

Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

[Zoom Virtual Room](#) | Meeting ID: 839 0873 8337 | Code: 278612

Wednesday, September 7, 2022 | 1:10 – 3:00 PM

Members: Linda Allen, Jesenia Diaz, Anthony Djedi, Enzo Ferreira, Alicia Frangos, David Galvez, Hilary Goodkind, Susan Khan, David Lau, Stephanie Martinez, Joshua Moon-Johnson, Andrea Morales, Luis Padilla, Kristi Ridgway, Jackie Santizo, Paola Scolletta Tagashira, Christopher Walker; **Ex officio:** Jennifer Taylor-Mendoza

Guests: Edna Letran, David McLain, Kristi Ridgway, Ellie Tayag

Co-Chairs: Carla Grandy, Fauzi Hamadeh, Jeramy Wallace

Facilitator: Fauzi Hamadeh

Minutes

1. Welcome and Review of Agenda

Fauzi Hamadeh called the September 7 IPC Meeting to order at 1:15 pm. He welcomed everyone both in-person and online to the first Institutional Planning Committee meeting of the Fall 2022 Semester.

Fauzi introduced the IPC Tri-Chairs: Fauzi Hamadeh, President of the Classified Senate; Jeramy Wallace, Acting Academic Senate President; and Carla Grandy, Interim Vice President of Instruction. He shared that the tri-chairs take turns facilitating the meetings and today he will be facilitating the meeting.

Fauzi presented the agenda for review and approval. The Agenda was approved as presented without modifications.

2. Review and Approve of Minutes:

Fauzi presented four sets of minutes one by one for review and approval: February 2, April 13, May 4 & 18, 2022. Minutes were sent out ahead of time for review. The February 2, April 13, May 4 & 18, 2022 minutes were approved as presented without corrections.

3. Welcome

President Jennifer Taylor-Mendoza welcomed everyone to the fall semester and said that it's been exciting to see full parking lots. She shared that enrollment was up by almost 3% and acknowledged that there's more work to be done this semester for CSM to be in a situation to provide direction for

the next two to five years. She thanked faculty and deans for their flexibility and acting so quickly in opening up new sections in different areas noting that the English department alone opened up 11 sections. She also thanked Student Services Support staff, counselors, librarians, and designers for the support they brought to this campus and students. She recognized that it has been a concerted effort and teamwork that has taken CSM up to this point.

4. Executive Leadership Team Introductions

President Jennifer Taylor-Mendoza handed the floor to the new Executive Leadership Team members who introduced themselves.

- Joshua Moon-Johnson, Vice President of Student Services. He started August 1, 2022. He shared that he felt welcome, feels embedded into the culture of CSM and has been able to engage several different campus communities.
- Andrea Vizenor, Executive Director of Strategic Initiatives and Economic Development. She started July 1. She comes from Skyline College. She said that she's excited to begin the outreach work in the community internally and externally. She feels at home and very welcomed at CSM.
- Carla Grandy, Interim Vice President of Instruction at CSM. She started July 1. She shared that she has been with the District since 2014 in different capacities as faculty, Director of Pathways, and Dean of STEM Division. She was also faculty at City College. She felt welcome to CSM and it feels like home.
- Anthony Djedi, Interim Vice President of Administrative Services. He has been with the District for five years, transferred to CSM from the SMCCCF on June 23, 2022. He is very excited to be a part of the CSM family.
- David Galvez, Director of Equity. He started on July 26. He comes from UC San Diego. His office is in Building 17 and he is happy to be back in the community college setting. Community colleges mean a lot to him as they opened many doors for him, friends, and family.

5. Check-Ins, Acknowledgements, and Brief Announcements

Fauzi reminded everyone that the due date to submit Resource Requests is Friday, September 30, 2022, by 11:59 pm. No requests will be accepted after that date and time.

Jeremy Wallace announced that the English Department is having a lecture series this Fall Semester and all the speaker are creative writers. The first lecture is today Wednesday, September 7 at 2:30 pm in Building 18-206.

David McLain announced that CSM's 11th Annual Asian Pacific American Film Festival will be held on Saturday, September 17, 2022, at 2 pm in the Theatre Building 3; Family Science Day will take place on Saturday, September 24, 2022, from 12 pm – 11 pm at the Science Building 36 and the Theatre Building 3 with a keynote by Dr. Thomas Greene, NASA Anthropologist. See calendar for more details.

Susan Khan, Professional Development Faculty Coordinator, announced that the next flex day will be October 12. Proposals can be sent to her directly at khans@smccd.edu. She also reported that New Faculty Institute is getting started for the year.

Joshua Moon-Johnson announced that he is the new Title IX Coordinator and Arielle Smith, Acting Dean of Enrollment Services and Support Programs, is the Lead Student Discipline Officer for CSM. For more information visit the [Title IX Website](#).

Alex Kramer shared that this is the fourth cohort and partnership with [San Mateo Adult School](#) for the Amazon Web Services Computing Academy. The training begins on September 16 and participants will prepare to successfully attain their cloud foundation certification which is industry recognized and developed by Amazon. An information session will be held Friday, September 9 at 6 – 7 pm.

Andreas Wolf announced that the 2020-2021 Softball State Champion Team will be celebrated on September 28 by the San Francisco Giants. The entire team was invited to the ballpark to celebrate our State Championship team on Girl's Night.

Kristi Ridgway announced that Language Arts added 11 sections.

Linda Allen announced that Governor Gavin Newsom signed a \$15 million bill for the California Community Colleges to create programs such as Project Change. CSM Project Change has been selected as the model and the California Community Colleges Chancellor's Office will be visiting CSM Project Change sometime in September.

6. Senates and Management Council Reports

Academic Senate: Jeramy Wallace, Acting President, reported what the senate met on Tuesday, August 23, 2022 at 2:30 - 4:30 p.m. They discussed the goals for this year, curriculum alignment across the district; dual enrollment with a focus on qualifications and selection evaluation processes; strategic enrollment management policies; developing a process for program improvement, viability; working with administration to establish department chairs; expanding non-credit offerings; process for documenting release time; and working with the administration on expansion of Coastside course offerings.

Classified Senate: Fauzi Hamadeh, President, reported that the first meeting is Wednesday, September 14 at 1 pm. They will be discussing and setting goals for the year, and talking about Caring Campus kick-off. All the meetings of the year will be via Zoom and everyone is invited to attend.

ASCSM Senate: Fauzi reported on behalf of President Andrea Morales. Students are meeting on Mondays at 2:15 pm and the public is invited and encouraged to attend ASCSM Student Senate meetings in-Person at Center for Equity, Leadership and Community Building 17, Room 146 or via Zoom: ID: 837 4489 7229.

Management Council: Kristi Ridgway reported Ellie Tayag, Director of Learning Commons, was the new co-chair and was going to be co-leading the efforts with Kristi. The first meeting is Monday, September 12 at 9:10 – 10 am. This meeting will be in-person and it will be utilized to set up expectations and goal for the year and to use this space to support one another and encourage transformative leadership. The focus this year will be what empowerment and transformation look like and how the team can be focused on those throughout the course of the year. Management Council will be meeting monthly on the second Tuesday of every month at 9:10 – 10 am in-person at

College Heights 10-468. Please reach out to Ellie Tayag, tayage@smccd.edu or Kristi Ridgway, ridgwayk@smccd.edu if there are any questions.

7. Introduction and Overview of IPC

Fauzi Hamadeh provided an overview, brief history of IPC, it's Mission; how it was accomplished; its structure; Consensus Decision Making; Conditions for Consensus; Process; Six Circle Model; and the Seventh Circle – Human Experience. For more information, please visit the [IPC Website](#).

8. CSM Forward 2028 (EMP)

Hilary Goodkind provided an update on the Education Master Plan and thanked those that have read it and provided feedback. She shared that she has been visiting divisions and senates and plans to continue doing so until the end of the month. She said that input was needed and asked for people to read the DRAFT EMP and to provide feedback using the feedback form or sending it directly to the co-writers: Madeleine Murphy murphym@smccd.edu and/or Hilary Goodkind, goodkindh@smccd.edu. Feedback form will be open until September 30, 2022.

Hilary shared the purpose of the CSM Forward 2028: it is CSM Education Master Plan; it's a five-year plan with the goal to support students; it marks the Centennial highlights key milestones for CSM; it guides the decision making and resource allocation; provides data to inform decisions; it drives the implementation of the institutional priorities; it helps close equity and opportunity gaps; it uses participatory governments to advance our priorities; and it aligns with the SMCCCD strategic plan.

Deadline to provide Feedback is the end of September; it will come back to IPC in November before going to the Board at the end of November.

Draft Education Master Plan (EMP) Feedback

9. Institutional Committee Structure

Fauzi provided brief background information on the former sustainability committee at CSM.

Alicia Frangos shared that the former sustainability committee was not an official IPC subcommittee. However, now that they are looking into reestablishing it, they would like for it to be a committee that reports IPC.

Alicia presented the proposed Sustainability Committee goals, structure, steering committee membership and development.

The committee had a discussion on reestablishing the sustainability committee.

Next steps: The Sustainability Committee will bring a formal request to IPC to consider for approval. The committee request must show that they will be in compliance with the college's mission, vision and values.

10. Agenda Items for September 21 Meeting

Fauzi presented the current agenda items for the September 21 meeting: EEC Bylaws; Strategic Partnerships & Economic Development Update; October 5 meeting: Coastside Update; and November 2 meeting: Campus Climate Survey.

Fauzi called for agenda items for the September 21 IPC Meeting. There were no new items identified. He said that agenda items should be emailed to the tri-chairs: Fauzi Hamadeh, hamadehf@smccd.edu; Carla Grandy, grandyc@smccd.edu, and/or Jeramy Wallace, wallacej@smccd.edu.

11. Adjourn

Fauzi adjourned the meeting at 2:26 pm and thanked everyone who attended, in-person and virtual, the first IPC Meeting of the Academic Year.

2022 – 2023 IPC Schedule	
September 7, 2022	January 25, 2023
September 21, 2022	February 1, 2023
October 5, 2022	March 1, 2023
November 2, 2022	April 5, 2023
December 7, 2022	May 3, 2023
	May 17, 2023

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