

Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

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

Wednesday, November 2, 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:** Kailani Bowers, Tarana Chapple, Alex Kramer, Teresa Morris, Monique Nakagawa, Arielle Smith, Andrea Vizenor, Tammy Wong
- Co-Chairs:** Carla Grandy, Fauzi Hamadeh, Jeramy Wallace
- Facilitator:** Fauzi Hamadeh

MINUTES

1. Welcome and Review of Agenda

Fauzi Hamadeh called the November 2 IPC Meeting to order at 1:15 pm. He welcomed everyone both in-person and online to the meeting.

Jeramy Wallace said that David Lau was not going to join the meeting because was participating in the English Workshop Series.

2. Review and Approve of Minutes:

Fauzi Hamadeh presented the October 5 IPC Meeting minutes for review and approval. It was time stamped incorrectly stating the meeting started at 1:40 p.m., so it will be changed to 1:10 p.m. Members reviewed and approved the minutes with the start time modification.

3. Check-Ins, Acknowledgements, and Brief Announcements

- All-campus meeting to be held on November 16.
- Carla Grandy introduced Tammy Wong, the new Instructional Support Assistant, in the VPI's office.
- This is Jeramy Wallace's last IPC meeting.
- Dr. Jennifer Taylor-Mendoza also announced that there will be a campus invite for a holiday party on December 15th from 11:00 am – 3:00 pm. They are working on a location, possibly to be held at KCSM.

4. Reports from IPC Sub-Committees

EEC: David Galvez reported EEC had their second meeting of the semester on 11/1. There was a good turnout, and the group will be focusing on community building through EEC. They are almost done with the bylaws, finishing up with feedbacks from their group, and will send through for IPC approval.

Finance Committee: Nothing to report.

Technology Advisory Committee: Tarana Chapple provided an update on the Technology Advisory committee. They are making sure everyone is on the same page with the five-year plan. The next committee meeting will focus on operationalizing year one of the work plan and the finalization plan reported by Hilary Goodkind. There are many chances for collaboration and IPC committee members will be invited to participate. Their next meeting will be on November 16th at 1:00 p.m., but if it conflicts with the All-Campus meeting, they will reschedule.

Safety Committee: Carla Grandy reported on the earthquake drill debrief. Many classes went outside without first dropping under desks at the start of the drill. The proper procedures and protocol need to be addressed.

The vaccine mandate is suspended effective immediately. The task force from each campus met with the board, and decided it best for efforts to focus more on educating students about the vaccine. Delays and results of the vaccine attestation were preventing some students from being able to attend classes.

5. Campus Climate Survey

Hilary Goodkind, Dean of Planning, Research, Innovation & Effectiveness and Jennifer Taylor-Mendoza, CSM President.

The last CSM climate survey was conducted in 2017. These results shared today are of the survey taken right when everyone was coming back from pandemic, and there have been a lot of transitions since them. The survey was externally administered by Modern Think with 42% response rate.

Hilary Goodkind presented ten categories of our Campus Climate Assessment:

- Job satisfaction and support
- Professional development
- Faculty and staff well-being
- Performance management
- Supervisor and department chair (department lead) effectiveness
- Communication
- Diversity, inclusion, and belonging
- Confidence in senior leadership
- Collaboration
- Mission and pride

Breakout groups discussed three items: what stands out for you; top 3-5 areas for improvement; and areas of strength. Groups shared out what was discussed to the larger group. While there are some areas that campus does not have the power to change, they can advocate for these changes at the district level.

Any campus groups that would like a presentation on the campus climate survey can contact Hilary Goodkind.

Campus Climate Overview to be posted on IPC website.

6. CSM Forward 2028 (EMP) Final Approval

Hilary Goodkind, Dean of Planning, Research, Innovation & Effectiveness and Jennifer Taylor-Mendoza, President.

With support from fellow colleagues and campus entities, the EMP is complete and posted. It is currently going to the copy-editor and feedback is closed. The EMP will be going to the Board of Trustees on November 30 for final adoption and approval. Members approved EMP (with final edits).

CSM Forward 2028 (EMP) Link:

https://collegeofsanmateo.edu/emp22/docs/CSM_Forward_2028_EMP_2022-11-14.pdf

7. Student Equity Achievement (SEA) Plan Update

David Galvez, Director of Equity.

David Galvez presented SEA Plan.

Areas of Focus:

- Successful enrollment
- Retention
- Transfer level Math and English
- Transfer rates
- Completion

Presentation has been posted on the IPC Website.

8. Strategic Initiatives and Economic Development (SIED) Update

Andrea Vizenor, Executive Director of Strategic Initiatives and Economic Development.

Andrea Vizenor presented an organizational overview of SIED, goals and multi-year plans, events/activities, and stakeholder collaborations housed within the SIED unit.

Presentation has been posted on the IPC Website.

9. Agenda Items for December 7 Meeting

Fauzi Hamadeh presented the current agenda items for the December 7 meeting: Campus Marketing Update; Common Course Numbering Update; Classified Employee of the Year Nomination Process; and Holiday Activity.

10. Adjourn

Fauzi Hamadeh adjourned the meeting at 3:04 pm and thanks everyone who attended, in-person and virtual.

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 & 17, 2023