

Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

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

November 8, 2023 | 1:10 – 3:00 PM

Members: [Membership list pending]

Attendees: Natalie Alizaga, Alex Claxton, David Crafts, Manasi Devdhar-Mane, Donna Eyestone, Alicia Frangos, David Galvez, Carla Grandy, Alex Guiriba, Linda Haberlin, Heeju Jang, Susan Khan, Alex Kramer, David Lau, Deborah Laulusa, Kohya Lu, Linda Ma, Stephanie Martinez, Kathy McEachron, Margaret McGugan, Monique Nakagawa, Luis Padilla, Tamara Perkins, Yoram Savion, Sione Sina, Richard Storti, Carol Ullrich, Andrea Vizenor, 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 November 8 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 October 18 meeting.

3. Check-Ins, Acknowledgements and Brief Announcements

Todd Windisch shared that the IPC website now includes an anonymous feedback form where folks can ask any questions or comment on the mission of IPC. Comments may be read during the “Public Comment” portion of the meeting. Because of the makeup of IPC members, folks may not feel comfortable in speaking candidly during meetings. This form is a way for anyone to give anonymous feedback. When the form is completed, an email is sent to Carla Grandy, Fauzi Hamadeh and Todd.

Susan Khan reminded the group that the deadline for submitting Flex Day proposals is Friday, November 17.

Andrea Vizenor introduced a Yoram Savion, who is the newest member of our Community Relations & Marketing team. Yoram attended community college before transferring and graduating from U.C. Berkeley. After being a professional digital media artist for over a decade, he is grateful for the opportunity to be CSM’s Digital Production Specialist.

4. Reports from IPC Subcommittees & Constituent Groups

EEC

David Galvez reported that the committee has only met once this semester in October. Their second meeting is scheduled in a couple of weeks.

Finance Committee

Richard Storti reported that he will be chairing or co-chairing the Finance Committee. The Finance Committee has not met since the last IPC meeting

Technology Committee

Tarana Chapple reported that the Technology Committee had a planning meeting in October. Although there are no updates yet, they will have a meeting to do some mapping out and timelines for achieving some of their goals by 2024 and will report out during their next IPC check in.

Safety Committee

Richard reported that the Safety Committee met on October 26 and had good discussion regarding issues that potentially impact the campus. Richard, Robert Gutierrez and Rob Dean will be walking the campus to identify where there are issues and how to be proactive in addressing those issues. One of those issues is safety as it relates to traffic. There have been several reports that people are either speeding through campus or not observing the posted stop signs. One solution is to have the local police issue citations, which is not the way the committee wants to go since it presents some financial issues for students and staff. Instead, the committee is looking to improve signage and messaging to the community. Another solution may be putting blinking lights on crosswalks. Richard will provide regular updates to IPC.

5. Leadership Update

Richard reminded the group that the District sent an email that was related to the President search. The search consultants the District hired strongly recommended that the permanent Chancellor should be allowed participate in hiring the permanent President. This means there will be a slight delay in the CSM President search; the position is expected to be posted in November and will close in January. Ideally, the new President will be identified sometime in April/May with a start date of July 1, but could be sooner. In the meantime, Richard will continue to serve as Acting President.

The V.P. of Administrative Services is a very important position for the College, as the V.P. needs to carefully analyze the budget and prepare multi-year projections while working with all College departments to be sure folks have a firm grasp on budget issues. The hiring committee conducted a first round of interviews for this position, but were uncomfortable with moving forward even though there were some strong candidates. After interviewing a second pool of candidates with more strengths in the areas that are important for CSM. Richard is comfortable in moving forward with a candidate, and will update the campus community and IPC at the next meeting, if not sooner.

The hiring committee for the Acting Director of Community Relations & Marketing has reviewed the applicant pool and will interview next week. They are hopeful in finding someone that works well with the College and can help advance the message of how the College supports our students and the educational opportunities available.

The Chancellor search is scheduled to begin soon and the timeline is similar to, albeit a little more compressed, than the CSM President search.

6. LGBTQ Advisory Council Report

David proposed that the LGBTQ Advisory Council be changed to the LGBTQ Advisory Committee. This group will assist in putting together the foundational building blocks that will be the CSM Pride Center. The advisory group will also consider policy, inclusion, institutional commitment, academic life, student life, housing and residence, emergency services, campus safety, counseling and health, and recruitment and retention.

The Pride Center was placed under the Office of Equity, and there was movement toward opening the Pride Center by spring 2023. However, the hiring process for a Program Services Coordinator ended in a couple of failed searches. Presently, David is looking for professional staffing and has a couple of candidates that may be interested in some overload hours in spring 2024.

The College recently received some funds from the State which includes \$66,000 each year for 2022-23 and 2023-24. The advisory group is currently gauging and assessing to identify existing gaps on campus. They are looking to hire some students and staff and the applications will close in early December. The goal is to have students, staff and professional staff for Pride Center activities starting in spring 2024.

The intention is to update IPC with the group feedback and also request that IPC approve the group as an institutional community committee on campus, thereby changing the advisory council to an advisory committee.

Future Pride Center activities include Pride Prom for SMUHSD students, another Pride Prom type event for CSM students, lavender graduation, movie nights and trivia nights.

7. Program Review Update and Discussion (31.13)

Natalie Alizaga reported that a program review survey was conducted in October and was sent to Academic Senate as well as Classified Senate to see how folks thought about the process, the resource request process and any general thoughts.

Survey Response Overview

20 total responses received

23 submitted program reviews

20 submitted resource requests

3 participants did not select an option, but provided general feedback instead

Types of Program Review/Resource Requests Submitted

12 instructional program review/resource requests

5 learning communities

3 learning support centers

6 student services

The majority of respondents felt that the web page used to submit program review was user friendly. Respondents also raised concerns that the program review questions are not inclusive or specific to student services and suggested uniformity in the questions as well as possible revisions for clarity.

The majority of respondent were able to find necessary data for program review. Some expressed difficulty accessing specific data like SSL data disaggregated by multiple components. There were also concerns about the accuracy in data percentages reported.

Questions were raised about the necessity of aligning program review with resource requests in the fall, and some respondents suggested that the deadlines for program review and resource requests should be different. It was shared that program review informs the process of requesting resources rather than directly influencing resource allocation decisions.

Todd suggested that the College could announce the program review cycle earlier to enable better planning and preparation. Andrea encouraged alignment with other initiatives to avoid duplication of work.

Discussion of actions and proposed changes included collaboration with Academic Senate, Classified Senate and student services to revise questions and streamline processes, timeline adjustments, rubric development, Great Read process, committee involvement, and a feedback mechanism.

8. Student Services Update

Alex Guiriba thanked the group for giving him space to provide an overview of student services and the direction the organization is going to best support our students and the CSM community. He reviewed Student Services organizational chart with the committee.

David Crafts, Dean of Enrollment Services and Support Programs, serves as the College's Title IX officer and Aaron Schaefer, Student Life & Leadership Manager, serves as the College's student conduct officer.

The AANAPISI grant is also under student services and CSM will receive \$575,000 in AANAPISI funding. Student services will also be working with Tarana Chapple and David Galvez on the Asian American Native Hawaiian Pacific Islander (AANHPI) funding from the State.

Alex is currently looking at the structure of student services to be sure that it is the best structure for CSM going forward. He has already begun conversations with students and attending division meetings to gain input what folks think of the current structure and what can be improved.

Alex has been an employee at CSM since 2006, but was also a CSM student. He has served in many different roles and capacities from being a classified staff member, an adjunct faculty member, and a tenured faculty member as well as an associate dean and dean at other colleges. It is his vision to take the wonderful things and traditions of CSM but also adapt to the changing environment. He stressed that it is important to stay innovative and provide for the needs of our students.

The student services team communicated that they would like more community/team building and professional development, as those are two important areas the staff needs in order to serve our students well. Alex will work with Susan Khan to explore how to provide professional development for classified staff. He expressed that he would like to make connections with professional student affairs and student services related professional associations such as the National Association for Student Personnel Administrators, Strengthening Student Success, Leading from the Middle, and NCORE. Identifying funds for managers' professional development is also important.

Doing a better job of onboarding and training staff is a priority. Dr. Arielle Smith and Dean Dave Crafts have expressed interest in forming a structure for onboarding and in helping to provide opportunities to mentor all staff who may want to advance their education and/or aspire to become faculty, directors, deans, administrators, vice presidents and presidents.

There are a number of new staff members that will be onboarded soon. These include a new staff assistant in enrollment services, admissions and records assistant III, the executive assistant for VPSS, and a full-time tenured track counselor in the academic and career community pathways area.

Collaboration across the board with instruction, the Office of Equity, the learning communities, the English and math faculty in working with our EOP&S program, the and budget office has been rewarding and the connections that are being made are invaluable. Alex announced that he will start having office hours so folks can share their feedback and input.

All three colleges in the district are planning to align student discipline and Title IX processes. Support services for men of color and basic needs also need to be expanded. All are aligned with the State Chancellor's vision for 2030.

Student services will be expanding in-person services for the spring semester. Academic and personal counselors will be on campus four days a week in person. Most of the student services team will have one day remote unless there is an accommodation. Ideas of innovative ways students can be supported will be considered.

Additional services at night for students and other customers has been an ongoing consideration. In previous semesters, student services have not been busy when offices had expanded evening hours. However, CSM's enrollment is up so exploration of expanded service hours will be revisited. This issue will be discussed at Student Services Council for feedback.

9. IPC Membership List Review

Todd referred to the 2018-19 planning manual that contained information on what positions make up the IPC membership. The group discussed the positions that should be part of the committee using the planning manual.

- President (*Richard Storti*)
- Six administrators appointed by Cabinet
 - VP of Instruction (*Carla Grandy*)
 - VP of Student Services (*Alex Guiriba*)
 - VP of Administrative Services
 - ED of Strategic Initiatives & Economic Development (*Andrea Vizenor*)
 - Dean of PRIE (*M. Nakagawa*)
 - Director of Equity (*David Galvez*)
- District Executive Vice Chancellor of Administrative Services (*Bernata Slater/Richard Storti*)
- Six Faculty
 - SLO Coordinator (*Guillermo Cockrum*)
 - Professional Development Coordinator (*Susan Khan*)
 - *Donna Eyestone*
 - Three additional members appointed by Academic Senate
- Six Classified Staff
 - *Alicia Frangos*
 - *Luis Padilla*
 - Four additional members appointed by Classified Senate
- Three Student Reps

In addition to the above members, the group felt that an additional dean on the committee would give valuable insight to IPC’s discussions. Kristi Ridgway served on IPC before she stepped away from her dean role. Chris Walker has agreed to serve but has not yet been approved by Cabinet.

Discussion of the committee make up will continue at the December 6 IPC meeting.

10. Agenda Items for December 6 Meeting

- Review pre-college indicators
- Strong workforce program approval applications

11. Adjourn

Carla Grandy adjourned the meeting at 2:47 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