

Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

Zoom Virtual Room | Meeting ID: 849 1869 8048 | Passcode: 411922

September 27, 2023 | 1:10 – 3:00 PM

Members: [Membership list pending]

Attendees: Natalie Alizaga, Keilani Bowers, David Crafts, Donna Eyestone, Allie Fasth, Alicia Frangos, David Galvez, Carla Grandy, Alex Guiriba, Ibuki Hlaing, Heeju Jang, Susan Khan, Alex Kramer, Kim Lantz, Deborah Laulusa, Kohya Lu, Linda Ma, Ben Zara Minkin, Liz Morales, Teresa Morris, Monique Nakagawa, Melissa Nelson, Luis Padilla, Heidi Pereira, Tamara Perkins, Erica Reynolds, Brittany Rubio, Khushboo Shah, Sione Sina, Arielle Smith, Richard Storti, Carol Ullrich, Andrea Vizenor, Chris Walker, Jeremy Wallace, Jonathan Wax, Libby White, Todd Windisch, Janis Wisherop

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

Facilitator: Carla Grandy

MINUTES

1. Welcome and Review of Agenda

Carla Grandy called the September 27 IPC Meeting to order at 1:15 pm and welcomed both in person and online attendees. Fauzi was not able to attend so some of the facilitated items will change. There were no additional revisions to the agenda.

2. Review and Approve of Minutes

Because of transitions, minutes from the September 3 and September 27 meetings will be available to review and approve during the October 18 meeting.

3. Check-Ins, Acknowledgements and Brief Announcements

Chris Walker announced that Family Science Day is on Friday, September 29 at 1:00 pm and encouraged all to attend and bring their families.

Natalie Alizaga shared that on Monday, October 16, the District Anti-Racism Council is hosting the third of their Anti-Racism Black Studies lecture series in the Theatre. The talk will begin at 11:00 am followed by lunch at 1:00 pm and a special round table for faculty, staff and students. Individuals from all three colleges are invited to attend.

4. Reports from IPC Sub Committees

EEC: David Galvez

The September EEC meeting had to be pushed back, so their first meeting of the year will be held on Tuesday, October 17. All who would like to participate on the committee may reach out to David.

Finance Committee

There were no updates from the Finance Committee in Anthony's absence.

Technology Committee: Tarana Chapple

Tarana reported that there are no updates from the Technology Committee. Their first meeting of the year is scheduled in October.

Safety Committee

There were no updates from the Safety Committee in Anthony's absence.

5. Recruitment for REAL: Redesign for Equity and Accessibility Lab

Susan Khan reported that she has been making the rounds to Division meetings and sending out announcements about REAL. The proposal is supported by a culturally responsive pedagogy and practices (CRPP) innovation grant from the State Chancellor's Office. Susan shared that "The CRPP Innovation Best Practices Grants are competitive, one-time grants to aid institutions that develop innovative Diversity, Equity, Inclusion, and Accessibility (DEIA)-minded and culturally competent professional development training for faculty. Trainings should focus specifically on nurturing the development of culturally responsive pedagogy and classroom practices for disproportionately impacted and underrepresented communities"

Faculty may want to make changes to their courses because of the many changes that have occurred in the landscape of higher education during the last few years. These changes include transition to more online learning, the rise of Chat GPT, growing awareness around equity gaps and challenges around accessibility. The overarching goal of the grant is to nurture the development of culturally responsive and accessible pedagogy classroom practices for disproportionately impacted disabled and underrepresented communities at CSM.

The deadline for application is Friday, October 8, and nine faculty members have applied to date. Details around how adjunct faculty who apply to the grant would be compensated is being discussed. Tamara Perkins expressed concern of the impact on adjunct faculty not only in compensation, but also in regards to seniority. If adjunct faculty give up a class to participate in REAL, they may not get the class back.

6. Leadership Update

Richard Storti introduced himself and welcomed everyone in person and online to the meeting. He commented that at the seventh week of the semester, the energy on campus is still high and the increased enrollment can be felt.

Interim Chancellor Melissa Moreno held a couple of Town Halls earlier in the semester to seek input from all CSM stakeholders if they prefer to have an interim President to serve for 1.5 years or to hire a permanent President immediately. The survey reflected that the college community was in favor in moving forward with a permanent recruitment for the next President. The District has retained R.H. Perry and Associates to help support the Presidential search. Richard encouraged all to complete the survey from the District and provide feedback.

Richard announced that Anthony Djedi's last day as Vice President of Administrative Services was September 26 and shared that the search for an Interim VP is underway and will close at the end of the week. The Interim appointment will be through June 30, 2024. This is an opportunity for the college to bring in someone to add leadership innovation and build upon the successes that Anthony started.

The Director of Communications is another very important position which CSM had been recruiting since Dave McLain accepted a position with the District. Recruiting for the position has closed and there is a decent-size candidate pool. This is an interim position as well.

Richard reminded the group that anytime there is change, there is uncertainty. However, it is an opportunity to bring in new leadership with innovative ideas and to build a strong team. He has learned in his short time at CSM that the college has incredible talent with a deep bench of dedicated faculty, classified professionals and administrators who are capable of rising through the ranks to provide leadership for the college. He expressed confidence that the new leadership team will be positioned to move forward in the right direction, build upon CSM's past success and keep the momentum going because that is what our students deserve.

7. Enrollment Update

Carla shared some enrollment slides with Fall 2023 census data. In general, the college is up 20% in enrollment with a head count increase from 7456 to 8979 from fall 2022 to fall 2023. Student FTE is up as well, almost matching pre-pandemic fall 2019 numbers.

Load measures efficiency in the classroom, with the break even load indicator at around 525. Although, CSM is not quite at 525 load for the fall, the Deans have been building schedules that meet students' needs so there are less extra sections and ultimately less sections that are cancelled. There has been an intentional effort around scheduling, and the college is starting to see the benefits.

Our International head count is up, but still way down from pre-pandemic numbers. There was anticipation that the number of International students would be larger, but there were issues with issuing F1 visas at the beginning of fall semester. There is hope that these affected students will enroll in the spring. We are currently looking at International students' course and program needs so that the college can ensure that those courses are being offered.

There has been enrollment growth across the board including categories such as academic division, student demographics, and county residents. Areas of decreased enrollment could be due to changes in student status and free college initiatives in more counties.

8. Facilities and Student Housing Updates

Richard shared that the State included \$2 billion of funding for affordable student housing in spring 2022 with the intent to provide CCCs, CSUs and UCs the opportunity to build affordable housing. The District received a \$200,000 planning grant after submitting our first application. Our second application was successful and resulted in a \$56 million award from the State. In addition to the \$10 million of available District funds, the total project cost is at \$66 million. The housing project is an 83,000 square foot building that will house 314 full-time students. Rents will range from \$475-\$920 per month, which will be a huge benefit for our students. Janis Wisherop pointed out that a shuttle service between campuses will be essential in order to transport students from campus housing to their college(s).

Open forums with community members/neighbors and conversations with the State Chancellor's Office resulted in identifying parking lot B (near the main entrance of the college) as a strong possibility for the student housing site. The design will be completed summer 2024 and groundbreaking expected in fall 2024. The project will take approximately two years to complete.

The Library project has been a high priority for many years, but there wasn't sufficient local funding to match. This project is a \$48 million project of which the State is projected to provide \$21 million. This

leaves about \$27 million that would need to come from local resources. The funds available from the State may be announced in January or February. The challenge is meeting the local match for funding. The process of vetting architects has already begun and it is anticipated that selected architects will be submitted for approval at the November Board of Trustees meeting.

9. Resource Request Priorities

Folks identified the need for transparency or more understanding around how resource request decisions are being made. Cabinet put together a rubric of what they look at to determine which positions go forward. Most of the rubric points come from planning documents already in existence, such as CSM's Ed Master Plan. The rubric was shared with the Deans so that all understand how Cabinet ranks resource requests for prioritization. The rubric will be uploaded to the resource request submission page.

Richard stressed the importance of learning how much budget is available to fund positions. It is important to steer resources to areas that are bottlenecks for our students.

10. Academic Senate Goals

Todd Windisch reviewed that Academic Senate had a brainstorming session during their August Flex Day session to identify important areas for this year and measurable outcomes. Academic Senate approved and prioritized the following goals at their September 26 meeting.

1. Dual enrollment is Academic Senate's top priority. Discussions with SIED and the dual enrollment team have already begun to ensure that faculty voices are included in the planning process. The priority is to develop evaluation policies and procedures for high school faculty teaching CSM courses.
2. Class size/class minimums/class cancellations is another priority. The 10-student minimum class size MOU expires in June and the Chancellor's Office has asked input from faculty to determine if the policy should be renewed or revised. District Academic Senate will draft a response with input from the three colleges.
3. Academic Senate will reform the artificial intelligence work group and possibly explore developing a policy related to academic integrity and possibly offer workshops to increase faculty awareness of AI. They will also explore privacy issues as it relates to AI.
4. Review/Oversight of face-to-face vs. distance modalities and explore if all disciplines and divisions have multiple modes of instruction for students. Should we build out more modalities for equity?
5. Investigate the possibility of evening hours for student spaces such as the library and bookstore to support evening students. A survey will be created to explore what types of tech support are currently in place for evening students so that we can fill in the gaps.
6. Explore ways to better promote faculty leadership training and opportunities.
7. Keep updated on the Half Moon Bay expansion, the programming the college is planning to offer in that space, and the timelines for the expansion.

8. Review Academic Senate By-Laws and explore revisions including removing “instructional/non-instructional” language, integrating a value/mission statement to express values, and documenting how to pay adjunct faculty who participate in Senate.

11. Curriculum Legislations Update

Jeremy Wallace reported that AB 1111, AB 928 and AB 811 are currently impacting curriculum.

AB 1111 requires all California Community College system have a common course numbering system. The Chancellor’s Office created a task force that includes the state Academic Senate President, two articulation officers and representation from CSU, UC and AICCU. The group recommended identical course subject prefix, number, title, description and prerequisites, minimum number of units and minimum required content and objectives. The bill requires implementation by July 1, 2024, but the task force is seeking implementation in 2027. The state Academic Senate outlined some recommended action items to implement now to move toward common course numbering. Teresa Morris expressed concerned that the current software/technology the college currently has in place to assist with curricular changes may not be sufficient to handle this type of major change.

AB 928 requires colleges to establish a singular, transfer pathway to CSU and UC by May, 2023. CAL-GETC loosely combines CSU-GE and IGETC transfer pathways. The pattern will be implemented in fall 2025. Students entering before fall 2025 retain catalog rights to CSU-GE or IGETC patterns.

AB 811 has not been signed yet, but will allow students to repeat up to two times a credit course they successfully passed already in specific disciplines. These disciplines include arts, humanities, kinesiology, foreign languages and ESL. The local challenge is to find a way to track and notify students of these repeats as it may impact their financial aid. Christopher Walker suggested that we can use the same registration method as we do with audits.

12. Review of Participatory Governance Structure (Ad Hoc Committee)

Todd reported that the IPC co-chairs decided to create an ad hoc committee to conduct a survey of all the committees on campus, look at the structure, how they all intersect and restructure as necessary. Monique Nakagawa stressed that the ad hoc committee is important to the accreditation cycle. The AOC also recommended that there be an ad hoc committee. Folks that are interested in serving on the committee should contact one of the IPC co-chairs.

13. IPC Recap and Goals for 2023-24

Carla encouraged all to think of what this year’s IPC goals might be for discussion at the October meeting. Christopher suggested that a shared document be created so that the group might enter agenda items as they think of them. Todd recommended that IPC and constituency groups compare goals and see where the overlap is so the groups can work in unison toward those goals.

14. Agenda items for October 18 Meeting

- Discuss IPC and constituency goal overlap
- Construction projects progress
- Report from district auxiliary groups about what type of courses are being offered and service hours for students

15. Adjourn

Carla Grandy adjourned the meeting at 2:53 pm and thanked all for attending and participating.

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