

## Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

Zoom Room: <https://smccd.zoom.us/j/87903762051> | Meeting ID: 879 0376 2051

March 6, 2024 | 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, Teresa Morris, Monique Nakagawa, Luis Padilla, Brittany Shive, Richard Storti, Carol Ullrich, Andrea Vizenor, Chris Walker, Jeremy Wallace, Todd Windisch

**Attendees:** Natalie Alizaga, Kailani Bowers, Tarana Chapple, Alex Claxton, Guillermo Cockrum, David Crafts, Manasi Devdhar-Mane, Donna Eyestone, Allie Fasth, Enzo Ferreira, Eddie Flores, Alicia Frangos, David Galvez, Carla Grandy, Silvana Grima, Alex Guiriba, Heeju Jang, Susan Khan, Alex Kramer, Beth LaRochelle, David Lau, Deborah Laulusa, Kohya Lu, Linda Ma, Claudia Menjivar, Liz Morales, Montse Morales, Teresa Morris, Monique Nakagawa, Luis Padilla, Jacqueline Pigozzi, Brittany Shive, Arielle Smith, Richard Storti, Christine Su, Bryan Swartout, Ellie Tayag, Carol Ullrich, Andrea Vizenor, Chris Walker, Libby White, Todd Windisch, Janis Wisherop, Andreas Wolf

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

**Facilitator:** Carla Grandy

## MINUTES (DRAFT)

### 1. Welcome and Review of Agenda

Carla Grandy called the March 6 IPC meeting to order at 1:10 pm, and welcomed both in person and online attendees. There were no changes to the agenda.

### 2. Review and Approval of Minutes

The minutes were approved for the February 7 meeting.

### 3. Check-Ins, Acknowledgements, Brief Announcements, and Public Comment

#### Commencement Update

Alex Guiriba reminded all that the 2024 Commencement ceremony will be on Friday, May 24 at 4:00 pm at College Heights Stadium. He announced that Laurie Chin, a CSM alumni, will be this year's Commencement keynote speaker. VPSS will allow all students

who didn't participate in Commencement during the pandemic to participate in this year's ceremony. Faculty who are required to participate in Commencement exercises will be emailed during the next couple of weeks.

#### PRIE Indicators Update

Monique Nakagawa will update the group on PRIE indicators at the April 3 meeting.

#### Accreditation Update

Monique reported that an accreditation kickoff workshop is scheduled for March 12. Breakfast will be at 8:30 am, and the workshop will be from 9:00 am-12:00 noon.

PRIE will be sending out reminders to all committees to update websites, membership lists, agenda and minutes.

#### Nominations for Classified Employee of the Year

Eddie Flores reminded the group that nominations for the Classified Employee of the Year are now being accepted. This award honors classified employees who demonstrate a commitment to the California Community College's vision for success and equitable student outcomes. The nomination form and criteria have been shared through the College's weekly announcements. Please submit nominations to Eddie by Friday, March 8 at 4:00 pm.

#### Public Comment

Todd Windisch congratulated all newly tenured faculty who were acknowledged at a collegewide celebration on March 5.

Alex reminded the group that nominations for the Student Life and Leadership Awards is Thursday, March 14. The awards event honors students and advisors and will be held on Thursday, April 25 from 3:00-4:00 pm in Bayview Dining.

Susan Khan reported that the deadline for submitting proposals for Flex Day on April 18 is Friday, March 15. She encouraged all who are thinking of leading a Flex Day session to get in touch with her immediately.

Susan also informed the group that the REAL application deadline is extended to Thursday, March 14.

#### **4. Reports from Constituent Groups**

##### Academic Senate

Todd welcomed Beth LaRochelle, the newly appointed faculty representative on IPC.

Academic Senate is currently working on revising bylaws and recently approved a resolution to change language in the institutional learning outcomes. One referred to “effective citizenship” which was considered outdated and was immediately changed to “community engagement”. The Committee on Teaching and Learning will review the rest of the ILOs and make recommendations for revision.

The Academic Senate spring plenary is upcoming. This is a state event where all of the community colleges Senates meet and vote on resolutions for the year. Once the resolutions are released, Todd will review and send them to the appropriate constituent groups for review and feedback.

Academic Senate have been making connections and receiving updates from various services across campus including ACC, study abroad and ombuds. VPI has asked the Senate for faculty handbook revisions, and emails have already been sent out for revisions and feedback. They have also partnered with Classified Senate and are working on writing a resolution to change the term “academic probation” to “academic notice” and making changes to academic probation policies districtwide.

The Academic Senate scholarships are back this year. Although it hasn’t officially been decided on the amounts and terms of the scholarships, it is likely that they will go forward with \$250, which was the amount that used to be awarded.

Susan reported that CTL is about to launch their Great Read Program Review focusing on professional development.

Andrea Vizenor encouraged all to attend the President’s fundraising dinner on Thursday, April 11. The event will showcase faculty and student spotlights and highlight the learning communities.

#### Classified Senate

Alicia Frangos encouraged all Classified Staff to attend the Senate meeting scheduled for Thursday, March 14 at 1:00 pm.

Alicia and her colleagues have been discussing the change in academic standing language for a while. Once the resolution is approved locally, the Senate would eventually like to bring it to the State and change the Title IV language.

Classified Senate is looking for folks who would like to serve as senators or the Senate secretary.

All classified employees are encouraged to apply for professional development funds. Applicants can receive up to \$2400 this year. All who are thinking of using PD funds to attend NCORE are encouraged to complete a PD application as soon as possible.

Classified Leadership Institute is on June 5-7 in Riverside. Please contact Classified Senate officers for more information.

### ASCSM

Enzo Ferreira reported that ASCSM is currently working on a collaboration with the Pride Center for the upcoming drag event. Also, they are working on a recruitment event for students who are interested in serving in student government in preparation for their ASCSM spring elections.

## **5. Leadership Transition**

Richard Storti reported that the Executive Director for the Foundation is currently underway, and the selection committee will decide on candidates to interview.

The Chancellor search timelines that are included in the March 6 Board of Trustees agenda for approval has the permanent Chancellor selected by the end of March. The forums for the Chancellor will be virtual. The permanent Chancellor will weigh in on the decision for the CSM President.

The V.P. of Administrative Services search has completed first round interviews and finalists have been selected and will participate in open forums. The permanent CSM President will weigh in on the decision for the V.P. of Administrative Services. Positions will be selected in early May.

## **6. Facilities Update**

At the last Board of Trustees meeting, there was a facilities presentation of how to move forward with facilities projects during a period when there is no bond funding to support major projects. The adopted recommendation to the Board was to scale back on the projects, and move forward with projects for which the District has already set aside funds or projects that have a modest match that can be covered to obtain a large statewide match. As a result, four major districtwide projects were put on temporary pause. CSM's projects that were paused were the library renovation and building 8 (gymnasium) renovation. However, the College can move forward with certain aspects of the project such as the ADA ramp and other projects that will make the facility more usable. These smaller projects will likely be completed over the summer. The District will lose state funding for the large-scale projects that have been paused.

Projects that have funding set aside and will move forward are building 30 (Athletic Team House) and the beach volleyball courts. Building 30's ventilation system creates a health and safety issue for students and staff. Women's Beach volleyball is the only sport that doesn't have a facility onsite. Currently, the College incurs \$7000 per year to rent facilities for the team. The beach volleyball courts at CSM can potentially generate \$100,000 in revenue by renting the facility.

The Half Moon Bay facility will be moving forward as the property owner has agreed to extend the hours in the evening, and the lease has been signed. Richard has given the facilities team the green light to move forward with the architect that was hired to design the leasehold improvements. The improvements should be completed within three (3) months. The soft opening will be in the summer with a grand opening in the fall.

There is also a plan to move forward with districtwide scheduled maintenance projects. The District has set aside approximately \$10 million for these maintenance projects.

## **7. IEPI Update**

Andrea reported that in March, 2023 a proposal was written to see if the College could receive funding to advance our interests. Over the summer, we received \$200,000 and assigned a team who will engage the campus around advancing some of the ideas. The initial proposal focused on equity, professional development combined with advancing high levels of service and solution-centered thinking in the College's work to support students, engage prospective students and transforming the culture on campus. The information shared at IPC will also be shared with Classified Senate next week. The first site visit from the IEPI team will be on March 21.

Andrea shared a PowerPoint presentation about the proposal, timelines and information regarding the IEPI team site visits to guide the College in creating a plan of action. The College has just over a year to design and implement a plan. A landing page with information will be created so folks that are interested in participating can connect with the correct individual(s).

## **8. Program Review Norming and Assignment**

Natalie Alizaga gave the group a couple of Program Reviews to read (one from Instruction, one from Student Services) as well as the link to the survey that folks will use while reading Program Review. The goal is to see if the group is finding the same type of information, general differences and how the groups are coding whether the information is missing or included.

Folks will be in teams of two to review a portion of the submitted Program Reviews.

The committee broke out into groups of two (2) to review the documents and provide feedback to bring back to the group. The committee as a whole discussed their findings for the two Program Reviews.

### 9. Anti-racism Survey Update

David Galvez reviewed that there were two anti-racism surveys, one for students and one for staff, that were administered in 2021. The results of these surveys were shared last semester. Some responses raised concerns that led to the creating of some focus groups, especially for our black skin and Pacific Islander student population. There was an agreement that an anti-racism survey would be administered every two years. The most recent anti-racism survey was distributed in November, 2023.

PRIE and the Equity Committee reviewed the results. The goal is to present at Flex Day in the fall (2024), have recommendations on how to close the existing equity gaps that we continue to see on the survey, and take recommendations to the President and President's Cabinet to get some deliverables and action steps to address these gaps.

### 10. Agenda Items for April 5 Meeting

- PRIE indicators
- Program Review update

### 11. Adjourn

Carla Adjourned the meeting at 2:58 pm and thanked all for attending and participating.

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