



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, May 13, 2020. This meeting was conducted via Zoom Conference.

- I. Call to Order -3:03 p.m.
- II. Members Present
Jennifer Merlic, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Erica LeBlanc, Management Association Representative
Lisa Rose, Management Association Representative
Sal Veas, Academic Senate Representative
Peter Morse, Faculty Association President
Tracey Ellis, Faculty Association Representative
Cindy Ordaz, CSEA Representative
Dee Upshaw, CSEA Representative
Summer Le, Associated Students Representative

Others Present

Vicki Drake
Jessica Gonzalea
Matt Hotsinpillar
Lee Peterson.
Martha Romano

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 telephonically or by Zoom Conference.

- III. Minutes of DPAC Meeting on April 22, 2020: *Unanimously approved by consensus.*
- IV. Reports - None
- V. Superintendent/President's Response to DPAC Recommendations -None
- VI. Public Comments - None
- VII. Agenda
 1. Update: COVID-19
Mike Tuitasi reported that the State has 4 stages for reopening and Los Angeles County has 5 stages. The State is currently in stage 2 with the gradual opening of florists, retailers, car dealerships, golf courses and trails. Moving into next week, some other low risk businesses in

essential health care, outdoor recreation, libraries, museums and cultural centers and galleries will gradually open with restrictions. SMC is currently transitioning to stage 3 and is determining which academic programs can be brought back safely. This involves bringing back essential personnel, looking at staffing plans and training, while ensuring safety with social distancing, appropriate PPE and making sure there is appropriate staff to clean facilities. The college received the CARE funds and has started distributing those funds to students. Providing wifi access for students at the Bundy site is being explored as well as other ways for students who don't have vehicles or have access to wifi. A plan for to improve communications with the college community is being developed.

Jennifer Merlic reported that the Chancellor's Office is requiring that all courses offered online must be approved as distance education offerings, and the Curriculum Committee is ready to present the new slightly revised distance education form. There will be an internal process to determine which courses are most challenging to teach in the online environment and bring those back first. Nursing and respiratory care programs are top priority because the state has requested all health care and emergency response programs to be top priority. The college is also involved in professional development efforts. A memo was sent out by Superintendent/ President Kathryn Jeffery summarizing how the college is addressing COVID-19 issues. A fairly dire announcement came out of the Governor's office regarding the budget for 2021 and the devastating impact the COVID-19 has had on the state economy, and how it will impact SMC's budget as well. The pending legislation at the federal level could significantly impact our budget as well.

2. Annual Program Review Format: Vicki Drake and Erica LeBlanc, Chair and Co-Chair of the Academic Senate Program Review Committee, presented a proposal for a new Annual Program Review process and forms. It is a streamlined version designed to simplify the Annual Program Review process to make it more viable and easier for chairs and other department and program leaders to complete. Previously, there were six different versions of Program Review templates, which made it confusing. The purpose of program review is to serve as a vehicle for ensuring that the college is continuously improving its programs by determining where improvements can be made. It is also used to identify overarching issues that need attention. Program review is required by law in Title 5 and accreditation. Previous to 2010, program review occurred every six years. Since then, an annual program process was developed in order to capture data on an annual basis. When it comes time for the six-year review, there is six years' worth of documentation. With input from members of the Program Review Committee, Institutional Effectiveness, and administration, a simplified format was tested and was successful. The process and two versions of the forms – a shorter version for this year called the COVID_19 and the version that will be effective next year -- were presented to DPAC for approval. The forms (attached) were reviewed. Nate Donahue commented that the Academic Senate is very pleased with the new process and faculty are responding favorably. *Motion was made by Summer Le and seconded by Peter Morse to approve the Program Review format. It was unanimously approved.*
3. Process for Developing Future Action Plans: DPAC reviewed the section in the *DPAC Scope and Function* that relates to the development of the Annual Strategic Planning Report which includes guidelines for developing annual action plans. It was agreed that the *Guided Pathways Scale of Adoption Assessment* be added to the bulleted list of documents.

The schedule for development of Annual Actions Plans was reviewed. DPAC members were asked to review the schedule and submit additions or changes to the timelines, documents and/or activities to Lisa Rose. It will be reviewed and discussed at the next DPAC meeting.

4. Process for preparing Responses to 2019-2020 Annual Action Plans: A process will be discussed on distributing the 2019-2020 Annual Actions to the responsible parties to prepare updates which can be reviewed over the summer. The 2019-2020 Annual Action Plans will be reviewed at the next DPAC meeting.

VIII. Adjournment – 4:01 p.m. p.m.

Meeting schedule through June 2020 (second and fourth Wednesdays each month at 3 p.m.)

May 27

June 10, 24