

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, April 5, 2023 | 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, Teresa Morris, Luis Padilla, Kristi Ridgway, Paola Scolletta Tagashira, Christopher Walker; **Ex officio:** Jennifer Taylor-Mendoza
- Guests:** Jennifer Howze-Owens, Julieth Benitez, Julie Gardner
- Co-Chairs:** Fauzi Hamadeh, Carla Grandy, Arielle Smith
- Facilitator:** Carla Grandy

MINUTES

1. Welcome and Review of Agenda

Carla Grady called the April 5 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 noted the March IPC meeting minutes are not yet ready and will be presented at the May 3 IPC meeting with April's IPC meeting minutes for approval.

3. Check-Ins, Acknowledgements, and Brief Announcements

Teresa Morris invited all to attend the Open House in the Library to learn about the variety of items and tools available to use in the CSM Makerspace. Visitors will have the chance to create custom coasters and ID badges. The Open House is part the series of events for of CSM's Centennial Closing Week.

Jennifer Taylor-Mendoza shared that the new and free CSM Shuttle was launched on April 3, increasing the many ways to get to CSM in addition to SamTrans and Lyft. The CSM shuttle does hourly pick-ups and drop-offs between the Millbrae BART/Caltrain Station and CSM. It will run Monday through Friday from 7:10 am to 2:15 pm and 4 pm to 10:25 pm. David McLain mentioned that over Spring Break, students that living between Burlingame and San Francisco received communication of the new shuttle service which reached about 4,500 students.

Fauzi Hamadeh announced that the ASCSM election period has started and to spread the word and encourage any students who are attending CSM for the 2023-2024 academic year to sign up for

student government. Elections will be held at the end of the month in April. Fauzi also shared that on April 12, 12:00 – 2:00 pm in the CSM Theater, Tommy Orange will be giving a presentation about Native Americans history and culture. Tommy Orange is the author of There There. This event is brought together in conjunction with Office of Equity and Professor Tim Maxwell classes.

Susan Khan reminded all that April 20 is Flex Day. The Flex Day schedule will be posted and shared via email and the college website and is looking forward to all participating in the professional development day.

Jennifer Taylor-Mendoza shared that on April 6, the inaugural President Advocacy Council fundraiser dinner will be taking place in Bayview Dining in Building 10. Jennifer thanks the Strategic Initiative and Economic Development unit for the heavy lift in organizing the dinner.

4. Reports IPC Subcommittees

Educational Equity Committee: No update on EEC. David Galvez was not in attendance to provide updates.

Finance Committee: Anthony Djedi shared that the Finance Committee met several times to go over the All-Campus presentation and to discuss the current impact SB 893. Across the District, CSM turned out to be the college that had paid out the most enrollment fees simulating that the CSM benefited most from enrollment. CSM accounts for 43% of the all enrollment fees, approximately \$1.48 million. A projection of SB 893 costs is approximately \$8 million in the coming year, which is less than the initial estimate of \$10 million.

Technology Advisory Committee: Tarana Chapple shared two items that are being discussion in TAC. The first topic being a discussion with ITS regarding cellular service at CSM and the assessment of proper cell phone service. The committee is looking into how to collect this information from both employees and students. The second topic of discussion is the possibility of having free printing services or reduced printing costs for students. The committee will be meeting again on April 10 at 1:30 pm to further

5. Safety Committee: Anthony Djedi shared that the Safety Committee has met several times and has noted the committee has moved away from a COVID-19 focused discussion to other various topics of safety on campus. Anthony thanked Gil Perez and The Active Minds Club for presenting on the awareness of mental health issues among the student population as part of overall campus safety.

6. College Auxiliary Services Advisory Committee

Jennifer Taylor-Mendoza mentioned that the College Auxiliary Services Advisory Committee has not met since the pandemic and should revive and update membership. The first College Auxiliary Services Advisory Committee is to be held in May or June. Preliminary members will include Kurt Scholler, Laura Brugioni, Fauzi Hamadeh, Arielle Smith, Andrea Vizenor and Anthony Djedi.

The goal of the committee is the discuss the best approaches to hospitality, products, services and profitability to the CSM Dining, Bookstores, Coffee Cafes, Athletic Center & Vending Services.

7. Copy and Post Space Utilization

Jennifer Taylor-Mendoza opened up discussion on the Copy and Post Space Utilization and the idea to

repurpose the space as services went offline in 2018/2019 with the District's direction and decision to centralize these services to Skyline College. Feedback and comments from the senate and council groups are below:

Academic Senate: Faculty use copy and post services frequently but not regularly

Management Council: Want to make sure services needed will still be serviced elsewhere on campus like fax services. Current centralized operations through Skyline College are delayed/turnaround time is slow.

Classified Senate: Copy and post used to be a student facing operations but not highly utilized. Shipping and mail services were once offered.

This will be an ongoing discussion and will provide an update at the next IPC meeting.

8. Governance, Planning and Committee Structures and Website Updates

Fauzi Hamadeh shared that there has been a huge institutional shift in the planning processes so there needs to be an update on committee structure and planning manuals. The goal is to tackle the process in three stages

- Stage 1 – updating the planning manual so it accurately reflects what we do as the current version doesn't talk about the kind area specific planning that has been going on
- Stage 2 – reevaluate the constitutional committee process and come up with recommendations to restructure
- Stage 3 – share and implement changes in committee structure and planning manuals

9. Open Education Resources and Zero Text Costs Update

Jennifer Howze-Owens and Julieth Benitez presented on open education resources (OER) and zero text costs (ZTC) efforts at CSM. The overall goal of OER and ZTC are reduced materials costs for students. Takeaway topics from the presentation are the following:

OER include textbooks, course readings, articles, journals, course packs, quizzes, streaming videos, any other materials used for educational purposes

ZTC include public domain, openly available resources, student created materials, open educational resources, teacher created materials, and college library eResources

2023 OER Week events included: Coffee Talk with Board of Trustees President, Lisa Petrides, faculty members showcasing different classes using OER and ZTC, and 2023 OER Student Survey (last time survey was previously done was in 2021).

Ways to get OER/ZTC Support - your campus team, Flex Day archives, 1:1 consultation, PERI Basics Canvas Course (self-paced), Decision Tree

CCC ZTC Degree Pathway grant

- \$20,000 for campus implementation Fall 2023
- \$180,000 by December 2024
- Topics: Student awareness campaign, faculty training, ZTC degree mapping

The OER and ZTC Presentation is posted on the IPC Website.

10. SparkPoint and Basic Needs Update

Julie Gardner gave a presentation on SparkPoint Services and Basic Needs at CSM. Takeaway topics from the presentation are the following:

SparkPoint Services include financial education and literacy building, food access programs, housing crisis response, and budget alleviation supports

SparkPoint goal is the economic advance over the life course by:

- Attending to immediate basic needs
- Stabilizing basic needs
- Supporting growth towards financial stability and independence

The SparkPoint Presentation is posted on the IPC Website.

11. Dual Enrollment Update

Andrea Vizenor gave a presentation on Dual Enrollment at CSM. Takeaway topics from the presentation are the following:

Dual Enrollment Areas of Emphasis: career pathways, general education for transfer pathways, and college and career Planning Pathways

Models of Dual Enrollment: CSM Faculty, High School Partner Teacher, Co-Teaching Model

Scheduling and Calendar Alignment: High School/District Calendar and Monday as part of faculty assignment

Introduction of New Engagement Structure

- Fall Kick Off and Meet and Greet
- Monthly Faculty Team Meeting
- Partner Teacher Pathway Collaboration Team Meetings
- Professional Development Integrated into Flex Day
- Fall 2024 and Spring 2025 Planning Retreat
- Dual Enrollment Campus Lunch and Learn Events
- FAQ Coming Soon

Dual Enrollment Faculty Liaison Position

- Faculty Thought Partnership
- Increased collaboration and connection
- Continuous improvement

The Dual Enrollment Presentation is posted on the IPC Website.

12. Castilleja High School Update

Anthony Djedi shared that CSM is engaged in discussion with Castilleja School in Palo Alto. The school is going through renovations and rebuilding and is in a need to house their school operations. Based on facilities master plan based last July and scheduling, CSM is able to accommodate the Castilleja School. This is a great partnership benefit for the college. Anthony shared that a proposed agreement will be presented to the Board of Trustees. The proposal is negotiated for 2 year minimum for the Castilleja School would be on the CSM campus.

13. The College Tour Update

David McLain announced that CSM will be embarking on the largest video project the college has ever done and CSM will be featured on Season 10 of The College Tour, a television series streaming on Amazon Prime and Amazon Freevee, and other streaming. Each episode of The College Tour focuses on one college and tells the story of that college through students' eyes. The episode will feature 10 CSM students who will give viewers a complete picture of the CSM experience, covering subjects like campus life, academics, learning communities, athletics, and student clubs. David shared the casting audition submission form is live, and students can submit their audition videos to be considered for the show. The submission deadline is 11:59 pm on April 6.

14. Commencement Update

Fauzi Hamadeh Friday May 26 at 4:00 pm at the football stadium for degree completers and transfers and this year commencement is open to students who have completed certificates. Commencement communications will go out at the end of the week and next week, week of April 10.

15. Agenda Items for May 3 Meeting

No agenda items were put forward for the May 3 meeting.

16. Adjorn

Carla Grandy adjourned the meeting at 2:50 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