

Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

[Zoom Virtual Room](#) | Meeting ID: 849 1869 8048 | Passcode: 411922

Wednesday, September 6, 2023 | 1:10 – 3:00 PM

Members: *[Membership list pending]*

Guests: *[N/A]*

Co-Chairs: Fauzi Hamadeh, Carla Grandy, Todd Windisch

Facilitator: Fauzi Hamadeh

MINUTES

1. Welcome and Review of Agenda

Fauzi Hamadeh called the September 6 IPC Meeting to order at 1:14 pm. He welcomed everyone both in-person and online to the first IPC meeting of Fall 2023.

2. Review and Approve of Minutes

Fauzi Hamadeh presented at the May 3 IPC meeting minutes for approval. It was noted the members were incorrect. Members reviewed and approved the minutes with the correction of removing members no longer at the college.

3. Check-Ins, Acknowledgements, and Brief Announcements

Fauzi Hamadeh acknowledged that the official membership of IPC hasn't been finalized yet and hopefully by the September 27 IPC meeting, constituency groups will have their representatives finalized and submitted.

Christopher Walker shared that Family Science Day will be taking place on September 30, 2023, which is 2.5. weeks away, and invites all families to attend.

Susan Khan also shared the next Flex Day will be taking place on October 11, 2023 and encourages people to submit Flex Day session proposals by September 15, 2023.

4. Welcome from Acting President Richard Storti

Richard Storti welcomed all in attendance at IPC. Richard shared that his appointment as Acting President is a role he is taking very seriously and he will continue to support the college to keep making progress.

Richard thanked the IPC members for serving and coming together for recommendations and proposals. It was also noted that College of San Mateo is in a unique position that there is the financial backing of the communities being served. It is important for the work of IPC to carefully

consider requests, proposals, initiatives and evaluating options.

5. Leadership Transition Updates

Richard Storti communicated that there are a number of leadership transitions at the District level and at College of San Mateo. Interim Chancellor Melissa Moreno will serve as interim chancellor through June 30, 2024. The Board of Trustees is currently in discussion for the timeline for the permanent recruitment for the position.

Richard thanked the campus community for welcoming him to College of San Mateo since stepping into the role on July 31, 2023. The filling of the permanent President is still being discussed at the District level. There have been two College of San Mateo Presidential Open Forums held by Interim Chancellor Melissa Moreno; the 2nd and last forum was held on September 5, 2023. In addition, a survey has been sent out to seek the college's input on how to move forward with recruitment of the next permanent President. As shared in the September 5th open forum, 60% of survey results prefer a permanent replacement with a preference on a July 1, 2024 start date as this is the timeline/start date norm. Another survey will be sent out from the District to seek college input on how the recruitment timeline should take place.

Richard also shared that Joshua Moon-Johnson will be departing as Vice President of Student Services on September 12 and the selection committee currently in process of interviewing and hiring an interim Vice President of Student Services. At this time, there are also Dean positions that are all now filled with acting and interim appointments. The Director of Community Relations and Marketing position was posted September 5, 2023 will be an interim role for one-year, recruiting from internal and external applications.

6. Reports from Constituency Groups

Academic Senate: Todd Windisch noted that there has been one Academic Senate meeting this semester. Academic Senate so far has been working with new senators and representatives up to speed on how Academic Senate works and approvals for tenure committees. Todd mentioned that Academic Senate is lacking representation across several divisions and invites participation from: 1) Creative Arts and Social Sciences, 2) Kinesiology, Athletics and Dance and 3) Business and Technology. The next Academic Senate meeting will be taking place on September 12 to discuss Nursing minimum qualifications for hiring, in addition to having Interim Chancellor Melissa Moreno as the meeting's special guest.

Classified Senate: Fauzi Hamadeh shared that Classified Senate will be having their first meeting on September 14, 2023 via Zoom and invites all join. The first meeting will be updates from various areas and discussing rebuilding within the Classified Senate.

Associated Students of CSM: Enzo Ferreira was not in attendance for an update but Fauzi Hamadeh shared ASCSM meetings take Mondays at 2:15 pm in Building 17, Room 7-146. The meetings are open to anyone and invite all to attend.

Management Council: No update from Management Council as a representative chair has not been selected or assigned.

7. Introduction and Overview of IPC

Fauzi Hamadeh presented an overview and history of IPC and its purpose and role within the college governance planning structure.

Introduction and Overview of IPC Presentation is posted on IPC website.

8. Program Review and Resource Requests

Program Review: Todd Windisch shared that program review is up and running. Program review is under the purview of Academic Senate. It is a systematic and evidence-based process of self-study, evaluation, planning and improvement of instructional, student services, learning support centers, and administrative programs. To view program review form and resources, visit the Program Review website: <https://www.collegeofsanmateo.edu/programreview/>.

Not much has changed from last year's process to this year's process. The only major change was that the SLO section for Planning was moved to Part 4 when it was in Part 3 last year. There is only one form for instructional, student services, learning support centers, and administrative programs.

Todd shared that program review should be a collaborative process and encourages all to put the process in department meetings and carve out time to discuss it with the whole program so one person is developing the goals and analyzing data. If programs need assistance writing program review or analyzing data, program review workshops are being held on September 13, 20, and 29 with a variety of times to accommodate schedules. The workshops will be hybrid, in-person and on Zoom. There is also a 2023 Program Review Guidance document, a living GoogleDoc to support the program review process:

<https://docs.google.com/document/d/1HuOh40BLpZ3HybOdbtZuPLz9T7Y8zLjk/edit>

Program review is due Friday September 29 at 4:30pm

Resource Requests: Richard Storti noted that it is important that all submitting program review to take this seriously because there are requests that come through program review will potentially be funded. Overall, it's important to make sure that these are carefully developed and considered.

Anthony Djedi mentioned that the resource requests and program review are very much aligned. Resources needed and mentioned in program review are reviewed as a whole. If it is known how much is being requested, it helps establish a better prioritization and make sure the college can accommodate funding for the request as much as possible.

9. SparkPoint Update

Julie Gardner shared that SparkPoint is up and running for the Fall 2023 semester with full services and amazing engagement from students with a line continuously out the door. This is a sign that students are struggling to meet their basic needs. Since the beginning of the semester, just two weeks, SparkPoint has served over 400 individual students.

Continuing the conversation from the last IPC meeting, Julie Gardner stressed that SparkPoint cannot accept any additional food from Second Harvest because there is no space for it and moving to Building 10's previous Copy and Post location would be a benefit for students utilizing SparkPoint's services. Currently, due to limited space, the only way SparkPoint operates as a personal shopper style. When students come, they write on a piece of paper what they would like, and then student assistants bag it up for them. SparkPoint would love to move towards a more justice focused model where students actually get to choose the food that they want.

Dave Crafts acknowledged that there was an open comment period this summer where outgoing President Jennifer Taylor-Mendoza was open to hearing discussions about the impact that that may have on Building 10. The Student Services team is in favor of SparkPoint moving to Building 10.

There were no objections and IPC members agreed with SparkPoint moving to Building 10.

10. Half Moon Bay Update

Andrea Vizenor shared that College of San Mateo has been collaborating with internal stakeholders, as well as external community engagement. Andrea shared that Acting President, Richard Storti presented at the Half Moon Bay Planning Commission meeting in August 2023 and the use permit for the Half Moon Bay site was approved. In addition, at the August 23 Board of Trustee meeting a presentation was made to give Board of Trustee members an update on the use permit as well as looking at the lease explicitly to expand lease site operational to meet needs of the community.

Planning implementation meetings will continue in the fall semester to discuss class scheduling with College of San Mateo faculty with community member input. The goal is to provide three different pathways: general education, career education, and college and career planning support the needs of the Coast. Andrea notes that there are other community partnerships with the Coastside partners such as workshops at the middle school, dual enrollment and adult schools to engage the populations on the Coast to increase the access to courses, student support services, events and other opportunities.

11. Strong Workforce Funding Update

Alex Kramer gave an update on the Round 8 Strong Workforce grant that takes activities into 2025 and the program resource request process. Alex shared that there is a Strong Workforce Program Resource Request Application processing for funding to support campus efforts at CSM to update existing career education pathways and/or develop new career education pathway programs to meet regional workforce demand. Applications should positively impact the goals of Strong Workforce as outlined below. Applications will be assessed by a review team with a rubric. Goals of Strong Workforce Program: progress in a CTE program, credential or transfer, employment, and earnings.

Timeline:

- Application launch, September 6, 2023
- Info Session #1: September 12, 2023
- Info Session #2: September 20, 2023
- Applications Due: September 29, 2023
- Team Review: October 6, 2023
- Awards Announced: October 27, 2023

Alex shared anyone interested in being in the review team to reach out. Link: bit.ly/swp-review-23
Strong Workforce Program Resource Request Application Link: bit.ly/swp-request-23

Introduction and Overview of IPC Presentation is posted on IPC website.

12. ACCJC Midterm Report

Monique Nakagawa presented the 2023 Midterm Report. The 2023 Midterm Report is part of the accreditation cycle and Institutional Self-Evaluation Report from 2019 to show how the college is doing four years into the comprehensive report: responding to any ACCJC recommendations, institutional performance, quality focus updates, and fiscal reporting.

In August, the ACCJC writing team went on a roadshow in August 2023 to circulate the midterm report for feedback:

- Campus Community via Bulldog Bulletin email: August 17, 2023
- ASCSM Visit: August 21, 2023
- Academic Senate Visit: August 22, 2023
- Classified Senate via email

There were no objections or suggested edits and IPC members approved the 2023 Midterm Report for submission to Board of Trustees meeting on September 13, 2023 and ACCJC.

2023 Midterm Report Presentation is posted on the IPC website.

13. Agenda Items for September 27 Meeting

- Academic Senate Goals
- IPC Recap and Goals for 2023-2024
- Review of Participatory Governance Structure (Ad Hoc Committee)

14. Adjourn

Fauzi Hamadeh adjourned the meeting at 2:55 pm and thanked everyone who attended in-person and virtual.

2023 – 2024 IPC Schedule	
September 6, 2023	February 7, 2024
September 27, 2023	March 6, 2024
October 18, 2023	April 5, 2024
November 8, 2023	May 1, 2024
December 6, 2023	May 15, 2024