

## **Institutional Planning Committee (IPC) Meeting**

Meeting Recording | Passcode: W1\$4R.M\$

May 5, 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:** Hilary Goodkind, Mike Holtzclaw, Alex Kramer, Edna Letran, David McLain, Jeremiah Sims

**Co-Chairs:** Fauzi Hamadeh, Micaela Ochoa,

**Meeting Facilitator:** Arielle Smith

**Attendance:** A total of 38 members and guests joined the meeting.

### **MINUTES**

#### **1. Welcome and Review Agenda**

Arielle Smith called meeting to order at 1:05 PM and welcomed everyone to the May 5 IPC Meeting. She presented the agenda and announced that the CSM Equity Action Plan from Jeremiah Sims was going to be moved to the next IPC Meeting on May 19. The agenda was approved with noted change.

#### **2. Approval of Minutes from April 14, 2021**

Arielle presented the April 14, 2021 IPC Meeting Minutes for review and approval. The minutes were reviewed and approved as presented by a show of thumbs up and approvals in the chat.

#### **3. Check-in, Acknowledgements, Brief Announcements**

- **Special Shout Outs:**

Andreas Wolf shared that CSM's Head Softball Coach, Nicole Borg, won her 500th game, and Bulldog Athletics are very proud of her for all that she's accomplished.

**CSM 2020 and 2021 Commencements:** Kim Lopez gave a shout out to Dave McLain and team for filming the 2020 and 2021 virtual commencement ceremonies for the three campuses and spending three days working really hard. She said that filming those commencement ceremonies was so much work and thanked David McLain and all PIOS across the district for an amazing job. The commencement date is May 27 and on May 28 the videos will go live.

**CSM Virtual Transfer Tribute Ceremony:** Arielle announced that there will be a CSM Virtual Transfer Tribute Ceremony for students transferring in Fall 2021 and it will go live on Thursday, May 27 at 5:30 PM. She asked to encourage students who were transferring to [register](#) as soon as possible to attend the ceremony. She said that David McLain and team were also working on the event and thanked them. Kim said that David McLain was also working on a scholarship virtual event.

**CSM Dashboards:** Hilary announced that new Education Master Plan Data Dashboards are available and invited everyone to check them out at [CSM Data Dashboards!](#)

#### 4. Standing Committee Reports from Subcommittees

- **EEC:** Jackie Santizo reported that EEC had a meeting on April 13 where some processes and procedures were decided, and budgets were discussed including: 50% Counselor; funding students up to \$750 for equity related projects; and approval of student interns for the office of equity. Once finalized, EEC will come back to IPC to report. She said that the last EEC meeting for the semester was scheduled for May 18 and it was going to focus on community building.
- **Finance Committee:** No report.
- **Technology Advisory Committee (TAC):** Tarana Chapple reported that the Technology committee will be meeting the third Tuesday of every month beginning in August 2021 with the exception of December and January. The first meeting will be focused on agenda building and planning, followed by two working meetings and then a wrap up meeting at the end of the year.

#### 5. 2021-22 Flexible Learning Design Faculty Supports and Needs Assessment

Tabia Lee presented 'Unpacking the Spring 2021 Flexible Learning Design Needs Assessment' report. She said that it involved grounding instructional design work in community collaboration and expressed needs as an instructional designer.

Lee shared information on who's represented in the survey results, and roles represented in the responses, to be points of discussion in the breakout rooms. She led members into a breakout session and asked them to focus on the following three questions when discussing the survey results: 1) What data points in [the report](#) stand out to you? 2) What are some institutional moves that can be made based on this data? 3) What are some suggested next steps? and then report back. Members reconvened and shared out.

Lee shared the survey report summary and noted that the faculty expectations are really clear around synchronous and asynchronous learning.

Lee said that there's a strong interest in course conversion but faculty want to be compensated for it because it's a huge lift to do a conversion.

Lee shared that Flexible Learning Design infrastructure at CSM has a very small team and key positions were needed such as coordinator, especially as distance learning is growing. She encouraged members that if anybody was interested in exploring this topic, to connect with Lee, Marisol Quevedo or Erica Reynolds during office hours posted at the [Design Corner Page](#).

#### 6. Program Review Update:

Arielle provided an update on program review. She announced that program review was back with a due date of October 1<sup>st</sup>, 2021. She said that specific guidance and procedures for program review would be crafted during the summer to be used as reference. She is working with the marketing team to update the website and to design an easier process to submit program review forms.

Arielle said that people could reach out to her at [smitha@smccd.edu](mailto:smitha@smccd.edu) with program review questions.

## **7. CSM Equity Action Plan**

This item was moved to the May 19<sup>th</sup> meeting.

## **8. Process for Establishing Committees**

Fauzi Hamadeh shared that questions about how committees were established at College of San Mateo have been asked. He said that CSM doesn't have a current formal process. CSM had committees or groups that started meeting around certain topic or certain projects, and they felt that their committee needed to be institutionalized, needed to become part of the planning process, or somehow needed to be given some kind of official recognition because their ongoing work and contributions to the development and the growth of the College. Therefore, he was presenting the drafted processes for how a committee would transition from a temporary committee or Ad Hoc to an institutionalized committee.

Fauzi listed the types of committees at CSM: Administrative Committees for President's cabinet, Administrators Council Management, etc.; Governance committees for Academic Senate, Classified Senate, Associated Students, etc.; Institutional Planning Committees for Finance Committee, Technology Committee, Accreditation oversight, Educational Equity Committee, etc.; Standing Committees for Auxiliary services advisory committee, international education Community, learning support centers coordination committees, etc.; and Ad Hoc committee such as the transportation tax task force or the textbook task force.

Fauzi presented a document (attached) with specific.

Fauzi said that he was presenting the draft process for establishing committees at College of San Mateo and asked for all constituent groups to take it to their committees for feedback and comments, and to bring those back to the May 19<sup>th</sup> IPC meeting. Kim said that this item will be brought back to IPC as an action item to adopt the process. Constituent groups need to come back on May 19 to present the action their groups took.

Fauzi said to direct any questions about the Establishing Committees at CSM to him at [hamadehf@smccd.edu](mailto:hamadehf@smccd.edu).

## **9. Strong Workforce Update**

Alex provided an overview of the Strong Workforce Program and the resource allocation requests that were funded.

Alex shared that the intent of the SWP funds focuses on three areas:

- 1) Progress in Career Education Pathways by increasing enrollments;
- 2) Award Attainment and Transfer outcomes that looks at certificates and degrees earned by students in CE Pathways;
- 3) Employment and Earnings that focus on increasing employment opportunities for students.
- 4) SWP added this focus this year to include a description on how the project aligns with the five College of San Mateo strategic priorities.

Diana Bennett presented the Program Eligibility for SWP Funds: She said that application must be Career Education Program focus, be in compliance with Advisory Board Requirements and, be in alignment with SWP Metrics and EMP Priorities.

Alex shared the distribution of funds timeline and said that the 2021 -2022 Strong Workforce Program Resource Request Application was designed to requested for in depth detail around projects, timelines, scope of work, deliverables, including whether or not the program follows the Advisory Board mandates. It also provides parameters to align with EMP strategic priorities and strong workforce metrics. Diana said that the new application also included a budget section to have a better idea of exactly the cost to request money.

Diana shared the 2021 Call for Applications Timeline: Launched February 26, 2021; Due March 15, 2021; Deans review and approval March 22 – 26, 2021; Task Force reviewed and recommendations April 9, 2021; Awardees were notified on April 12.

Diana presented the task force members for this year: Francisco Gamez, Charlene Frontiera, Laura Demsetz, Ashley Phillips, Ludmila Prisecar, Philip Tran, Diana Bennet and Alex Kramer. Alex gave a big shout out to the Ludmila for scanning all of the budgets for accuracy.

Alex communicated that 11 proposals were received and 10 were funded. He said that quarterly narratives were required from grantees and task force would be providing updates on the status of the approved projects to constituent groups in future meetings.

#### **10. Update on President Centennial Committee and Student Logo Contest**

Kim provided an update on the CSM President's Centennial committee. She announced that CSM will turn 100 years old on March 31, 2022. She shared that the committee has been preparing for this big event for almost two years. First, the committee involved the San Mateo community by forming a CSM President's Centennial Committee including elected officials, county officials, superintendents, business owners, and community members and the committee met for the first-time face to face on January 16, 2020 before COVID and after COVID. They have been meeting virtually every three months. She shared that the President's centennial committee came up with the themes that were shared with IPC last year, and have been providing the overall guidance about what that year of celebration should look like. Subsequently, subcommittees have been formed: CSM President's Development Committee that will focus on fundraising efforts and CSM President's Events committee will focus on the preparation for the Centennial Gala on March 31 2022 at Kohl Mansion in Burlingame. Kim asked everyone to mark their calendars and said that there's going to be all kinds of events throughout that year.

Kim said that a CSM Centennial website will be designed and a writer was hired to write 100 stories for 100 years and those stories will be posted on the website. However, there's a temporary [CSM Centennial webpage](#) on our website and the current stories have been posted there.

David McLain shared that ten students from Professor Vera Fainshtein DGME 250 Internship class participated in the 100 Years CSM Celebration logo contest. He presented the four options and said that the logos were going to be posted on the current [CSM Centennial webpage](#). A voting mechanism was going to be implemented and logos were going to be shared with the College of San Mateo community to get their feedback and vote for their favorites.



Kim shared that the Centennial committee had already voted on the logos. David invited people to get on the Centennial contact list by submitting the [interest form](#).

#### 11. Agenda Items for May 19, 2021:

Arielle announced the existing agenda items for the May 19 meeting; CSM Equity Action Plan, Action, Jeremiah Sims, 5 Min; May Revise and Budget Update, Information, 20 Min., Micaela Ochoa; EOC Update, Information, 20 Min., Ben Zara Minkin; CSM Re-envisioning, Information, 50 Min, Hilary Goodkind; CSM Dashboards, 10 Min, Hilary Goodkind; HEERF Update, Information, 15 Min, Lizette Bricker; Year-end Acknowledgements, Recognitions, 5 Min, all.

Arielle asked members that additional items could be sent to Committee Chairs: Micaela Ochoa, [ochoam@smccd.edu](mailto:ochoam@smccd.edu); Fauzi Hamadeh, [hamadehf@smccd.edu](mailto:hamadehf@smccd.edu); or Arielle Smith [smitha@smccd.edu](mailto:smitha@smccd.edu).

#### 12. Adjourn

Arielle adjourned the May 5 IPC meeting at 2:14 PM and thank everyone for attending.

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#### Future Meeting:

- May 19, 2021