



Santa Monica Community College District
District Planning and Advisory Council
MEETING – APRIL 28, 2021
AGENDA

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, April 28, 2021 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
Dione 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-25-20 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 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 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: March 24, 2021

IV. Reports

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

VI. Agenda

1. COVID-19 Update
2. DPAC Video Spring Release/Quarterly Report, January – March 2021
3. Revised 2021-2022 Annual Action Plan #1: Reduce racial equity gaps and increase completion of Academic and Career Paths through a critical review of practices for developing, approving, and assessing Program Learning Outcomes (PLOs) and course-level Student Learning Outcomes (SLOs).
4. Review of 2021-2022 Annual Action Plans with Fiscal/Budget Committee input.

Following is the motion passed by Budget Committee regarding the 2021-2021 Annual Action Plans:

Motion passed by Budget Committee 15 Yes – 1 Abstain

The Budget Committee has reviewed the DPAC Annual Action Plans and recommends the Annual Action plans to DPAC and Dr. Jeffery as presented, for consideration of inclusion in the 2021-2022 Budget.

Additionally, the Budget Committee recommends DPAC pay close attention and report back on metrics of potential impact of long-term success of grant funded activities. DPAC will report back to the Budget Committee, findings from prior year Annual Action Plans that include metrics for Budget Committee to review.

The Excel sheet outlining the expenditures related to the 2021-2022 Annual Action Plans and the individual budget sheets are attached.

VII. Adjournment

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

May 12, 26

June 9, 23

Meeting of the Council of Presidents (COP)

The Council of Presidents will discuss the agenda for the DPAC meeting on May 12, 2021.



District Planning and Advisory Council (DPAC) Quarterly Update January through March 2021

The purpose of this quarterly update on DPAC activities is to provide the Santa Monica College community with a better understanding of the planning process at SMC. As authorized via Board Policy 2515, SMC's institutional planning process – both long term and annual – is coordinated by the District Planning and Advisory Committee (DPAC) and makes recommendations to Superintendent/President Dr. Kathryn Jeffery. All college constituent groups (students, faculty, classified staff and administrators) are represented on DPAC. Outlined below is a summary of the activities undertaken by DPAC over the last quarter. If you have questions about the planning process or actions undertaken by DPAC, please contact your constituent group's DPAC representative:

- DPAC Chairs: Jennifer Merlic (Chair Designee) and Nate Donahue (Vice-Chair)
- Academic Senate Representative: Jamar London
- Faculty Association Representatives: Peter Morse and Elaine Roque
- CSEA Representatives: Cindy Ordaz and Dee Upshaw
- Associated Students Representatives: Tafari Alan and Joshua Elizondo
- Administration Representative: Mike Tuitasi
- Management Association Representatives: Christopher Bonvenuto and Dione Carter

Summary of DPAC Meetings

For more detailed information, go to [DPAC Meeting Website](#) for minutes of meetings.

January 13, 2021

- [DPAC Video](#)
- Superintendent's Response to DPAC recommendation approved December 9, 2020:
The DPAC recommendation was reviewed by Senior Staff and approved by the Superintendent/President
- COVID-19 Update
- Approval of Annual Action Plans for 2021-2022
- Governor's Proposed Budget for 2021-2022
Link to: [The Joint Analysis of the Governor's Proposed Budget](#)

January 27, 2021

- COVID-19 Update

February 10, 2021

- COVID-19 Update
- Discussion - Master Plan for Education
It is recognized that there is a need for a central planning document (Master Plan for Education) and the development process needs to be woven into the next two-year cycle. It was suggested that a consultant be brought in to lead the process

February 24, 2021

- COVID-19 Update
- Accreditation

The Accrediting Commission for Community and Junior Colleges (ACCJC) is empowered by the Department of Education to be a regional accrediting commission to develop standards that colleges must meet and then conduct a cyclic review to determine if colleges are meeting those standards. It is a seven year cycle, and SMC's next site visit will be in 2023. The first step in the accreditation cycle is to write the ISER (Institutional Self-Evaluation Report). That work starts this year with the creation of the Accreditation Steering Committee and a 2-1/2 hour training session with Kevin Bontenbal, Vice-President of AACJC, in April. DPAC will be invited to join the training session.

Nate Donahue shared several Powerpoint presentations from that work.

Link to: [Accreditation Presentations](#)

March 10, 2021

- COVID-19 Update
- Planning Discussion: Strategic Planning Cycle, 2022-2027
Superintendent/President Kathryn E. Jeffery provided some background on the last strategic planning cycle in 2016. She presented the following considerations to DPAC:
 - Was the 2017-2022 Strategic Plan useful and has it been used as a reference to inform the work of the college?
 - Should the next strategic plan be for three or five years?
 - Should an outside consultant be engaged to lead the process or should it be lead internally? Is cost a factor?
 - What best serves the mission of the college?
 - Should a pandemic/catastrophic event/unexpected storm be factored into the next plan?

DPAC Discussion following Dr. Jeffery's presentation:

It was agreed that DPAC should review the last Strategic Plan, assess what was addressed, what wasn't, and use the results of that assessment as a launching pad for the next plan. The discussion will be planned for a future DPAC meeting.

It was suggested that the next strategic plan be shorter because of the shifted working environment due to the pandemic, and the reduction of staff due to retirements. It was also suggested that that there be consideration of aligning strategic planning with educational master planning and other planning activities occurring at the same time, such as accreditation, which could result in duplicating staff and efforts.

March 24, 2021

- COVID-19 Update
- 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.
 - 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. DPAC will take the questions into consideration during the next cycle of developing annual action plans.
- Strategic Enrollment Management Plan, 2021-2026: Teresita Rodriguez, Vice-President, Enrollment Development presented the Strategic Enrollment Planning Meeting Report of March 22, 2021.
 - Link to: [Strategic Enrollment Planning Meeting](#)



Santa Monica Community College District

2021-2022 ACTION PLANS TO SUPPORT THE INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES

<p>ACTION PLAN 1 (REVISED)</p> <p>Reduce racial equity gaps and increase completion of Academic and Career Paths through a critical review of practices for developing, approving, and assessing Program Learning Outcomes (PLOs) and course-level Student Learning Outcomes (SLOs)</p> <p>Reduce racial equity gaps and increase completion of Academic and Career Paths through critical review and revision of each path's required curriculum</p>	<p>Lead Person: Jennifer Merlic</p> <p>Responsible Area(s): Academic Affairs</p>
<p>Map to 2017-2022 Strategic Initiatives</p>	
<ul style="list-style-type: none"> ■ Close Gaps in educational outcomes ■ Educational and career opportunities and pathways <input type="checkbox"/> Long-term and integrated planning linked to resource allocation <input type="checkbox"/> Human Resource plan which supports student success <input type="checkbox"/> Improve facilities and technology infrastructure, integration and staffing <input type="checkbox"/> Ensure long-term fiscal stability 	
<p>Map to Institutional Planning Documents</p>	
<ul style="list-style-type: none"> ■ Board of Trustees Core Priorities # <u>1</u> <input type="checkbox"/> Academic Senate Objectives # _____ <input type="checkbox"/> Program Review Observations <input type="checkbox"/> Institutional Effectiveness Dashboard Report ■ Student Equity Plan Activities¹ # <u>2</u> ■ Guided Pathways Redesign Goals² # <u>1, 4, 8</u> 	<ul style="list-style-type: none"> <input type="checkbox"/> Accreditation Recommendations <ol style="list-style-type: none"> 1. Indicate Standard # _____ 2. Quality Focus Essay ■ Institutional Learning Outcomes Supporting Goals³ # <u>1, 2</u> ■ CCC Chancellor's Office Vision for Success⁴ # <u>1, 2, 3, 4, 5, 6</u> <input type="checkbox"/> Other (specify):
<p>Methods to Accomplish the Annual Action Plan (<i>include timeline</i>)</p>	
<ul style="list-style-type: none"> • Engage with the Curriculum Committee and Program Review Committee to co-construct equity-informed practices for the development, approval, and assessment of Program and Course-Level Learning Outcomes (PLOs and SLOs, respectively) • Critical review and revision of Program Learning Outcomes (PLOs) in the context of transfer and workforce requirements • Critical review and revision of gateway (and critical/gatekeeper) courses Student Learning Outcomes (SLOs) in the context of transfer and workforce requirements <ul style="list-style-type: none"> ○ This may involve revisions to the Course Outline of Record, to include, for example, the integration of anti-racist, culturally relevant curriculum and pedagogy, project-based learning, collaborative learning, and applied learning opportunities. • Examine the integration of career exploration into gateway courses • Critical review and revision of program courses to center anti-racism in the curriculum 	

Describe the anticipated outcomes that will result from the completion of the action plan, including how its completion might further the college's goal of eliminating equity gaps:

- An equity-informed critical review and revision of the practices used to develop, approve, and assess both Program Learning Outcomes and course-level Student Learning Outcomes will result in a curriculum design more responsive to the needs and goals of our racially minoritized student populations and thus help to reduce the racial equity gaps and increase completion.
- ~~Critical review and revision of Academic and Career Paths will result in a more robust, anti-racist, and applicable curriculum designed to reduce the racial equity gaps and increase completion.~~

Status of Action Plan

Draft Action Plan Reviewed by DPAC and Submitted to Fiscal Services Date:	Fiscal/Budget Committee Response	
Action Plan Submitted to Superintendent/President Date	Superintendent/President's Response <input type="checkbox"/> Approved <input type="checkbox"/> Consider* <input type="checkbox"/> Not Approved* <i>*If checked, an explanation will be provided in writing.</i>	<hr/> Superintendent/President Date:

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"> • COVID-19 Update • Budget Update • Accreditation Update 	
July 8	<ul style="list-style-type: none"> • Equal Employment Opportunity Plan • Review of DPAC Scope and Function/Update for 2020-2021 • COVID-19 Update • Budget Update 	<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"> • DPAC Annual Report, 2019-2020 • COVID-19 Update • International Students Update • 2020-2021 Action Plans 	<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"> • COVID-19 Update • 2020-2021 Annual Action Plans: Superintendent's Response • Responses to 2019-2020 Action Plans • Start process to develop 2021-2022 Action Plans 	<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"> • COVID-19 Update • Information Technology Master Plan, 2020-2025 • Continue development of Action Plans for 2021-2022 	<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"> • COVID-19 Update • Accreditation Mid-Term Report • Adopted 2020-2021 Budget • Continue development of Action Plans for 2021-2022 	<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"> • COVID-19 Update • Recommendation to Superintendent/President to establish a Presidential Task Force to assess impacts of the remote environment on the SMC student experience. • Discuss DPAC Quarterly Report and Video • Continue development of Action Plans for 2021-2022 	<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"> • COVID-19 Update • Academic Senate Goals and Objectives • Submission of Action Plans for 2021-2022 	<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>Board of Trustees Goals and Priorities, 2020-2021</p> <p>Program Review Planning Summary</p> <p>Vision for Success/IE Dashboard</p> <p>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>Budget Committee Recommendation for use of HEERF/MSI funds</p>	<p>DPAC</p> <p>Chris Bonvenuto</p>
	Council of Presidents	Review DPAC Actions/Discussions for DPAC News(September --December)
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	COVID-19 Update	Fiscal/Budget Committee Reviews 2021-2022 Annual Action Plans
February 10	<p>COVID-19 Update</p> <p>Discussion: Master Plan for Education</p>	DPAC
February 24	<p>COVID-19 Update</p> <p>Accreditation</p>	Nate Donahue
March 10	<p>COVID-19 Update</p> <p>Planning Discussion: Strategic Planning Cycle, 2022-2027</p>	Superintendent/President Kathryn Jeffery

March 24	Scale of Adoption Self-Assessment Action Plan Feedback Strategic Enrollment Management Plan, 2021-2026 COVID-19 Update	Pathways Team Pathways Team Teresita Rodriguez Mike Tuitasi
	Council of Presidents	Review DPAC Actions/Discussions for DPAC News(January-March)
April 14	Cancelled	
April 28	COVID-19 Update DPAC Video Spring Release/Quarterly Report, January – March 2021 Revised 2021-2022 Annual Action Plan #1 Review 2021-2022 Action Plans with Fiscal/Budget Committee input and forward them to the Superintendent/ President	Mike Tuitasi Nate Donahue Jennifer Merlic Chris Bonvenuto/Matt Hotsinpillar
May 12	COVID-19 Update Review of Strategic Plan, 2017-2022	
May 26		
June 9	Tentative Budget for 2021-2022	Chris Bonvenuto
June 23	Start process for responses to 2020-2021 Action Plans	DPAC
	Council of Presidents	Review DPAC Actions/Discussions for DPAC News(April-June)