



Santa Monica Community College District
District Planning and Advisory Council
MEETING –NOVEMBER 30, 2020
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Monday, November 30, 2020. This meeting was conducted via Zoom Conference.

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

II. Members Present

Mike Tuitasi, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Lisa Rose, Administration Representative
Chris Bonvenuto, Management Association Representative
Dione Carter, Management Association Representative
Jamar London, Academic Senate Representative
Elaine Roque, Faculty Association Representative
Cindy Ordaz, CSEA Representative
Dee Upshaw, CSEA Representative
Tafari Alan, Associated Students Representative
Joshua Elizondo, Associated Students Representative

Others Present

Matt Hotsinpiller

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 by Zoom Conference.

III. Minutes of DPAC Meeting –October 28, 2020: *Unanimously approved.*

IV. Reports - None

V. Superintendent/President’s Response to DPAC Recommendations - None

VI. Public Comments - None

VII. Agenda

- COVID-19 Update

The Governor is considering a stay at home order versus a safer at home. At SMC, a Human Resources subcommittee is meeting to determine if there will be a change to the policy on wearing face coverings. There is a detailed list of people who are exempt from wearing face coverings – alone in a car or with members of your own household in a car or office; if you are actively eating or drinking provided you are able to maintain at least six feet from others; if you are outdoors and at least six feet from others not in your household; people who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary; and workers who are wearing other respiratory protection. The hospitalization rate in L.A. County is 2,185 which is up 136 since Sunday. The biggest concern right now is that the entire state is at 75 percent capacity in terms of hospital beds. The positivity rate is 9.4 percent;

one month ago it was at 3.7 percent. For SMC, there are 26 positive cases off campus, and one who was on campus with no spread of the virus on campus. The college is looking to scale back its footprint on campus even further because of the rising cases and requiring the most essential staff to be on campus as little as possible. Maintenance and Operations staff have been reduced to one day a week.

An upgrade to the HVAC system at 2714 Pico is planned for December, so staff in that building will be working remotely for the most part.

Loaned Equipment: Academic Affairs will be working with instructional departments to facilitate the return of equipment loaned to students. The proposed deadline for staff to get equipment out of their offices is December 10th.

- Program Review Planning Summary: Stephanie Amerian and Hannah Lawler, Chair/Co-Chair respectively of the Program Review Committee, presented the Program Review Planning Summary.

The following programs submitted a six-year program review report in terms Spring 2019, Fall 2019, and Spring 2020. All Spring 2019 and Fall 2019 reports were accepted by a unanimous vote of the committee. The Spring 2020 executive summaries will be reviewed and voted on during the first Spring 2021 meeting.

Spring 2019

- Cosmetology
- Counseling
- ESL
- Life Sciences
- Pico Promise
- Sustainability
- Transfer/Articulation

Fall 2019

- CalWorks
- EOPS/CARE
- Financial Aid
- High School Programs
- International Education
- Scholars
- TRIO Upward Bound

Spring 2020

- History
- Philosophy/Social Sciences
- Physical Sciences

Recommendations for Institutional Supports for Programs were formulated as a result of the reviews of programs in Spring 2019, Fall 2019, and Spring 2020. The recommendations are organized by the following themes:

- Budget/Resource Allocation
- Facilities
- Policy/Procedures
- Inquiry/Research
- Marketing, Programming, Relationships
- Technology/Equipment

Link to full report:: <https://www.smc.edu/administration/governance/district-planning-policies/documents/Program-Review-Planning-Summary-2019-2020.pdf>

- Institutional Effectiveness Committee’s Observations of SMC’s Performance on Vision for Success/Student Equity Metrics and Recommendations: Elisa Mayer and Hannah Lawler, Chair and Co-Chair respectively of the Institutional Effectiveness Committee, presented the I.E. Committee report.

Review of the I.E. Dashboards: The I.E. Committee conducted a comprehensive review of metrics and identified metrics to include in this year’s I.E. dashboards. The committee voted to include:

- 46 metrics on the Academics Dashboard:
- 5 metrics on the Student Support Dashboard:
- 21 metrics on the Fiscal Dashboard:
- 4 metrics on the Collegiality Dashboard:
- 5 metrics on the College Infrastructure

Recommendations of the IE Committee: The Committee presents three recommendations to the DPAC for consideration as it identifies action plans and goals for the Annual Action Plans that support SMC’s Strategic Initiatives. The recommendations are informed by significant trends observed in the college data related to institutional effectiveness.

#1 - Ensure all students who are potentially eligible for financial aid apply and receive aid

#2 – Examine opportunities to address the racial equity gaps for course success

#3– Form a small taskforce focused on implementing or revising college practices to ensure all successful students who receive a degree/certificate and/or transfer are captured in the Student Centered Funding Formula (SCFF)

Link to full report: https://www.smc.edu/administration/governance/academic-senate/committees/IE/DPACReports/2019-2020_IEC_Report_to_DPAC_Final.pdf

- DPAC reviewed the Board of Trustees Goals and Priorities, 2020-2021, approved by the Board on November 10, 2020.
<https://www.smc.edu/administration/governance/board-of-trustees/documents/Board-Goals-and-Priorities-2020-2021.pdf>

VIII. Adjournment – 4:48 p.m.

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

December 9, 2020
January 13, 27, 2021
February 10, 24
March 10, 24
April 14, 28
May 12, 26
June 9, 23

Meeting of the Council of Presidents (COP)

The Council of Presidents discussed the agenda for the DPAC meeting on December 9, 2020. The agenda will include the following:

- COVID-19 Update
- Review and continue development of Action Plans for 2021-2022
- Budget Committee recommendations for use of HEERF/MSI funds.