

College of San Mateo

Institutional Planning Committee (IPC) Regular Meeting

Wednesday, September 1, 2021 | 1 – 3 pm

[Meeting Recording](#) Code: u0XhH^Lf

Members: TBD

Guests: Hilary Goodkind, Alex Kramer, Edna Letran, David McLain, Jeremiah Sims

Co-Chairs: Fauzi Hamadeh, Mike Holtzclaw, Teresa Morris

Meeting Facilitator: Fauzi Hamadeh

Attendance: A total of 45 members and guests joined the meeting.

Minutes

Fauzi Hamadeh called the September 1, 2021 meeting to order at 1:06 pm and welcomed everyone to the first IPC meeting of the fall semester. He announced that today's meeting was going to be a welcome, IPC overview and updates. Regular business meetings will start with the September 15 meeting of IPC.

1. Welcome from CSM President Dr. Jennifer Taylor-Mendoza

Dr Jennifer Taylor Mendoza, delivered her first IPC welcome as CSM President. She shared that today marked her 45th day of her 100 Days in office. It's 45 because she's only counting workdays and no weekends. She said that she was looking forward to reconnecting with everyone once again, and she has enjoyed listening to folks and hearing about all the wonderful things that are happening around campus.

Jennifer provided an overview of her priorities and vision for CSM. She shared the work she has been doing with Cabinet not only on equity but also recognizing what it means to be a transformative institution. She proceeded to naming her Cabinet members: Micaela Ochoa, VP of Administrative Services; Mike Holtzclaw, VP of Instruction; Kristi Ridgway, Acting VP of Student Service; Hilary Goodkind, Dean of PRIE; David McLain, Acting Director of Marketing; and Jeremiah Sims, Director of Equity, who has been leading the Equity work and presented the concept of love as praxis in the work. She talked about the upcoming centennial and 100 years of academic excellence at CSM.

Jennifer ended her presentation on this note: "*We're Stronger Together*" and stated that she was so happy to have returned back home to CSM. President's presentation has been posted on the [IPC Website](#).

2. Review of Agenda

Fauzi presented the agenda for the September 1 IPC meeting. The agenda was adopted as presented with no objections.

3. Review of Minutes of May 19, 2021

Fauzi presented the minutes of last IPC Meeting of the spring 2021 semester on May 19, 2021 for review and approval. The May 19 minutes were approved as presented without modifications. He said that the IPC meetings are recorded and available for a later viewing. However, the minutes are the official record of the meetings.

4. Ice Breaker – Acronyms

Teresa Morris, Academic Senate President, led the ice breaker activity on [CSM acronyms](#). She explained the activity, created breakout rooms to work in groups, and provided an example of the activity: CSM acronym means College of San Mateo, but it could be altered into a better acronym of "Collection of the Seriously Mighty."

Teresa shared the list of acronyms and thanked Hilary for providing it. She instructed the groups to pick three acronyms, to collaborate on the jam boards, have fun for 10 minutes and to share out afterwards.

Acronyms list has been posted on the [IPC Website](#).

5. Review of IPC's mission, role, and operating procedures (consensus model) Suggestions for updates and revisions:

Fauzi provided an overview of a brief history of IPC, purpose and structure of IPC, and the consensus decision making model used in IPC.

IPC was established in direct response to the accreditation recommendations from the 2007 visit that called for better integration of the college's planning process. The recommendations also said that CSM needed a coordinating body to oversee the college's planning processes. He said that originally College Council used to play the same role as IPC but eventually College Council started focusing primarily on participatory governance matters. In 2014 there was a study and the decision to dissolve College Council was made, and IPC assumed all responsibilities for participatory governance as well as College-wide communication and coordination.

IPC Mission is to ensure the implementation and ongoing assessment of the institutional planning process. IPC also develops and assesses progress on the strategic priorities; identifies and assesses institutional initiatives and ensures that the participatory governance process is followed.

The structure of IPC consists of tri-chairs, which are one of the vice presidents, the Academic Senate president, and the Classified Senate president. The tri-chairs rotate facilitating each of the meetings. IPC is advisory to the college president and includes faculty, classified, administrators, and students. Guests and individuals with area expertise are invited as needed.

Consensus Decision Making is creative and dynamic way of reaching agreement between all members of a group. Instead of simply voting for an item and 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. The key is for all members of the group to express their needs and viewpoints clearly, recognize common ground, and find solutions to any areas of disagreement. In a consensus model, it is always important to remember the big picture.

Fauzi described the Conditions for consensus and its process; the Six Circle Model; and the Seventh Circle – Human Experience.

Full Presentation can be found on the [IPC Website](#).

6. Check-Ins, Acknowledgements, and Brief Announcements

Fauzi opened up the floor for acknowledgments, recognitions and/or announcements.

Fauzi reminded everyone that the Student Town Hall was scheduled for Tuesday, September 7, from 2 to 3 pm, and the Employee Town Hall was going to be on Wednesday, September 8, from 2 to 3 pm.

Kristi recommended to change the start time of IPC to 1:10 pm instead of 1:05 pm. Everyone agreed on the recommendation and Fauzi announced that moving forward IPC start time was going to be 1:10 – 3 pm.

Hilary Goodkind gave a big shout out to Teresa and Arielle that teamed for the revamp of program review training on Flex Day. A fantastic effort and program review's up and running.

Kristi Ridgway gave a shout out to the whole Guided Pathways team, and especially to Allie Fasth, Director of Pathways and Promise.

Fauzi and Virna Rodas congratulated Kristi Ridgway for being named the Acting Vice President of Student Services.

Fauzi read a shout out from Tania Farjat, ASCSM Finance Director, “to our amazing President, for the work that she and her team have been doing and Allie thanks Kristi and the great work that the guided pathways team have been doing.”

Jeremiah Sims gave a shout out to the Jennifer Taylor-Mendoza for leading with humility and vulnerability.

7. Reports from Governance Groups

Academic Senate: Teresa Morris reported that the Academic Senate meetings will continue to be held on the second and fourth Tuesday of each month. The meetings are open and everyone is welcome to attend.

Classified Senate: Fauzi reported that the first classified meeting is going to be on Wednesday, September 8. Meetings are held monthly on the second Wednesday of every month from 1 – 3 PM.

Student Senate: Andrea Morales announced that ASCSM was having their welcome event on September 8 and 9 from 11 am to 2 pm. She said that everyone was welcome to attend and they were going to be providing food following COVID-19 guidelines.

8. Program Review Update and Future Plans

Teresa provided an overview on Program Review. She said that the regular cycle for Program Review was every two-years, however, it was delayed last fall due to the pandemic. She announced that Program Review had been reinstated and provided the timeline for submission. Program Review submissions are due October 1 no later 4:30 pm and more information is available on the [Program Review Website](#).

9. Equity Plan Update

Jeremiah Sims requested for this item to be moved to the September 15 meeting in order to be able to prepare better for the update.

10. Call for Agenda Items for Next IPC meeting on September 15, 2021

Fauzi called for agenda items and announced the current agenda items for the September 15 IPC Meeting: Equity Plan Update; Subcommittees Reports. New items: Guided Pathways. Fauzi said that agenda items could be email to the tri-chairs: Fauzi at hamafehf@smccd.edu; Mike at holtzclawm@smccd.edu, or Teresa at morrist@smccd.edu.

11. Adjournment:

Fauzi Adjourned the September 1 IPC Meeting at 2:22 pm and thanked everyone for attending the meeting.

IPC Meetings Schedule for 2021–2022

2021	2022
September 1 and September 15	January 19*
October 6 and October 20	February 2 and February 16
November 3 and November 17	March 2 and March 16
December 1	April 13*
	May 4 and May 18

IPC meets the first and third Wednesday of each month during the academic year except where indicated by an *.