

## College of San Mateo Management Council Meeting

Monday, June 15, 2020 | 11:00 AM – 12:00 PM

Location: <https://smccd-hipaa.zoom.us/j/99431034606?pwd=L0tKb3lMZEdpUU4wVTZwaG9mM0hHQT09>

**Members:** Emily Barrick, Maggie Barrientos, Lizette Bricker, Tarana Chapple, Tabitha Conaway, Robert Dean, Laura Demsetz, Heidi Diamond, Krystal Duncan, Allie Fasth, Charlene Frontiera, Hilary Goodkind, Robert Gutierrez, Mike Holtzclaw, Elnora Kelly Tayag, Aubrey Kuan Roderick, Edna Letran, Kim Lopez, David McLain, Claudia Menjivar, Carol Newkirk- Sakaguchi, Ashley Phillips, Ludmila Prisecar, Patrice Reed-Fort, Kristi Ridgway, Richard Rojo, Michele Rudovsky, Aaron Schaefer, Jeremiah Sims, Steven Trinh, Andreas Wolf, Tiffany Zammit

**Co-chairs:** Micaela Ochoa and Alex Kramer

### MEETING MINUTES

#### 1. Welcome and Check-in:

Alex Kramer called meeting to order at 11:02 am and welcomed members to the June 15<sup>th</sup> Management Council Meeting.

#### 2. Review and Approve Agenda

Alex Kramer presented the June 15<sup>th</sup> Management Council Meeting Agenda for review and approval. The agenda was approved as presented. He said that most of the agenda was going to be dedicated to address the Chancellor's Office Call to Action led by Jeremiah Sims.

#### 3. EOC Update

Kim Lopez welcomed Management Council to the first day of the 2020 CSM Summer Session. She shared that at the EOC meeting on Tuesday, June 16, Tabitha Conaway, Interim Dean of Enrollment Services and Support Programs and Manuel Perez, VPSS at Canada College will be providing an update on student services continuity of operations for the Fall and Spring semesters.

Kim said that EOC expects to learn a great deal from the pilot summer programs that started today at the three campuses and district office. She shared that guidelines and regulations are in place related to sanitation, health questionnaire, access forms, one-point access, etc. However, she explained that the pilot program will be a learning curve for the district that will allow them to determine if it would be feasible to bring classes back in the Fall semester.

#### 4. Brief Announcements

Kim announced that CSM summer enrollment is up by 35% experiencing the biggest increase among the three colleges. She said it is a busy summer for CSM.

#### 5. Approval of June 1<sup>st</sup>, 2020 Meeting Minutes

Alex Kramer presented the June 1<sup>st</sup> Management Council Meeting minutes for approval. The minutes were approved as presented.

#### 6. Approval of June 8<sup>th</sup>, 2020 Meeting Minutes

Alex Kramer presented the June 8<sup>th</sup> Management Council Meeting minutes for approval. The minutes were approved as presented.




## 7. Addressing the Chancellor’s Office Call to Action

Jeremiah Sims provided a presentation on the IMPACT Equity Evaluation Grid. He explained that there is no need to have a full understanding of equity issues in order to use this grid--just be willing to reflect honestly on the policies, practices, pedagogies present within your department and division. He explained that it can be used by administration to begin addressing campus climate by looking at policies and practices and it can be used by faculty to audit classroom climate and begin laying out action plan to create inclusive classrooms. He also explained that it simplifies the path forward in that it easily exposes current inequities and provides a starting point for rapid change.



























































































Jeremiah defined the Quick IMPACT Evaluation Grid and said that the grid provided a brief summary of policy and practice, begin deeper discussions to understand where changes can have more impact on vulnerable student populations. He described IMPACT acronyms: **I** = Innovative: How does it work to disrupt structural inequity? **M** = Mindful: Who is being privileged and who is being penalized? **P** = Purposeful: Is it clearly meeting the need it was created for, while positively impacting marginalized groups? **A** = Actionable: Is it well-resourced, communicated clearly, and does it have measurable results?; **C** = Caring: How will marginalized groups see that you care for their success?; **T** = Transformative: How is it working toward a more equitable campus culture? Jeremiah said that the rubric will be used to identify inequities and will be a starting point to initiate addressing those inequalities.

Management Council held a brainstorming conversation and discussion on the IMPACT grid. Jeremiah said that the call to action surveys to staff, faculty and students are tight to the grid and the survey results will be utilized to make changes. Jeremiah stated that the grid is ready to start working addressing inequalities in our campus and to move forward on addressing the Chancellor’s Office Call to Action.

### Quick **IMPACT** Evaluation Grid

 : addresses inequities  : holds potential to address inequities  : fails to address inequities

Take a look at policies and practices through an equity lens. Begin deeper discussions to understand where change can have the most impact on vulnerable student populations.

Brief summary of Policy or Practice					
<b>I</b> nnovative <i>How does it work to disrupt structural inequity?</i>	  	  	  	  	  
<b>M</b> indful <i>Who is being privileged and who is being penalized?</i>	  	  	  	  	  
<b>P</b> urposeful <i>Is it clearly meeting the need it was created for, while positively impacting marginalized groups?</i>	  	  	  	  	  
<b>A</b> ctionable <i>Is it well-resourced, communicated clearly, and does it have measurable results?</i>	  	  	  	  	  
<b>C</b> aring <i>How will marginalized groups see that you care for their success?</i>	  	  	  	  	  
<b>T</b> ransformative <i>How is it working toward a more equitable campus culture?</i>	  	  	  	  	  

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**8. Draft agenda items for Monday, June 22, 2020**

Alex shared the draft agenda for the June 22 meeting and called for agenda items. Kim asked to add Summer Session reporting. There were no additional items identified. Alex recommended to email agenda items for the next meeting to either Alex Kramer at [kramera@smccd.edu](mailto:kramera@smccd.edu) or Micaela Ochoa [ochoam@smccd.edu](mailto:ochoam@smccd.edu).

**9. Adjourn**

The meeting was adjourned at 11:55 am. Alex thanked everyone for participating in the meeting and wished them to have a good week.

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**Future Meetings:**

June 22, 2020, 11:00 AM – 12:00 PM

June 29, 2020, 11:00 AM – 12:00 PM

July 6, 2020; 11:00 AM – 12:00 PM