



Santa Monica Community College District
District Planning and Advisory Council
MEETING – APRIL 26, 2017
AGENDA

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, **April 26, 2017** at 3:00 p.m. at Santa Monica College in Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order

II. Members

Teresita Rodriguez, Administration, Chair Designee
Fran Chandler, Academic Senate President, Vice-Chair
Georgia Lorenz, Administration Representative
Chris Bonvenuto, Management Association President
Katharine Muller, Management Association Representative
Mitra Moassessi, Academic Senate Representative
Peter Morse, Faculty Association President
Howard Stahl, Faculty Association Representative
Robert Villanueva, CSEA President
Martha Romano, CSEA Representative
Terrance Ware, Associated Students President
Laura Zwicker, Associated Students Representative

III. Review of Minutes: March 22, 2017

V. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs:
- College Services Planning: Mike Tuitasi and Joan Kang, Co-Chairs
- Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs
- Human Resources Planning: Tre-Shawn Hall-Baker and Cesar Rubio, Co-Chairs
- Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs. *See attached 2016-2017 TPC Goals with Recommendations*

B. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Jennifer Merlic, Vice-Chair
- Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair
- Student Affairs: Bea Magallon, Chair, and Esau Tovar, Vice-Chair
- Institutional Effectiveness: Elisa Meyer, Chair, and Hannah Lawler, Vice-Chair

C. Strategic Planning

D. Associated Students

E. Response from Superintendent/President on DPAC recommendation(s), if any

VI. Agenda

Public Comments

Individuals may address the District Planning and Advisory Council (DPAC) concerning any subject that lies within the jurisdiction of DPAC by submitting an information card with name and topic on which comment is to be made. The Chair reserves the right to limit the time for each speaker.

A. Institutional Objectives, 2016-2017: Mid-Year Status (*attached*)

B. Recommendation from Budget Planning Subcommittee:

Given the potential budgetary implications, the DPAC Budget Subcommittee recommends that DPAC discuss the implications and opportunities of growing the upcoming Summer Session.

C. Recommendation from Technology Planning Subcommittee

Cybersecurity Awareness

The Technology Planning Subcommittee recommends that all employees participate in a succinct and focused online Cybersecurity training when granted a SMC network account and annually thereafter.

Training should include, but not be limited to, the following areas:

- Acceptable Usage of District Equipment
- Password Management
- Email and Network Security
- Computer Virus Response
- Internet Usage and Downloading Software

VII. Adjournment

Meeting schedule through June, 2017 (second and fourth Wednesdays each month at 3 p.m.)

<u>2016-2017</u> May 10, 24 June 14, 28

VIII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the May 10, 2017 DPAC meeting.

Master Plan for Education Update, 2017-2018
 Planning Process/Schedule for DPAC

Documents for DPAC to review:

- Responses to 2016-2017 Institutional Objectives
- Senior Staff Discussion of Potential Institutional Objectives
- Strategic Planning Report
- Institutional Effectiveness Committee Observations
- Technology Objectives, 2017-2018
- Program Review 2017 Planning Summary
- Accreditation Recommendations
- Board Goals and Priorities, 2017-2018
- Institutional Objectives, 2017-2018
- Master Plan for Education, 2017-2018

Date	Activity	Comments
May 2017	Prepare response forms for 2016-2017 Institutional Objectives to send to senior staff to prepare responses Senior Staff Meeting, May 23 rd . Discuss potential institutional objectives for 2017-2018	Due June 10 th
May 24 SPTF Meeting	Discuss Strategic Planning Report, ongoing college priorities and strategic initiatives and identify possible Institutional Objectives for 2017-2018	
June 14 DPAC Meeting	Review Institutional Effectiveness Annual Report and identify possible Institutional Objectives for 2017-2018	Prepare responses for 2016-2017 Institutional Objectives
June 28 DPAC Meeting	Review 2017-2018 Technology Objectives	
	Review and discuss responses for 2016-2017 Institutional Objectives	
July 12 DPAC Meeting	Program Review Planning Summary will be presented for review and discussion to start process of identifying overarching recommendations to be included as institutional objectives	Prepare chart listing Program Review Planning Summary
July 26 DPAC Meeting	Continue review of Program Review Planning Summary and assign recommendations to DPAC Subcommittees, Academic Senate Joint Committees and/or staff.	
	Review and discuss Accreditation Recommendations for potential Institutional Objectives	
August 9	Possible Meeting	

Date	Activity	Comments
August 23 DPAC Meeting	Discuss possible Institutional Objectives for 2017-2018 and assign writing to appropriate parties	Prepare draft of Institutional Objectives, 2017-2018
	Review Board of Trustees Goals and Priorities, 2017-2018 and identify possible Institutional Objectives for 2017-2018	If applicable, revise the draft of Institutional Objectives, 2017-2018 to incorporate Board Goals and Priorities
September 13 DPAC Meeting	Review, discuss and finalize draft of Institutional Objectives for 2017-2018	Prepare final Institutional Objectives
September 27 DPAC Meeting	Review and Discuss Master Plan for Education Update, 2017-2018	
October 3 Board of Trustees Meeting	Present Master Plan for Education Update 2017-2018 to Board of Trustees (information)	

**MID-YEAR STATUS ON INSTITUTIONAL OBJECTIVES
2016-2017**

1. Develop a future capital outlay plan in alignment with the updated Facilities Master Plan.
 1. We are continuing the process of updating the Facilities Master Plan.
 2. Since this objective was approved, we have successfully passed Santa Monica-Malibu Measure V and the state has passed Proposition 51.
 3. We have begun the process to analyze the remaining funding and potential future funding.
 - a. Bond funds remaining from Measure U, S, and AA.
 - b. Cost increases and additional projects and scope from projects started under Measure U, S, and AA that may need additional funds from Measure V.
 - c. Developing cost estimates for new projects under Measure V
 - d. Determining the availability of state funds for Math/Science and Art. Projects have been approved but governor has not included in budget.
2. Develop a plan to efficiently and effectively provide for the cooling needs of district facilities for the next five years, including a specific implementation timeline for Summer 2017.
 - Waiting the outcome of the master planning process to determine the sequence of new projects on campus that may replace buildings without air conditioning.
 - Recommend design work starts as soon as possible on Science West Wing and PAC Main Building (Madison), since they will be unaffected by any new projects.
 - 3. Preparing to go out to bid again this year for temporary air conditioning.
3. Develop a plan to establish a gender equity center to serve all students interested in or having a need for services regardless of gender, sexuality, identity and inclusion.
 1. The Gender Equity Workgroup has met biweekly to complete the planning process for the creation of the Gender Equity and Social Justice Center. The Gender Equity Workgroup has met with and partnered with The Social Justice Workgroup in order to evaluate where our goals and services intersect.
 2. The Gender Equity Workgroup has partnered with IR to conduct a series of comprehensive student focus groups regarding the name, programming, and both academic and student services to be offered by the Gender Equity and Social Justice Center. This data is currently being tabulated and analyzed by IR.
 3. The Gender Equity Workgroup has had extensive discussions regarding the location of the Gender Equity and Social Justice Center, and partnered with Associated Students to both locate a space and fund the renovations for the Center.
 4. The Gender Equity Workgroup has had extensive discussions regarding the staffing of the Gender Equity and Social Justice center, and is applying for major grants as well as hoping to secure local support from the college.
 5. The Gender Equity Workgroup conducted a Flex Day presentation to gather suggestions from faculty and staff at Santa Monica College.
 6. Members of the Gender Equity Workgroups have held lunch time faculty listening sessions to determine which faculty on our campus who are interested in participating in the Gender Equity and Social Justice Center. The group intends to develop a comprehensive campus n
 7. The Gender Sexuality Alliance Student Club (GSA) has been formed and is a robust cohort of over thirty LGBTQ+ SMC students. Currently the group is planning SMC pride week, taking place in late May. The event includes a coffeehouse, rock concert, genderqueer fashion show, and movie night.
 8. Discussions have been had with the Dean of Non-Credit in order to ascertain if the center might host some non-credit gender equity and social justice related non-credit courses.

<p>4. Convert the class scheduling process from a physical to an electronic format.</p> <p>Dean Jennifer Merlic and a subcommittee of department chairs reviewed specifications and created a “wish list” of capabilities for a tool to do course scheduling electronically. Jenny did several interviews and site visits with colleges currently using such tools for their own scheduling needs. EMS, a tool that SMC already uses for Events facility scheduling, emerged as the leading solution particularly because our facility information is already integrated. This purchase is currently being considered. Jenny and MIS had a call with the company recently to discuss the scope and requirements of an official adoption of the tool.</p>
<p>5. Revisit the plan developed by the Ad Hoc Full-Time Faculty Task Force to adjust benchmarks as needed with the goal of implementing a long-term plan to increase the percentage and net number of full-time faculty.</p> <p>The 75/25 Ad Hoc Full-time Faculty Task Force is 85 percent finished with its deliberations. We should be able to finish our work on March 23 and will agendaize it for DPAC's April 26 meeting.</p>
<p>6. Identify strategies to increase student enrollment including an implementation timeline for each.</p> <p>Enrollment strategies is worked on throughout the year. Thus far, there has been significant work made to remove enrollment barriers (a summary is attached) and several more strategies to remove barriers and stimulate additional enrollments are in the planning stages. Specifically, the following items are being piloted or are in development:</p> <ul style="list-style-type: none"> • The SMC/Westside College Promise – which will establish a 15 unit per term, two year pathway to transfer • Increased dual enrollment to improve the number of students that are college ready once they matriculate • A Saturday Academy for concurrent enrollment students outside of the district • Enhancements to the community outreach plan • Class scheduling software that will facilitate responsiveness to course offerings • A student success ambassador program that will provide student mentors to new students and improve hands on communication with students designed to increase enrollment yield and reduce attrition • Additional on-campus programs (eg. Super Saturdays) • Extended evening/Saturday hours for core student services during peak times
<p>7. Identify ways to infuse financial literacy throughout the curriculum with the intent to improve student success.</p> <p>The Business department has engaged in discussions on possible ways to promote financial literacy and identified the following:</p> <ol style="list-style-type: none"> 1. Continue offering personal finance workshops each semester 2. Explore the option of a Summer Jam workshop. 3. Consider adding the 1 unit or 3 unit personal finance course as a requirement for all Business and Accounting certificates. 4. Investigate non-credit options for adult education populations, including Emeritus. 5. Expand dual enrollment where available with feeder high schools. 6. Explore possibility to serve as an alternative to the Global Citizenship AA/AS requirement.
<p>8. Establish consistent baseline funding for technology infrastructure including staff and begin establishing benchmarks and best practices to evaluate maintenance and support across all College technology operations.</p> <p>IT staff have been working on gathering data related to software needs to ensure budget is tied to maintain and upgrade, when necessary, the software required on an annual basis. Additionally, average maintenance costs year over year are being analyzed to establish budgets that can support those needs. The infrastructure piece is proving to be more challenging given the complexity of our systems, the multiple sites maintained and the addition of new facilities, but the goal is to establish a general framework for these as well. Finally, we are looking at best practices for IT staffing and support to benchmark against and working with fiscal services to establish a long term funding plan.</p>

9. Develop a strategic plan for Learning Resources to provide comprehensive, integrated, and sustained instructional support to students.

Learning Resources, in collaboration with the Student Instructional Support Committee of the Senate developed a list of strategic priorities to begin implementing this academic year. They included the following and are currently underway:

- Articulation of new SLOs and UOs to reflect activity, measure efficiency, productivity, and student/faculty satisfaction
- Implementation of tutoring activity tracking system which includes on line reservation system for student appointments. Trained staff and raised awareness among faculty associated with LRC's.
- Training on and implementation of tutoring activity tracking system for other departments including Black Collegians, Adelante, STEM, Nursing, NCr ESL.
- Implementation of systematic assessment tools
- Creation of a tutoring manual to serve as common training as well as reference for consistent and intentional activities in all the centers
- Implementation of a joint 3 module tutor training across all disciplines:
- Opening of the new interdisciplinary Learning Resources Center in the Library under the newly created Academy of Learning Innovation and Success (ALIS) concept. Opportunity for faculty to conduct workshops and office hours there, intermittent tutoring available to students.

Learning Resources has also engaged with Associated Students to develop a personal hygiene "pantry" to compliment the food pantry for students who face homelessness.

10. Convene College stakeholders to develop a data-driven work plan in support of the Strong Workforce Program to improve Career Technical Education outcomes.

The CTE Committee and the Office of Workforce and Economic Development have developed the "local" plan for SMC which is focused on developing infrastructure and a strong foundation for further development of our CTE programs. The plan can be viewed at:

<http://doingwhatmatters.cccco.edu/StrongWorkforce/LocalShareReports.aspx>. In addition,

Dean Patricia Ramos and President Jeffery have represented SMC at the regional level. The regional plan, which includes SMC's role, can be viewed at:

<http://www.laocrc.org/media/page/64/SWP%20LA%20Regional%20Plan%20v12%20FINAL.pdf>

11. Prepare a report describing the practices and outcomes associated with the GRIT strategic initiative designed to support academic success through the development of non-cognitive skills and integration into the work and mission of the institution. Develop a "toolbox" of proven GRIT strategies for faculty and staff working with students to promote academic success.

The report has been completed and can be distributed.

12. Explore options for collecting more accurate data on alternative methods of transportation utilized by SMC staff and students to inform additional strategies to increase sustainability options.

The Transportation Taskforce will be meeting this Wednesday. I'll have more information after that meeting.

13. Develop a strategic plan for 2016-2021.

DPAC appointed a Strategic Planning Task Force (SPTF) comprised of representatives from each constituent group. An RFP was issued to solicit proposals for a consultant to facilitate the strategic planning process: The Collaborative Brain trust was the unanimous recommendation of the SPTF proposal review workgroup. The scope of the process includes identification of strategic initiatives for the next 5 years as well as a review of SMC's student success and equity programs and planning, internal planning processes, and the institution's organizational structure. Workgroups appointed by the constituent groups and facilitated by the CBT team is reviewing data and other information relative to each area. The reviews will result in recommendations from the CBT team to the College Superintendent/President. Workgroup output will be included in the information used by the SPTF to develop the strategic initiatives.

In December 2016 the CBT team visited the campus and interviewed different groups, functions, and individuals as part of the discovery phase of the strategic planning process. The collaboration phase culminated in March 2016 when a survey was sent to all SMC constituent groups and the CBT team was on campus for three days. During the CBT visit the team met with the SPTF and the workgroups,

conducted “listening” sessions with a broad representation of both internal and external groups, including community leaders and elected officials in the Cities of Santa Monica and Malibu, and conducted open forums and drop in sessions to which all college constituents were invited. The collaboration phase wrapped up with a Flex Day presentation on the strategic planning process.

The planning phase occur from late March to mid-May. April 17 – 19, 2017 the workgroups held final meetings and, in an all-day meeting, the SPTF reviewed all the data and information and draft strategic initiatives for the next 5 years. The draft will be shared with the college community and feedback solicited. The final phase of the strategic planning process will be the review of all feedback to the draft, finalization of the strategic planning report and initiatives, and submission to the Superintendent/President by the end of June.

Communicating with the college community is a key element of the strategic planning process. “Strategic Planning Briefing” newsletters are distributed at key points in the process and information is posted on the Strategic Planning website:

www.smc.edu/ACG/DistrictPlanningPolicies/Pages/Strategic-Planning_Task-Force.aspx.

14. Identify tools and methods that will integrate Student Equity activities and similar student success projects across campus in order to maximize the impact on students.

This objective is being integrated into the Strategic Planning efforts in the “Student Equity and Success” subcommittee.

15. Conduct a survey of the campus community related to health, safety and environmental issues and develop a plan to address identified concerns.

The DPAC College Services Committee met on Friday, February 24th. Dr. Hannah Lawler came to discuss the details of the survey.

Since there are numerous surveys being conducted in the Spring 2017, It was recommended that the survey be developed in the Spring and launched in Fall 2017.

We are in the process of identifying the themes and developing the questions.

The survey will focus on the following areas:

- Campus Climate (Faculty and Staff)- The Human Resources Sub Committee will oversee this area.
- Campus Health, Emergency, and Safety. Related to the following areas:
 - Facilities (Lighting, safety, & trip hazards)
 - Buildings
 - Risk Management
 - Classroom Facilities (Learning environment)
 - New Construction
 - Transportation (Lighting, sign placement, crosswalks)
 - Emergency Preparedness Training