

Institutional Planning Committee (IPC) Meeting

[Zoom Recording](#) Passcode: b5&uCzmy

March 17, 2021 | 1:05 – 3 PM

Members: Allie Fasth, Alicia Frangos, Anthony Frangos, Erica Griego, Remi Harada, Dyana Huaraz, 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: Ada Delaplaine, Laura Demsetz, Hilary Goodkind, Mike Holtzclaw, Alex Kramer, Edna Letran, Ben Zara Minkin, David McLain, Jeremiah Sims, Todd Windish

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

Meeting Facilitator: Micaela Ochoa

Attendance: A total of 61 members and guests joined the meeting.

MINUTES

1. Welcome, and Review Agenda

Micaela Ochoa called meeting to order at 1:05 PM, welcomed everyone, and reviewed the agenda. She informed members and participants that the 2021-22 Resource Request update – agenda item #6 – would be moved to the April 14th IPC meeting. The agenda was approved with the one modification by a show of thumbs up and chat approval.

2. Approval of Minutes from February 17, 2021

Micaela presented the February 17 Meeting Minutes for review and approval. The minutes were reviewed and approved as presented with no modification by a show of thumbs up and chat messages.

3. Check-in, Acknowledgements, Brief Announcements

- Brief announcements: Tabia Lee announced that her role at CSM as faculty instructional designer is to provide pedagogical support for course design. She said that she had received inquiries about flexible course design and described that FLEX learning design involves combining hybrid and flexible course design elements, so that students have multiple pathways to participate in and complete a course.

Tabia shared the [HyFlex Learning Design: Getting Up to Speed](#) resource for faculty to explore independently about FLEX and to determine if it's a method that aligns with their teaching, philosophy, and student learning needs. She explained that the next meeting was on April 28, 2021 from 1:00 to 2:00 PM where the policy group would draft guidelines, standards, and recommendations around flexible teaching and learning modalities.

Tabia said that an [eight-week proposal](#) was presented to deans about getting faculty together to explore flexible learning design for spring or fall.

Tabia invited members to visit the [CSM Course Design Corner](#) page to learn more about HyFlex Learning Design and to get connected with our course design team.

- Update on Presidential Search: Kim Lopez provided an update on the CSM Presidential search. She said that the CSM Presidential finalists' forums and first level interviews were conducted. Finalists met with the Chancellor as well as with his cabinet. This week they are meeting with our SMCCCD Board of Trustees. Finalists will have a site visit with the Chancellor and Board Members. She said that the Chancellor's goal was to announce the new CSM President in early April.

4. **Standing Committee Reports from Subcommittees**

- EEC Report: Malathi Iyengar reported that ECC Budget had been approved and now they were able to move forward with projects that include hiring an office coordinator position, hiring a speaker series, attending a student social justice conference, initiating equity projects, hiring an adjunct counselor specifically to meet the needs of black students, and still waiting to get the go ahead to fulfill equity basic needs items. Please contact Malathi, Jeremiah or Jackie or Jeremiah for more information.
- Finance Report: Micaela said the Finance Committee met last week when they discussed HERFF II funding which was item 11 on this agenda and Lizette Bricker was going to provide a HEERF II Update then. She explained that the update related to budget requests would be presented at the April 14th IPC meeting.
- Technology Report: No update

5. **Recovery Planning**

Ben Zara Minkin presented an EOC recovery planning overview and provided updates on 1) EOC Structure; 2) District Health and Safety Plan; 3) COVID-19 Update; 4) Spring Courses & Occupancy and 5) CSM COVID Testing Site.

- **EOC Structure:** Ben'Zara shared that the SMCCCD EOC structure had expanded from a District Command and Control Model to more shared governance. EOC was now going to be meeting for two hours each week. EOC group is comprised of Chancellor, three presidents and HR. EOC has moved into a recovery model meaning that all discussions are more structured to returning to the new normal and recreating the district. EOC is working on a recovery communication plan that aligns with prevention, response and mitigation to communicate to everyone.
- **District Health and Safety Plan:** Ben'Zara shared the Standard Operating Procedures (SOP) that composed the plan:
 - ✓ Sanitization
 - ✓ Responding to the Presence of COVID-19 Sign/Symptoms
 - ✓ Reporting, Record Keeping, and Access
 - ✓ Personal Protection Equipment
 - ✓ Social Distancing
 - ✓ Health Screenings
 - ✓ Physical Access
 - ✓ Travel
 - ✓ Workspace Assessment
 - ✓ Employee Break Rooms and Food Consumption
 - ✓ Return to Work (After Illness or Exposure)

Ben'Zara said that there had been no distinguishing language from the county office of emergency management or county emergency operations center.

COVID-19 Update: Ben'Zara reported that the first confirmed COVID-19 cases in United States was January 21, 2020; San Mateo County - March 2, 2020; and San Mateo County Community College

District - August 24, 2020 and provided the end of year report that reported that the United States surpassed 20 million infections and more than 346,000 deaths; and Globally, cases rose to 83,832,334 and 1,824,590 deaths. He also shared San Mateo County and SMCCCD statistics as of 3.1.2021. Ben Zara also reported the following:

- **Spring Courses & Occupancy:** College of San Mateo's occupancy for spring courses was 538 students anticipating that this number will increase significantly in the fall semester. Athletic teams were given the opportunity to have contact. They're going to now be on the site five days a week. Students are COVID-19 tested twice a week.

Recovery for Summer and Fall: It depends on stipulations by Federal/State/Local Mandates, Political Pressure, ICU Capacity, Infection rate per capita, Immunity/Herd Immunity (Vaccine Role Out) and District Capability.

SMCCCD Hurdles: MOU Creation for Return Stipulations, Class Occupancy, District Capabilities and Fear/Stigma

Instructional Recovery: EOC has already identified what can be remote remains remote and those courses that are hard to teach remotely and then planning a limited return.

Current Essential Infrastructure Campus Operations: Facilities 100%; Public Safety 100%; Bookstore 100%; ITS 40 to 45%; Student Services – Limited; Instruction 4%.

CSM COVID Testing Site: SMCCCD implemented a testing site at College of San Mateo since January 25, 2021. It is operating Sunday thru Thursday from 11:00 AM – 7:00 PM; Optum Swab test (4-6 days turnaround time), it doesn't cost anything but registration is required by email or phone, and it is available to everyone but Students/Staff/Faculty can receive priority testing (stipulated in MOU)

Vaccination Site: District is motivated to partner with SMC OES to establish a Mass Vaccination Site, Application for CalVax is the first step and logistical needs and Incident Action Plan (IAP) are being determined. Feasibility will be determined by Policy Group and Board of Trustees. Ben Zara is requesting to start a task force for creating our own vaccination site where students and employees will be first in line as A and one B tier. He said that anybody can get vaccinated now regardless of age as SMCCCD employee.

COVID-19 Vaccination Update: Everyone in California will have an opportunity to get vaccinated against COVID-19 at no cost; vaccination appointments are now available to educators at many locations around the Bay Area; district personnel are encouraged to register at [MyTurn.ca.gov](https://myturn.ca.gov) for a vaccination appointment; if unable to get an appointment, keep trying daily at [MyTurn.ca.gov](https://myturn.ca.gov).

6. Update on 2021-22 Resource Requests

Micaela said that this item has been moved to the April 14th IPC meeting because additional information is being reviewed.

7. Scheduling Timeline Overview

Laura Demsetz asked the Scheduling Timeline team members to introduced themselves: Ada Delaplaine, Curriculum and Instructional Systems Specialist; Laura Demsetz, Dean of Creative Arts and Social Sciences; Mike Holtzclaw, Vice President of Instruction; Kristy Ridgeway, Dean of Language Arts and representing Dean with Guided Pathways Steering Committee.

Mike Holtzclaw acknowledged Ada, Laura and Kristi for their work on the schedule timeline and for putting together today's presentation. He gave kudos to office assistants for their diligent and extended work put into the schedule and for making all this work happened.

Laura and Mike thanked Ada for her excellent work and for making it all work and Kristi gave kudos to Laura for putting the presentation into a visual format that it easier to understand.

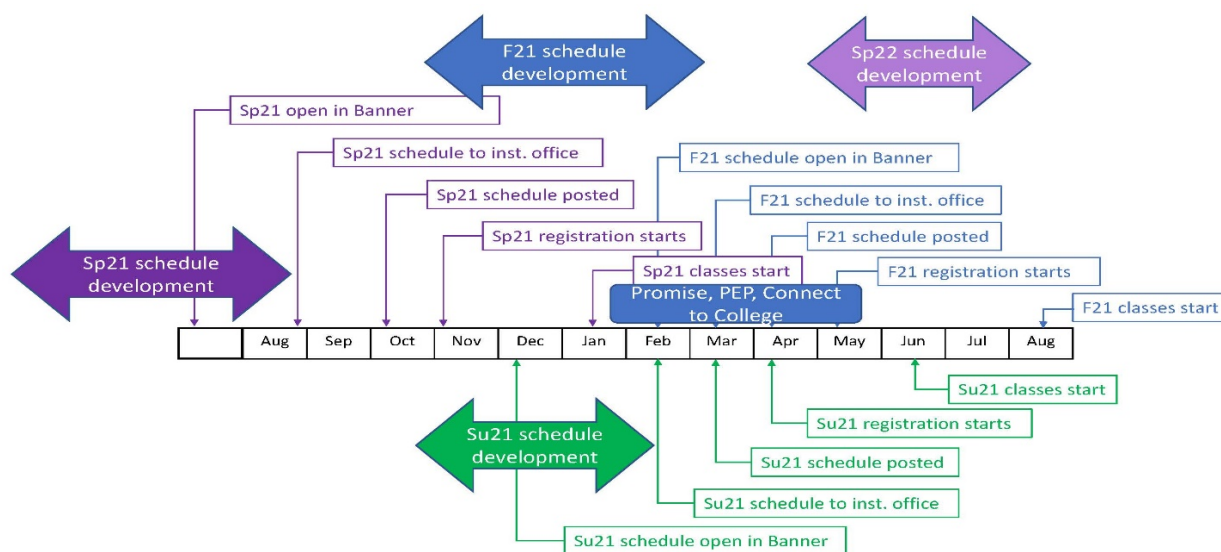
Laura provide an overview and described the official process for the fall semester: the divisions submit the draft fall schedule to the instruction office for fall classes in March; Ada received them to review and to check for accuracy; after reviewing schedules, those are sent back to the divisions to make changes and update banner; division assistants start entering in banner the fall schedule between the first and second week of February; the schedule for fall is posted on the web schedule in early April; registration for the fall semester opens in early May; and the fall semester starts in the middle of August. She reported that in order for the division assistants to be able to start entering the information in banner, deans, faculty and learning communities have to work together to figure out what classes they are going to offer to our students.

Laura said that planning for the fall schedule starts in October or November and after the schedule is posted, there's always changes. It is a constant work that goes into the schedule.

Kristi explained that what Laura presented was a traditional schedule but due to this year's modality, there's been other variations. She said that as a regular planning practice, you take what your end goal is, and work backwards. First, for classes to be able to start in August, with students registered for them, you know we're working a whole semester and a half ahead of time on that schedule.

Laura shared that the summer schedule was posted the week of March 8 and asked faculty to take a look at the schedule. She said that to get the summer schedule ready, they talk to the division assistants or to Ada in the instruction office. They often have two or three schedules going on in their heads at one time.

Please see full cycle schedule planning for Spring 2021, Summer 2021, Fall 2021 and Spring 2022 graph on next page:



8. Program Review (PR) Update and Timeline

Arielle Smith announced that CSM is resuming program review this fall. She said that CSM was due for review this past fall, but it was put off due to COVID-19. However, she has been working with Lizette in Student Services to get a version of program review that works for both instructional and non-instructional sides of the communities. They were trying to get the form finalized thru academic senate the week of March 22 to be able to start distributing it so that folks can start seeing it and getting mentally prepared to start working on program review.

Arielle said to contact Hillary Goodkind at goodkindh@smccd.edu if constituent groups were planning on sending student surveys. They need to get in touch with Hilary and PRIE to prepare surveys before they are sent out and that PRIE was there to support survey requests.

Arielle shared that she would be working with a few people to get specific context guidance for this coming year that will hopefully go to address some of the concerns and give people some focal points for how to answer the questions on the form, knowing that a lot of things have been totally derailed by COVID-19.

9. Virtual Commencement Update

David McLain provided an update on the 2020 and 2021 virtual commencement. He said that after long research, they found Full Measure which offers all the components for a virtual commencement.

David shared some background on commencement being postponed due to the COVID-19 pandemic. He said that a student survey was done to determine interest in a virtual ceremony, drive up ceremony, or postponement – or an in-person event at a later date, or do none. The decision was made to postpone it to hold an in-person ceremony in 2021. Once it became clear that we would be staying virtual through spring 2021, Chancellor's Cabinet asked PIOs to work together to find a solution for two virtual ceremonies – one for the class of 2020 and one for the class of 2021.

David shared that after an intense search they came across a company called Full Measure that offers all the components they were looking for in one package. Full Measure has two full components: 1) It provides mobile engagement that includes branded filters, custom messaging, using progressive web app technology on a website, mimics an app interface and 2) It is virtual ceremony production that supports story board ceremonies, photo montage of the school, recording ceremony speakers, name reading of grads, broadcast live on YouTube with closed captioning and students will be able to push out messaging and link to their Instagram, snapchat, and Facebook accounts, where they can use custom filters to put caps on their heads, have celebratory confetti, etc.

David said that the tentative date for CSM to hold both the 2020 and 2021 commencement ceremonies is May 28, 2021. He said that Full Measure would be recording the speakers: Chancellor, Board of Trustees, College President and any guest speaker that would be invited to participate.

David said that students had until April 1 to submit their petition and they are required to meet with their counselor before submitting their petition. Students that will be taking a class during the summer to complete their graduation requirements will need to note that on their petition but they will be allowed to participate in the ceremony.

David shared the SBVC Virtual Commencement 2020 <https://www.youtube.com/watch?v=D6dazJlIFJ8> if anybody wanted to see what the CSM virtual ceremony was going to look like.

Kim gave a huge kudos to Dave and PIOs for all the work on planning this virtual commencement ceremony. She said that it looked like an amazing program and application

10. HEERF II Update

Lizette Bricker provided an overview of the CARES (Coronavirus Aid, Relief, and Economic Security) and HEERF (Higher Education Emergency Relief Fund) funding CSM received. She said that in 2020 CSM received \$2,042.860 in CARES HEERF I funding and in 2021 CSM received \$4,571,602 in HEERF II funding. She provided a summary on how the monies have been disbursed below:

CSM CARES/HEERF I Distribution of Funds:

- Spring 2020 CSM distributed \$1,000,950 to 1242 students in direct student aid
- Fall 2020 CSM distributed \$530,950 to 683 students in direct aid. (This portion included undocumented students.) See table provides a breakdown on how the funds were distributed to over 1,900 CSM students.

| Spring 1920 \$1,000,950 | Number of Students | \$ / Student | Total Disbursed | FALL 2020 \$530,950 | Number of Students | \$ / Student | Total Disbursed |
|-------------------------|--------------------|--------------|-----------------|---------------------|--------------------|--------------|-----------------|
| Non Pell Students | | | | Non Pell Students | | | |
| 6-11 Units | 258 | \$ 500 | \$ 129,000 | 6-11 Units | 142 | \$ 500 | \$ 71,000 |
| 12 + Units | 327 | \$ 650 | \$ 212,550 | 12 + Units | 225 | \$ 650 | \$ 146,250 |
| Pell Students | | | | Pell Students | | | |
| 6-11 Units | 211 | \$ 800 | \$ 168,800 | 6-11 Units | 113 | \$ 800 | \$ 90,400 |
| 12 + Units | 446 | \$ 1,100 | \$ 490,600 | 12 + Units | 203 | \$ 1,100 | \$ 223,300 |
| Total | 1,242 | | \$ 1,000,950 | Total | 683 | | \$ 530,950 |

CSM HEERF II Distribution of Funds:

San Mateo County Community College District received \$13.4 M of which 22% will be managed by SMCCCD (district office) to offset revenue loss during COVID-19 and the remaining 78% would be disseminated among the three colleges. College of San Mateo has received \$4,571,602 and it was allocated as follows: a) 54% in Direct Students Aid; b) 10% to non-resident Fee: ESL & Undocumented Students taking fewer than 6 units; c) 15% to College Institutional.

a) Direct Student Aid:

The amount of emergency funds increased in 2021 from 2020 – see table on next page.

| | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HEERF II Spring 2021 & Fall 2021 Non Pell Students <ul style="list-style-type: none"> • Part Time (6-11 units) - \$750 • Full Time (12+ units) - \$975 Pell Students <ul style="list-style-type: none"> • Part Time (6-11 units) - \$1,200 • Full Time (12+ units) - \$1,650 | CARES/HEERF I Spring 2020 & Fall 2020 Non Pell Students <ul style="list-style-type: none"> • Part Time (6-11 units) - \$500 • Full Time (12+ units) - \$650 Pell Students <ul style="list-style-type: none"> • Part Time (6-11 units) - \$800 • Full Time (12+ units) - \$1,100 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

b) Non-resident Fee: ESL & Undocumented Students

Lizette shared that 10% of HEERF II funds was set aside to support non-resident fees for ESL and undocumented students enrolled in fewer than 6 units and would be distributed on a first-come, first-serve basis after student opts-in to receive the aid but they are still working through the final plan of distribution which will be communicated to IPC once they have finalized that plan.

c) College Institutional

Lizette explained that the three colleges continue to have unfunded expenditures related to COVID-19 and approximately \$2M or 15% of HEERF II funds are being devoted to fund COVID-19 related shortages. CSM has allocated the College Institutional Funding as follows:

CSM College Institutional Funding Distribution:

| CSM Programs | Program | Allocation |
|--------------|------------------------------------------|------------------|
| | Estimated CDC deficit (based on 2020-21) | \$230,000 |
| | MOUs | \$400,000 |
| | Technology for Remote Learning | \$76,038 |
| | CSM Total | \$706,038 |

Lizette shared that she just received the good news that CSM will be receiving a \$8.2 Million in HEERF III funds with at least 50% of those funds to go to direct student aid. We will go through the same processes of the CARES and HEERF II allocation approval. Once the decision has been made on HEERF III, it will be brought back to IPC.

Lizette stated SMCCCD is required to publicly disclose how CARES Act and HEERFs federal funds are spent and SMCCCD Public Disclosures can be found on the district's Coronavirus (COVID-19) Information page.

11. ACCJC Follow-up Visit

Hilary announced that the ACCJC follow up visit has been scheduled for April 14, 2021 from 10:30 AM – 2:30 PM. She said that Dr. Pam Luster will be CSM's visiting team chair again. ACCJC is still reviewing CSM's report and it is unknown who they would like to speak to but it is safe to assume that they would like to speak to Kim, Mike, and Hilary. CSM was instructed to randomly select sets of two groups of sample classes: 1) Courses that were always taught online pre-pandemic; and 2) Courses that are currently taught online due to pandemic. ACCJC will be going into classes and looking for regular and substantive contact from instructors.

12. Resolution of Support for SMCCCD Students Affected by the Coup in Myanmar

Todd Windisch, faculty, academic senate and community member, said that he wanted to bring awareness about the Military Coup in Myanmar through the resolution that academic senate passed at its last meeting. He shared the link https://drive.google.com/file/d/15_AU_okgsnwuNYD-y1WpcoXMqS6x8y2M/view to the resolution and went over the Academic Senate resolves:

- The Academic Senate urge the District and College administration to issue a statement of support for students from Myanmar. Todd said that he was grateful for the Chancellor's letter of support.
- The Academic Senate encourage all faculty to reasonably accommodate the academic circumstances of students from Myanmar in their classes and support them with measures.
- the Academic Senate urge the District to work with students from Myanmar to solve the financial challenges caused by the civil unrest in their home country.
- The Academic Senate urge the three SMCCCD colleges make available personal counselling and any other appropriate support services, including Spark Point, and prioritize attending to the unique circumstances of each SMCCCD student affected by the coup in Myanmar; and that the Academic Senate urge the District to engage the Global Online Learning (GOL) program to reach out to students

from Myanmar to seek options that will allow for maximum flexibility and accommodations for the completion of their programs.

Arielle share that Gill Perez from CSM Personal Counseling Services has reached out directly to CSM impacted students and is working with them to provide support and a support group.

Kim thanked Tod for presenting the resolution to IPC.

13. Agenda Items for April 14, 2021

Micaela presented the draft items for the April 14 agenda:

- CSM Action Plan, Jeremiah Sims
- Textbook Taskforce update, Laura Demsetz
- OER Update, Chris Smith
- 2021-22 Resource Requests Update, Micaela Ochoa (carryover item from today's meeting)

Micaela announced that agenda items for the April 14 could be sent to Committee Chairs: Micaela Ochoa, ochoam@smccd.edu; Fauzi Hamadeh, hamadehf@smccd.edu; or Arielle Smith smitha@smccd.edu.

14. Adjourn

Micaela adjourned the March 17 IPC Meeting at 2:43 PM. She thanked everyone for participating at today's meeting and wished everyone a good rest of the week and great Spring break!

Future Meetings:

| 2020-2021 IPC Meeting Schedule | |
|--------------------------------|------------------|
| | *April 14, 2021 |
| | May 5 & 19, 2021 |

* Only one meeting this month.