



Santa Monica Community College District  
District Planning and Advisory Council  
MEETING – OCTOBER 28, 2020  
AGENDA

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, October 28, 2020 at 3:00 p.m. This meeting will be conducted via Zoom Conference.

I. Call to Order

II. Members

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

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 will participate in the meeting telephonically or by Zoom Conference.

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/93886279276>

Or iPhone one-tap (US Toll): +16699006833,93886279276# or  
+12532158782,93886279276#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

Meeting ID: 938 8627 9276

## Public Comments

### Instructions for Submitted Written Comments

Individuals wishing to submit written comments to be read at a DPAC meeting shall send an email to DPAC Coordinator [ROSE\\_LISA@smc.edu](mailto:ROSE_LISA@smc.edu) by 2:30 p.m. for the meeting beginning at 3 p.m. The email should contain the subject line "DPAC Written Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item

### Instruction for Participating in DPAC Meeting by Zoom

Individuals wishing to speak at a DPAC meeting shall send an email to DPAC Coordinator [ROSE\\_LISA@smc.edu](mailto:ROSE_LISA@smc.edu) by 2:30 p.m. for the meeting beginning at 3 p.m. The email should contain the subject line "DPAC Written Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item

When it is time for a speaker to address DPAC, their name will be called and the microphone on their Zoom account will be activated. A speaker's Zoom Profile should match their real name.

III. Review of Minutes: October 14, 2020

IV. Reports

V. Superintendent/President's Response to DPAC Recommendations, if any.

VI. Agenda

1. COVID-19 Update
2. Academic Senate Goals and Objectives
3. Submission of Action Plans for 2021-2022

VII. Adjournment

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

November 30

January 13, 27, 2021

December 9

February 10, 24

March 10, 24

April 14, 28

May 12, 26

June 9, 23

**District Planning and Advisory Council (DPAC)**  
Meeting schedule through June 2021  
(second and fourth Wednesdays each month at 3 p.m.)

Meeting Date	Topic	Invitees/Responsible Areas/ Related Reports
June 24	<ul style="list-style-type: none"> <li>• COVID-19 Update</li> <li>• Budget Update</li> <li>• Accreditation Update</li> </ul>	
July 8	<ul style="list-style-type: none"> <li>• Equal Employment Opportunity Plan</li> <li>• Review of DPAC Scope and Function/Update for 2020-2021</li> <li>• COVID-19 Update</li> <li>• Budget Update</li> </ul>	<p>Tre'Shawn Hallbaker</p> <p>Jennifer Merlic</p> <p>Mike Tuitasi</p> <p>Chris Bonvenuto</p>
July 22	<ul style="list-style-type: none"> <li>• DPAC Annual Report, 2019-2020</li> <li>• COVID-19 Update</li> <li>• International Students Update</li> <li>• 2020-2021 Action Plans</li> </ul>	<p>Jennifer Merlic/Nate Donahue</p> <p>Mike Tuitasi</p> <p>Pressian Nicolov</p> <p>Chris Bonvenuto</p>
August 12	Meeting Cancelled	
August 26	<ul style="list-style-type: none"> <li>• COVID-19 Update</li> <li>• 2020-2021 Annual Action Plans: Superintendent's Response</li> <li>• Responses to 2019-2020 Action Plans</li> <li>• Start process to develop 2021-2022 Action Plans</li> </ul>	<p>Mike Tuitasi</p> <p>Chris Bonvenuto/Jennifer Merlic</p> <p>DPAC</p> <p>Academic Senate Retreat: Discuss potential Action Plans for 2021-2022</p>
September 9	<ul style="list-style-type: none"> <li>• COVID-19 Update</li> <li>• Information Technology Master Plan, 2020-2025</li> <li>• Continue development of Action Plans for 2021-2022</li> </ul>	<p>Mike Tuitasi</p> <p>Marc Drescher</p> <p>DPAC</p> <p>Invite input from others as needed</p> <p>Review 2020-2021 Actions Plans</p>
September 23	<ul style="list-style-type: none"> <li>• COVID-19 Update</li> <li>• Accreditation Mid-Term Report</li> <li>• Adopted 2020-2021 Budget</li> <li>• Continue development of Action Plans for 2021-2022</li> </ul>	<p>Mike Tuitasi</p> <p>Erica LeBlanc</p> <p>Chris Bonvenuto</p> <p>DPAC</p> <p>Invite input from others as needed</p>
	Council of Presidents	Review DPAC Actions/Discussions for DPAC News (July – September)

October 14	<ul style="list-style-type: none"> <li>• COVID-19 Update</li> <li>• Recommendation to Superintendent/President to establish a Presidential Task Force to assess impacts of the remote environment on the SMC student experience.</li> <li>• Discuss DPAC Quarterly Report and Video</li> <li>• Continue development of Action Plans for 2021-2022</li> </ul>	<p>Mike Tuitasi</p> <p>DPAC Invite input from others as needed</p> <p>Invite Kiersten Elliott and Grace Smith</p>
October 28	<ul style="list-style-type: none"> <li>• COVID-19 Update</li> <li>• Academic Senate Goals and Objectives</li> <li>• Submission of Action Plans for 2021-2022</li> </ul>	<p>Mike Tuitasi</p> <p>Nate Donahue</p> <p>DPAC Invite input from others as needed</p>
November 11	No meeting - Holiday (Veterans Day)	
November 25	Cancel	
November 30	<p>Program Review Planning Summary</p> <p>Vision for Success/IE Dashboard Institutional Effectiveness Observations</p>	<p>Stephanie Amerian and Hannah Lawler</p> <p>Hannah Lawler</p>
December 9	<p>Continue development of Action Plans for 2021-2022</p> <p>Board Goals and Priorities</p>	DPAC
January 13, 2021	<p>Finalize Action Plans for 2021-2022</p> <p>Governor's Proposed Budget for 2021-2022</p>	Review DPAC Actions/Discussions for DPAC News (October-December)
January 27		Fiscal/Budget Committee Reviews 2021-2022 Annual Action Plans
February 10		
February 24		
March 10		Fiscal/Budget Committee forwards 2021-2022 Action Plans to DPAC with comments
March 24	Guided Pathways Scale of Adoption Assessment	Jennifer Merlic and Pathways Team
	Council of Presidents	Review DPAC Actions/Discussions for DPAC News(January-March)
April 14	DPAC review 2021-2022 Action Plans with Fiscal/Budget Committee input and forwards them to the Superintendent/ President	

April 28		
May 12		
May 26	Review 2021-2022 Annual Actions Plans with Budget Committee input	DPAC
June 9	Tentative Budget for 2021-2022	Chris Bonvenuto Hannah Lawler Vicki Drake and Erica LeBlanc
June 23	Start process for responses to 2020-2021 Action Plans	DPAC
	Council of Presidents	Review DPAC Actions/Discussions for DPAC News(April-June)

## ACADEMIC SENATE GOALS AND OBJECTIVES 2020-2021

1. **Close the gap in student outcomes for black and brown students by centering their needs according to the Santa Monica College Equity Plan, and promote a culture of equity in the classroom and workplace in order so that staff will best be able to help Black and Brown students achieve their self-stated goals.**
  - Develop institutionalized Professional Development regarding the practice of equity for all faculty working at SMC regarding the interpersonal, intrapersonal, and institutional practice of equity in the classroom and in the workplace. Coordinate the work of the PDC, Equity and Diversity, Curriculum, Distance Education, and Decolonize the Academy committees, among others, to unite the efforts of Academic Senate committees toward closing the gap in student outcomes for Black and Brown students.
  - Collaborate with and support the Redesign scheduling committee to ensure that Black and Brown students have access to the classes they need at the time of registration by analyzing course scheduling practices and making sure that sufficient WTH (weekly teacher hours) are available to fulfill their need for courses that will advance their persistence and completion during a contemporary period of high student demand for WTH.
  - Implore the transition of the Center for Teaching Excellence toward a faculty led and equity focused center which innovates, organizes and implements faculty Professional Development at Santa Monica with regards to pedagogy, classroom practice, and curriculum in order to close the gap in student outcomes for Black and Brown students.
  - Promote in the expansion of non-credit course offerings, supplemental instruction and tutoring to serve as an “onramp to college” for first time and returning students. Explore the use of non-credit courses in supplemental instruction for AB705 courses and make for these courses available to students in special programs first.
  - Expand the use of Open Educational Resources (OER), Zero Cost Textbook (ZCT) degrees, and low and reduced cost textbook materials, when possible, in order to provide increased access to course materials for our students and focus these efforts on gateway courses.
  
2. **Make Santa Monica College the most innovative and equitable provider of high quality Distance Education in the California Community College System.**
  - Partner with the Redesign to relaunch the “Equitizing Gateway Courses” professional development redesign program by spring 2021, with a focus on Distance Education.
  - Promote the use and encourage the adoption of Canvas, SMC GPS, and Canvas DirectConnect by all faculty in both online and future on ground formats.
  - Explore a college-wide policy regarding remote monitoring assessment software, such as Proctorio, in the online classroom. Produce recommendations, best practices for faculty and students as we move forward in the DE environment.
  - Advocate for the creation of an Instructional Designer position to be staffed by a full time faculty member.
  - Provide and promote distance education and equity professional development for faculty including the Peer Online Course Review (POCR) process.

3. **Implement the long-term full-time faculty hiring plan that achieves, in a timely manner, the goal of the 75-25 ratio.**
  - Work with the Superintendent President, Senior Management, Academic Affairs, and HR and DPAC to follow the longitudinal plan for achieving the 75-25 ratio by 2026-27.
  - Collaborate with the Office of Academic Affairs and HR to develop and implement a long term faculty ranking process which is better suited to achieve the actual goals for faculty hiring outlined in the College Equity Plan and the 75-25 Plan.
  - Help achieve robust and diverse hiring pools by working with the Department Chairs Committee and HR by following the Equity and Diversity Action Committee's "diverse hiring recommendations."
  - Develop an equity/college services Professional Development training module, via the Professional Development, Equity and Diversity, the Professional Ethics and Responsibility Committee, The Institutional Effectiveness Committee, and the Program Review Committee, among other Senate and District partners, for new faculty that promotes the college's equity goals and strategic plan, serves as an onboarding process to a career at Santa Monica College, and promotes a connect network of teaching and equity practitioners.
  
4. **Help guide the reorganization of the College Planning Process so that Program Review is firmly connected with the DPAC and budget planning process. Help ensure that Accreditation is a faculty driven process which is grounded in long term planning and committee work. Plan for the future academic and fiscal viability of Santa Monica College in the 2020's.**
  - Reorganize Program Review process to integrate with the Redesign and equity mission of our college and directly connect Program Review to the DPAC budget committee. Connect SLO's (student learning outcomes) to PLO's (program learning outcomes) in meaningful ways that promote equity, student success, and revisions in curriculum.
  - Explore ways in which the Academic Senate can be more involved with the Accreditation Process. Educate faculty regarding the process of Accreditation, and firmly connect QFE (Quality focus essay) goals to the planning process and Academic Senate and DPAC committee work.
  - Assist in the creation and development of DPAC Action Plans to assist the college's equity mission and designed to create excellence in academic and student services.
  - Participate in the creation and work of a college-wide taskforce to assess the opportunities and challenges that our emergency fully online college has experienced since going remote, in order to inform future planning. This includes academic and student services and workplace culture and experience.
  
5. **Create a campus wide community of Collegiality, Informed debate and action and joyful camaraderie.**
  - Integrate greater part time faculty participation in Senate committees and college initiatives. Work with the District and FA to establish institutionalized avenues for part time participation in committee work.
  - Host a senate social event in both fall and spring.
  - Send cohorts of SMC faculty leaders to ASCCC conferences, Equity Conferences, and integrate the SMC faculty voice into the larger statewide CCC system.