



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, January 26, 2022. This meeting was conducted via Zoom Conference.

I. Call to Order -3:04 p.m.

II. Members Present

Mike Tuitasi, Administration, Chair
Jamar London, Academic Senate President, Vice-Chair
Bradley Lane, Administration Representative
Chris Bonvenuto, Management Association Representative
Lisa Rose, Management Association Representative
Peter Morse, Faculty Association President
Elaine Roque, Faculty Association Representative
Cindy Ordaz, CSEA Representative
Martha Romano, CSEA Representative

III. Minutes of DPAC Meeting: January 12, 2022

The minutes were unanimously approved.

IV. Public Comments – None

V. Superintendent/President's Response to DPAC Recommendation -None

VI. Reports - None

VII. Agenda

1. COVID-19 Update: An overview was presented of new County guidelines for institutions of higher education redefining what it means to be fully vaccinated. Individuals are considered fully vaccinated if they have received a booster shot. As a result of this change, students and subsequently staff, will be required to submit verification of their vaccine booster. The roll out dates are March 15th for students and April 15th for staff. Students will not be able to register for summer or future semesters without submitting verification of a booster shot. Students who are not yet eligible for booster will be required to test weekly. Communication will be sent to students that testing is available on campus. There is also additional guidance from the Los Angeles Department of Public Health regarding isolation and quarantine. The new mask guidelines require that students and staff wear a minimum of a surgical mask or anything higher. The college is in the process of making sure that all classrooms and student services areas have access to surgical masks so that students can replace or wear in addition to their cloth face covering.
2. Accreditation Update: The standard co-leads are gathering information and preparing their reports to be submitted to standard co-chairs on February 1st. There will be a meeting with the standard co-chairs to discuss some of the parameters of the writing process for the initial draft of the ISER. The standard co-leads will submit an initial rough draft of their standard ISER report to the co-editors by February 21st.

3. Academic Senate Goals and Objectives, 2021-2022 Update: The Distance Education Committee developed guidelines for best practices for synchronous online teaching and submitted those to departments, and has drafted a tentative practical alternative to Proctorio. The new faculty hiring committee is developing professional development events for newly-hired full-time faculty. The Academic Senate formally approved the Ethnic Studies Task Force as the official recommending body for the Ethnic Studies Program. The Program Review Committee is deliberating on how to revamp the program review process.
4. 2022-2023 Annual Action Plans: The 2022-2023 Annual Action Plans were approved as revised (*included below*) and will be forwarded to Fiscal/Budget Committee for review and recommendations.

2022-2023 Annual Actions Plans

#1 Develop a Master Plan for Education, 2023-2028

#2 Relaunch “The Center” to be a learning and professional center for all employee groups

Motion Made By: Nate Donahue

Seconded by: Cindy Ordaz

Vote: Unanimous

VII. Adjournment – 4:02 p.m.

Meeting schedule through June 2022 (second and fourth Wednesdays each month at 3 p.m.)

February 23

March 9, 23

April 13, 27

May 11, 25

June 8, 22



Santa Monica Community College District

2022-2023 ANNUAL ACTION PLAN TO SUPPORT THE INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES

ANNUAL ACTION PLAN 1 Develop a Master Plan for Education, 2023-2028		Lead Person: Superintendent/President Lead Administrator (tbd) Other Responsible Area(s): Senior Staff Academic Senate Task Force (tbd)
Map to 2017-2022 Strategic Initiatives		
<input checked="" type="checkbox"/> Close Gaps in educational outcomes <input checked="" type="checkbox"/> Educational and career opportunities and pathways <input checked="" 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		
Map to Institutional Planning Documents		
<input checked="" type="checkbox"/> Board of Trustees Core Priorities <input checked="" type="checkbox"/> Academic Senate Objectives <input type="checkbox"/> Program Review Observations <input type="checkbox"/> Institutional Effectiveness Dashboard Report <input type="checkbox"/> Student Equity Plan Activities <input type="checkbox"/> Guided Pathways Redesign Goals	<input checked="" type="checkbox"/> Accreditation Recommendations <input type="checkbox"/> Institutional Learning Outcomes Supporting Goals ³ # _____ <input type="checkbox"/> CCC Chancellor's Office Vision for Success ⁴ # _____ <input type="checkbox"/> Other (specify):	
Methods to Accomplish the Annual Action Plan (<i>include timeline</i>) The Master Plan for Education, 2023-2028, shall establish a framework for serving SMCCD students, taking into consideration the major demographic, economic, and educational issues facing the SMC community. The Plan will be developed through: <ul style="list-style-type: none"> • Consultation with SMC's leadership • Input from residents, businesses, community leaders, and educators • Interviews and focus groups with members of the Board of Trustees, students, administrators, faculty members, and classified staff • Extensive review of SMCCD documents, demographic data, and research • Internal analysis of Strengths, Weaknesses, Opportunities, and Threats (SWOT) 		
<u>Spring 2022</u> <ul style="list-style-type: none"> • The Superintendent/President will designate an administrator to lead the process of developing a Master Plan for Education, 2023-2028 • The lead administrator will collaborate with Procurement to prepare a Request for Qualification to identify a consultant to assist the District in developing a Master Plan for Education 2023-2028 		
<u>Summer 2022</u> <ul style="list-style-type: none"> • DPAC or a subcommittee of DPAC will be charged with reviewing the responses to the Request for Qualifications and provide a recommendation to the Superintendent President. • A consultant will be recommended to the Board of Trustees for approval • A Task Force will be established to work with the lead administrator and the consultant in the process 		

- The Superintendent/President will request recommendations from all SMC constituencies for membership on the Task Force and report back to DPAC

Fall/Winter 2022-Spring 2023

- The consultant will work with the lead administrator and members of the Task Force to facilitate the process of developing a Master Plan for Education 2023-2028

Comment: In order to meet the ACCJC requirements for planning, it is essential that Santa Monica College has evidence of a strong planning process, in particular a mission-driven Master Plan for Education. This plan, when developed and integrated through a systematic participatory governance process that includes student learning outcomes and assessment, program review, data analysis, and ongoing dialogue, form the heart of institutional effectiveness. They drive institutional priorities, resource allocation, student achievement, and institutional improvement plans.

A Master Plan for Education should do far more than describe a college's existing programs, history, and demographic environment. It should articulate a vision which informs the college's decisions, and guides college faculty and staff toward common goals.

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:

Santa Monica College serves a diverse population of students with an array of life experiences, preparedness skills, needs, and goals. Student needs and choices are evolving, and SMC needs to proactively address these changes. With the growth of online learning, students have more choices and are becoming more proactive in their educational choices. Students desire more collaborative and experiential forms of learning. SMC needs to provide the necessary programs and services for successful outcomes. Accountability to measure student success will continue and increase.

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:



Santa Monica Community College District

2022-2023 ANNUAL ACTION PLAN TO SUPPORT THE INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES

ANNUAL ACTION PLAN 2 Relaunch “The Center” to be a learning and professional development center for all employee groups.		Lead Person: Dean of Equity, Pathways and Inclusion Human Resources Professional Development Coordinator Responsible Area(s): Human Resources Academic Senate CSEA Management Association
Map to 2017-2022 Strategic Initiatives		
<input type="checkbox"/> Close Gaps in educational outcomes <input checked="" type="checkbox"/> Educational and career opportunities and pathways <input type="checkbox"/> Long-term and integrated planning linked to resource allocation <input checked="" 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		
Map to Institutional Planning Documents		
<input checked="" type="checkbox"/> Board of Trustees Core Priorities <input checked="" type="checkbox"/> Academic Senate Objectives <input type="checkbox"/> Program Review Observations <input type="checkbox"/> Institutional Effectiveness Dashboard Report <input checked="" type="checkbox"/> Student Equity Plan Activities <input type="checkbox"/> Guided Pathways Redesign Goals	<input type="checkbox"/> Accreditation Recommendations 1. Indicate Standard # _____ 2. Quality Focus Essay <input type="checkbox"/> Institutional Learning Outcomes Supporting Goals ³ # _____ <input type="checkbox"/> CCC Chancellor’s Office Vision for Success ⁴ # _____ <input type="checkbox"/> Other (specify):	
Methods to Accomplish the Annual Action Plan (<i>include timeline</i>) <ul style="list-style-type: none"> • Support the Institutional Effectiveness Partnership Initiative (IEPI) in its design and implementation of a comprehensive professional development plan for all employee groups with the outcome to improve student racial equity and sense of belonging on campus. • Collaborate with senior administrative staff, Academic Senate, Faculty Association, CSEA, Management Association, PDC and CPDC to assess the logistics of relaunching The Center, including funding for personnel and infrastructure needs. • Explore methods to increase participation in equity-related professional development activities for all employee groups. 		
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: <ul style="list-style-type: none"> • Professional development opportunities offered through “The Center” for all employee groups will align with SMC’s redesign, equity mission, vision and goals. • Professional development activities will actively and intentionally foster greater collaboration, synergy and coordinated action to advance student success and racial equity. 		

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: