

## Institutional Planning Committee (IPC) Meeting

December 1, 2021 | 1:10 – 3:00 PM

Meeting Recording | Access Code: yM7b^Vj!

**Members:** Linda Allen, Donna Eyestone, Tania Farjat, Alicia Frangos, Remi Harada, Anna Mahoney, Margaret McGugan, Andrea Morales, Madeleine Murphy, Carol Newkirk Sakaguchi, Luis Padilla, Kristi Ridgway, Jackie Santizo, Liz Schuler, Christopher Walker, Andreas Wolfe

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

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

**Meeting Facilitator:** Fauzi Hamadeh

**Attendance:** 48 members and guests joined this meeting

## Minutes

### 1. Welcome, and Review Agenda

Fauzi Hamadeh welcomed members and guests to the December 1 IPC meeting. He said that this meeting was the final meeting for the fall semester and congratulated everyone for completing the fall 2021 semester.

Fauzi presented the December 1 IPC Agenda for review and approval. Agenda was approved as presented without modifications.

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

Fauzi opened up the floor for check ins, acknowledgments, and announcements.

Teresa Morris announced that the library was going to have an in-person extended library hours starting the week of December 6 through finals week. The library in-person open extended hours are Monday through Wednesday from 9 am to 5 pm and Thursday from 9 am to 7 pm. Teresa asked members to make sure students get that information.

Andreas Wolf announced that CSM will be playing City College at 12 pm on Saturday, December 4 and that tickets could be purchased online ahead of time. He said that if CSM wins the game, the team would go to the State championship the following weekend. He wished the best for the players and coaches. Andreas also shared that the CSM volleyball team unfortunately lost last week, therefore, they would not be going to the state women's volleyball championship but added that the team had a great season.

Hilary Goodkind announced that the student equity survey was open and all students have received an invite to participate. She asked for assistance on getting the word out to students to check their email and participate in the survey.

Jennifer announced that the President's Office will be hosting a Holiday Open House on Wednesday, December 15 from 10 am to 2 pm and invited everyone to attend. She said that an announcement about the event was going to be sent out and thanked Dave and Edna for organizing the event.

### **3. Standing Senates and Management Council Reports**

Teresa Morris reported that the Academic Senate had a good conversation last week about course cancellation policies and practices. Earlier the Academic Senate had discussions about Proctorial, which is a tool that is used to proctor remote exams. Some faculty members had expressed concerns and questions about using the system.

Fauzi Hamadeh reported that the Classified Senate - Professional Development Committee will be hosting a virtual classified connections holiday event on Tuesday December 7 from 11 until noon. He said that an invitation was going to be sent out to classified employees but others would be welcome to attend.

Fauzi reported on behalf of Andrea Morales and said that ASCSM would be sponsoring an end of the semester event in front of Building 10 on Wednesday, December 8 from 11 am to 1 pm. A flyer with more information will be going out later this week through different sources including their social media. He invited everyone to come out to support the students.

Aubrey Kuan Roderick reported that the next Management Council Meeting was going to be held on Monday, December 13. She is looking forward to providing more updates in January and wished everybody a wonderful rest of the week and end of the Semester.

### **4. Leadership Positions Updates**

President Jennifer Taylor-Mendoza provided an update on leadership positions and announced that she was going to send out an email to all employees listing the approved positions from the Resource Request process. This year, the vice presidents and the president will be holding open office hours to address any questions people might have about a particular position request. Those interested should schedule a 20-minute virtual appointment through Edna Letran during the week of December 13 – 17, 2021.

Jennifer noted that the following positions didn't go through the resource request process because the President currently doesn't have a way to submit position requests. However, she consulted with the constituent groups for feedback and their recommendation was to move forward with the positions. The positions still need to go to the Board of Trustees for final approval.

#### **New Positions:**

**Ombudsperson** - this position will help students receive equitable resolutions to complaints or situations and provides a safe and comfortable environment for students to confidentially discuss complaints, concerns, or problems.

The ombudsperson can initiate an informal intervention with the goal of facilitating a resolution that is acceptable to all parties involved; this person acts as an independent, impartial resource and the advocate. This position will report directly to the Director of Equity and will not be a Cabinet member.

**Executive Director of Strategic Initiatives and Economic Development**– this person will be responsible for strategic alliances to industry associations and workforce development, career

development, job placement, K-12 planning and dual enrollment, relationships with community organizations, the President's Council that will be launched on March 31, 2022, campus transportation services, etc. The position will be a Cabinet member and report directly to the President.

Jennifer acknowledged Alex Kramer, Lashonda Kennedy, Ashely Phillips, and Tiffany Zammit for the work they were already doing around the college's relationships with outside groups.

**5. Program Review Organization and Reading Time**

Fauzi shared that this time was set aside for the teams to meet, plan and organize, and get a head start on the "Great Read" of the program reviews.

Fauzi said that each group was responsible for completing a rubric or guided response for each program review that was assigned to them; all responses must be submitted online February 2, 2022.

Fauzi shared that all program reviews are available online on the [Program Review SharePoint](#) downloads site categorized by [Division Offices](#), [Instructional](#), [Learning Communities](#), [Learning Support Centers](#) and [Student Services](#); and the [IPC Great Read Groups](#).

Fauzi said that if readers had difficulties finding their program review document, they can contact Teresa Morris, Mike Holtzclaw or Fauzi Hamadeh for assistance.

Fauzi lead 12 breakout rooms for the Great Read groups and Teresa Morris opened up the rooms and said the tri-chairs would be available for questions and as resources.

Fauzi announced that IPC meetings for the Spring semester would continue to be virtual on the first and third Wednesday of the month from 1:10 – 3 pm. If there is an opportunity to transition the meetings to in-person, the remote option would continue to be available.

**6. Agenda Items for January 19, 2022**

Fauzi presented the current agenda items for the January 19, 2022 meeting: 1) Participatory Governance Review of Resource Allocation Process. Fauzi and said that any additional agenda items could be emailed to either one of the tri-chairs: Fauzi Hamadeh at [hamadehf@smccd.edu](mailto:hamadehf@smccd.edu); Mike Holtzclaw at [holtzclawm@smccd.edu](mailto:holtzclawm@smccd.edu), or Teresa Morris at [morrism@smccd.edu](mailto:morrism@smccd.edu).

**7. Adjourn**

Fauzi adjourned the December 1 IPC meeting at 2:34 pm and wished everyone a restful and wonderful Winter Break and end of the semester.

**IPC Meetings Schedule:**

2021	2022
September 1 & September 15	January 19
October 6 & October 20	February 2 & February 16
November 3 & November 17	March 2 & March 16
<b>December 1</b>	April 13
	May 4 & May 18
IPC meets every first and third Wednesday of each month during the academic year except where indicated *	