

Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

Zoom Virtual Room: <https://smccd.zoom.us/j/84918698048?pwd=VkJxVzB2dlhYY0FJaG4yVGVkWGJjUT09>

Meeting ID: 849 1869 8048 | Passcode: 411922

December 6, 2023 | 1:10 – 3:00 p.m.

Members: Donna Eyestone, Enzo Ferreira, Carla Grandy, David Galvez, Alicia Frangos, Alex Guiriba, Fauzi Hamadeh, Susan Khan, Montse Morales, Monique Nakagawa, Luis Padilla, Brittany Shive, Richard Storti, Carol Ullrich, Andrea Vizenor, Chris Walker, Jeramy Wallace, Todd Windisch

Attendees: Natalie Alizaga, Alex Claxton, Guillermo Cockrum, David Crafts, Alicia Frangos, Carla Grandy, Alex Guiriba, Helen Hueg, Heeju Jang, Susan Khan, Alex Kramer, David Lau, Deborah Laulusa, Kohya Lu, Joseph Martinez, Stephanie Martinez, Margaret McGugan, Claudia Menjivar, Montse Morales, Teresa Morris, Monique Nakagawa, Luis Padilla, Heidi Pereira, Jacqueline Pigozzi, Todd Windisch, Arielle Smith, Richard Storti, Andrea Vizenor, Christopher Walker, Libby White, 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 December 6 IPC Meeting to order at 1:14 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 November 11 meeting.

3. Check-Ins, Acknowledgements and Brief Announcements

Andreas Wolf reported that CSM's football team will play against Riverside Community College in the California Community College Football State Championship game on Saturday, December 9 in Riverside. The game will begin at 1:05 pm and will be streamed live.

Alex Guiriba reminded all that a number of Student Services departments are collecting donations for the holiday season. This includes the Veterans Resource and Opportunity Center (VROC) collecting toys for Toys for Tots and the CARES/CalWorks/Childcare Development Center collecting cash donations to support 30 student families in need. The soft deadline for donations is Friday, December 8.

Todd reported that there was no feedback since the last meeting from the anonymous feedback form.

4. Reports from Constituent Groups

Academic Senate

Todd attended the State Academic Senate fall plenary in Southern California. Included in the plenary discussion were common course numbering, CalGETC. Nursing faculty Shannon Spring spoke on behalf of CSM in favor of reducing the qualifications for program entrance.

Academic Senate received a Professional Development update from the PD committee regarding faculty projects and discussed sabbaticals approved for the spring semester, open educational resource and zero textbook cost grant implementation.

Members of the Senate attended the Student Services Council meeting to discuss Program Review as part of their continued discussion about things folks would like to see as part of the process and to prepare for the read in the spring.

Classified Senate

Alicia Frangos announced that Classified Senate is looking for a few staff that are interested in serving as secretary and senators for the senate. There is a statewide conference/institute on June 5-7 which members are able to attend, folks may contact Alicia for details. Classified Professional Development funding is available, information is on the PD website.

ASCSM

Montse Morales announced that ASCSM sponsored a successful Halloween event and is now planning their spring events calendar. Spring events will be shared as they develop.

5. Leadership Transition Update

Richard announced that the President position has been posted and recruitment will close on Friday, January 19.

Unfortunately, recruitment to hire an Interim V.P. of Administrative Services resulted in two failed searches. HR recently approved to hire a permanent V.P. of Administrative Services and the closing date for recruitment is in January. It is the hope that a permanent position will attract a stronger pool of candidates that would fit CSM's needs. Richard reiterated the need for CSM to hire the right person with the appropriate skill set that can move CSM forward.

The Acting Director of Community Relations and Marketing hiring process will be ending soon. The recruiting process yielded a good pool of candidates and the job offer was extended earlier in the week. Their anticipated start date is January 2.

The College Business Officer position is currently filled with an Interim and is expected to go out for recruitment in spring semester.

6. Facilities Update

The library project has been a College priority for a number of years. The State approved funding this year and the Board approved of moving forward with vetting and hiring an architect firm.

There are three (3) phases of the project. Phase I is bringing on an architect firm to develop preliminary plans, which is the first year of the project. The budget for this portion of the project is \$1.5 million: \$800,000 from the State and \$800,000 from District and College resources. Phase II includes the

architects working with engineers to develop engineering and structural plans for the project. Phase III is the construction phase. The construction phase is the part of the project that the bulk of the financial outflow will be. The District and College are waiting to see how much the State will fund for this phase. A formal recommendation can be made to the Board on the construction phase once the District knows the finite number the State will provide for construction.

The Board approved and has given the green light to proceed with the beach volleyball courts, and is currently in the design phase where architects are meeting with the end users. The project is approximately six (6) months behind schedule because there was a paused place on the process.

Because of several concerns and complaints registered regarding the air conditioning in building 17, a small-scale project to add air conditioning in offices will take place in spring 2024.

The Planetarium is in the first of a three-phase project which includes replacing outdated equipment and software in the observatory. Updating will likely begin in the summer.

Richard reported that each college chose two (2) projects to move forward during the current fiscal year (2023-24). CSM chose the Library and Beach Volleyball as their priority projects.

Todd asked if the college is still moving forward to move SparkPoint to the old Campus Copy and Post. Richard is working with Alex Guiriba about traffic and parking concerns but will support in moving the project forward if IPC approves and the facilities planning to support the move. Future updates will be provided.

Building 30 (athletic team house) is smaller scale project the College is considering. Building 30 houses the football and baseball teams and currently lacks ventilation which creates a serious health and safety issue. The college is looking for options to address the issue immediately and permanently.

Teresa asked if there are any updates to the installation of ramps to the Library. Richard reported that ADA improvements will be included in with (State funded) full renovation or a renovation on a smaller scale using local resources. Regardless, the ADA compliant improvements will be done.

7. Ombudsperson Update

Kohya Lu (he/him) introduced himself as the new college Ombudsperson. Kohya comes to CSM with over 15 years of experience in Student Services which includes housing, orientation, 1st year students, student conduct, multicultural affairs, equity and career services. Most recently Kohya worked at Cal State San Marcos.

Kohya reviewed with the committee the role of the Ombuds office and staff. The Ombuds office is a neutral, confidential resource for students and provides a safe space for students and additional support for the campus. It is not a mandated reporter and is not a record office (does not keep a paper trail). The Ombudsperson's role is to listen, gather information and seek/provide clarity on college processes and procedures for students. The office serves as a referral for campus resources and makes recommendations for systematic change. The office does not serve as a direct advocate, nor does it take sides. Discussions with the Ombuds does not replace any grievance processes. The office does provide additional services including professional development training, department- or office-specific training, insight on potential student situations, and support the Office of Equity initiatives.

Natalie Alizaga asked for clarification as to when someone goes to the College Ombudsperson as opposed to the District Ombudsperson. Kohya informed the group that there is no longer a District Ombudsperson; that office has evolved into the Office of Collaborative Resolution.

Alicia reported that students don't always communicate well with their professors and don't necessarily understand or handle tasks that involve processes. She asked about creating some type of proactive programming in the interest of student self-management and advocacy. Kohya responded that although that may not specifically fall under Ombuds prevue, they can facilitate programming for effective communication or related skills.

Todd thought of ways Academic Senate can collaborate with the Ombuds including academic probation policy and language since their office can make recommendations for systematic change. Kohya is actively learning more about what is in place regarding academic probation policy as well as other processes (including student conduct) so that he is well equipped to help students understand and navigate the processes and also assist the College in making recommendations for change.

The Ombudsperson office is located in building 18. Meetings are by appointment and can be in person, virtual or by phone. Kohya will meet students wherever they are comfortable, on- or off- campus. Email contact information is on their web page, csmombuds@smccd.edu.

8. Strategic Metrics Indicators

Monique Nakagawa reported that the strategic metrics track the College's progress in achieving its goals as laid out in the Education Master Plan (EMP). The EMP identifies a number of strategic priorities including strategic planning, teaching and learning, antiracism and equity, student-focused support, completion and transfer, workforce development, and effective communication.

The project was to understand the intention behind the priorities, where the College had planned to focus its activities to achieve the priorities and understand how to design metrics that capture the focus and impact of activities.

Since the metrics is tied to the Education Master Plan which covers a 5-year period from 2023-2028, the College needs to develop its priorities. IPC is charged with oversight of the metrics which is why it is being discussed at this meeting.

Todd, Dave Crafts and Monique recently critically reviewed the draft metrics and thought about the College's goals, where we are putting our efforts and where we expect to see results. They made no dramatic changes to the draft but tried to refine the methodology. Dramatic changes were made to a previous draft presented at the summer leadership retreat. There are still some areas, specifically in effective communication, where the group was trying to understand what that really means and how it can be measured. The group tried to align the metrics with pre-existing ones, either from the State student success metrics, the Equity Plan or the District strategic metrics to allow a benchmark against other colleges.

Monique reviewed metrics under each institutional priority, and the committee provided some feedback. Todd clarified that IPC is doing an initial read after which the small group will refine the document before bringing it back to review and vote on in early spring.

Institutional Priority 1: Strategic Planning (Access)

- Headcount
- Successful enrollment within 1 year of application

- Percent of dual enrollment students matriculating to SMCCCD
- Number of high schools with dual enrollment
- Number of 4-year institution partners
- Number of CTE programs offered in collaboration with community partners

Institutional Priority 2: Teaching and Learning

- Course success rate
- Successful completion of transferable Math and English in 1st year
- Successful completion of transferable Math in 1st year
- Successful completion of 30 units in 1st year
- Average number of units accumulated by all first-time associate degree earners
- Number of DE classes certified to be CVC Course Exchange ready
- Faculty agreement: “There is appropriate recognition of innovative and high-quality teaching”
- TBD professional development

Institutional Priority 3: Antiracism/Equity

- Student agreement: “I perceive racial or ethnic microaggressions in the classroom”
- Student agreement: “My community is reflected in the curriculum”
- Student agreement: “CSM respects students of my race/ethnicity”
- Academic probation rates
- Percent of students successfully exiting academic probation
- Average # of HS dual enrollment units earned
- Percent of HS students earning 12+ units
- Percent of DE courses developed using the Peralta Equity Rubric
- Faculty/staff diversity (% Black, Hispanic, or PI)
- Faculty/staff agreement: Inclusion and belonging composite (multiple survey items)
- Percent of faculty/staff completing the Regular and Substantive Interaction training

Institutional Priority 4: Student-Focused Supports

- Fall-to-Spring persistence rates
- Fall-to-Fall persistence rates
- Number of sections with Zero Textbook Costs (ZTC)
- Student sense of belonging

Institutional Priority 5: Completion/Transfer

- Number of degrees/certificates awarded
- Graduation rate within 3 years (150% of normal time)
- Transfer rate to any 4-year institution

Institutional Priority 6: Workforce Development

- Strong Workforce Program (SWP) students who earned 9+ career education units in 1 year
- Strong Workforce Program (SWP) students with a job closely related to their field of study
- Strong Workforce Program (SWP) students who attained a living wage
- TBD experiential learning

Institutional Priority 7: Effective Communication

- Student agreement: “CSM values students’ opinions”

- Faculty/staff agreement: “At this institution, we discuss and debate issues respectfully to get better results”
- TBD multilingual access

Should there be metrics that address participatory governance, marketing (who are we trying to reach), transparency and student access to information? These are not currently metrics under Effective Communication.

9. Program Review

Todd reviewed that IPC discussed some of the feedback from the program review survey last month. Todd, Natalie, Guillermo Cockrum, Susan Khan and Daniel Keller have been holding discussions in different spaces to elicit feedback. Natalie added that some of the previous feedback included changes to the program review questions, considerations around the timeline, and creating a specific student services program review form. They’ve met with both the instructional administrators and student services council for feedback. The next project is working on the rubric for the Great Read and scheduling that as an agenda item for a spring IPC meeting.

10. IPC Membership Review

Todd wrapped up the discussion regarding IPC membership. The committee agreed by consensus that IPC membership should be as follows:

Tri-Chairs of IPC

- Academic Senate President
- Classified Senate President
- Vice President appointed by Cabinet

Administration

- President (ex-officio, non-voting)
- V. P. of Administrative Services (ex-officio, voting)
- Six (6) At-large administrators appointed by Cabinet which includes a Tri-Chair

Faculty

- Seven (7) members including Academic Senate President Tri-Chair and at-large faculty appointed by Academic Senate that will include Academic Subcommittee Chairs.

Staff

- Seven (7) members including Classified Senate President Tri-Chair and at-large classified staff appointed by Classified Senate.

Associated Students

- Up to seven (7) members including ASCSM President, Vice President and Finance Director.

The current 2023-24 IPC committee members are

- **Todd Windisch**, Academic Senate President, IPC Tri-Chair, Faculty Rep
- **Fauzi Hamadeh**, Classified Senate President, IPC Tri-Chair, Classified Staff Rep
- **Carla Grandy**, Vice President appointed by Cabinet, IPC Tri-Chair, At-large administrator appointed by Cabinet
- **Richard Storti**, President

- **Andrea Vizenor**, At-large administrator appointed by Cabinet
- **Alex Guiriba**, At-large administrator appointed by Cabinet
- **David Galvez**, At-large administrator appointed by Cabinet
- **Monique Nakagawa**, At-large administrator appointed by Cabinet
- **Chris Walker**, At-large administrator appointed by Cabinet
- **Jeremy Wallace**, Curriculum Committee Chair (Academic Senate Subcommittee)
- **Susan Khan**, CTL Chair (Academic Senate Subcommittee)
- **Donna Eyestone**, DEAC Chair (Academic Senate Subcommittee)
- **Alicia Frangos**, At-large classified staff appointed by Classified Senate
- **Luis Padilla**, At-large classified staff appointed by Classified Senate
- **Carol Ullrich**, At-large classified staff rep
- **Enzo Ferreira**, ASCSM President, Student rep
- **Brittany Shive**, ASCSM Vice President, Student rep
- **Montse Morales**, ASCSM Finance Director, Student rep

11. Agenda Items for February 7 Meeting

- Goal Crosswalk with ASCSM, Classified Senate and Academic Senate
- Committee/Organization structure

12. Adjourn

Todd adjourned the meeting at 2:59 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