

Institutional Planning Committee (IPC) Hybrid Meeting

College Heights Conference Room | 10-468

Zoom Room: <https://smccd.zoom.us/j/81463278659> | Meeting ID: 814 6327 8659

May 15, 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, Jeramy Wallace, Todd Windisch

Attendees: Natalie Alizaga, Kim Aviles, Alex Claxton, Donna Eyestone, Alicia Frangos, Alex Guiriba, Carla Grandy, Fauzi Hamadeh, Heeju Jang, Susan Khan, Beth LaRochelle, David Lau, Deborah Laulusa, Kohya Lu, Linda Ma, Kathy McEachron, Monique Nakagawa, Arielle Smith, Richard Storti, Christine Su, Finausina Tovo, Carol Ullrich, Christopher Walker, Libby White, Todd Windisch, Janis Wisherop, Andreas Wolf, Tammy Wong

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

Facilitator: Todd Windisch

MINUTES (DRAFT)

1. Welcome and Review of Agenda

Todd Windisch called the meeting to order at 1:14 pm, and welcomed both in person and online attendees. There were no updates to the agenda.

2. Review and Approval of Minutes

No revisions to the May 1 meeting minutes were suggested. Todd asked that the group email Deb with any revisions by the end of the week.

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

Alex Guiriba reminded that there are several end-of-year celebrations taking place culminating in Commencement on Friday, May 24. The Childcare Development Center is holding a hula demonstration at 3:15 pm (on 5/15) in support of AANHPI Heritage

month. The Mental Health Peer Educators, Puente, Umoja and Katipunan are all holding their end-of-year celebrations within the next week.

Alex announced that Thuc Nguyen was chosen to be the student speaker at Commencement.

Deborah Laulusa reminded the group that the College's end-of-year celebration will be on Wednesday, May 22 from 1:00-3:00 pm in College Heights. It will also be the College's opportunity to thank Richard Storti for serving as Acting President for the past academic year.

4. Reports from Constituent Groups

EEC

No updates.

Safety Committee

Richard Storti reported that Robert Gutierrez chaired the May Safety Committee meeting. There was good conversation, but no reportable items at this point.

Technology Committee

No updates.

5. Leadership Transition

Richard reported that Dr. Manuel Alejandro Pèrez is on the May 22 Board agenda to be approved to be the next CSM President with a start date of July 1, 2024.

Manuel has been involved in reference checking for the V.P. of Administrative Services position. It is expected that an offer will be extended once reference checking is complete. The start date for the V.P. will be as soon as possible. The position will not be part of the personnel items for the Board's May meeting, but will likely be part of June's meeting agenda.

After recruitment and interviews, Victoria Lin has been hired as the Interim College Business Officer. She is on the May 22 Board agenda to be approved. Once approved, she is scheduled to begin her appointment on May 23. Victoria has been with the District for 10 years, working in different accounting positions and brings a wealth of experience to the Interim CBO position. She is excited to be part of the CSM family and will make a positive impact on the College.

6. Facilities Update

Richard reported that the beach volleyball and the Team House (building 30) projects are underway. Beach volleyball is currently in the design phase, and architects are working with both the football and baseball programs to see what can be done with the limited resources available. Both projects will require DSA, and will most likely be a joint submittal.

Because the Library ramp is a small project, the proposals the District sought from eight different architectural firms but did not receive responses, likely because the project is small in scope. However, the District reached out to additional firms and it is anticipated that we will receive proposals from two firms. As soon as a firm is identified to carry the project, design work will begin followed by bidding out the project.

There are some other smaller scale projects that will be completed during the summer.

The President's Cabinet is identifying the timing of move-ins to building 19. Many spaces in building 19 have been identify for folks. Carla is working with the facilities team to identify who can move in and when those moves will happen. Chris Walker reported that Parking Lot M will remain a staging area during the summer as building 36 will have some refresh. Building 36 will be closed during the summer for renovation.

7. Enrollment and Sustainability and Growth Work Group Update

Carla Grandy acknowledged that many members of the Enrollment and Sustainability and Growth Work Group are in attendance. The group was brought together in January, 2023 to explore increasing and sustaining enrollment and has been working for the past three semesters. The Work Group's recommendations will be presented to IPC and forwarded Dr. Manuel Alejandro Pèrez. The work may need to shift to different areas based on the recommendations and the College's priorities. The group focused on outreach, matriculation, retention and completion and ways that the College can improve in these areas. Groups in each area developed goals.

Outreach + Marketing and High School Engagement + Onboarding Goals

- Develop a county-wide outreach and engagement strategy for high school-aged students that is sequenced, includes increased visibility and availability for dual enrollment, concurrent enrollment and is designed to increase matriculation to CSM.
- Develop an engagement calendar (e.g., CSM senior year to Year One) with high schools and adult schools that support the FAFSA process and includes options for multilingual translation
- Expand multilingual services and advertising

- Market certificate programs that do not require prerequisite

Retention + Belonging Goals

- Analyze institutional data to determine which students are retained and which are not and investigate cause
- Assess students' sense of belonging on campus to understand where our diverse students feel they belong
- Identify key retention practices and strategies that are currently working across student demographics and ways to scale

Curriculum Advancement + Innovation Goals

- Create new degrees and certificates to meet (ever-changing) local workforce needs
- General Education curriculum contextualized to real-world and project-based learning
- Update Program Review to ensure ongoing program viability

Completion/Program Mapping Goals

- Increase transfer math and English in Year 1
- Establish consistent time blocks for scheduling
- Expand late start offerings with additional GE/major courses
- Improve waitlist management

Carla reminded the committee that the Enrollment Sustainability & Growth Work Group does have a website that contains all agendas, meeting minutes and presentations. This presentation entitled "ESG Working Group Recommendations" will be uploaded to the website ([Meetings | Enrollment Sustainability & Growth Work Group | College of San Mateo](#))

Carla thanked all members of the Work Group for participating in monthly meeting for the past 1.5 years and thoughtfully engaging in conversation resulting in these recommendations. Todd added that recent discussions in Academic Senate surrounding a compressed calendar will most likely provide opportunity to connect with the work.

Natalie commented that when developing additional certificates and programs to advocate for adjunct faculty support, especially with the amount data that needs to be explored when writing program reviews for CTE programs.

8. ISER Accreditation Update

Monique Nakagawa reported that their budget proposal for faculty and classified compensation to participate as standard tri-chairs was approved. CSM is the only college in the district to have formalized classified participation in ISER. The structure for classified compensation is similar to faculty receiving reassigned time. They have proposed to buy out approximately 10% of classified time from their programs/departments. Accreditation will be paying 10% of classified salaries, and departments can use these funds to pay for any temporary help to backfill the time/work.

All four (4) faculty tri-chairs have been identified, and two (2) classified tri-chairs have been identified. The tri-chairs for combined Standard 1 & 4 are Manuel Alejandro Pèrez, Daniel Keller and Fauzi Hamadeh. Standard 2a will be tri-chaired by Carla Grandy, Todd Windisch and a classified chair. Standard 2b will be tri-chaired by Alex Guiriba, Teresa Morris and a classified chair. Standard 3 will be tri-chaired by the VP of Administrative Services, Kristi Ridgway and Natalie Alizaga. A student will also participate in the process.

At the ACCJC meeting that Monique and Todd attended, it was strongly recommended that there be an ISER space, where the teams can work uninterrupted. Richard suggested space in building 19 or the old PRIE space in building 1.

On June 24, the ACCJC Commission will meet to decide on strategic directions for next year. It's important to monitor proceedings with respect to our ISER.

In an ALO forum, there was discussion on how to keep a focus on accreditation between reports. It was suggested to restructure the Accreditation Oversight Committee to include members of shared governance committees to keep standards alive. Monique will consider restructuring the AOC for next year.

9. Program Review/Great Read Discussion and Next Steps

Natalie reported that every program review has been read at least once. She is currently downloading all feedback and will upload to SharePoint folders. Feedback is expected to be reviewed and incorporated in the next program review cycle. The goal is to upload all feedback by May 31, but can continue to upload during the summer.

Todd added that some program reviews weren't submitted. Areas that did not submit program reviews by the 2023 deadline will be given until October 4, 2024 to submit their document. There is no plan to integrate revisions to programs that did submit reviews.

Academic Senate's Program Review Committee will look at creating different program review forms for instruction and student services, and approve a new timeline for implementation in 2025-26.

10. Academic Senate Plenary Update

Todd provided a brief update on the Academic Senate State Plenary, where representatives from all community colleges across the state to gather and vote on resolutions. At the end of the plenary, attendees vote on resolutions they want the State Senate to act on during the coming year.

Todd shared the 43-page packet of resolution that were formally approved at plenary. This included resolutions in the areas of curriculum, degree and certificate requirements, expanding grading policies for dual enrollment courses, student preparation and success, minimum qualifications, and legislation. The main part of the resolution will be in the Resolved statements. Resolutions also include a contact person in case folks have questions.

In the hiring and minimum qualifications area, a new discipline in artificial intelligence has been added. Academic Senate is going to recommend that the state add AI as a discipline. It will be its own discipline with separate minimum qualifications. Changes in the nursing and art disciplines are also recommended.

The resolutions that were voted upon at the ASCCC Spring 2024 Plenary can be found at [Resolutions Process | ASCCC](#).

11. Reassigned Time Process Update

Todd and Carla have been working on a revamp of the reassigned time process. The work includes being sure that reassigned time jobs have descriptions attached to them, creating a process to advertise and fill the positions, and making positions more transparent and public facing. They received buy-in from the Deans and Academic Senate to revise the process.

Carla added that the hope is to get something together by fall 2024 to be voted upon and implemented in spring 2025.

12. Agenda Items for September Meeting

- Reflections on the Great Read, common things seen in program reviews.

13. Adjourn

Todd adjourned the meeting at 2:21 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 3, 2024
November 8, 2023	May 1, 2024
December 6, 2023	May 15, 2024

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