

# Institutional Planning Committee (IPC) Meeting

[Meeting Recording](#) | Passcode: L%8@2XhU

April 14, 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, Chris Smith, Lia Thomas

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

**Meeting Facilitator:** Fauzi Hamadeh

**Attendance:** A total of 46 members and guests joined the meeting.

## MINUTES

### 1. Welcome, and Review Agenda

Fauzi Hamadeh called meeting to order at 1:05 PM and welcomed everyone to the April 14 IPC Meeting. Fauzi presented the agenda for review and announced the following two changes: 1) Item #7 CSM Action Plan presentation time changed from 20 to 30 minutes and 2) Items #9 OER Update and #8 Textbook Taskforce Update swapped. He presented the agenda with the noted changes for approval and the agenda was adopted.

### 2. Approval of Minutes from March 17, 2021

Fauzi presented the March 17, 2021 Meeting Minutes for review and approval. The minutes were reviewed and approved as presented with no modifications by a show of thumbs up and chat approval messages.

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

**Special Shout Outs:** Kim Lopez gave a shout out to the CSM team that met with the ACCJC team today and have been working on the two recommendations that CSM received from the ACCJC on the DE requirements. She thanked the following CSM team for their hard work in preparing for today's visit: Arielle Smith, Tarana Chapple, Tabita Lee, Hillary Goodkind, Teresa Morris, and all faculty who have been implementing the policy since last fall.

Kim provided an update on the search for the new CSM President. She said that the Board would make the final decision regarding the candidate at its meeting of this evening (April 14). After they make the decision, an offer to the selected candidate would be extended to the candidate. She anticipated that the CSM President announcement would come out by the end of April and the CSM Permanent President would be in place by July 1, 2021.

**Governor's Announcement and Fall 2021:** Kim shared that the governor's announcement about California opening up on June 15, 2021 and the tiers for opening California had taken everyone by surprise. She said that the Chancellor's Cabinet would recommend to the SMCCCD Board to consider: staying the course for a full recovery in spring of 2022; more access flexibility for students; increasing the number of face-to-face courses offerings on campus; recommending for the Child Development Center and a Middle College to open in the fall; and to allow staff and faculty more access to their offices starting June 15. However, the buildings would

remain locked. Those recommendations would be presented to the Board of Trustees at its meeting this evening.

Jackie Santizo announced that the Multicultural and Dream Center was hosting a social justice week open to everyone, which included the student forum on April 21 and a series of events that have been all student led the week Monday, April 19 through Friday, April 25.

Jackie gave a shout out to all the scholar interns who put the social justice events together utilizing their resources to collaborate across campus for this week, including ASCSM, Promise and others.

Makiko announced that the CSM Wellness Center was hosting mental health movies the week of April 26 -30.

**ASCSM/MCCDC Forum, Wednesday, April 21:** Fauzi announced that on Wednesday, April 21 at 1:00 PM the Associated Students and the Multicultural and Dream Center were sponsoring a student forum. He invited everyone to participate in the forum and said that students were going to be updated on the actions that CSM Management had taken on the student requests from the CSM Student Forum: Speaking Truth to Power during the summer 2020 and other topics regarding campus opening, etc.

**Flex Day, Thursday, April 22:** Fauzi reminded the audience that Thursday, April 22 was Flex Day and asked everyone to participate. He announced that all the virtual frontline offices were going to be closed so classified staff could participate in Flex Day. He said that Liz and team have been putting a lot of work planning the agenda for Flex Day and asked participants to register and sign up for sessions if they had not done so yet and that a social session had been added at end of the day.

Liz Schuler asked participants to please sign up and join Flex Day. She said that new sessions were added to the agenda.

#### **4. Standing Committee Reports from Subcommittees**

**EEC:** No report.

**Finance Committee:** Micaela Ochoa shared that the Finance Committee met on Thursday, April 8 where they discussed the membership schedule. She said that there's a two-year cycle for members and the committee will be having further discussion about the membership appointment cycle – and possibly coming back to IPC with more information about the appointment cycle.

**Technology:** No report.

#### **5. Library Services Platform (LSP) Update:**

Lia Thomas, CSM Digital Resource Librarian, announced a change to the Library LSP Update. She mentioned that Ellie and Teresa were participating at the ACCJC visit today, and as a result, she would present the LSP Spring 2021 Update and Matthew Montgomery, Cataloging Librarian, would manage the chat to answer questions. She thanked IPC for allowing the library to present the updates.

Lia shared that on January 2020 LSP completed the first step of a huge transition of the library catalog and online resources to an entirely new software system called "One Search" and this system has been adopted by all three SMCCCD campuses, 116 of the California Community colleges, all CSUs, and most of the UCs have also joined. The purpose of this catalog is to provide better linking to electronic resources, increased access and equity for students and faculty.

Lia showed the CSM Library Homepage software system and said that the same software system could be found at colleges across the country which would provide consistency for students who are transferring to and from CSM.

Lia provided a visual of the SMCCCD Colleges OneSearch Library homepage: Cañada College; College of San Mateo and Skyline College showing consistency across the system for the students who take classes at different campuses. They can now access the library catalog and online resources such as journals, magazine articles, newspaper articles with the new streamlined process and improved access utilizing their mobile devices, phones, tablets and through OneSearch single sign on across the campuses.

Lia shared how the LSP has impacted the students and the learning community. For students, it has improved equity by providing curbside distribution of books, technology, makerspace kits, and club kits; also providing support to learning communities with programs and courses such as supporting Umoja to develop a curated collection. OneSearch has given more control of subject headings and ability to change locally to improve findability and access of materials, for example by working with Guided Pathways, the library can code in specific books in certain ways to make them more findable and accessible for students in the different pathways in that program. She defined the next steps for the LSP project as transferring books between campuses; more support to learning communities specifically Guided Pathways; improve our course reserves; expand community access for PLS card holders; continued support for Peninsula Library System and applications developer position.

## 6. Resource Request Update

Micaela provided an update on 2020-21 Resource Request Process and Timeline as follows:

**September through November 2020**, Resource requests were submitted, reviewed and prioritized based on CSM Mission and Vision and through an equity lens. Administrator's Council met to review, prioritize and make recommendations to Cabinet where Senate Presidents joined those meetings to observe the process.

**During December 2020 through April 2021**, Cabinet reviewed Administrator's Council recommendations based on CSM Mission and Vision and through equity lens. They also took into consideration the ongoing uncertainties related to COVID-19. Micaela explained that Kim communicated the approvals related to positions in February and the reason for the February date this year was due to the uncertainties and waiting to learn more about the Governor's budget proposals for next year. Subsequent to the resource requests submittals in the fall, additional requests were submitted from the EEC and those were also reviewed and considered. Some requests were put on hold until we know more about post-COVID planning and returning to campus. During this timeline, vice presidents also met with deans to share the final cabinet decisions.

**April through May 2021**: Presentation to IPC to inform members of the decisions that were made. The same presentation will be provided to the Finance Committee in May. The resource request decisions will also be communicated in the CSM Bulldog Bulletin. The table below summarizes the fifty-six (56) Resource Requests that were approved for 2021-2022:

Request Status	No. of Requests	Estimated Fiscal Impact
Approved Requests	56	\$ 521,019
One-time: Non-Facilities	16	\$ 187,676
One-time: Facilities (approved or on hold)	15	\$ 121,078
Ongoing	25	\$ 212,264
Note: Requests that are in review and/or on hold will be updated in the near future.		

Micaela shared additional items and next steps:

- Facilities has begun with the implementation of projects
- Please see your dean and/or VP for additional information
- Additional updates will be provided in the fall 2021

The full presentation has been posted on the IPC Website.

## 7. CSM Action Plan

Jeremiah Sims presented the CSM Action Plan and briefly explained “An Epidemiological Analysis of Anti-Asian/American violence and Anti-Blackness”.

Jeremiah said that CSM Action Plan had been designed to be aligned with the CSM Educational Mater Plan Priorities that are supporting our student aspirations; creating equitable opportunities for all our students, committing to progressive and innovative teaching and learning, building on a transition of service to the community, and enhancing a culture of participation and communication. The table below describes the steps to be taken to implement the CSM Antiracism Action Plan.

CSM Antiracism Action Plan	Start/Finish Date	EMP-1 Supporting Our Students' Aspirations	EMP-2 Creating Equitable Opportunities for All of Our Students	EMP-3 Committing to Progressive and Innovative Teaching and Learning	EMP-4 Building on a Tradition of Service to the Community	EMP-5 Enhancing a Culture of Participation and Communication
<i>EEC-1: Ethnic Studies Lecture Series</i>	Fall 2021-ongoing	✓	✓	✓		✓
<i>EEC-2: Anti-Fascism Lecture Series</i>	Spring 2022-ongoing	✓	✓	✓		
<i>EEC-3: Student Social Justice Conference</i>	Spring 2022-ongoing	✓	✓	✓		✓
<i>EEC-4: Funding a full-time Staff Assistant for the Office of Equity</i>	Spring 2022-ongoing		✓		✓	
<i>EEC-5: Student Emergency Grants—SparkPoint</i>	Fall 2021-ongoing	✓	✓		✓	
<i>EEC-6: Personal Items Pantry</i>	Fall 2021-ongoing	✓	✓		✓	
<i>EEC-7: Equity PD Speaker Funds</i>	Fall 2021-ongoing	✓	✓	✓	✓	✓
<i>EEC-8: Compensation EEC Student Representatives</i>	Fall 2021-ongoing	✓	✓		✓	
<i>EEC-9: Six units of release time for faculty; and flexible funds to support classified staff for overtime for justice-centered work</i>	Spring 2022-ongoing	✓	✓	✓		✓
<i>EEC-10: Hiring Adjunct Personal Counselor for the needs of Black Students (Umoja)</i>	Spring 2022-ongoing	✓	✓	✓	✓	✓
<i>EEC-11: Funding and sustaining for student-led equity initiatives</i>	Fall 2021-ongoing	✓	✓		✓	✓
<i>EEC-12: E3, Skyline EI, IDEAL—onboarding, Implicit Title 9, ensure that all new (full and adjunct--pending compensation) faculty hires/admin hires complete 1 year of E3 or IDEAL Level 1</i>	Spring 2022 (Not, necessarily, funded by CSM)				✓	✓

Jeremiah said that the overarching goal of CSM’s action plan is to expand the Office of Equity so that there is a safe, centralized space for practitioners to diagnose and support others as they become increasingly adroit in diagnosing and treating the root causes of educational inequity on our campus.

Jeremiah said that the work he presented today was a result of combined efforts of an excellent team that worked together, shared input and operated incredibly hard to bring this to fruition. He exclaimed “I’m really proud of us, we have more work to do for sure and I feel like the commitment is clear, because these are things that we didn’t have before and it does demonstrate a CSM commitment to move it forward as an equity advancing institution.”

Fauzi stated that the CSM Action Plan needed to go to constituent groups for review and feedback and at the May 5 IPC meeting, there was going to be a follow up discussion and tentative adoption.

## 8. Open Education Resources (OER) Update

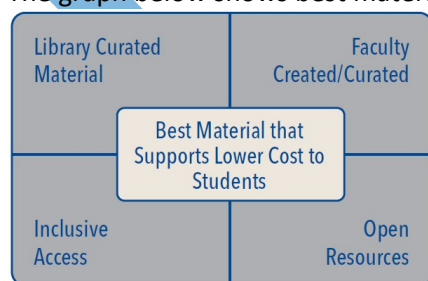
Christopher Smith, Associate Professor at CSM and Open Education Resource Liaison to ASCCC, provided an Open Education Resource (EOR) update. He said that during the OER week at the SMCCCD, surveys were sent to faculty about their impression of OER and students that have only take classes at CSM in the past two years. Student survey results showed that 8.8% of students have dropped a course because they could not afford the course material, students took fewer classes, students didn’t register for classes that they needed because the cost. He shared the scorecard data tracking record that only 60% of CSM students completed a degree, certificate or transferred (from 2012-2013 to 2017-2018). He stated if we lower the cost of textbooks or create Zero Textbook Cost (ZTC) courses, students will be taking more classes and finishing their programs faster and being more successful. There are courses that don’t qualify as ZTC but there’s still confusion about the terms so liaisons proposed professional development for the faculty that should be at least a year-long and project driven with a focused goal.

Christopher communicated that the ZTC logo is required by the legislature to be added into the schedule of courses that have zero textbook cost. He defined the ZTC as community college courses that eliminate conventional textbook costs by using alternative instructional materials and methodologies, including open educational resources by CA Education Code Section 78052(a) and Senate Bill 1359.

Christopher share what OER could do to facilitate or create ZTC at CSM. Use what’s available already, create what is needed, copyright and attribution.

Christopher said that CSM needs coordination of efforts; dedicated support, OER Librarian coordinator, accessibility resources, instructional design; faculty outreach, education, professional development, establish contacts with colleagues throughout the state to succeed in implementing EOR/ZTC to lower cost to students.

The graph below shows best materials that support lower cost to students.



The EOR Presentation has been posted on IPC Website.

## 9. Textbook Taskforce Update

Laura Demsetz provided a textbook taskforce update. She shared the history, accomplishments and next steps. She stated that the Textbook Taskforce was formed at the end of fall 2017 comprised of faculty, staff, students and administrators with a responsibility to further reduce the cost of textbooks for students. The taskforce had to determine the current range of cost for textbooks and supplies for students in various majors

and programs; identify the steps that faculty and the bookstore had already taken to reduce the costs of textbooks and supplies; learned what students saw as advantages and disadvantages of lower and no-cost textbook options; develop a process for ensuring that faculty were aware of lower and no-cost options for textbooks and supplies; work with faculty and the bookstore to promote student awareness of the variety of textbook options that faculty had selected for specific courses.

Laura said that the Textbook Taskforce was active in the spring of 2018 and spring of 2019 and they conducted a series of events such as flex day sessions on strategies for reducing costs, course material options and affordability including a hands-on workshop where people could find open educational resources for their particular courses; met with student senate, conducted a student survey around their feelings about courses; organized site visits at other schools; attended conferences; engaged in textbook costs analysis. See table analysis below:

#### Supporting Information

Table 1. IGETC-CSU requirements, minimum cost textbook options (updated for 4/14/2021 IPC meeting)

IGETC-CSU requirements (minimum new textbook option)	2017-18		Sp2019		Sp2021	
	course	cost	course	cost	course	cost
ENGL 100 or 105	ENGL 105	17	ENGL 105	17	ENGL 100	17
ENGL 110 or 165	ENGL 110	13	ENGL 110	14	ENGL 110	20
one of COMM 110, 130, 140, 150	COMM 110	20	COMM 110	0	multiple	0
Area 2 Math	Math 200	20	Math 200	0	multiple	0
Area 3 Arts	DGME 215	0	DGME 215	0	multiple	0
Area 3 Humanities	PHIL 244	0	PHIL 244	0	multiple	0
Area 3 Arts or Humanities	ETHN 585	0	ETHN 585	0	multiple	0
Area 4 Social & Behavioral Science	HIST 100	0	ETHN 103	0	multiple	0
Area 4 Social & Behavioral Science	HIST 101	0	HIST 101	0	multiple	0
Area 4 Social & Behavioral Science	DGME 100	0	DGME 100	0	multiple	0
Area 5A Physical Science	PALN 110	70	GEOL 100	40	ASTR 100	27
Area 5B Biological Science	PSYC 220	45	BIOL 100	31	multiple	0
Area 5C Science Lab	PALN 111	0	GEOL 101	0	BIOL 132	0
Total		\$184.45		\$101.95		\$63.90

Table 2. Textbook costs for major requirements in frequently awarded degrees (not updated)

		awards (2016-17)	min. cost for major requirements, \$			Cost reduction Sp2019 – 2010/11
			2010-11	2017-18	Spring 2019	
AA-T	Psychology	54	632	355	242	390
AA-T	Economics	47	530	390	320	210
AA-T	Comm Studies	43	442	276	230	212
AS-T	Bus. Ad	85	916	386	386	530
AS-T	Admin Justice	42	145	435*	334	-189
AA	Social Science	140	192	199	0	192
AS	Nursing	44	3091	2011	1568	1523

Laura said that the Textbook Taskforce reported to IPC at the end of spring 2019 with the suggestion for a smaller work group to carry these efforts forward because there was progress, but more needed to be done. Subsequently, the OER working group shared their goal to lower textbooks and supplies costs or zero cost for students which turned to be the same goal the Textbook Taskforce was working on.

Laura stated that moving forward from where it was left with IPC in spring 2019 with the recommendation to have a smaller work group to encourage and support faculty adoption of high quality, free and low-cost materials, today's request to IPC was to eliminate the Textbook Taskforce since there's a standing group that's composed of faculty, bookstore representatives and librarians who were helping on moving this effort forward and were doing the same job that the taskforce was charged to do.

Laura said that COVID-19 pandemic forced faculty to rethink their course materials. Faculty had to struggle finding good and high-quality material to use in their online classes and make them available to students during the pandemic. She said that the one positive thing that might come out of the pandemic is that we might come out of it with a lot lower textbook costs for students.



Laura added that the goal was to reduce the textbooks and supplies cost to students in a way that makes sense and to support faculty. For example, faculty that use a set of books in their class could be supported by making the books available to student through the library or through some other way or approaches. She proposed that CSM think about the right format for continuing this effort.

#### 10. Talk Now

Makiko Ueda, Personal Counseling and Wellness Services and Ellis Orozco, Mental Health Counselor Intern, presented CSM TalkNow services available for students districtwide. Talk Now provides free online counseling services 24/7/365 which is useful when CSM counseling office isn't open on evenings, weekends, holidays, and summer. Students would be able to access the TalkNow Services to talk to a therapist online immediately through [www.csmtalknow.com](http://www.csmtalknow.com), downloading the TimelyMD App. Students need to create a free account in order to access the services.

Makiko stated that the services are available to current registered students including international students and services are available from any part of the world. However, this free service is not available to employees.

Ellis Orozco communicated that in order for the student to get the free services, they must use their student credentials including their CSM student email, full name, and date of birth for the system to recognize them and automatically default to the free account.

Makiko asked members to encourage students to create an account and not to wait until they're having crisis or issues because going through the registration and intake processes could be overwhelming in a time of crisis. She stated that CSM TalkNow was very useful and has helpful resource that students could access and take advantage. She said that it was a two-year pilot program that could be extended if it was successful.

For more information visit: [www.csmtalknow.com](http://www.csmtalknow.com) or QR Code



#### 11. Agenda items for May 5 and May 19, 2021

Fauzi presented the draft agenda items for the May 5 and May 19 IPC Meetings as follows:

##### Agenda Items for May 5, 2021

- 2021-22 Flexible Learning Design Faculty Supports, Tabia Lee, 15 Min., Information
- Recovery Discussion, 50 Min, Hilary Goodkind
- Process for Establishing Committees, 20 Min, Fauzi Hamadeh
- Data dashboard, Hilary Goodkind, 15 Min., information - added

##### Agenda Items for May 19, 2021

- May Revise and Budget Update, 20 Min, Micaela Ochoa

Fauzi announced that agenda items for the May 5 and May 19 meeting 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

Fauzi adjourned the April 14 IPC Meeting at 2:53 PM. He thanked everyone for participating at today's meeting and wished them to have a good rest of the week.

#### Future Meetings:

2020-2021 IPC Meeting Schedule
May 5 & 19, 2021