

Institutional Planning Committee (IPC) Meeting

February 16, 2022 | 1:10 – 3:00 PM

[Meeting Recording](#) | Access Code: q.+j31nQ

Members: Linda Allen, Donna Eyestone, Alicia Frangos, Remi Harada, Nicole Hong, 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: 39 members and guests joined the meeting.

Minutes

1. Welcome and Review of the Agenda:

Fauzi Hamadeh called the January 19 IPC Meeting to order at 1:12 pm and welcomed everyone to the meeting. He presented the agenda for review and approval. The agenda was adopted as presented.

2. Review and Approve of Minutes of January 19, 2022

Fauzi presented the January 19 IPC Meeting approved for review and approval. The minutes were adopted as presented.

3. Check-Ins, Acknowledgements, and Brief Announcements

Fauzi Hamadeh announced that CSM was launching the Lyft Coastsideside Ride Program starting on Tuesday, January 22, 2022. Announcements about the program would be going to students the week of February 21. Students must register for the program at <https://collegeofsanmateo.edu/lyft/>. After registering, they will receive an email from Lyft. Eligible students will qualify for one round trip ride from one of the 11 spots from/to the Coast to/from CSM per day for up to 20 rides per month.

Fauzi thanked Micaela, Dave and the Community Relations and Marketing team, Jennifer and everybody else who was involved in launching this program.

Hilary Goodkind commended Fauzi, Micaela, Jennifer and everybody involved that made the Lyft program possible.

Hilary introduced and welcomed Brittany Rubio, new PRIE administrative assistant.

Fauzi Hamadeh reminded everyone that the Farewell Reception for Dr. Jeremiah Sims is scheduled for Tuesday, February 22 at 2 pm in the Bayview Terrace and to RSVP as soon as possible.

4. Report from IPC Sub-Committees

- EEC: Jeremiah Sims – no report.
- Finance Committee: Micaela Ochoa reported that the Finance Committee met on February 10 and the Strong Workforce team, including Ashley Phillips, Alex Kramer, and Francisco Gamez, provided a presentation on the program's history, the mission, the students served, including student's successes and accomplishments. Micaela thanked the Workforce Team for a great presentation and for answering questions from the committee. She shared that at the next Finance Committee meeting, EOPS was going to be presenting and thanked Krystal Duncan for making this possible.
- Technology Committee: Tarana Chapple reported that the committee met on February 15 and started discussions about adding an additional classified member from Student Services to the committee because a large majority of the classified members currently on the committee are from Instruction. She said that there's also a student member in the committee and once the discussion has concluded and decision made, a name will be submitted to CSEA for official approval.

Tarana reported that the committee also discussed integrating the current technology plan into the college's integrated plan. Due to the drastic changes over the last two years, there had been a lot of areas that needed to be assessed. The committee has looked at areas that are doing well and areas that need improvement. The committee is working on the new integrated technology plan and the draft will be presented to IPC when it's finished. The committee will be collecting feedback from faculty, staff, and students to include in the plan. This feedback will be collected through a survey that will be sent the college community. The committee will be working with David McLain and Hilary Goodkind to develop the survey and anticipates it will be ready to send out early in the fall semester.

- Safety Committee: Micaela Ochoa reported that the Safety Committee meeting was taking place on Thursday, February 24 at 2pm and said that everyone was welcome to join the meeting via Zoom and in person. The agenda will be posted early next week.

5. Reflections from the First 100 Days

Jennifer Taylor-Mendoza explained the logistics of her Reflections from the First 100 Days presentation. She started by thanking and acknowledging everyone for the work they've done and continue to do to serve the students.

Jennifer shared that during the first 100 days, she conducted a comprehensive organizational assessment; embarked on a listening tour to better understand the needs of the institution and community; focused on being present, visible, and accessible to facilitate return to campus and build rapport.

Jennifer shared the CSM Strategic Priorities and Initiatives:

Strategic Priorities Focus Our Solutions:

- Supporting our Students Aspirations
- Creating Equitable Opportunities for All Students
- Committing to Progressive and Innovative Teaching
- Building on a Culture of Participation and Communication
- Building on a Tradition of Service to the Community

Strategic Initiatives and Guide the Work

- Equity
- Guided Pathways
- Workforce

Jennifer shared the Beneficence; Excellence and Bold Future of College of San Mateo.

Jennifer led participants into breakout rooms and asked them to reflect on what they've heard from her presentation and to think on one thing that they could apply to their work and to bring it to the breakout rooms for discussion.

Fauzi thanked everyone for participating in the breakout rooms to reflect on Jennifer's First 100 Days Reflections. He reminded everyone that Jennifer was available and to contact Edna Letran letrane@smccd.edu to schedule an appointment.

6. Dual Enrollment Update

Tiffany Zammit provided an update and overview of Dual Enrollment including definitions of concurrent Enrollment, Dual Enrollment and Middle College; target populations; the WHY for Dual Enrollment; CSM partners; 2021-2022 offerings; 2022-2023 projected expansion offerings; Guided Pathways and answered questions.

Concurrent Enrollment: High school students that come to CSM on their own to register and enroll in classes for enrichment or advancement. They may or may not receive dual credit.

Dual Enrollment: High school students that take CSM specific courses within their high school day on the high school campus for access reasons. Students receive dual credit for the courses and a grade bump for the courses if they are UC/CSU transferable.

Middle College: High school students from San Mateo Union High School on the CSM campus that take Social Studies and English with high school faculty and earn the rest of their high school grad requirements via CSM classes.

Target Population: First-generation college-bound students; First in their family to earn a high school diploma; Member of an identified minority group; English language learner including those who have been reclassified; Socioeconomically disadvantaged students; Students not identified to participate in Guided Studies, Academic Support or AVID; Homeless or Foster Youth; etc.

WHY for Dual Enrollment: Students who may not already be college bound or who are underrepresented in higher education; CSM and high school partners work is to connect, provide direction and momentum for all of our community college bound high school students seeking to connect in a meaningful way with students by building intentional pretransfer and workforce preparation pathways.

Offerings:

- Fall 2021: Offered 6 Fall sections; served 157 unduplicated students; 60% of the students were first generation students; 36% Hispanic, 26% white and 10% multiracial.
- Spring 2022: Offering 19 Spring sections; serving approximately 500 unduplicated students across eight high schools

- Fall 2022: Will offer 27 Fall sections; will serve approximately 800 students across 9 high schools
- Spring 2023: will offer 36 Spring sections; will serve approximately 1,080 students across 9 high schools

For more details on the Dual Enrollment update, the presentation has been posted on the IPC Website.

Jennifer gave kudos to Tiffany and her team for the great work.

7. Flex Day Debrief

Liz Schuler provided an overview on Flex Day, planning teams, attendance, topics of interest, evaluations and attendance comparisons. She said that there were two separately planned Flex Day events - January 13 was CSM and January 14 was Districtwide. She said that during the planning, they wanted to assure that everybody had a place to participate in the FLEX days: full-time and part-time faculty, classified professionals, and administration

Liz gave a shout out to Dr. Jennifer Taylor-Mendoza for her leadership and for bringing a guest speaker, the Marketing team with David McLain's leadership for managing announcements, guest speaker coordination, webinar support, communications, website and online registration; DE Team with Marisol Quevedo for managing Canvas, campus student services tour and overall support; ITS for Webinar support; Division Assistants: Magda Mercado, Jacqueline Pigozzi and Maggie Li for handling facilities, food, logistics, ASL interpreters and raffle prizes.

Liz stated that the District-wide flex day planning was a districtwide team effort including Marisol Quevedo and Liz Schuler from CSM; Bianca Rowden-Quince and Ricardo Flores from Skyline; David Reed and David Meckler from Cañada and Jonathan Bissel from the District.

Liz shared the feedback collected from participant evaluations, including the successes and challenges of Flex Days: There were 191 participants during CSM opening and about 300 participants districtwide opening; topics of most interest: Technology/pedagogy, wellness/emotional distress and Equity/Student Services; feedback was overall positive and keynote speaker was well received; people were happy their safety was taken into consideration and Flex Day went remote but also expressed that at the beginning they didn't feel motivated.

Liz shared Flex Day registration trends and said that overall registration numbers had gone up since the pandemic but are down from last year.

8. Program Review:

Teresa Morris shared that they had a great read of 75 program review submissions and encouraged everybody to participate if they had the opportunity to do so.

Teresa explained the breakout rooms activity, provided examples, instructions, and demonstrated the process utilizing sticky notes on the Jamboard. She asked everyone to look for common strengths, common challenges, common needs, and opportunities on each form.

Teresa created eight breakout rooms to match the eight groups for program review and shared the [Jamboard](#) link for this activity.

9. Agenda Items for March 2 Meeting:

Fauzi called for agenda items for the March 2 IPC meeting. No items were identified at this time and Fauzi asked that agenda items should be emailed to either one of the tri-chairs: Fauzi Hamadeh at hamadehf@smccd.edu; Mike Holtzclaw at holtzclawm@smccd.edu, or Teresa Morris at morrist@smccd.edu.

10. Adjourn

Fauzi adjourned the February 16 IPC meeting at 3:01 pm and thanked members and community for attending the meeting.

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