



Santa Monica Community College District

RESPONSES TO 2019-2020 ANNUAL ACTION PLANS

ACTION PLAN 1		Responsible Area(s)
<p>Integrate Areas of Interest and program maps into the college's curriculum approval and student educational planning processes.</p>		<p>Redesign Team Academic Affairs Academic Senate Curriculum Committee Marketing</p>
<p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> Not completed (<i>see DPAC's recommendation following Response</i>) <i>Check one of the following boxes.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Substantially completed</i> <input checked="" type="checkbox"/> <i>Ongoing, to be completed in 2020-2021</i> <input type="checkbox"/> <i>Other (include reason if checked)</i> 	
RESPONSE		
<p>Areas of Interest field has been added in the curriculum management system (META).</p> <p>100 Phase 1 program maps have been vetted by counseling teams, finalized by the Departments with the help of a lead vetting counselor, and approved by the Curriculum Committee and Academic Senate. Approval of these maps is a true milestone for the Redesign since it stemmed from numerous mapping events and meetings where invaluable collaboration occurred between instructional faculty, counselors, and our students.</p> <p>We are currently working on creating a process for program maps to become a part of the Curriculum Committee approval procedure. We have worked with our curriculum software company (CurriQunet) to build a program mapping tool within META, which will house the maps in an electronic format so that they could then be published to the public. Once we are able to publish the maps, we hope to integrate them into the students' educational planning processes.</p> <p>Please refer to 2020-2021 DPAC Action Plan #1 for more information on related forthcoming activities.</p>		
DPAC RECOMMENDATION: Accepted as Final		
DATE: August 26, 2020		



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ACTION PLAN 2		Responsible Area(s)
<p>Develop and implement a systematic method for assessing the effectiveness of existing learning resources and embedded supports, to better inform best future practices to serve racially marginalized students.</p>		<p>Redesign Team Academic Affairs Academic Senate Student Instructional Support Committee</p>
<input type="checkbox"/> Completed	<p><input type="checkbox"/> Not completed (<i>see DPAC's recommendation following Response</i>) <i>Check one of the following boxes.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Substantially completed</i> <input checked="" type="checkbox"/> <i>Ongoing, to be completed in 2020-2021</i> <input type="checkbox"/> <i>Other (include reason if checked)</i> 	
RESPONSE		
<p>Student Instructional Support Committee (SISC) recognized that standard metrics needed to be developed before an assessment tool could be created. Therefore, a data dictionary was created by Wendi DeMorst and Hannah Lawler and reviewed and edited by SISC. The data dictionary contains a set of common data elements and a standardized process for data collection related to tutoring activities, participation, and services among all tutoring centers and labs at Santa Monica College.</p> <p>Please refer to 2020-2021 DPAC Action Plan #3 for more information on related forthcoming activities.</p>		
DPAC RECOMMENDATION: Accepted as Final		
DATE: August 26, 2020		



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<p>ACTION PLAN 3</p> <p>Launch the Starfish Early Alert solution to English and math.</p>	<p><i>Responsible Area(s)</i></p> <p>Stacey Jones Dan Nannini Brenda Benson</p>
<p>■ Completed</p>	
<p>RESPONSE</p>	
<p>Much was accomplished during the 2019-20 academic year to successfully launch the Starfish Early Alert solution as a pilot in spring and summer 2020. A 10 person Implementation Team was formed in September 2019 that continues to meet weekly. The team has representation from IT, Academic Affairs, Student Affairs/Counseling, Enrollment Development, Institutional Research and instructional faculty (English and math). During the 2019-20 academic year, the team accomplished the following:</p> <ul style="list-style-type: none"> • Configured the backend of the tool so that “relationships” exist between students and their classroom faculty, and students who participate in special counseling programs. • Created custom Kudos, Flags and Referrals for SMC. Please note: <ul style="list-style-type: none"> ➤ Kudos are positive messages that faculty can send to their students. ➤ Flags are messages that faculty can send to their students to initiate a one-on-one conversation. ➤ Referrals are messages that faculty can send to their students AND a 3rd party – either a counselor or a tutor. If a student belongs to a special program, the special program support staff will receive the Referral and can assign it to the most appropriate counselor. • Re-branded the tool from Starfish to SMC GPS, Gateway to Persistence and Success. • Created a GPS website, a GPS email address (gps@smc.edu), a GPS Faculty Handbook and a Counseling Dept “Best Practices” manual. • Conducted numerous trainings for instructional faculty, counseling faculty and counseling department support staff. The team also made presentations to DPAC, the Academic Senate and Instructional Chairs. • Had 133 instructional faculty participate in spring 2020 pilot, and another 164 faculty in summer 2020. Please note that the two pilots were expanded beyond English and math to include ANY SMC faculty interested in participating. • Had over 8000 kudos, flags and referrals sent to students in spring 2020, and thus far 5449 sent to students in summer 2020. • Conducted a survey to instructional and counseling faculty at the end of spring 2020 to assess the satisfaction with the tool. Survey highlights revealed: <ul style="list-style-type: none"> ➤ 84% of faculty had a positive experience ➤ 77% of faculty were likely to continue using the tool ➤ 73% of faculty were likely to refer it to a colleague 	

- Created a new structure for Year Two that will include 6 GPS Faculty Ambassadors, two of whom will assume lead roles – one for instruction and another for counseling and tutoring. GPS Faculty Ambassadors will assist faculty peers with GPS training and troubleshooting and will help promote the tool campus-wide.
- Worked with the Tutoring Leadership so that referrals to tutoring will be more robust in 2020-21 and will include tracking and the ability to make appointments with a specific tutoring program or tutor.
- Will configure the backend in August so that students can make appointments with instructional faculty for Faculty Office Hours.

DPAC RECOMMENDATION: Accepted as Final

DATE: August 26, 2020



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ACTION PLAN 4	
Implement the STEM Area of Interest (AoI) Student Care Teams.	Lead Person: Vice President of Student Affairs Responsible Area(s): <ul style="list-style-type: none"> • Counseling • Career Services • Welcome Center • Financial Aid • STEM Program • Institutional Redesign Team
<input type="checkbox"/> Completed	<input checked="" type="checkbox"/> Roll Over to Fall 2020
RESPONSE	
<p>The Student Care Team for the STEM Area of Interest has not been fully implemented due to the delay in starting the Title V Grant- Navigating Pathways to Success and the impact of COVID-19.</p> <p>The progress that has been completed in 2019-2020 includes:</p> <ul style="list-style-type: none"> • Holding a retreat with Enrollment Development to restructure the Counseling component in Outreach and the Welcome Center. • Hiring the Project Manager, Counselors, and Equity Trainer for the Title V Grant. • Convening the Equitizing Student Care Teams Group to identify equitable practices for Peer Navigators. • The STEM Program worked with the Equitizing Student Care Teams Group to identify best practices for student mentors and Student Care Team development. • Counselors have been identified for the STEM Areas of Interest. <p>Additional issues that have impacted the delay for the implementation for the Areas of Interest include:</p> <ol style="list-style-type: none"> 1. Technology: Identifying students in areas of interest 2. Developing a database for tracking students in the very areas of interest. 3. Developing a process for grouping students based on the area of interest. <p>Implementation of the Peer Navigator’s component will begin in Fall 2020. The structure for the STEM Area of Interest will also be postponed to Fall 2020-Spring 2021.</p>	
DPAC RECOMMENDATION: Accepted as Final	
DATE: September 23, 2020	



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RESPONSES TO 2019-2020 ANNUAL ACTION PLANS

ACTION PLAN 5		Lead Person: Charlie Yen
Complete the Facilities Master Plan		Responsible Area(s): Executive Vice-President Vice-President, Business/Administration
<input type="checkbox"/> Completed	<input checked="" type="checkbox"/> Not completed (<i>see DPAC's recommendation following Response</i>) <i>Check one of the following boxes. s</i> <input type="checkbox"/> Substantially completed <input checked="" type="checkbox"/> Ongoing, to be completed in 2020-2021 <input type="checkbox"/> Other (include reason if checked)	
RESPONSE		
<p><u>Background:</u></p> <p>On March 5, 2019, the Board of Trustees approved an agreement with DLR Group to prepare a facilities Master Plan for the Main Campus. The Master Plan will generate and articulate the long-term vision for SMC. With input from partners and stakeholders, the plan will create a practical, data-driven, and visionary road map for SMC that looks to develop strategies to enhance the user experience, promote academics, and address land use, buildings, transportation, parking, utilities, sustainability, and open space. The plan will have four phases:</p> <ol style="list-style-type: none"> 1. Analysis and Assessment 2. Concepts and Alternatives 3. Planning for Implementation 4. Documentation and Final Presentations <p>During 2018-2019, DLR met with:</p> <ul style="list-style-type: none"> • Board of Trustees – April 17, 2019 • Management Association – May 9 • Associated Students – May 17 • M&O Managers – June 24 • SM Community – June 24 • M&O night staff – June 24 • M&O day staff – June 25 • Senior Staff – June 25 <p><u>Activities during 2019-2020 (up to March 12, 2020)</u></p> <ul style="list-style-type: none"> • Department Chair – July 12 • Academic Affair – July 12 • City of Santa Monica staff – August 20 • Fall Flex Day – August 22 • Facilities Condition Assessment – summer 2019 • Traffic study – September 16 • General Advisory Board – September 19 		

- Tabling – November 12
- Senior Staff – November 12
- SMC Associates – November 13
- Open House – November 13
- DPAC – November 13
- Tabling – November 14
- CSEA – December 12
- Senior Staff – January 21
- Board of Trustees – February 4
- Manager Association – February 13
- Tabling – February 25, 26, 27
- DPAC Facilities Sub-Committee – February 27
- Faculty Senate – March 3
- Associates – March 11
- Tabling – March 11, 12
- Pico Neighborhood Association – March 12
- Friend of Sunset Park – March 12

Activities were stopped due to COVID -19, and will resume after reopening of the campus.

The Facilities Master Plan will be completed in 2020-2021. It is an assessment of the outlook of SMC's facilities for the next 20 years to meet the education need and better serve SMC students and staff. It will be designed and implemented with the students and the staff serving students in mind.

DPAC RECOMMENDATION: Accepted as Final

DATE: August 26, 2020



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ACTION PLAN 6		Lead Person: Marc Drescher, Chief Director IT
Conduct a district-wide technology assessment, create an IT Staffing Plan and draft a five-year Technology Master Plan.		Responsible Area(s): Information Technology in coordination with TPC
<input checked="" type="checkbox"/> Completed	<input type="checkbox"/> Not completed (<i>see DPAC's recommendation following Response</i>) <i>Check one of the following boxes.</i> <input type="checkbox"/> <i>Substantially completed</i> <input type="checkbox"/> <i>Ongoing, to be completed in 2020-2021</i> <input type="checkbox"/> <i>Other (include reason if checked)</i>	
RESPONSE		
A district-wide technology assessment, IT Staffing Plan and a five-year Technology Master Plan was completed. The five-year Technology Master Plan was approved by TPC on 6-12-2020 and submitted to DPAC.		
DPAC RECOMMENDATION: Accepted as Final		
DATE: August 26, 2020		