meeting of the 2020-2021 school year, and presented and reviewed the agenda for approval. The agenda was reviewed and approved as presented.

2. Approval of the Minutes from May 20th, 2020

Micaela Ochoa presented the September 2nd, 2020 minutes for review and approval. The minutes were adopted as presented with no modifications.

3. Check-in, Acknowledgements and Brief Announcements

Kim Lopez announced that CSM is hosting its first fall Virtual Town Hall on Friday, September 25, from 2–3:30 PM and said that updates will be provided by district and college administration on COVID-19 stages, phases, and tiers; instruction & student services recovery planning; health update; Basic Needs Taskforce; CSM President's search committee; Chancellor's Council on Antiracism; technology and basic needs support for students; student reengagement initiative; CARES Team. She invited and encouraged all to join the Town Hall and said that it would be recorded and shared in next week's employee Bulldog Bulletin newsletter.

Micaela Ochoa reminded all that the deadline to register to vote is October 19th and registration can be done by either US Mail (can be post marked) by October 19 and online. She also reminded everyone that at the October 7 IPC Meeting, IPC will take action on changing the names of our CSM parking lots names and numbers to exclusively numbers. She announced that it was over 200 years ago on September 16th that Mexico became independent from Spain and happy Mexican Independence Day!

Arielle Smith reminded everyone that resource requests are due earlier this year on October 2nd and the date has been updated on the website.

Teresa Morris reminded everyone that you can still complete the Census and it's important to complete it. It is an activity that helps everybody across the nation.

Mike Holtzclaw said that resource requests for technology, in particular, need lead time to prepare quotes so last-minute submissions for technology are going to be really difficult to do and asked to really look at those requests now.

Chancellor Mike Claire announced that his office hours are every Thursday from 1:00 PM to 2:00 PM and to contact Carina Warne at warnec@smccd.edu for an appointment.

Jackie Santizo announced that the diversity and action group has opened up the application for those who want to apply for up to \$750 to do social justice and equity work; and another immigration legal Q&A session is scheduled for Tuesday, October 20th, 2020 at 1PM.

4. CSM President's Search Timeline:

Chancellor Claire provided an update on CSM President's search timeline. He said that he had an initial meeting with Arielle Smith, Academic Senate President, Fauzi Hamadeh, Classified Senate President and David Feune from HR to talk about the search process. He explained that the first step includes forming the CSM President's search screening committee of about 13 to 15 members including classified, faculty, management and students. He communicated that Melissa Moreno, Skyline College President, will chair the CSM President's search screening committee. He summarized the job of the screening committee is to select candidates to interview, identify finalists, forward the finalists' list for final interviews. Candidates will also be interviewed by Chancellor Claire and the senior executive team before their final interviews with the Chancellor and the Board. He stated that he is also going to implement a site visit for each of the finalists and set up a forum for the community to weigh in.

Chancellor Claire shared that the CSM Presidential position announcement will model Skyline's job announcement but will reflect CSM values; anticipating to go out at the end of October or early November and closing date of mid-January, 2021. The final interview process will wrap up by February or March and the entire process will be wrapped up by mid-April or early May so we will have identified the new CSM President to start July 1st, 2020.

Arielle Smith shared that the application process for those who would be interested in serving on the CSM President's search screening committee will be forthcoming in the next few days.

Chancellor Claire thanked Interim President Kim Lopez for stepping up into the Interim roll, for the work she did last year as Acting President and the work she continues to do as Interim President. He also thanked those who have stepped up in some way or another to maintain the organization's business afloat and said that CSM is in good hands with Kim as your interim president.

5. Report from Finance Committee:

Micaela Ochoa presented a report from the Finance Committee, including updates to the bylaws and asked for IPC approval on 2 recommended changes. The first recommendation presented was a change under chair selection from "Committee election among members" to "Co-Chairs: Vice President of Administrative Services and one member from Academic Senate or Classified Senate (selected annually by Finance Committee)." She said that the committee has been functioning like this for the past two years with Co-chairs: the vice president of administrative services and another member from academic senate. The change to the Finance Committee bylaws were approved as presented.

The second recommendation was to appoint an IPC member to the Finance Committee. She reviewed the bylaws membership and explained the members include: 2 members from IPC, 1 faculty member selected by the Academic Senate, 1 classified staff member selected by Classified Senate (approved by CSEA), 1 student selected by the Associated Students, 1 administrator selected by Management Council, Vice President of Administrative Services and Ex-Officio: College President, College Business Officer. Micaela invited IPC members to participate in this exciting committee to fill the vacancy. The Finance Committee changes were approved as presented and Jose Rocha from IPC was appointed to fill the vacancy in the committee.

Micaela Ochoa reminded IPC members that at the September 2nd IPC meeting, changes to the IPC bylaws

were discussed and the respective members of the committees were asked to go back to their committees to report and discuss the proposed changes to the IPC bylaws, and then will return to IPC to report their approval. She reported that the Finance Committee met on September 10th and moved to approve the IPC bylaws changes as proposed and invited the other two committees to let IPC know if they approve the changes to the bylaws.

6. Guided Pathways

Allie Fasth, Interim Director of Guided Pathways, presented updates and information on Guided Pathways. She explained that the clusters are now known as the academic and career communities. She reported that Guided Pathways Steering Committee has been visiting divisions, the Senates and plan to visit all the divisions to present the updates. She communicated that the Guided Pathways presentation has already been presented to IPC in the past and today's presentation would focus on the Guided Pathways background information and process, and academic and career communities. She asked for feedback on today's presentation since it is in draft. Feedback is being taken during the month of September, followed by updating the proposal and then returning to IPC with the final and formal proposal.

Allie shared that Guided Pathways looks at the student journey from start to finish at CSM by finding ways to support the students, specifically low-income students, first generation students, students of color, student's experiences across their educational journeys at CSM from matriculating, to filling out paperwork, to get in the classroom, to achieve their educational goals, to hear their stories, etc.

Allie shared the current Guided Pathways project is supporting: Student Advisory; IMPACT Grid Assessment; Inventory Project: Program Mapper; Academic & Career Communities: Proposal, Feedback, Refinement, Adoption; Explorers Experience; Collaborative Support Teams; Educational Master Plan - Implementation Group; Professional Development: Leading from the Middle California Guided Pathways Project Cohort 2. Full presentation has been posted on the IPC Website.

7. IPC Training for New Members

Fauzi Hamadeh provided an online IPC training for New Members including: History of IPC, the purpose and structure of IPC and consensus decision making: History of IPC: IPC was established in response to our accreditation recommendations from 2007 and it was originally solely focused on integrating the college's planning processes. In the fall of 2014, it was decided that college council would be dissolved and that IPC would assume the responsibilities for participatory governance oversight that had previously been with college council and then in Spring 2018 IPC was restructure and the updates can be found in the [College Planning Manual](#) on our website and it has information about all our participatory governance committees and processes.

Fauzi shared the Mission and structure of IPC: The Mission is to control the implementation on an ongoing assessment of the institutional planning process; Structure: Tri-chair model: Vice President designated by cabinet; the Academic Senate President and the Classified Senate President; the College President serves as ex-officio; Faculty are represented by coordinators or chairs of various committees; six at-large classified employees; six administrators appointed by Management Council; ASCSM president, vice president and finance director and guests and other areas of expertise as needed.

Fauzi explained the Consensus Decision Making as follows: consensus decision making is a creative and dynamic way of reaching agreement between all members of a group; instead of simply voting for an item on having the majority of the group getting their way, a group using consensus is committed to finding solutions that everyone actively supports or at least can live with; and the key is that all members of the group express their needs and viewpoints clearly, recognize common ground and find solutions to any areas of disagreement; and the Condition for Consensus: Common Goal meaning that everyone present at the meeting needs to share a common goal and be willing to work towards it, Commitment to Reach Consensus meaning Consensus can require a lot of commitment and patience to make it work and Trust meaning we all

need to be able to trust that everyone shares our commitment to creating true consensus and Trust is so true for CSM. He also talked about the Conditions for Consensus: Openness – making decisions by consensus is based on openness – this means learning to openly express both our desires (what we'd like to see happening), and our needs (what we have to see happen in order to support a decision; Clear Process - It's essential for everyone to have a shared understanding of the process and the purpose; Active Participation - if we want a decision that we can all agree on, we need all to play an active role in that decision making process, and provide an overview of the consensus process: introduce and clarify the issues to be decided; explore the issues and look for ideas, look for emerging proposals, discuss and clarify and amend your proposal, test for agreements and then implement the decisions.

Fauzi provided an overview of the six-circle model - a theory that divides decision making processes and really all areas of information in two ways: the top structure, pattern, and process or the technical matters; and the bottom or the relationships, identity and information or relational. He said that the model could be expanded to have a seven circle, which is the human experience which encompasses everything.

IPC Training for New Members, Six-Circle Model and Consensus Process have been posted on the [IPC Website](#).

8. Review IPC Polling Results and Discuss Next Steps

Given the limited time, Micaela asked that this item be carried over to the October 7th IPC meeting. All agreed.

9. College Redesign Through the EMP Implementation

Hilary Goodkind provided an update on College Redesign thru EMP Implementation. She said that EMP Implementation team has reconsidered the EMP of College redesigned for student centered education and centering on social justice and equity and is guided by CSM Education Master Plan (EMP) for social media, Justice equity education towards transfer upwardly mobile careers that positively impact the community.

Hilary explained "Why Redesign: Because we all want CSM to be the place where all students are welcome, they feel that they belong, that they receive the support they need, and then they can proceed with their educational goals". However, she explained our data shows that our colleges are working for some, but not for all of students. CMS wants it to work for all with the goal to reduce equity gap for improving student experiences and success for all, share our commitment to social justice as a large part of the redesign to being transparent about racial and other inequities that persist on our campus.

Hilary stated that the [Education Master Plan \(EMP\)](#) is alive working documents that it's been used to change the college's practices. She gave a big shout out to the team that's been working so diligent on the redesign and presented the College Redesign with her today: Allie, Ashley, Alex, Arielle, Fauzi, Heidi, Kristi, Tiffany and Tabitha. Resources from this presentation have been posted on the [IPC Website](#).

10. CSM Social Justice Initiatives:

Hilary presented the results of the Employee Anti Racist Climate Survey sent out to all CSM employees about two months ago. She said that about 20% responded to the survey and those responses have given a point to start a conversation. She showed the responses by gender results were 40 females 20 male; by division; by Race/Ethnicity; sexual orientation; and results to the different questions asked on the survey.

Hilary shared the observation from the survey: Overall, faculty and staff feel that CSM is a culturally responsive campus, yet we can do better; 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; and placed a question: Does our low response rate of 20% indicate lack of interest, safety, or distraction?

Hilary presented CSM Call to Action based on observations: CSM is ready for additional antiracist conversation and education, CSM is ready to have free and open discussion of racism and inequity: our campus would like to increase comfort levels to engage in antiracist discussions, CSM faculty and staff need assistance to mitigate the negative effects of stereotype threat in teaching/work; Strategies and programs to diffuse racial/ethnic tension on campus: Faculty and staff need help to recognize and act against racist and inequitable acts they witness on campus, What are we currently doing that works?; Build awareness around CSM anti-racist programs, practices, materials, and opportunities: Cross campus promotion about antiracist activities and works are needed

Hilary presented the proposed next steps to CSM call to action: Student town Hall discussion series: Capture student ideas, provide updates on equity programs/initiative; Bi-weekly conversation about impact grid implementation: Operationalize the impact grid in peer review groups and Promote successful stories about use of the impact grid and anti-racist practices; Attend identified regional racial justice training forums: September 23rd - Dr. Kendi, October 30th - Dr. Katoke Ford, November 20th - Dr. Pedro Noguera, December 11th - Dr. Angela Davis; College redesign/EMP implementation updates for equity; Additional campus climate surveys: Student antiracism survey (includes student input) end of October and Faculty curriculum and instruction survey TBD.

Hilary lead the attendees into breakout sessions: #1 to discuss the following question: What are your thoughts about the implications of our survey results? and breakout session # 2to discuss the following question: What are the main challenges for CSM to enact antiracism practices? She informed the group that the breakout rooms are NOT recorded and asked them to please to speak openly. She also asked to summarize the groups reactions/thoughts in the chat after breakout discussions.

Jeremiah Sims provided feedback and shared his own experience on the fight to equality.

Hilary stated that the survey results do not represent the whole campus. However, it is fantastic to have a call to action that we brought up at the college redesign and that college redesign piece includes the social justice framework and a survey will be sent to everybody about how to get involved.

Survey result presentation and College of San Mateo Redesign information have been posted on the [IPC Website](#).

11. October 7th Agenda Items

Micaela Ochoa presented the current agenda items for the October 7th meeting: Discussion on Mission of IPC, Approve Updated IPC Bylaws, Report back from Subcommittees, Discuss and Approve Change in Parking Lot Names to Numbers, Budget update, CSM Centennial Planning and asked to email additional items to Committee Chairs: Micaela Ochoa, ochoam@smccd.edu; Fauzi Hamadeh, hamadehf@smccd.edu; or Arielle Smith smitha@smccd.edu. The October 7th agenda items:

12. Adjourn

Micaela adjourned the meeting at 3:05 PM and thanked everybody for staying over for the meeting.

Future Meetings:

2020-2021 IPC Meeting Schedule			
October 7 & 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

IPC meets every first and third week of each month during the academic year. * IPC is meeting once this month.