

Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

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

October 18, 2023 | 1:10 – 3:00 PM

Members: [Membership list pending]

Attendees: Alex Claxton, David Crafts, Kamran Eftakari, Donna Eyestone, Dianne Fernandez, Alicia Frangos, Carla Grandy, Jill Haberlin, Helen Hueg, Heeju Jang, Alysia Kezerian, Susan Khan, Deborah Laulusa, Linda Ma, Theresa Martin, Joseph Martinez, Stephanie Martinez, Margaret McGugan, Claudia Menjivar, Teresa Morris, Monique Nakagawa, Melinda Nguyen, Heidi Pereira, Tamara Perkins, Jacqueline Pigozzi, Irvin Poon, Arielle Smith, Richard Storti, Carol Ullrich, Olivia Viveiros, Chris Walker, Todd Windisch, Janis Wisherop, Andreas Wolf,

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

Facilitator: Todd Windisch

MINUTES

1. Welcome and Review of Agenda

Todd Windisch called the October 18 IPC Meeting to order at 1:12 pm and welcomed both in person and online attendees and commenced the meeting. There were no additional revisions to the agenda.

2. Review and Approve of Minutes

The minutes were approved for the September 6th and 27th meetings with one revision to the September 6th minutes to correct Flex Day to October 11th.

3. Check-Ins, Acknowledgements and Brief Announcements

Todd welcomed Alysia Kezerian, Staff Assistant to David Crafts, Dean of Enrollment Services and Support Programs.

Chris Walker announced that at 5:00 pm (October 18) they will have their Science and Action Speaker Series. The speaker is a student who went from living in Panama to attending college and entering the biotech industry. The Science in Action Speaker series features several speakers each semester, all of whom have interesting stories of entering the science field.

Natalie Alizaga reminded all that a program review feedback survey was sent to both the Faculty and Classified Senates and have received 25 responses thus far. She encouraged all to complete the quick survey and asked that the Senates send out the survey again within the following week. She will report out findings at the November 8th IPC meeting.

Janis Wisherop recently attended a Directors' meeting where one of the speakers from the American Nurses Association, California branch spoke about a tool that was developed to assess racism in nursing and health care. The tool has already gone out to hospitals. The assessment tool for nursing programs will go out in spring 2024; CSM has signed up to participate in using the assessment tool.

Susan Khan encouraged all to complete the Flex Day survey.

4. Reports from IPC Sub Committees

Academic Senate: Todd Windisch

Richard Storti attended the recent Academic Senate meeting and spoke about facilities. Faculty appreciated the candid conversation and invited Richard to attend another meeting soon. The Senate approved the faculty reps that will participate in the President hiring committee. At the next Senate meeting, the credit for prior learning work group and the OER (open educational resources) task group will provide updates. They will also discuss how to best implement the grant that was received, and release time for the District Professional Development Coordinator. Discussion about how the Senate wants to proceed with the Great Read.

Classified Senate

Alicia Frangos encouraged all Classified professionals to attend upcoming Senate meetings. They currently have open officer positions to fill for secretary and senator.

ASCSM

There was no student government rep in attendance, and no updates from ASCSM.

IPC may ask for regular updates from the Accreditation Oversight Committee (AOC) in the future.

5. Leadership Transition Update

Richard reported that the College currently has two (2) Executive Team recruitments underway: The Interim Vice President of Administrative Services and the Interim Director of Community Relations and Marketing. Both positions are interim through June, 2024 with the opportunity to extend, if needed.

6. Professional Development Update

Susan presented an update on Professional Development and program goals. The role of professional development coordinator including collaborating with many different areas to create Flex Day offerings, College 1 Faculty Institute, New Faculty Institute; administering the REAL (Redesign for Equity and Accessibility Lab grant; co-chairing the Committee on Teaching and Learning; and long-term professional development planning.

Professional long-term goals include:

DEIA (Diversity, Equity, Inclusion and Accessibility): *Provides comprehensive and effective training for all employee groups*

- Would like to see the REAL training around curriculum/course design institutionalized. Collaborate with the Office of Equity and EEC to develop curriculum for Foundations of DEIA series.
- Plan a monthly speaker series to launch in 2025-26
- College 1 Institute expanded to 15 faculty per year and eventually all faculty participation

- REAL training/framework supported on an ongoing basis
- Foundations of DEIA PD series implemented for all employee groups

Onboarding: *Provides comprehensive and effective onboarding for all employee groups*

- Plan for opening New Faculty Institute to all faculty in 2024-25
- Present research on mentorship programs for all employee groups
- Conduct focus group interviews around onboarding needs for all employee groups
- Develop a plan for mentorship for all employee groups

Communication/Participation: *Communicate PD opportunities across campus district and beyond, and incentivize participation by all employee groups.*

- Collaborate with Communications/Marketing and with other PD practitioners to launch monthly PD/CAE newsletter, website, event calendar, social media presence
- Research badge/certification systems to incentivize participation

Data: *Regularly collect data regarding campus PD needs, participation, effectiveness for all employee groups and use data to inform planning.*

- Collaborate with PRIE to develop and launch new PD Needs Assessment Survey/Focus Group Interviews
- Refine attendance tracking, use of VRC
- Develop a learning outcomes assessment plan for PD
- Assessment of learning outcomes of all PD events/series

Goals cannot be completely achieved without additional resources and personnel such as a PD Director who can be on campus during the summer that can take charge of PD for all employee groups. Coordination with the District EEOC's efforts will be considered, so that there could be some district oversight and the duplication of effort can be avoided at the college level.

Richard added that Professional Development is extremely important whether it's offered by our district or attending external conferences, and is a priority. He thanked Susan for the presentation.

Chris Walker suggested that there be a centralized communication that is specific to PD that is not just the Events Calendar. He also suggested that perhaps the Faculty Handbook could house a quick start guide of key things faculty need to know that is attached to a larger document that goes into detail.

7. Half Moon Bay and CSM Facilities Update

Richard reported that lease negotiations with the owner of the Half Moon Bay facility went well and the owner agreed to extend the evening hours to 10:00 pm on Monday-Friday, with classes concluding at 9:00 pm. The agreement will be on the Board of Trustees agenda for review and approval at their October 25 meeting, and Richard anticipates that the Board will authorize CSM to sign the lease. The building is still under construction and is scheduled to be completed in December. The soft opening is anticipated in the spring with the grand opening either in summer or fall. The Half Moon Bay facility will remove transportation barriers for students on the coast and provide them opportunities for folks to transition to attending CSM, transferring to a four-year university or entering the workforce. The building is a mixed-use building with residential apartments on the second floor. CSM will be leasing two rooms, approximately 2000 square feet total.

Building 19 is a facelift/renovation project that is scheduled to be ready for limited move in during February/March. As a result of a change in the scope of work that was identified and approved, the

current lighting will be replaced by state-of-the-art LED lighting. Tours of the building can be arranged for those who are interested.

The state has approved the student housing project to be built in Lot W, which is the lot directly across from the District Office. During the open forums in September, community members and neighbors expressed concerns with the location because of potential noise, traffic and the close proximity to existing housing. Typically, once the state approves a project, there is limited flexibility in moving the location and/or changing the size of the building. After much discussion with the State Chancellor's Office, a change in location was submitted and the Chancellor's Office gave preliminary approval to move the building to Lot B. A request for Board approval will be submitted for consideration at the October 25 meeting. The building will house 314 students, rents will range from \$475-\$920 a month and approximately 100 parking stalls will be available. Construction is anticipated to start in spring or summer 2024 and will take approximately two years to complete.

The Library project is a high priority, but the college is still waiting to hear how much funding the state will provide before the project can move forward. The process to hire an architect is currently taking place.

The Beach Volleyball project is another high priority project that is scheduled to start soon. After much discussion, it was determined that the four courts will be located in front of the gymnasium (building 8). Aside from providing a space for practice and home competitions for CSM's Women's Beach Volleyball team, it provides income opportunities, as practice and competition courts are in demand. Andreas Wolf commented that although the courts will be used for practices and a few home competitions, no tournaments will be hosted as more than four courts are required.

8. IPC Norm Setting

Todd reviewed that at the May, 2023 meeting, IPC members provided feedback on IPC's role, IPC members' individual roles, how to make IPC more participatory, what would folks like to see discussed at IPC, and how to best share out information so that the campus community are informed. Three major themes that came to the forefront when reviewing IPC members' feedback: (1) IPC needs to be more actionable, (2) IPC needs to improve communication both inward and outward, and (3) Program Review should be used somehow to achieve the College's mission.

Todd referred to the Mission Statement to find ways that IPC can be more actionable while fulfilling CSM's mission. There is a finance committee that is chaired by the VPA that will resume meeting under Richard's direction that can provide updates so IPC can make recommendations to the President's Cabinet. Teresa Morris shared that in the past, budget/finance was regularly reported in IPC because of integrated planning. Budget is important to understand if IPC is to be actionable. Monique Nakagawa commented that a written analysis on key points would be helpful when items are sent to IPC for consideration.

Measurable indicators for institutional priorities were presented at the leadership retreat last summer and are identified in the new EMP, but they are still in draft form. PRIE will develop a timeline for finalizing the indicators. They will be brought for consideration to IPC possibly at the December meeting.

To ensure that participatory governance is properly followed, it was suggested that an anonymous feedback form is implemented and that we have all constituent groups represented on all college committees and groups.

Other ways to make IPC more actionable included collaborating with Academic, Classified and Student Senates to align goals and establish shared priorities, identifying and maintaining a comprehensive list of IPC’s responsibilities which may include document updates and ownership, and enhancing communication and collaboration with various committees across campus to foster shared governance. It was suggested to bring forth goals from constituent groups in December to start aligning goals.

Suggestions on improving communication included providing a link to IPC minutes in campus announcements, exploring methods to improve communication with stakeholders including incorporating a dedicated public comment section in the meeting agenda, and discussing the dissemination of IPC minutes.

Suggestions on utilizing Program Review effectively included a proposal to have committees review Program Review with specific objectives such as enhancing professional development, connecting with accreditation and improving the Program Review process itself.

9. Agenda Items for November 8 Meeting

- Debrief of Program Review and survey feedback
- LGBTQ Advisory update
- Student Services update
- Patrice Reed-Fort discussion on the work she presented at the RP group

10. Adjourn

Todd Windisch adjourned the meeting at 3:00 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