



## **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, December 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:** Marianne Beck, David McLain, Jonathan Wax

**Co-Chairs:** Fauzi Hamadeh, Carla Grandy, Arielle Smith

**Facilitator:** Carla Grandy

## **MINUTES**

### **1. Welcome and Review of Agenda**

Carla Grandy called the December 7 IPC Meeting to order at 1:10 pm. She welcomed everyone both in-person and online to the meeting.

### **2. Review and Approve of Minutes:**

Carla Grandy presented the November 2 IPC minutes for review and approval. Members reviewed and approved the minutes.

### **3. Check-Ins, Acknowledgements, and Brief Announcements**

Jennifer Taylor-Mendoza mentioned the Resource Request announcement was sent via email on December 2. If anyone has questions about the process, they can reach out to President's Office to meet with the Executive Leadership Team during their weekly team meeting.

Jennifer Taylor-Mendoza invited the campus to the Holiday Party on December 15 with a slight time change, now starting at 11:30 a.m. - 2:30 p.m. A brief program will take place from 12:30 to 1:00 p.m.

Carla Grandy shared that the Enrollment Sustainability and Growth Workgroup will meet for the first time on December 9 at 11:00 a.m. in the Learning Center classroom. A Zoom option for those who cannot make it in-person. The workgroup is comprised of groups across campus to look at current enrollment, find opportunities to engage new student populations, and meet students' needs. Carla is the co-chair and looking for another co-chair for the workgroup. The meeting is open to the whole campus. An announcement went out to the campus on December 8.

Christopher Walker shared that the Honor Projects will take place on December 9 at 1:00 p.m. in the external lecture classroom in Building 10.

Susan Khan shared that that first cohort for College One, will have a poster presentation event in Bayview Dining on December 8 from 11:30 a.m. – 1:30 p.m.

Hilary Goodkind provided an update that the Education Master Plan (EMP) was approved at the November 30 Board meeting.

Andrea Vizenor announced that Strategic Initiatives and Economic Development will be hosting a Spring Block Party on January 27, 2023. The audience will include returning and new students, Half Moon Bay High School students, Boys and Girls Clubs, adult school students, and the community to consider for CSM for Fall 2023. Reach out to Andrea to highlight a program or get involved.

Jennifer Taylor-Mendoza mentioned to the CSM football team has advanced to the state championship and will play Riverside City College on December 10 at 12:00 p.m. The CSM women's volleyball team has also advanced far in the state championship.

#### 4. Reports from Constituency Groups

**Academic Senate:** Arielle Smith shared that Academic Senate has been discussing SB 893, Free College Initiative, that is beginning in Spring 2023. There has been discussion on the Distance Education training policy and they are still refining the details but hope to have it available to present to faculty at the beginning of spring semester. The last Academic Senate meeting for the semester will be held on December 13 at 2:30 pm.

**Classified Senate:** Fauzi Hamadeh mentioned that LaShonda Kennedy is no longer in a classified role and has stepped down from Classified Senate with Alicia Francos taking on role as the Vice President. Fauzi is encouraging classified staff to take advantage of the professional development funding to attend conferences and workshops. The last Classified Senate meeting for the semester will be held December 14 at 1:00 p.m.

**Associated Students:** No update for Associated Students. Andrea Morales was not in attendance.

**Management Council:** No update for Management Council. Kristi Ridgway and Ellie Tayag were not in attendance.

#### 5. Common Course Numbering Update

Marianne Beck made a presentation on Common Course Numbering. Marianne is the Articulation Officer from Skyline College who is helping coordinate the implementation of credit for prior learning for SMCCCD in addition to helping the DCC with alignment issues across the district. Below is an overview of the presentation:

- Legislation – AB 928 – Student Transfer Achievement Reform Act of 2021
  - Single Pattern for GET Transfer to CSU and UC which will be called CalGETC
  - Automatically places students on ADT pathways, where ADTs for major pathways exist by December 31, 2023
  - New unit thresholds for STEM ADTs, no more than 6 additional units (total units 66)
- AB 1111 – Post Secondary Education: Common Course Numbering System
  - CCC will adopt a common course numbering system for all general education

requirement courses and transfer pathway courses – hear by the end of the Spring 2023

- On or before July 1, 2024 - incorporate common course numbers from the adopted system in the course catalog 2024-2025

Timeline:

- 2022/2023
  - BP 6.26 Reciprocity Policy Update
  - SMCCCD Alignment Clean-up - BIOL, COMP/CIS, PLS, SPAN
  - CPL Faculty Evaluation Pilot: ADJ, AUTO, BUS, ELEC, NETX
- 2023/2024
  - December 2023 - Incoming students (FA2023) Automatically put on ADT pathway
  - CCN Curriculum Course Modifications
  - AA/AS Modification for Ethnic Studies
  - CPL Student Petition Pilot
- 2024/2025
  - Common Course Numbering in the Catalog FA2024
  - AA/AS Ethnic Requirement Starts
  - CPL Districtwide Expansion
  - GE Submissions for CalGETC
- 2025/2026
  - AA/AS GE Pattern Starts
  - UD GE Pattern Starts

Presentation has been posted on the IPC Website.

## 6. Campus Marketing Update

David McLain and Jonathan Wax presented CSM's Media Preferences Survey Data gathered from a survey from Interact Communications. The survey was conducted in Spring 2022 over two months between February 14, 2022 and April 10, 2022. CSM had 275 survey completions. This is a free survey offered nationwide for two-year community colleges and will be completed every two years in the Spring semester.

Presentation has been posted on the IPC Website.

New Marketing Updates and Processes:

- Event Calendar - Submitting events helps Marketing to put items in the CSM Weekly emails
- Virtual Tour launched on website over Summer 2022
- Virtual Front Desk - College recruiter and student ambassadors manage the virtual front desk
- Translation widget launched and offers the CSM website in 100 different languages
- Online Marketing Request Form - Project request form for graphic design, web communications, photography etc..
- Door cards with QR code, door hangers and name badges are being implemented for consistency
- 'Bridge the Gap' Districtwide marketing campaign is now being converted into 'Free College' ads
- Academic programs and student services flyers marketing materials are being created
- View Booklet – 20-page marketing piece in the works and will be update every year or 1.5 years

## 7. Professional Development and Flex Day Planning

Susan Khan gave an update on Professional Development. Susan shared the various professional development support teams to take advantage of. This includes: instructional technologists,

instructional designers, faculty professional development committee, professional development faculty coordinator and more. Below is an overview of upcoming professional development opportunities:

- January 12, 2023 – District Flex Day
- January 13, 2023 – College Flex Day
- Beyond Flex Days – Committee on Teaching and Learning, New Faculty Institute, College One Institute
- Long term – 5 Year Professional Development Grid for EMP: equity framework for professional development, community partnerships, system of communications, Vision Resource Center, and student data.

Presentation has been posted on the IPC Website.

**8. Classified Employee of the Year Nomination Process**

Fauzi Hamadeh and Jennifer Taylor-Mendoza shared that every year the State Chancellor’s Office makes a call for nominations for Classified Employee of the Year. Nominees from the colleges and district office go to the Board of Trustees and the Board conducts a blind selection process. The selected nominee goes to the State Board of Governors. Announcements for call for nominations will be sent out through the President's Office in early 2023.

**9. Holiday Activity**

Fauzi Hamadeh extended the deadline for the holiday activity, Fauzi requested any shared holiday family recipes or traditions to be sent via email by December 14. Submissions will be compiled in a physical and digital booklet to distribute to the campus.

**10. Agenda Items for January 25, 2023 Meeting**

- Review of the resource request – process that the resource request goes through

**11. Adjourn**

Carla adjourned the meeting at 2:46 pm and thanked 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