

Institutional Planning Committee (IPC) Meeting

November 18, 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, Jeramy Wallace, Andreas Wolf, Tiffany Zammit

Guests: Hilary Goodkind, Mike Holtzclaw, Edna Letran, Richard Rojo, David McLain, Jeremiah Sims, Aaron McVean

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

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 1:00 PM. He welcomed members and guests to the November 18 IPC meeting, and presented the agenda for review and approval. The agenda was reviewed and approved as presented.

2. Approval of the Minutes from November 4, 2020

Fauzi presented the November 4, 2020 minutes for review and approval. He explained that the minutes were sent out with the agenda for review. The minutes were adopted as presented with no modifications.

3. Check-in, Acknowledgements and Brief Announcements

- Fauzi announced that the Student Forum scheduled for Thursday, November 19, 2020 had been postponed until early spring semester of 2021.
- Fauzi reminded members that the CSM President search Town Hall is Friday, November 20, 2 - 3 PM. He asked members to respond to the survey and to attend the Town Hall on Friday because it is for the campus community to give input into the CSM President search.
- Fauzi announced that SMCCCD District was going to be offering free flu shots for SMCCCD students, faculty, and staff at the three college campuses. The drive-up flu shot clinics will begin Wednesday, November 18 from 12 – 3 PM at CSM; December 2 from 1:30 – 4:30 PM at Skyline College; and December 9 from 12 – 3 PM at Cañada College. He said that flu shots were highly recommended this year and the district is providing them at no cost to students, faculty and staff.
- Remi Harada announced that this week, November 16 to 20, is International Education Week and it's co-sponsored by CSM. She said that all the students that attend the event will be entered in a raffle for the chance to win \$25 gift cards. She invited members to attend the International Education Week events.
- CSM Diversity in Action Group (DIAG) Funding. Tami Hom, EOPS counselor, shared that DIAG Funding is still available this year even though we're virtual. She said that DIAG is still encouraging folks to submit proposals for funding and is still accepting proposals for funding. She said that DIAG has funded events

such as Black History Month and for information on programs that could be potentially funded to reach out to Tami Hom at homt@smccd.edu.

Tami stated that DIAG makes funds available to support and encourage events, activities, and other endeavors that promote, educate, celebrate and integrate diversity on a campus-wide level. The maximum amount granted by DIAG is usually \$750.00. Requests for funding should be made at least four to six weeks in advance to ensure that payment is processed in a timely manner. Priority will be given to individuals or groups who have not been funded in the past and those proposals that have the most impact. She said that DIAG funding cannot be requested for refreshment type expenses.

4. Standing Committee Reports from Subcommittees

- EEC: Jackie Santizo shared that at its meeting on Tuesday, November 17, EEC endorsed the Anti Oppression Committees Resolution on smaller class sizes and at its next meeting, EEC will be talking about the CSM President Search committee and sharing out EEC recommendations.
- Finance Committee: No report
- Technology Committee: No report

5. District Strategic Plan Update

Aaron McVean, Vice Chancellor, Educational Services and Planning, District Office, provided an update on the SMCCCD Strategic Plan timeline, draft goals, draft strategic goals and introduced the SMCCCD Strategic plan Steering Committee (DSPSC) members as: Vice Chancellor Aaron McVean; Trustees Dave Mandelkern and Tom Nuris; Cañada College President Jamillah Moore; District Academic Senate Jeramy Wallace; CSEA Representative Golda Margate; Student Trustees Jordan Chavez (2019-2020) and Jade Shonette (2020-2021); Deans of PRIE Karen Engel, Hilary Goodkind and Ingrid Vargas. He said that the steering committee members have been meeting and working together on the strategic plan since October 2019.

Aaron said that the goals were drafted before COVID and they are still in draft. He proceeded to present them as follows:

- SMCCCD Strategic Plan Update Timeline: October 2019 DSPSC met for the first time; November 2019 DSPSC #2 – District Mission and College Plans discussed; DSPSC #3 – Environmental Scan and SWOT Analysis; January 2020 DSPSC #4 – Strategic Goals and Districtwide Strategic Review; February 2020 DSPSC #4.5 – Strategic Goals and Districtwide Strategic Review continued; October 2020 DSPSC #5 - District Strategic Plan Metrics Review, and Board Study Session - First Review; November 2020 – College Planning Council and Senates presentation; December 2020 – DSPSC #6 Final Review; and January or February 2021 – Board Adoption.
- SMCCCD Strategic Plan Goals: Measure the impact of new and existing Districtwide efforts to increase success and reduce equity gaps for disproportionately impacted student groups; Continually explore and implement interventions that benefit students and help them to achieve their specific educational goals; Provide clear and distinct Guided Pathways for all students to accelerate program completion and successful transitions to the workforce or transfer to a University; Support the Colleges by providing resources for innovative teaching and learning that is designed to increase student success; Fully implement and optimize the Salesforce CRM and associated products in order to integrate technology systems for better communication to students, staff, and faculty; Support the implementation of the District's sustainability initiatives to address its program goals as part of the District's response to climate change.
- SMCCCD Strategies Goals: #1 is to develop and strengthen educational offerings, interventions, and support programs that increase student access, success, and completion; #2: establish and expand relationships with school districts, 4-year college partners, community-based organizations and employers to

increase higher education attainment and economic mobility in San Mateo county; #3 is to promote innovation and excellence in instruction to support student learning and success; #4 is to ensure necessary resources are available to implement this strategic plan through sound fiscal planning and management of allocations, protect community-supported status and undertake the development of alternative sources of revenue that support educational programs beyond that which is available from community and state allocations.

Aaron McVean informed members that his presentation to IPC today was to provide an update and to ask IPC members to provide feedback during the open comment period which is going on now through the middle of December. He said that the feedback from CSM should be sent to Hillary Goodkind goodkindh@smccd.edu, as she is the CSM representative from the IPC committee on the district-wide steering committee. [SMCCCD Strategic Plan Presentation](#) has been posted on the IPC Website.

6. Recommendation from EEC: Change from Parking Lot Names to Numbers

Malathi Iyengar stated that the Educational Equity Committee (EEC) supported the renaming of the parking lots as navigational and logistical features but it's not an honor to name a parking lot after someone. EEC are in support of honoring people of color by naming buildings after them but not parking lots because parking lots are not a meaningful way to do so.

IPC members held a discussion on renaming the parking lots to numbers only.

Fauzi presented on numbering all parking lots and dropping all names with the exception of parking lot 11 or the Stadium to retain its name. Having no objections, IPC approved to move forward with this plan to rename parking lots utilizing numbers. Stadium lot or lot 11 will remain the same as a way finding tool, but the other ones will move to numbers.

Kim Lopez thanked Academic Senate, Classified Senate, Student Senate, EEC Leadership for all the time and thinking they put into the renaming of the parking lots. She said that after reaching consensus and agreement at IPC, Cabinet will meet with the Facilities team to hopefully have the changes made before we all get back to campus.

7. Draft ACCJC Follow-up Report

Hilary Goodkind provided information on CSM Accreditation and explained why the accreditation process needed to be done. She said that as the official accreditation liaison officer for CSM, she coordinates all accreditation activities. She provided feedback on the accreditation report submitted in 2019 and shared the ACCJC CSM 2019 Accreditation Visit Results Commendations and Recommendations:

CSM Commendations:

1. The commission commends the College on its significant and effective variety of learning support for students, including the Learning Center, discipline-specific labs, and library.
2. The commission commends the College for its progressive and collaborative governance and planning processes leading to a culture of trust.
3. The commission commends the College for its collaboration between its CTE programs and local industry partners. The networking, communication, and cooperation for the purpose of curriculum development, and program enhancement is impressive.

CSM Recommendation:

In accordance with federal regulations, compliance requirements must be addressed and the institution must demonstrate that it aligns with the standards within 2 years.

1. In order to meet the standard, the Commission requires that the college establish a policy defining regular and substantive instructor-initiated contact with students for Distance Education courses. The

Commission requires that the college provide professional development opportunities for faculty to ensure Distance Education courses include regular and substantive instructor-student interaction.

Hilary shared how CSM has addressed the ACCJC recommendation:

1. Policy defining regular and substantive instructor-initiated contact with students for Distance Education courses.
2. Professional development opportunities for faculty to ensure Distance Education courses include regular and substantive instructor-student interaction.
3. Write and submit a follow up Report for ACCJC; follow up report needs to be approved by all CSM governance committees and the SMCCD Board of Trustees.

Hilary said that today she was presenting the report addressing the ACCJC recommendation for review. The next step is to seek IPC approval on December 2. She said that the report has already been presented to classified senate, student senate, and faculty senate which are our government governing groups.

Hilary presented next steps for the review from ACCJC: March 2021, CSM will welcome the ACCJC visiting team to review CSM policy; ACCJC will ask for a random sample of our distance education courses for regular and substantive instructor-initiated contact. The visiting team writes and submits a report to the ACCJC Commission. The ACCJC Commission meets in June to review the team results and recommendations. The determination on our reaffirmation of accreditation will be made.

Hilary gave a shout out to the team for doing a fantastic job pulling together an amazing amount of training for faculty in such an incredible time in the midst of chaos, COVID-19 and everything else going on that we have faced this semester. CSM Accreditation Presentation and Follow Up Report have been posted on the [IPC Website](#).

8. Postpone Resource Request Decisions Until after the Governor's January Budget Proposal

Micaela Ochoa reported that she wanted to provide follow up regarding the IPC budget report from November 4th, and to the budget update presentations at the division meetings. She stated that she had recommended to postpone the decision regarding resource requests until after the California Governor's budget proposal update in January.

There was a clarification question about faculty resource requests – it was believed that all faculty requests were not affected by the Governor's categorical funding decisions because the faculty positions and requests were funded with Fund 1.

Micaela explained that while many faculty positions are funded with Fund 1, if we experienced the estimated categorical reductions previously presented, we would need Fund 1 reserves to help offset those reductions. Therefore, although funding for many faculty positions may not necessarily be directly from Fund 1, we would need Fund 1 to help offset those categorical reductions in the multi years.

Kim Lopez explained that CSM has faculty positions funded through categorical funds. In addition, she explained that we have faculty members that have been taking roles in our learning communities and have covered parts of their load with our categorical funding. She said that it's not just non-faculty positions funded through categorical funds.

9. Agenda Items for December 2, 2020

Fauzi presented the current agenda items for December 2: ACCJC Follow-up Report, Action, Hilary Goodkind, 10 Min; Solidarity Statement, Jeremiah Sims, 20 Min.; added an Update on Strong Workforce Development Task Force Response to COVID-19 Impact, Alex Kramer, 20 Min and asked members to send any

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

10. Adjourn

Fauzi adjourned the November 18 IPC Meeting at 2:22 PM.

Future Meetings:

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