



**INSTRUCTIONAL PLANNING  
COUNCIL**

**MEETING MINUTES OF  
April 21, 2023  
9:30-11:30am, Zoom**

**Members Present:** Jessica Kaven, Chris Burns, Chloe Knott, Sarah Cortez, Alison Field, Erik Gaspar, Lisa Palmer, Natalie Melgar, Jose Manzo, James Carranza, Jill Sumstad, Karen Engel

**Members Absent:** Allison Hughes, Susan Mahoney, Chialin Hsieh, Candice Nance, Alex Claxton

**Guests:** Alessandro Riva, Hannah-Joy Haw, Niall Adler, Megan Rodriguez Antone, Ameer Thompson, Daryan Chan, Jose Garcia, Mayra Arellano, Althea Kippes, Lezlee Ware

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**1) Adoption and Approval of Agenda**

**Motion** – To adopt and approve agenda: M/S: Lisa Palmer, Erik Gaspar

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**2) Approval of Meeting Minutes (April 7, 2023)**

**Motion** – To approve meeting minutes of March 17, 2023: M/S: Lisa Palmer, Alison Field

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

**3) Marketing**

Megan Rodriguez Antone, Alessandro Riva, Niall Adler, Hannah-Joy Haw, and Jose Garcia presented on behalf of Marketing:



## **IPC Marketing Update**

**April 21, 2023**

### Overview

1. Follow Up: Online Degrees
2. Web Accessibility Update
3. Support with Web Content
4. Social Media Update
5. Summer/Fall Enrollment Campaign – Free College

### Online Degrees - Website Updates

#### Online Degrees Page

- Added clarifying text to emphasize that online degrees are equivalent to traditional degrees earned by on-campus students.

#### College Homepage

- The Online Degrees and Certificates are now prominently featured on the college homepage.

#### Academics Page

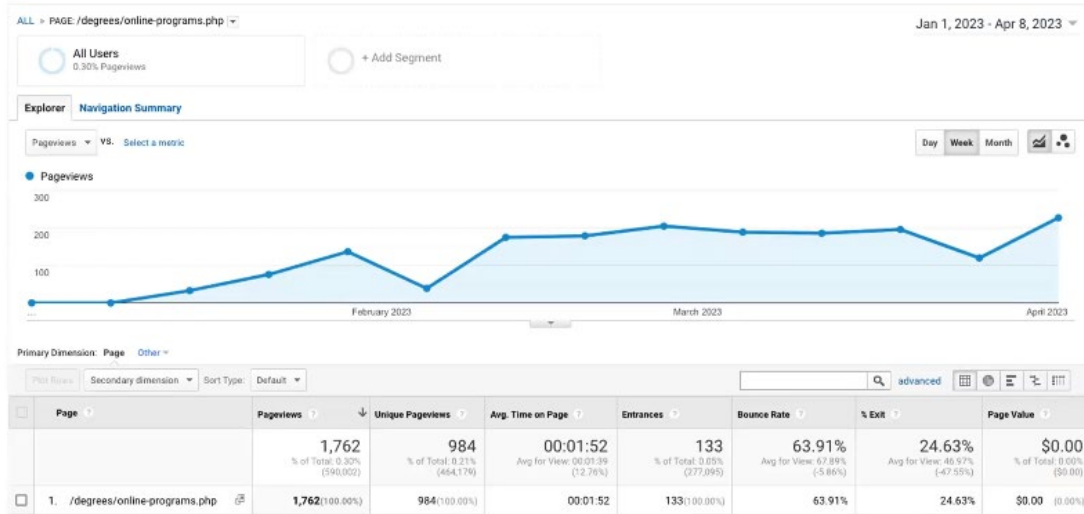
- The Academics page now includes a separate section for "Online Degrees and Certificates" providing easier access to fully online programs.

#### A-Z Index Page and SEO

- The online degrees and certificates page has been improved for better searchability.
- A link to the Online Degrees page has been added to the A-Z Site Index for easier access.
- Improved page SEO to increase its visibility in search engine results.

## Online Degrees - Website Updates

Website traffic for Online Degrees page from Jan 1, 2023 to Apr 8, 2023 (page went live Jan 19, 2023)



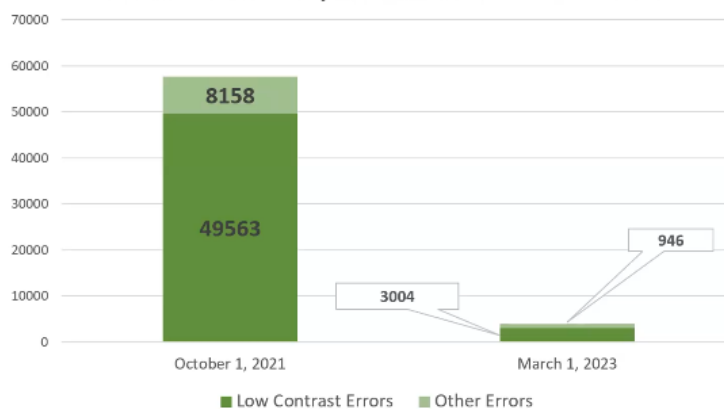
## Web Accessibility

Strategies underway or complete

- Align with standards for web content and accessibility to ensure we reach a wider audience, promote equality, and comply with legal requirements such as the Americans with Disabilities Act (ADA) and the Web Content Accessibility Guidelines (WCAG)
- Accessible websites can improve the user experience for all visitors, not just those with disabilities, and can have a positive impact on search engine optimization (SEO) and overall website performance
- Auto generate captioning on videos before embedding on website, ensuring accessibility

## Web Accessibility

Number of Accessibility Errors on the Website over Time



**94%**

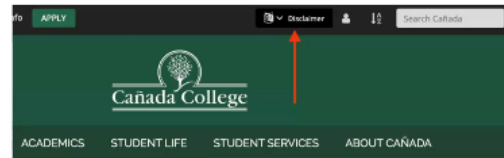
Decrease in low contrast errors

**88%**

Decrease in other types of errors

## Web Content

- Hired consultant to work with campus community to update web content: 200+ webpages edited and maintained since July 2022.
- Implemented Google Translation widget to allow users to translate website content in 130 + different languages
- Redesigned student facing websites such as the Admissions & Records website to facilitate the enrollment process for prospective student and enhance user experience
- New campus hours website to promote offerings for evening and weekend students
- New collegewide online public events calendar



## Social Media

### Monthly Impressions Based on Posts

Highs in **BOLD**



	FB Posts	FB Impressions	FB Shares	IG Posts	IG Impressions	IG Likes	LinkedIn Organic Views
Sept. 2022	8	3,880	5	4	3,594	181	97
Oct. 2022	44	18,991	47	33	18,125	1,165	6,382
Nov. 2022	36	21,815	18	29	15,559	837	9,376
Dec. 2022	41	17,567	38	40	21,759	1,153	14,539
Jan. 2023	44	<b>22,020</b>	<b>55</b>	<b>55</b>	<b>30,173</b>	<b>1,580</b>	10,738
Feb. 2023	<b>45</b>	14,223	34	50	24,622	1,332	<b>16,250</b>
Mar. 2023	42	16,033	41	48	22,726	1,302	13,989

@canadacollegerwc

### Social Media Overview



Facebook  
6,223 followers



Instagram  
2,024 followers



LinkedIn  
17,122 followers

## Post Examples on Social Media

### Top Posts for Month of March



### Top Posts for Month of March



# Black History Month

## Black History Month Posts



Working with Umoja and the English Department we came up with prominent Black Americans who had a Bay Area tie (and maybe a College tie-in as well)

Tied to poetry and writers discussed in Cañada classes



Tied to acting, costuming, video game design, photography for Cañada classes

## Summer Class Push (similar to Fall)

<p><b>SUMMER CLASSES</b> <b>UNDERSTANDING BUSINESS</b></p> <p>Course # Name            BUS 100 Introduction to Business            BUS 101 Human Relations in the Workplace            BUS 180 Marketing            BUS 401 Business Communication            BUS 201 Business Law            ECO 100 Micro Economics            ECO 112 Macro Economics</p> <p><b>MORE CLASSES</b> &gt;&gt;&gt;</p> <p>Days/Times Offered: webschedule.smccl.edu</p>	<p><b>SUMMER CLASSES</b> <b>EARLY CHILDHOOD</b></p> <p>Course # Name            ECE 201 Child Development            ECE 210 Early Childhood Principles            ECE 211 Early Childhood Curriculum            ECE 212 Child, Family &amp; Community            ECE 275 Children's Language &amp; Literacy</p> <p><b>MORE CLASSES</b> &gt;&gt;&gt;</p> <p>Days/Times Offered: webschedule.smccl.edu</p>	<p><b>SUMMER CLASSES</b> <b>EARTH, WIND &amp; SKY</b></p> <p>Course # Name            ASTR 100 Intro to Astronomy            METE 100 Meteorology, Weather &amp; Climate            OCEA 100 Oceanography</p> <p><b>MORE CLASSES</b> &gt;&gt;&gt;</p> <p>Days/Times Offered: webschedule.smccl.edu</p>	<p><b>SUMMER CLASSES</b> <b>THE WORLD AROUND US</b></p> <p>Course # Name            ANTH 110 Cultural Anthropology            ANTH 125 Biological Anthropology            ETHN 107 Intro to Native American Studies            PLSC 310 California State &amp; Local Government            HIST 245 Asian, Ethnicity &amp; Immigration            PLSC 210 American Politics</p> <p><b>MORE CLASSES</b> &gt;&gt;&gt;</p> <p>Days/Times Offered: webschedule.smccl.edu</p>
<p><b>SUMMER CLASSES</b> <b>UNLEASH YOUR CREATIVITY</b></p> <p>Course # Name            DRAM 140 Intro to the Theatre            MUS 100 Fundamentals of Music            ART 101 Ancient, Classical, Medieval Art History            FASH 133 Clipping Ready to Wear Garments            MARI 155 Indy Game Design Development</p> <p><b>MORE CLASSES</b> &gt;&gt;&gt;</p> <p>Days/Times Offered: webschedule.smccl.edu</p>	<p><b>SUMMER CLASSES</b> <b>LEARN ENGLISH</b></p> <p>Course # Name            ESL 400 Composition for Multilingual Students            ESL 808 Intensive Grammar Review            ESL 836 English Pronunciation</p> <p><b>MORE CLASSES</b> &gt;&gt;&gt;</p> <p>Days/Times Offered: webschedule.smccl.edu</p>	<p><b>SUMMER CLASSES</b> <b>HEALTHY LIFESTYLE</b></p> <p>Course # Name            DANC 125 Salsa            AQUA 127 Swim Stroke Development            FITN 117 Strength and Conditioning            FITN 116/9 Fitness Career Workshops            FITN 304 Walking for Fitness            FITN 304 Yoga            HINE 209 Lifetime Fitness &amp; Nutrition            BKX 310 Nutrition</p> <p><b>MORE CLASSES</b> &gt;&gt;&gt;</p> <p>Days/Times Offered: webschedule.smccl.edu</p>	<p><b>SUMMER CLASSES</b> <b>STEM RELATED COURSES</b></p> <p>Course # Name            ENGR 100 Intro to Engineering            CIS 118 Intro to Computer Science            CIS 250 Intro to Object Oriented C++            MATH 200 Probability &amp; Statistics            MATH 242 Business Calculus            MATH 251 Analytical Geometry / Calculus I</p> <p><b>MORE CLASSES</b> &gt;&gt;&gt;</p> <p>Days/Times Offered: webschedule.smccl.edu</p>

## Free College Summer/Fall Enrollment Campaign

- Summer campaign launched April 1
- Fall campaign to launch May 1

Advertising on platforms such as:

- Snapchat
- TikTok
- YouTube
- Facebook & Instagram
- LinkedIn
- Google Search

**DROP THE FEES.**

**CAÑADA COLLEGE IS FREE**

Canada College

[APPLY NOW](#)



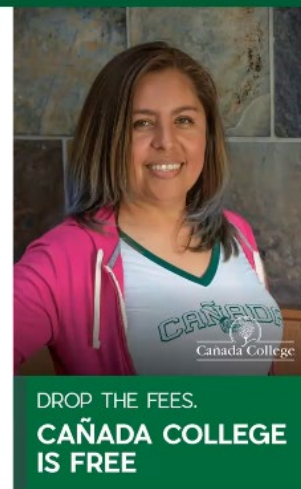
## Free College Summer/Fall Enrollment Campaign

### Target Audiences:

- Adult Learners
- High Schoolers
- Career Seeker/Changers
- Parents/Influencers
- Stopped-Out
- Transfer
- General Brand Awareness



## Free College Summer/Fall Enrollment Campaign



The team shared the following resources:

Link to Online Degrees: <https://canadacollege.edu/degrees/online-programs.php>

Marketing Form: <https://canadacollege.edu/marketing/requestform.php>

A&R website: <https://canadacollege.edu/admissions/>

Campus Hours page: <https://canadacollege.edu/campushours/index.php>

College Calendar: <https://events.canadacollege.edu/>

Submit your events here: <https://events.canadacollege.edu/submit/>

Flickr: <https://www.flickr.com/photos/134656677@N03/albums>

Academic Dates on the College Calendar:

<https://events.canadacollege.edu/all/categories/Academic%20Calendar>

Marketing email: [canmarketing@smccd.edu](mailto:canmarketing@smccd.edu)

Lisa Palmer thanked the group for the updates and wonderful progress presented. Lisa asked who she should contact for assistance with website updating. Megan shared that this would be Jose Garcia. Jessica Kaven thanked the team for their efforts. Jessica asked Alessandro to share screen to show the committee the various ways folks can be routed to the online degrees page from the

college homepage. Jessica thanked him for incorporating IPC's feedback so well. Alison Field appreciated the great work that the team has completed. Alison asked for clarification regarding how specific initiatives such as the social media campaigns for Black History Month are decided and who is participating in them. She asked if they were initiated by academic programs or if marketing seeks out information from these programs? She asked if the History Department wants to be part of that effort, do they initiate and is there a way to find out what upcoming campaigns are? Alison highlighted that many programs do not have full time faculty members, and while they are doing great things, it is important to assist adjunct faculty in understanding how they can and should be contributing to these efforts. Niall shared that folks are welcome and encouraged to share ideas for campaigns, and that they often work with on campus groups to publicize known events that occur each year.

#### 4) Dual Enrollment Update

Mayra Arellano and Daryan Chan presented on behalf of this item.

# DUAL ENROLLMENT UPDATE

IPC – APRIL 21, 2023



Cañada College  
DUAL ENROLLMENT

## MEET THE TEAM



**Mayra Arellano**  
Director of HS Transition &  
Dual Enrollment



**Samantha Vargas**  
Program Services Coordinator of  
Dual Enrollment



**Maribel Zarate**  
Retention Specialist  
Dual Enrollment

**Cañada College**  
DUAL ENROLLMENT

## SPRING 2023 UPDATES

- Expansion of team:
  - Retention Specialist- Maribel Zarate
  - Dual Enrollment Faculty Coordinator- Daryan Chan
  - Onboarding Team- Middle College Team
- Implemented our Dual Enrollment Operational Calendar
- Fieldtrips to Cañada College to visit our CTE programs: ECE, Business and ENGR



**Cañada College**  
DUAL ENROLLMENT



# DUAL ENROLLMENT OPERATIONAL CALENDAR



Cañada College  
DUAL ENROLLMENT

## FALL 2023 OFFERINGS

CTE or A-G	Class	CRN	Instructor	High School	Preferred Day and Times	Modality	Number of students enrolled
<b>Sequoia High School District</b>							
A-G	Math 120	Dan	Evan Innerst	Middle College	M-Th 8:00-9:15 am	Face to Face	20
CTE	BUS 180	97822	Rowe, John	Carlmont HS	M-F 8:30-9:20 am	Face to Face	35
CTE	BUS 180	Jonna	Rowe, John	Carlmont HS	M-F 9:25-10:20 am	Face to Face	35
A-G	MATH 253	Dan	Lund, Lance	Woodside High School	Monday-Friday 8:30-9:20 am	Face to Face	TBD
A-G	MATH 253	Dan	Lapuz, Raymond	Sequoia High School	Tuesday: 8:30-10:20 F: 8:30-9:55, W: 9:15-10:05am	Face to Face	TBD
CTE	MART 421	98028	John Giambruno	Menlo Atherton	Mon, Tues, and Fri 9:25-10:15	Face to Face	7
<b>San Mateo High School District</b>							
CTE	ECE 210	94348	Kristina B.	Hillsdale High School	T/TH 8:30-9:57 am (1st Period)	Face to Face	30-35
CTE	ECE 210	Samantha	Teresa Campbel	Hillsdale High School	W/F 1:08-2:35 pm (6th period)	Face to Face	30-35
<b>La Honda-Pescadero</b>							
A-G	ETHN 108	97961	Levalasi	Pescadero High School	T/Th 12:10-1:35 pm	Synchronous	15
College Readin	CRER 137	Serina	Daryan	Pescadero High School	M/W 1:10-2:35 pm	Synchronous	15
<b>Charter School</b>							
STEM	Math 251	Dan	Lance Lund	Everest High School	T/W/Th 1:10-2:35 pm	Face to Face	25
STEM	Chem 192	Dan	Staff	Everest High School	T/Th 9:35-11:00 am M/W for lab	Face to Face	25
STEM	Chem 192	Dan	Staff	Everest High School	T/Th 11:05-12:30 pm M/W for Lab	Face to Face	25
STEM	Chem 192	Dan	Staff	Everest High School	T/Th 1:10-2:25 pm M/W for lab	Face to Face	25

Cañada College  
DUAL ENROLLMENT

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**Concurrent Enrollment Information Session**

Wednesday, April 26, 2023  
6:30-7:30 pm  
over Zoom

**Are you interested in earning college credits as a high school student THIS SUMMER?**

Calling all high school students or home-schooled students!

Interested in taking classes at Cañada College this summer? Start taking college courses now and earn college credit towards your college degree or certificate.

**Summer Semester Starts June 12, 2023**

**Summer Classes available to you:**

- Art
- Business
- Computer Science
- Dance
- Theater Arts
- Engineering
- Fashion Design
- Fitness
- Music
- and more!

Interested in learning more, RSVP to the information session by scanning the QR Code or visiting [canadacollege.edu/concurrent](http://canadacollege.edu/concurrent)

For more information please contact [canadadual@smccd.edu](mailto:canadadual@smccd.edu) or call (850) 306-3394

**Cañada College**  
DUAL ENROLLMENT

# SUMMER RECRUITMENT FOR CONCURRENT ENROLLMENT

Natalie Melgar noted that she is a Middle College student and shared from her perspective that having current students involved in summer recruitment makes a difference and makes the experience more personal and encouraging. She also suggested sharing this information with Student Leadership at the various high schools so they can distribute this information to their student body in different ways than announcements or emails may. Lisa Palmer asked for more information regarding tutoring for Dual Enrollment students. Additionally, Lisa asked if the faculty coordinator has a training/background in dual enrollment pedagogy and high school classroom management. Lisa noted that a concern for the English department is that they are being asked to teach these courses and are not properly trained to do so. Mayra noted that any Dual Enrollment student has access to our campus resources, including tutoring. In the future, Mayra noted that she will look into embedded tutoring as an option. Daryan shared that he has not had specific training in Dual Enrollment pedagogy but he has worked with Dual Enrollment students for about 17 years, having taught high school since about 2006 through the three campuses within the district. Daryan shared that he has experience working with learning communities such as Upward Scholars programs, and TRIO programs which provided him experience working with students of varying backgrounds and helped him consider how their skills and learning development may differ compared to adult learners. Daryan also noted that he has been working with Jessica Kaven and Lezlee Ware as Faculty Teaching and Learning Coordinators to gain extra insight into additional recommendations they may have. Daryan highlighted that this is a group effort and while this has only been his first week in the role, he looks forward to learning more.

## 5) IPC Bylaws

- **Faculty co-chair term (increase from 1 year to 2 years)**
- **Possible member inclusion of OER/ZTC Coordinator**

Jessica Kaven projected the bylaws of the committee. She noted that updating the names of two positions, Instructional Assessment Coordinator, and Faculty Equity Coordinator, will be necessary. Additionally, Sarah Harmon, the OER/ZTC Coordinator, has requested the committee consider adding her role as a voting member.

Lisa Palmer noted that this seems like a huge committee, and considered how this might impact committee structure/process. Additionally, Jessica noted that the faculty co-chair role for the next cycle will be voted on at a future meeting before the end of the school year. The proposal is to elect a co-chair for a two year term as opposed to a one year term. Lisa noted that the committee composition seems lopsided with these proposed changes with many faculty, but also considered that this may bring new insight into the committee discussions. Jill Sumstad shared that she agreed with the two year term, and also asked if adjunct faculty can apply. Jessica clarified that Curriculum Committee Chair, Instructional Assessment Coordinator, Honors Transfer Program Coordinator, and Faculty Equity Coordinator are college wide positions and open to all faculty to apply. The Librarian and Counselor positions are often filled by adjunct faculty as well in addition to the faculty members-at-large. Alison Field noted that she does agree with Lisa that the committee is getting very large, which can bring some difficulties. She asked if Sarah Harmon had information of which Alison is not aware as to why the ZTC/OER Coordinator role should be a voting member on the committee, as it is not obvious to her. Jessica noted that she can follow up with Sarah to obtain this information. Jessica recalled that Sarah was interested in ZTC/OER perspective and voice with the committee. Jessica noted that the bylaws can be considered at any point. The inclusion of the ZTC/OER Coordinator will be further discussed at a future meeting.

**Motion** – To change the term of the IPC Co-Chair from one year to two years: M/S: Lisa Palmer, Erik Gaspar

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

## 6) Equity and Antiracism Planning Council (EAPC) Updates

Alison Field and Karen Engel presented on behalf of this item:

# Equity and Antiracism Planning Council (Pilot)

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Spring 2023 Updates

## History & Purpose of the EAPC

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- ACES (Academic Committee for Equity & Success)
- College Antiracism Task Force
- Equity & Antiracism Planning Council (EAPC):
  - Centralize equity & antiracism
  - SEAP plus college-wide antiracism values and goals
  - Collaboration with primary participatory governance bodies

## EAPC Mission

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The mission of the Equity and Antiracism Planning Council is to disrupt and dismantle systemic racism and White supremacy for our college community in pursuit of equity, antiracism, justice and liberation.



## Three Overall Goals:

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- #1 Collaborate with other bodies to review and revise college policies and practices.
- #2 Facilitate training for students, faculty, staff, and administration.
- #3 Develop and implement college-wide programming related to equity and antiracism.

## EAPC Tri-chairs & Voting Members

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**Tri-chairs (3):** Wissem Bennani, Alison Field (Fall 23: Kiran Malavade), and Krystal Martinez

**Faculty (5):**

- English/Math – Yolanda Valenzuela
- ESL – Rebekah Taveau
- Counseling – Chris Rico
- At large – Leonor Cabrera
- At large – Eddy Harris

**ASCC (2):**

- Yuliana Leon Subias
- Noah Liu

**Classified (5):**

- Gonzalo Arrizon
- Rance Bobo
- Michiko Kealoha
- Alyssa Lucchini
- Mahitha Rao

**PRIE (1):** Karen Engel

**Admin (1):** Kathleen Sullivan-Torrez

## Launched!

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- **Feb. 28: Inaugural Meeting of the EAPC** 🍌
- Monthly meetings: 2:10-4:00 pm, 4th Tues.
- “Open House” at Flex, April 20
- Next meeting: April 25.
- For more info, [see the EAPC Website](#)

EAPC Website: <https://canadacollege.edu/eapc/index.php>

## Next Steps:

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- May - Progress Report to PBC
- June 22 - EAPC Retreat
- Fall 2023 - Pilot continues

## Questions?

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What do you hope to see from  
the Equity and Antiracism  
Planning Council?

Lisa Palmer asked if the meetings are in person or via zoom. Alison shared that starting April 25, meetings will be both in person and on zoom. The committee shared their thanks to Alison for her hard work in establishing this council. Jessica noted that it would be nice to have a consistent share out from the Equity and Antiracism Planning Council to IPC so the groups can collaborate and be intentional about supporting one another in working within an equity minded lens. Chris Burns shared that he has already had the chance to work with the EAPC and noted how great the work they are doing has been and how meaningful this will be for the campus.

### 7) **Strategic Enrollment Management (SEM) Operational Plan**

- **Planning Process**
- **Feedback on Draft #2 of Operational Plan**

Lisa Palmer shared the SEM has been discussed over the past several weeks, and most recently, it was brought to PBC, and the one issue that has not been addressed on the plan is who will be responsible for which items. Lisa noted that PBC did not want to vote on the SEM until responsible parties were assigned, as they felt that is where



- Faculty Reassignment
- Instructional Committee Members

Jessica Kaven presented on behalf of this item:

# Instructional Program Review

Reflection on Participation  
Spring 2023

## Instructional PR – Feedback on Comprehensive Reviews

- IPC meeting on November 17, 8:30am-12:30am (4 hours) via Zoom
  - Did not finish – feedback continued asynchronously for 3 programs
- Total attendees: **29**
  - Fall 2019 (F2F): **19** (10 faculty)
  - Fall 2021 (Zoom): **21** (11 faculty)
- 22 faculty
  - 2 Academic Senate Officers
  - 13 Faculty Coordinator Positions Represented (see next slide for list)
- 2 Deans
  - 1 iDean
- VPI attended, no other VP or President
- 3 Classified
- 0 students



## 13 Faculty Coordinator Positions Represented

- Curriculum Chair
- Faculty Equity Coordinator
- Honors Transfer Program Coordinator
- Instructional Assessment Coordinator
- Community of Learning Through Sports (COLTS)
- English Department Coordinator
- Business Coordinator
- Paralegal Coordinator
- Fashion Design Coordinator
- CBOT Coordinator
- Rad Tech Co-Coordinator
- Faculty Teaching and Learning Co-Coordinator
- Guided Pathways Coordinator (Business pathway)

## Instructional PR – Program Presentations

- IPC meeting on March 17, 9:30am-11:30am via Zoom
  - 5 Programs – IPC usually meets from 8:30am-12:30am
- Total attendees: **37**
  - Spring 2020 (F2F): **27** (16 faculty)
  - Spring 2022 (Zoom): **34** (20 faculty)
- 24 faculty
  - 4 Academic Senate Officers
  - 17 Faculty Coordinator Positions Represented (see next slide for list)
- 3 Deans, 1 Director
  - 2 iDeans
- VPI attended, no other VP or President
- 6 Classified
- 2 students

# 17 Faculty Coordinator Positions Represented

- Curriculum Chair
- Faculty Equity Coordinator
- Honors Transfer Program Coordinator
- Instructional Assessment Coordinator
- Community of Learning Through Sports (COLTS) Coordinators (2)
- English Department Coordinator
- Business Coordinator
- Paralegal Coordinator
- Fashion Design Coordinator
- CBOT Coordinator
- Faculty Teaching and Learning Coordinators (2)
- Umoja
- Guided Pathways Coordinator (Business pathway)
- Writing Coordinator
- Distance Education Coordinator

Lisa shared that the committee should be applauding themselves, noting that there is increased participation when zoom has been an option. Lisa appreciated the data. Erik Gaspar highlighted the question of who ought to be in the room/who has a responsibility to be in the room. Alison appreciated those who were present at the events, and also considered who was missing and why it is important those particular roles be present. She agreed that the President and VPs should be present, but felt it might be helpful to articulate why. Althea Kippes noted that having the President/VPs there is important as many of them do not know what the various programs do and it would be helpful for them to hear the presentations to learn more. Alison suggested that this could also be an opportunity for Marketing & Outreach to become more familiar with program offerings.

## 9) IPC Membership 2023-2024

**Jessica Kaven shared the proposed membership for next year:**

## IPC Members, 2023-2024 (17 voting members)

Co-Chairs: Vice President, Instruction and one faculty member (from list below)

(PBC Representative - TBD)

- **8 Faculty** – appointed by Academic Senate
  - **Curriculum Committee Chair** – Lisa Palmer
  - **Faculty Assessment Coordinator** – Jessica Kaven (co-chair term ends Spring 2023)
  - **Honors Coordinator** – Rebekah Taveau (replacing Susan Mahoney)
  - **Faculty Equity Coordinator** – Kiran Malavade (replacing Alison Field)
  - **Counselor** – Jose Manzo (term ends Spring 2024)
  - **Librarian** – Chris Burns (term ends Spring 2023)
  - **3 Faculty Members-at-large** (faculty-at-large positions will be used to balance membership – adjunct, career education, division representation, etc.)
    - Erik Gaspar (term ends Spring 2024)
    - Jill Sumstad (term ends Spring 2024)
    - Candice Nance (term ends Spring 2024)
- **2 Classified Members-at-large** – recommended by Classified Senate and appointed by CSEA:
  - Sarah Cortez (term ends Spring 2024)
  - Alex Claxton (term ends Spring 2024)
- **2 Students** – appointed by the ASCC:
  - Chloe Knott (term ends Spring 2023)
  - Natalie Melgar (term ends Spring 2023)
- **1 Instructional Technologist** – **VACANT**
- **1 Instructional Dean** – James Carranza (term ends Spring 2024)
- **Dean of Planning, Research and Institutional Effectiveness** – Karen Engel
- **Interim Vice President of Instruction** – Chialin Hsieh (co-chair)

## 10) Curriculum Report

Lisa Palmer presented on behalf of this item. She thanked all of the faculty who have been working diligently to get their curriculum course outlines of record reviewed for this term that were due and noted the campus is on track for completion this year. Secondly, Lisa noted that there are alignment issues that are being discussed at District Curriculum Committee having to do with Title V and Ethnic Studies, which our campus has already addressed. In addition, there is another issue up for discussion focusing on language that states in order to obtain a degree at our college, a student has to have obtained 12 units in their major at the college where they are receiving the degree. The Board policy states that only students coming in from elsewhere/transfer students need to have 50% at one college and that the district/Transfer Evaluation Service would like to see the district align in language. Jessica asked if there was strong logic for wanting 12 units to be completed within a student's major. Lisa noted that CSM faculty have argued that this is necessary, otherwise they would be awarding degrees to students who have never taken courses in their major area of focus at that particular college. Lisa highlighted that many students are taking online courses that are available at each of the three campuses, not necessarily focusing on which campus but rather which course fits their needs. It further complicates the issue that courses are associated with a home campus and

would count toward this rule, when students opt to take them online, and do not have to physically be present on a particular campus. Ameer Thompson noted that from a practical and equity perspective, this is a necessary conversation to have as he has noted several instances of students scrambling at the last second to seek exemptions from that rule because graduation would not otherwise be possible. Chloe Knott shared that students have expressed general confusion around this issue. She shared that one student expressed concern for taking classes at different campuses for fear of having two different college transcripts and another student sharing that 50% of the courses need to be taken at that campus to graduate from that college. She highlighted how this shows there is significant confusion from the perspective of the student. Lisa agreed that there is a lot of confusion in language present.

Jessica highlighted that a transcript can be generated through WebSMART and it does not indicate at which campus the student took the course, and questioned if students are having to track this themselves. Erik Gaspar shared that it is his understanding that when you run an unofficial transcript, there is a 3 digit code associated with each campus. Ameer added that this information is also available on banner, but was not clear if this was easily accessible to students. Karen Engel shared with the group the most recent definitions of the Chancellor's Office Student Success Metrics: <https://www.calpassplus.org/Launchboard/Student-Success-Metrics-MDD> Karen highlighted that the language is important to highlight what degree or certificate the student is trying to obtain, and from which college, as requirements can be different. Lisa added that alignment across the district is a focus as well. Jill Sumstad asked if students complete 50% of courses at two colleges, which college would they receive the degree from and why. Jose Manzo shared that they would petition for a degree at the respective college. Typically, it is 12 units of residency at a college, but he does see the issue with the 50% rule of major courses to be completed at a college. Karen also highlighted that support services are aligned with degree completion, and interest area success team students are served by our staff and faculty in those programs based on their program of study, and whether they are trying to get a degree from our college. Karen shared that it is important to consider not only where a student is engaged, but where they are getting services and how that is tied and defined by where they are trying to get a degree or certificate.

## **11) Good of the order**

## **12) Adjournment**

**Motion** – To adjourn the meeting: M/S: Lisa Palmer, Chris Burns

**Discussion** – none

**Abstentions** – none

**Approval** – approved unanimously

a) Meeting adjourned at 11:32 am.