



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, March 24, 2021. This meeting was conducted via Zoom Conference.

I. Call to Order -3:04 p.m.

II. Members Present

Jennifer Merlic, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Chris Bonvenuto, Management Association Representative
Dione Carter, Management Association Representative
Jamar London, Academic Senate Representative
Peter Morse, Faculty Association President
Elaine Roque, Faculty Association Representative
Cindy Ordaz, CSEA Representative
Tafari Alan, Associated Students Representative
Joshua Elizondo, Associated Students Representative

Presenters

Guido Davis Del Piccolo
Maria Muñoz
Teresita Rodriguez
Irena Zugic

In accordance with Executive Order N-29-20 issued by Governor Gavin Newsom and dated March 17, 2020, members of the District Planning and Advisory Council participated in the meeting by Zoom Conference.

III. Minutes of DPAC Meeting –March 10, 2021: *Unanimously approved.*

IV. Public Comments – None

V. Reports:

- Joshua Elizondo reported that he is running unopposed for Associated Students President for 2021-2022.
- Jennifer Merlic announced that Kevin Bontenbal, Vice-President of ACCJC, is the assigned accreditation liaison for Santa Monica College. He provided a training session for the Board of Trustees on March 16, 2021. In response to an inquiry about a session with DPAC, he recommended that DPAC members be invited to the training session planned for the SMC Steering Committee on April 23, 2021, 1-3:30 p.m. A link will be forwarded to DPAC members. ACCJC has made two major revisions to its process. (1) Revising the standards and reducing redundancy because there is so much overlap in different parts of the standards (this will not apply to SMC for this cycle), and (2) Revising the format of the visit with the first one being done

remotely and a shorter second visit with a smaller team. The Institutional Self-Evaluation Report (ISER) will be much more focused with only the most relevant evidence for each standard. It will be submitted a little earlier, and the team will review it with the intent of confirming that SMC is still meeting the standards. The team will send a list of core questions and then follow up with a shorter physical visit. ACCJC is committed to a less punitive approach.

- The next DPAC video will be released in late April and will highlight the 2021-2022 Annual Action Plans approved by DPAC in January 2021. The video will include a narration by DPAC Vice-Chair Nate Donahue.

VI. Agenda

1. Scale of Adoption Self-Assessment (SOSA) – Pathways and Equity: Guido Davis Del Piccolo, Maria Muñoz and Irena Zugic presented a summary of the SOSA submitted to the Chancellor's Office in March. This is a tool designed to help colleges assess how far along they are towards adopting the essential guided pathways practices or standards at scale. The document helps to advance conversations about how Institutional practices have differential impacts on racially marginalized students and how SMC can close equity gaps, by identifying and addressing causes of an equity removing the systemic barriers and focusing design decisions and resource allocation or reallocation more effectively. The Scale of Adoption involves 23 standards built around the four pillars of the guided pathways framework.

- Mapping pathways to student goals
- Helping students choose and enter a program pathway
- Keeping students on that pathway
- Ensuring students are learning on that pathway.

Many of the 23 standards/practices of the self-assessment have been modified for the purposes of making them more meaningful and useful to SMC. Specifically, it attempts to integrate the currently separated "Equity Considerations" of each area/pillar into the standard/practice itself, thus intentionally centering the equity goals of the college. The equity gaps that currently exist at SMC are a result "of design". Intentionally redesigning our practices, policies, and procedures to center Black and Latinx students sets the stage for SMC to close its equity gaps, not "by chance" but "by intention" and "by design". Intentionally designing for racially minoritized students will have the result of benefiting all students, while simultaneously, and specifically, serving the needs of students who historically have been forced to occupy the margins.

Link to: [Powerpoint Presentation](#)

Link to: [Scale of Adoption Submitted to Chancellor's Office](#)

Action Plan Feedback from Redesign Team: Members of the Redesign Team were asked for feedback regarding the DPAC Annual Action Plan process and forms. Questions included the following:

- Who is expected to submit action plans?
- Who decides what should be an action plan?
- Where do the action plans fit into long term planning?
- What does the budget component mean?
- Should there be some kind of real-time monitoring?

DPAC will take these questions into consideration during the next cycle of developing annual action plans.

Nate Donahue provided some clarification on the development of annual action plans. For years, DPAC developed what were called annual institutional objectives. Following the 2017-2022 Strategic Planning process, DPAC assessed its planning process and structure and designed a new planning process to develop annual action plans that are connected to college goals and the Strategic Planning Initiatives.

The DPAC Scope and Function states that Annual Action Plans should:

- Align and support the Strategic Initiatives and Objectives
- Should map to Institutional Planning Documents
- Align with the Chancellor's Office Vision for Success

1. Strategic Enrollment Management Plan, 2021-2026 – Teresita Rodriguez, Vice-President, Enrollment Development presented the Strategic Enrollment Planning Meeting Report of March 22, 2021. The process of developing a Strategic Enrollment Management Plan started at the beginning of 2020 but was delayed by the pandemic and replaced with crisis management for the rest of the year. The process has resumed with the team focusing on fulfillment of the college's mission and student experience goals by strategically planning enrollment through recruiting, retaining and graduating students. The presentation included the following:

- Spring 2021 Enrollment
- SEM Purpose and Framework
- Alignment with Institutional Priorities, Facilities Master Plan and Technology Master Plan
- The functional aspects of what the SEM Plan considers and works to advance and optimize
- Characteristics of the institution and the world around it (e.g. post pandemic)
- Institutional mission and priorities (e.g. student equity)
- Optimal Enrollments (number, demand, diversity)
- Outreach, admission and onboarding
- Student fees and financial aid
- International students
- Counseling and retention
- Graduation/completion rates
- Institutional marketing and communication
- Curricular and program development
- Methods of program delivery
- Evaluation of assessment outcomes of institutional initiatives
- Organization
- Timeline

Link to: [Strategic Enrollment Planning Meeting](#)

4. COVID-19 Update: Los Angeles County is now in the red tier which moves Santa Monica College into Phase 2 of the Roadmap to Recovery plan. The Emergency Operations Team is looking at ways to bring the workforce back to campus. A message to managers about returning to on-ground operations sent last week resulted in much feedback and many questions about the transition. Since then, Superintendent/President Kathryn Jeffery has put a pause on that plan and wants to look at ways to provide time for managers to transition. Managers will need to put in place safety guidelines for their offices over the next three months and assess how to transition their staff back on-ground starting in July. The college will proceed cautiously so that all employees feel comfortable with the plan to return, and also determine what services will be open.

VII. Adjournment – 5 p.m.

Meeting schedule through June 2021 (second and fourth Wednesdays each month at 3 p.m.)

April 28

May 12, 26

June 9, 23

Meeting of the Council of Presidents (COP)

The meeting scheduled for April 14th was cancelled. (Spring break)

The agenda for the DPAC meeting on April 28, 2021 will include the following:

- COVID-19 Update
- DPAC Video Spring Release
- Review of 2021-2022 Annual Action Plans with Fiscal/Budget Committee input