



Santa Monica Community College District

District Planning and Advisory Council

*Annual Report
2018-2019*





Santa Monica Community College District
District Planning and Advisory Council

DPAC ANNUAL REPORT
2018-2019

Page No.

Board Policy 2515.....	2
DPAC Scope and Function, 2018-2019.....	3
Members and Meetings, 2018-2019.....	7
Planning Subcommittees – Members and Responsibilities	8
Budget Planning Subcommittee	9
Facilities Planning Subcommittee	10
Human Resources Planning Subcommittee	11
Technology Planning Subcommittee	12
DPAC Annual Report (sorted chronologically)	13-29
DPAC Annual Report (sorted by topic)	
75-25 Benchmark.....	30
Administrative Regulation 3250, Institutional Planning	31
Annual Action Plans, 2018-2019	31
Annual Strategic Planning Report	34
Custodial Services Update.....	34
DPAC 2017-2018 Annual Report.....	35
Election of Vice-Chair for 2019-2020`	35
Facilities Master Plan Update.....	35
Governance Structure	36
Institutional Effectiveness Report, 2017-2018.....	40
Local District Goal Setting 2018-2019	41
Master Plan for Education Update 2018-2019	42
Pathways Update.....	43
Responses to 2017-2018 Institutional Objectives	44
Responses to 2018-2019 Action Plans.....	44
Schedule of Topics for DPAC Meetings, 2018-2019	44
SMC Promise Program.....	44
Student Centered Funding Formula	45
Student Services Building Update.....	45
Student Services Center Directory.....	45
Tentative 2019-2020 Budget`45	



BP 2515 DISTRICT PLANNING AND ADVISORY COUNCIL

The Board recognizes the District Planning and Advisory Council (DPAC) as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2511), Classified Staff (BP 2512), Associated Students (BP 2513) or the Management Association (BP 2514). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

DPAC is the College's primary planning body. It is the responsibility of DPAC to facilitate the District's long-term planning efforts, including the assessment of the College's planning process. Every five years, DPAC develops recommendations for new Strategic Initiatives and reviews the Vision, Mission and Goals. DPAC also develops annual action plans that support the five-year strategic initiatives and objectives.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (CSEA Chapter 36), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

Adopted: 1/10/2005

Revised May 4, 2009; June 6, 2017, February 5, 2019

District Planning and Advisory Council

SCOPE AND FUNCTION

2018-2019

District Planning and Advisory Council (DPAC)

The District Planning and Advisory Council (DPAC) is the advisory body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2511), Classified Staff (BP 2512), Associated Students (BP 2513) or the Management Association (BP 2514). Issues include, but are not limited to, District budget planning, facilities planning, human resources planning, and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

Reference: Board Policy 2515

DPAC Members:

Superintendent/President (or designee)
Academic Senate President (or designee)
Faculty Association President (or designee)
CSEA President (or designee)
Management Association President (or designee)
Associated Students President (or designee)

Each Constituency Group President (or designee) shall be allowed one additional seat at DPAC meetings for a total of 12 members.

DPAC Chair and Vice-Chair:

The Superintendent/President is a de facto member of DPAC and shall serve as Chair of DPAC. The Superintendent/President may appoint a designee in June to serve as chair for a one-year term the following fiscal year. If a designee is appointed, the Superintendent/President, as a de facto member, is welcome to attend DPAC meetings. DPAC may extend a special invitation to the Superintendent/ President to participate in discussion of a specific topic.

The Vice-Chair shall be elected by a majority vote of DPAC in June to serve a one-year term for the following fiscal year.

Note: The Vice Chair shall not come from the same constituency group as the Chair of DPAC. If the Superintendent/President selects a faculty person for Chair then the Vice Chair must come from a constituency group other than faculty.

Responsibilities of the DPAC Chair and Vice-Chair

- The Chair shall preside at meetings of DPAC
- The Vice-Chair shall preside at meetings of DPAC in the absence of the Chair
- The Chair and Vice-Chair shall review agendas and minutes of DPAC meetings prior to distribution
- The Chair and Vice-Chair shall assure that DPAC's recommendations are conveyed to the Superintendent/President

DPAC Coordinator

The DPAC Coordinator shall be responsible for the following:

- Prepare, post/distribute agendas for DPAC meetings in compliance with the Brown Act (72 hours in advance of a regular meeting)
- Prepare, post/distribute minutes of DPAC meetings
- Keep a full, accurate and indexed record of DPAC proceedings
- Maintain all DPAC records and files
- Prepare DPAC Annual Report

Privileges and Obligations of Council Members

- Each member is expected to represent their group in discussions and deliberations
- Each member of the Council will attend meetings
- Each constituency president will participate in agenda setting

Meetings

Meetings of the District Planning and Advisory Council are subject to the provisions of the Brown Act. The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.

Quorum/Substitutes

A quorum will consist of a simple majority of appointed DPAC members (7 of 12 members) or designee. DPAC members are expected to make every effort to attend all DPAC meetings, but if DPAC members are unable to attend a meeting and send a substitute to attend in their place, the Chair, Vice-Chair and Coordinator shall be notified of any substitutions prior to the meeting.

Two votes per each constituency group or one vote per sub-constituency group.

Academic Senate	1 vote
Faculty Association	1 vote
CSEA	2 votes
Management Association	1 vote
Administration	1 vote
Associated Students	2 votes

Note: There are 8 votes on DPAC

Orientation for DPAC Members

An annual orientation session will be held for members of DPAC.

DPAC Recommendations to the Superintendent/President

It is the charge of DPAC to make recommendations related to planning to the Superintendent/President. It is the responsibility of the Chair and Vice-Chair to convey DPAC's recommendations to the Superintendent/President. The Superintendent/President will respond to DPAC recommendations either in person, in writing or through a report from the Chair at a subsequent DPAC meeting. The Superintendent/President's responses will be reflected in the DPAC minutes.

Institutional Planning

The institutional planning process—both long-term and annual—is coordinated by DPAC. Every five years, DPAC facilitates the review of the College's Vision, Mission, and Goals statements, conducts an evaluation of all aspects of the institutional planning process, and identifies long-term strategic initiatives to inform the identification of annual action plans that support the strategic initiatives and objectives. DPAC shall forward the results of these processes to the Superintendent/President as a recommendation for adoption.

Annual Strategic Planning Report

Development of the Annual Strategic Planning Report is also the responsibility of DPAC and it includes the development of responses to the previous year's action plans including the status of completion for each plan.

Each academic year the Santa Monica College District Planning and Advisory Council (DPAC) identifies annual action plans to be included in the Annual Strategic Planning Report. In preparation for formulating annual action plans, DPAC reviews a number of major planning documents, including, but not limited to:

- Academic Senate Objectives
- Accreditation Reports
- Board of Trustees Goals and Priorities
- Capital Outlay Programs Update
- CCC Chancellor's Office Vision for Success
- Institutional Effectiveness Committee Observations
- Presentation/Reports/Actions at Board of Trustees Meetings Related to Board Goals and Priorities, Strategic Initiatives
- Program Review Planning Summary
- SMC Annual Report (Introduction)
- Strategic Planning and Facilitation Summary/Strategic Initiatives
- Information Technology, Areas of Focus

Annual Action Plans should:

- Align and support the Strategic Initiatives and Objectives
- Should map to Institutional Planning Documents
- Align with the Chancellor's Office Vision for Success

The Annual Strategic Planning Report identifies linkages among the various components of the overall institutional planning process, provides an estimated cost and funding source (with a descriptive budget narrative) for each action plan and describes methods to accomplish each action plan; and lists anticipated outcomes for each action plan. The resulting Strategic Planning Report shall be forwarded to the Superintendent/President as a recommendation for adoption.

The Annual Strategic Planning Report will inform the development of the annual calendar of DPAC meetings. DPAC will agree on the calendar, and the appropriate parties working on the action plans will be invited to attend meetings when those topics are relevant to their work. The presidents of each constituency will jointly coordinate agendas for DPAC meetings.

Planning Subcommittees:

1. Budget Planning
2. Facilities Planning
3. Human Resources Planning
4. Technology Planning

Meetings of the four DPAC Planning Subcommittees are subject to the provisions of the Brown Act. Each of the four Planning Subcommittees shall comprise four representatives of each constituency group or two representatives of each sub-constituency group.

- Faculty (2 Academic Senate/2 Faculty Association)
- Classified (4 CSEA)
- Managers (2 Administration /2 Management Association)
- Students (4 Associated Students)

DPAC shall determine the scope and function of the four Planning Subcommittees. DPAC provides direction to the four Planning Subcommittees.

Quorum

A quorum will consist of a simple majority of subcommittee members appointed by employee constituency groups (7 of 12 members), or designee.

Voting on Planning Subcommittee

Each member of the planning subcommittee has one vote (4 faculty, 4 classified, 4 managers, 4 students)

Planning Subcommittees Co-Chairs

One Co-Chair named by the Superintendent/President

The Superintendent/President may name any Santa Monica College employee or student as this co-chair.

One Co-Chair elected by the planning subcommittee

This co-chair shall be selected from within the subcommittee membership by September 30th of each year.

Note: Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

Additional Note: Co-Chairs (or designees) of the Planning Subcommittees will be required to attend DPAC meetings at which discussions of annual action plans relevant to the work of the subcommittee are agendaized.

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings
 - All planning subcommittees shall meet at least once a month, excluding intersessions, at a fixed time. A written summary report of each subcommittee's work related to the annual actions plans shall be provided to DPAC at the end of the academic year.
- Work cooperatively to:
 - Develop meeting agendas
 - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
 - Preside over meetings using standing rules agreed upon by the subcommittee
 - Prepare minutes of meetings
 - Post/distribute minutes

Resources to DPAC

1. Academic Senate Joint Committees (these committees are not subcommittees of DPAC)
 - a. Program Review
 - b. Curriculum
 - c. Student Affairs
 - d. Institutional Effectiveness
2. Other committees/College groups/staff who are already doing work related to the Strategic Initiatives and annual action plans will be invited to appropriate DPAC meetings as needed to participate in discussions relevant to their work.

Approved: 4/21/05

Revised: 5/25/05, 6/8/05; 6/22/05, 2/27/08, 9/10/08, 1/28/09, 8/12/09, 11/11/09, 11/13/13, 12/10/14, 10/28/15, 10/12/2016, 11/14/2018

Santa Monica Community College District
District Planning and Advisory Council
2018-2019

Members, 2018-2019

Teresita Rodriguez, Administration, Chair Designee
Mike Tuitasi, Administration

Eve Adler, Management Association President
Erica LeBlanc, Management Association Representative

Nate Donahue, Academic Senate President, Vice-Chair
Mitra Moassessi, Academic Senate Representative

Peter Morse, Faculty Association President
Tracey Ellis, Faculty Association Representative

Martha Romano, Interim CSEA President
Lee Peterson, CSEA Representative

Isabel Rodriguez, Associated Students President
Itschak Maghen, Associated Students Representative

Revised 10/2018

Resource Liaisons

Co-Chairs, Budget Planning Subcommittee
Co-Chairs, Facilities Planning Subcommittee
Co-Chairs, Human Resources Planning Subcommittee
Co-Chairs, Technology Planning Subcommittee

Chair and Vice-Chair Academic Senate Joint Curriculum Committee
Chair and Vice-Chair, Academic Senate Joint Program Review Committee
Chair and Vice-Chair, Academic Senate Joint Student Affairs Committee
Chair and Vice-Chair Academic Senate Institutional Effectiveness Committee

Meetings, 2018-2019

The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month, at 3 p.m. in Drescher Hall 300-E. Following is the schedule of meetings through June 2019.

July 11, 25, 2018
August 22
September 12, 26
October 10, 24
November 14, 28
December 12
January 9, 23, 2019
February 13, 27
March 13, 27
April 10, 24
May 8, 22
June 26

District Planning and Advisory Council

Planning Subcommittees

(DPAC action 4/27/05 and 6/8/05)

Budget Planning Subcommittee

Facilities Planning Subcommittee

Human Resources Planning Subcommittee

Technology Planning Committee

Quorum

A quorum will consist of a simple majority of subcommittee members appointed by employee constituency groups (7 of 12 members), or designee.

Overarching Guiding Principles for DPAC Planning Subcommittees

- Each subcommittee should make recommendations as directed by DPAC on matters within its jurisdiction that are consistent with the District's Mission, Vision and Supporting Goals, Strategic Initiatives and the Annual Action Plans.
- Each planning subcommittee should factor recommendations from other planning areas.
- Members of the planning subcommittees should report back to their respective constituencies on a regular basis.

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings
- All planning subcommittees shall meet at least once a month excluding intersessions during the fall and spring semester at a fixed time and location and report to the District Planning and Advisory Council as requested.
- Work cooperatively to:
 - Develop meeting agendas
 - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
 - Preside over meetings using standing rules agreed upon by the subcommittee
 - Prepare minutes of meetings
 - Post/distribute minutes

(Approved 1/28/09, Revised 10/12/2016, November 2018)

District Planning and Advisory Council
Budget Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Chris Bonvenuto, Co-Chair Mitch Heskell Laurie McQuay-Peninger Delores Raveling	Matt Hotsinpillar, Co-Chair Nate Donahue Tracey Ellis Peter Morse	Dagmar Gorman Mike Roberts Martha Romano Dee Upshaw	

Meetings: First and third Wednesdays at 2 p.m., Library 275

Duties of the Budget Planning Subcommittee:
<ul style="list-style-type: none"> • The subcommittee should make recommendations as directed by DPAC on matters within its jurisdiction that are consistent with the District’s Mission, Vision and Supporting Goals, , Strategic Initiatives and the Annual Action Plans. • Review, analyze and advise DPAC of the budgetary impact of any DPAC planning initiatives, including annual action plans. • Review, in a timely manner, tentative, quarterly and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council. • Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies. • Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and support of the District’s Mission, Vision and Supporting Goals, the Annual Action Plans, and federal and state laws. • As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue. • Participate in the planning process.

Approved: 4/27/05; Revised 6/22/05, 5/06, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13, 10/14, 10/15, 10/16; 11/18

District Planning and Advisory Council
Facilities Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Erica LeBlanc, Co-Chair Reggie Ellis Mark Engfer Ferris Kwar	Elisa Meyer Judith Marasco Catherine Matheson Alicia Villapando	Lee Peterson, Co-Chair Dee Upshaw Ray Martin	Jabria Allen

Meetings: Select Second and fourth Thursday of each month (usually excluding July and August)
 2 – 3:30 p.m., Gym 223 “Skybox.”

Duties of the Facilities Planning Subcommittee
<ul style="list-style-type: none"> • The subcommittee should make recommendations as directed by DPAC on matters within its jurisdiction that are consistent with the District’s Mission, Vision and Supporting Goals, , Strategic Initiatives, the Annual Action Plans, and the Facilities Master Plan. • Participate in the process for the preparation of various District facilities related documents, such as the facilities section of the Annual Strategic Planning Report, the Facilities Master Plan and the Five-Year Construction Plan. • Factor into planning the impact of local funds available, state funding criteria, space allocation formulas, facility utilization standards, capacity/load ratios, enrollment forecasts, and the inventory of existing facilities. • Review the documents used in facilities planning.

2018-2019 Action Plans relevant to the work of the Facilities Planning Subcommittee

Action Plan 5	Complete the Facilities Master Plan (will continue into 2019-2020).
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Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 10/1/0, 1/13/10, 9/14/11, 10/13, 10/14, 10/15, 10/16, 11/18

District Planning and Advisory Council
Human Resources Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Tre'Shawn Hall-Baker Co-Chair Wendy DeMorst Carol Long Stacy Neal	Jason Beardsley, Co-Chair Iam Colmer Kymberlyn McBride Michael Strathearn	Leyla Arenas Lina Ladyzhenskaya Olga Vasquez	

Meetings: Second Tuesdays, 1:30-3 p.m. Library 275

Duties of the Human Resources Planning Subcommittee
<ul style="list-style-type: none"> • The subcommittee should make recommendations as directed by DPAC on matters within its jurisdiction that are consistent with the District’s Mission, Vision and Supporting Goals, Strategic Initiatives and the Annual Action Plans. • Assess data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees in order to inform human resources planning. • Monitor trends in equity and diversity in order to inform findings in human resources discussions. • Review mandated training requirements and their delivery and effectiveness. • Review Board Policies and Administrative Regulations pertaining to all faculty and classified staff.

2018-2019 Action Plan relevant to the work of the Human Resources Planning Subcommittee

Action Plan 10	Make steady progress toward the 75-25 benchmark for full-time instructional and non-instructional faculty.
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Approved: 5/25/05; Revised 6/22/05, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13, 10/14, 10/15, 10/16, 11/18

District Planning and Advisory Council
Technology Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Dan Rojas, Co-Chair Marc Drescher Regina Ip Stephanie Schlatter	Chris Badger, Co-Chair Angie Misaghi Tom Peters Peter Morse	Rafi Karpinski Christine Miller Yosief Yihunie	

Meetings: Third Friday of each month, 10:30 a.m. -12:00 noon in IT Conference Room 20

Duties of the Technology Planning Subcommittee
<ul style="list-style-type: none"> ▪ The subcommittee should make recommendations as directed by DPAC on matters within its jurisdiction that are consistent with the District’s Mission, Vision and Supporting Goals, , Strategic Initiatives, the Annual Action Plans, and the Technology Master Plan. ▪ Participate in the development of the annual Master Plan for Technology for submission to the District Planning and Advisory Council. ▪ Assess technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction with a focus on technology integration and communication with other college planning areas. ▪ Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.

2018-2019 Action Plan relevant to the work of the Technology Planning Subcommittee

Action Plan 7	Pursue the IEPI Grant to provide funding for an external consulting group to assess and provide SMC with a five-year comprehensive technology plan.
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Approved: 4/27/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 9/14/11, 10/13,10/14, 10/15, 10/16, 11/18



Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action A – Approval C – Consensus/Agreement Superintendent’s Responses to DPAC Recommendations Recommendation to Superintendent/President
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Sorted Chronologically

July 11, 2018	DPAC 2017-2018 Annual Report	DPAC Annual Report, 2017-2018 http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District Planning and Advisory Council/2017-2018/DPAC%20Final%202017-2018%20Annual%20Report.pdf	
July 11, 2018	Annual Action Plans, 2018-2019	<p>Reports from Facilities and Technology on work tied directly to the 2017-2022 Strategic Initiatives and Objectives related to facilities and technology.</p> <p>Improve facilities and technology infrastructure, integration and staffing</p> <ul style="list-style-type: none"> • Develop a college technology plan that includes resource needs for implementation. • Analyze and improve existing facilities • Enhance the 17th Street entrance to the College <p><u>Technology Planning:</u> The District has applied for an IEPI (Institutional Effectiveness Partnership Initiative) grant to engage the services of a consultant to assist the District with developing a Five-Year Technology Master Plan. The consultant will review the current</p>	

		<p>technology planning process, conduct a comprehensive inventory and assessment of all technology needs and ultimately identify practices and solutions to develop and integrate a transformative technology plan. This directly supports the Objective (first bullet). It was requested that staff draft an action plan for 2018-2019 related to the development of a Five-Year Technology Master Plan.</p> <p><u>Facilities Planning:</u> An overview of Facilities Planning activities was presented. It was requested that action plans be developed to address the following:</p> <ul style="list-style-type: none"> • Facilities Master Plan • Student Services Building • Assessment of Custodial Operations 	
July 11, 2018	Responses to 2017-2018 Institutional Objectives	<p>2017-2018 Institutional Objectives: DPAC reviewed and discussed the Responses to the 2017-2018 Institutional Objectives. There was agreement that the boxes indicating “Completed,” “Substantially Completed,” “Addressed,” and “Not Addressed” would be revised to more clearly reflect the status of the objective. Revisions to Objectives 2 and 4 were suggested. (Revised responses will be presented at the meeting on August 22nd.)</p>	
July 25, 2018	Institutional Effectiveness Report, 2017-2018	<p>The IE Committee conducted a comprehensive review of the indicators and the information they provide. The review resulted in the following revisions and expansions to the IE Dashboards:</p> <ul style="list-style-type: none"> • Academic Dashboard: Includes momentum points that align with the Guided Pathways framework • Fiscal Dashboard: Includes more detailed metrics • College Infrastructure Dashboard: Added three new metrics, including one metric regarding technology • Collegiality Dashboard: Added metrics regarding employee satisfaction and campus climate, which 	

		<p>reflect findings from the College Employee Satisfaction Survey.</p> <p>Recommendations of the IE Committee</p> <ol style="list-style-type: none"> 1. Equity Dashboard: During the redesign of the student experience, address the longstanding equity gaps in student success. 2. Collegiality Dashboard: Explore actions that improve the collegial environment. 3. College Infrastructure Dashboard: Further research and address factors that contribute to the current Association of Physical Plan Administrators (APPA) Operations rating. 	
July 25, 2018	Governance Structure	DPAC reviewed the list of governance structure discussions during the last year and started revising the DPAC Structure document. This will be continued at the next meeting.	
August 22, 2018	Master Plan for Education Update 2018-2019	<p>Review of DPAC Documents: The following documents were reviewed and discussed. Suggested revisions will be incorporated and presented for review and approval at the next meeting (September 12th)</p> <ul style="list-style-type: none"> • Responses to 2017-2018 Institutional Objectives • Drafts of Action Plans for 2018-2019 	
August 22, 2018	Governance Structure	The discussion focused on the structure, role and responsibilities of the DPAC Subcommittees and Resources to DPAC. It was recommended that Resources to DPAC include campus groups who are already doing work related to the Strategic Initiatives and annual action plans. DPAC members were asked to submit suggestions related to DPAC subcommittees and Resources to DPAC for discussion at the next meeting (September 12 th).	
September 12, 2018	Master Plan for Education Update 2018-2019	<p>Review of DPAC Documents: The following documents were reviewed and discussed.</p> <ul style="list-style-type: none"> • Responses to 2017-2018 Institutional Objectives: #1, #3, #6, #7, #8, #9 and #10 (as revised) were agreed upon. #2, #4 and #5 will be reviewed/revised and submitted at the next DPAC meeting. 	

		<ul style="list-style-type: none"> Action Plans for 2018-2019: #1, #2 and #4 will be confirmed with the Guided Pathways Team; #3 will be rewritten 	
September 12, 2018	Governance Structure	Discussion deferred to next DPAC meeting.	
September 26, 2018	Master Plan for Education Update 2018-2019	<p>A. DPAC reviewed final Action Plans for 2018-2019: #1, #2, #3, and #4</p> <p>B. DPAC reviewed Final Responses to 2017-2018 Institutional Objectives: #2, #4, #5 and #10</p> <p>The Master Plan for Education Update will be prepared and presented to DPAC for approval.</p>	
September 26, 2018	Governance Structure	DPAC Continue discussion and revision of DPAC Structure document related to DPAC subcommittees and other resource committees/staff. The next meeting will focus on the charges to the DPAC subcommittees.	
October 10, 2018	Governance Structure	DPAC continued discussion/revision of DPAC Structure document – DPAC Scope and Function. A revised final draft will be presented at the next DPAC meeting.	
October 10, 2018	Master Plan for Education Update, 2018-2019	<p>Changed name to Annual Strategic Planning Report, 2018-2019</p> <ul style="list-style-type: none"> The Action Plans for 2018-2019 were reviewed by senior administrative staff. It was recommended that in the future the Budget Planning Subcommittee review the action plans relative to the funding source. There was consensus on the final draft of the Annual Strategic Planning Report, 2018-2019. 	
October 24, 2018	Governance Structure	Teresita Rodriguez reported that the draft DPAC Scope and Function was reviewed by senior staff. Suggestions were made to clarify that DPAC facilitates the District's long-long planning effort, and develops recommendations for new strategic initiatives and annual action plans to forward to the Superintendent/President for approval. Those suggestions as well as others made at the last meeting were reviewed and	

		discussed. Additional revisions were suggested related to the Superintendent/President's attendance at DPAC meetings, substitute constituency representatives, and responses from the Superintendent/President to DPAC recommendations. A final version will be forwarded to DPAC for review and approval at the next meeting.	
October 24, 2018	Annual Strategic Planning Report	A draft of the Annual Strategic Planning Report, 2018-2019, was reviewed. It was agreed that additional reports related to action plans for 2018-2019 (Guided Pathways, new funding formula, and IEPE Scope and Function) will be included as addenda. The updated DPAC Scope Function, once finalized, will also be included in the report.	
November 14, 2018	Governance Structure:	DPAC Scope and Function	<u>#179-A</u> Motion was made by Peter Morse and seconded by Erica LeBlanc to approve the DPAC Scope and Function. It was unanimously approved. The document will be forwarded to Superintendent/ President Jeffery for her review and approval.
November 14, 2018	Governance Structure: College Services Planning Subcommittee	The College Services Planning Committee met on October 19, 2018 and developed recommendations that were forwarded and approved by senior administrative staff. It recommends that the oversight of duties, charges, and complaints of and to the existing College Services Planning Committee be transitioned to the leadership over those areas and/or to the Santa Monica College's Safety Committee, when appropriate. It was agreed that the list of college operations and contacts be reviewed and amended, if needed, and distributed District-wide.	
November 14, 2018	Governance Structure	Administrative Regulation 3250, Institutional Planning	<u>#180-A</u> Motion was made by Martha Romano and seconded by Peter Morse to approve revised Administrative Regulation 3250, Institutional Planning. It will be forward to

			Superintendent/President Jeffery and senior administrative staff for review and approval.
November 14, 2018	Annual Action Plans, 2018-2019	Discussion: Parties responsible for 2018-2019 Action Plans: DPAC reviewed the ten action plans for 2018-2019 and confirmed the responsible areas.	
November 28, 2018	Annual Action Plans, 2018-2019	<p>Superintendent/President’s Response to DPAC Recommendations. Dr. Jeffery reviewed the DPAC Scope and Function and 2018-2019 Action Plans that were forwarded to her and approved them with the exception of two revisions, as follows:</p> <p><u>Board Policy 2515</u> DPAC is the College’s primary planning body. It is the responsibility of DPAC to facilitate the District’s long-term planning efforts, including the assessment of the College’s planning process. Every five years, DPAC develops recommendations for new Strategic Initiatives and reviews the Vision, Mission and Goals. DPAC also develops annual action plans that support the five-year strategic initiatives and objectives.</p> <p>(Board Policy 2515 will be removed from the DPAC Scope and Function until it is approved by the Board of Trustees.)</p> <p><u>Action Plan 10</u> Make steady progress toward the 75-25 benchmark for full-time instructional and non-instructional faculty. <u>Consider the 75-25 full-time faculty hiring recommendations created by the 75-25 task force and approved by DPAC and assess progress made toward the 75-25 benchmark.</u></p> <p>There was concern expressed about the change in wording since it doesn’t indicate “an intent” to hire more full-time faculty. Additionally, it was felt that the word “consider” is not really an action. There was an inquiry about how to document</p>	

		disagreement with the Superintendent/President's decision. A concern was raised about DPAC's ability to respond to her decisions, and a discussion ensued regarding DPAC's scope and function as an advisory committee. Chair Rodriguez suggested moving forward with the document and that individuals independently share their concerns with the Superintendent/President.	
November 28, 2018	Schedule of Topics for DPAC Meetings, 2018-2019	The draft schedule includes reports to be provided by groups working on the 2018-2019 Action Plans. DPAC members were encouraged to review the schedule and be prepared to continue the discussion at the next meeting. It was requested that the budget process be integrated into the Action Plans, and that the Chief Director, Business Services be invited to the next meeting to participate in that discussion.	
December 12, 2018	Annual Action Plans, 2018-2019	<p>Peter Morse contacted Superintendent/President Kathryn Jeffery following the DPAC meeting on November 28th and expressed concerns about her revision to Action Plan 10. He offered couple of suggested revisions for her consideration, and Dr. Jeffery has accepted the following:</p> <p><u>Action Plan 10</u> Consider the 75-25 full-time hiring recommendations created by the 75-25 task force and approved by DPAC with the intent to make progress in increasing the percentage of full-time faculty and assess progress made toward the 75-25 benchmark.</p> <p>With this revision, the 2018-2019 Action Plans are final and the Annual Strategic Planning Report will be completed.</p>	
December 12, 2018	Local District goal setting 2018-2019 required by the Chancellor's Office	Elisa Meyer, Chair of the Academic Senate Joint Institutional Effectiveness Committee, reported that the Committee is setting the metrics and goals to align the District with the Chancellor's Vision for Success and Student Centered Funding Formula. Each district needs to report to the Chancellor's Office of its local plans to meet the goals of the	

		<p>Vision for Success:</p> <p>Following is a timeline leading toward SMC's adoption and report of local goals:</p> <ul style="list-style-type: none"> • November-December 2018: Review baseline data and report goals development process. The 2015-2016 cohort will be used as the baseline data. • December 15, 2018: The District submits to the Chancellor's Office its process for creating a plan. • January 2019: Review existing plans and priorities • February-April 2019: Set local goals which will include community dialog about college priorities and working with District leadership to set measurable goals using indicators from the Student Success Metrics. • May 2019: Board of Trustees approval of Local Goals and submission to Chancellor's Office. 	
December 12, 2018	Governance Structure: Schedule of Topics for DPAC Meetings, 2018-2019	The draft schedule includes reports to be provided by groups working on the 2018-2019 Action Plans. Budget reports and other updates will be included on the schedule, as needed. The schedule may be revised to reflect a different process for developing annual action plans to provide for timely input by the Budget Planning Subcommittee (BPS).	
December 12, 2018	Governance Structure: Annual Action Plans	Chris Bonvenuto, Chief Director, Business Services, assured DPAC that annual action plans are integrated into the budget. However, the integration of budgeting with the action plans is on the back end, instead of earlier in the process. When the annual action plans are developed by DPAC, the staff charged with the planning look at their budgets and request budget increases, if needed. In order for the budget process to be earlier, the schedule for developing annual action plans needs to be moved	

		<p>up. The process should start in the fall so that proposed action plans can be forwarded to the Budget Planning Subcommittee in January. Following the BPS review, the action plans with input from the BPS would be returned to DPAC for review/approval and forwarded to the Superintendent/President for consideration. Action plans that are approved would then be included in the budget planning process in time for development of the tentative budget to be approved in June. It was suggested that the current action plans be reviewed to determine which ones can be continued in 2019-2020 and that 2018-2019 be considered a transition year for revising the schedule.</p>	
January 23, 2019	Administrative Regulation 3250, Institutional Planning	<p>This was approved by DPAC on November 14, 2018. It was presented to the Academic Senate for review and revisions were suggested to the section "Academic Senate Joint Committees as Planning Resources." Consensus was reached on this item.</p>	
January 23, 2019	Annual Action Plans, 2018-2019	<p>DPAC reviewed the 2018-2019 Action Plans to determine which ones should continue as Action Plans for 2019-2020. It was determined that Action Plans #1, #3, #5, #7, #9, and #10 will be continued in some form into 2019-2020 Actions Plans. The respective responsible areas will be invited to provide an update at an upcoming DPAC meeting and will be consulted with to prepare action plans for 2019-2020.</p>	
January 23, 2019	Schedule of Topics for DPAC Meetings, 2018-2019	<p>Draft Schedule of Meetings/Transition to new schedule for developing Annual Action Plans. The schedule will be revised and resubmitted for review.</p>	
January 23, 2019	Governance Structure: Annual Action Plan Response Form	<p>DPAC reviewed the Action Plan Response Form, specifically to include documentation of what happens to an action plan that is not completed. It was agreed that there should be an additional entry on the form for DPAC recommendations related to action plans not completed. The Response form will be revised and resubmitted for review.</p>	

February 13, 2019	Annual Action Plans, 2018-2019 Update	<p>Pathways Group: Guido Del Piccolo and Maria Munoz presented a status report on 2018-2019 Action Plans #1, #2, #3 and #4.</p> <ul style="list-style-type: none"> • Action Plan #1: This is in process and will continue into 2019-2020. • Action Plan #2: This is underway and will continue into 2019-2020 with a focus on marketing, communication and implementation. • Action Plan #3: This will continue into 2019-2020 with the design of a care team for the delivery of counseling services • Action Plan #4: This will continue into 2019-2020. <p>Marc Drescher reported on the status of Action Plan #7.</p> <ul style="list-style-type: none"> • Action Plan #7: This will be completed in 2018-2019. A new action plan will be developed relating to the implementation of the five-year technology master plan. 	
February 13, 2019	Schedule of Topics for DPAC Meetings, 2018-2019	Activities and reports will be added and revised as needed during the year.	
February 13, 2019	Governance Structure: Annual Action Plan Response Form	The Action Plan Response form to be used for responses to 2018-2019 action plans was revised.	
February 13, 2019	Governance Structure: Strategic Planning Workflow Calendar	A Strategic Planning Workflow Calendar developed by Peter Morse was distributed and reviewed. It shows clear steps for the development of the Annual Strategic Planning Report through 2021-2022.	
February 27, 2019	Custodial Services Update	<p>Custodial Services Assessment Update. Interim Director of Facilities Management Devin Starnes provided an overview of the Custodial Operations Report prepared by consultant George Reyes. Mr. Reyes was engaged by the District in 2018 to assess the efficiency and effectiveness of custodial operations. The District is implementing recommendations which include the following:</p> <ul style="list-style-type: none"> • Shifts of the custodians were adjusted to distribute the cleaning workloads more equitably. 	

		<ul style="list-style-type: none"> • A number of training sessions were held so that staff and supervisors could have a better understanding of their work requirements and safety issues. • The leadership team was adjusted in order to bring in the appropriate technical and leadership skills needed to gain the confidence and respect of staff at all levels. This has resulted in a more cohesive work group and a significant improvement in the work environment. A direct sign of the positive impact has been a marked improvement in custodial attendance. • New equipment was purchased to make custodians more productive and safe. • Cleaning procedures were developed for each type of building space. 	
February 27, 2019	Governance Structure: Administrative Regulation 2515, Board Policy and Administrative Regulation 3250	<p>DPAC discussed proposed revisions to Board Policy and Administrative Regulations.</p> <ul style="list-style-type: none"> • Administrative Regulation 2515: DPAC (new) • Board Policy 3250: Institutional Planning (revised) • Administrative Regulation 3250: Institutional Planning (much of the language pertaining specifically to how DPAC functions has been moved to new AR 2515) • DPAC Scope and Function (provided for reference) <p>There was consensus on Administrative Regulation 2515.</p> <p>It was agreed that the language in Board Policy and Administrative Regulation 3250 on Institutional Planning needs to be revised/updated. A subgroup of DPAC will draft language to present to DPAC for consideration in March.</p>	
March 13, 2019	SMC Promise Program	<p>DPAC received the report and Powerpoint presentation that were presented to the Board of Trustees on March 5, 2019. The SMC Promise program started in Fall 2018, so there is only data for one semester. Therefore, it is difficult to make</p>	

		projections at this time. However, data for Fall 2018 demonstrates that participants out performed their peers who were eligible but did not participate in the program. And, overall the average student class load increased. Regular monitoring, data analysis, planning and implementation for 2019-2020 is underway.	
March 13, 2019	Student Services Center Directory	The Student Services Center Directory was distributed for information. Completion of the Student Services Building has been delayed due to weather, but it is anticipated that it will be completed before the end of the spring semester.	
March 13, 2019	Governance Structure: DPAC Restructure/Schedule	<p>DPAC has adjusted the schedule for developing the annual action plans to link more deliberately with resource allocation. Chief Director of Business Services Chris Bonvenuto attended the meeting to participate in the discussion. Following is the adjusted schedule:</p> <ul style="list-style-type: none"> • DPAC will develop the proposed action plans during the fall, completing them by the end of the calendar year. • DPAC will forward proposed action plans to the Budget Committee in January for review. The Budget Committee will review the budget department's projected costs for each of the action plans, assess the reasonableness of the projected costs and forward its input to DPAC by mid-February. • Action plans will be returned to DPAC with input from Budget Committee for review/revision in March. • The proposed action plans will be forwarded to the Superintendent/President for consideration April. • The actions plans will be returned to DPAC with the Superintendent/President's recommendation in April. • Action Plans will be forwarded to fiscal services by mid-May for consideration in the tentative budget in June. 	

		It was agreed that the Action Plan form be revised by replacing the existing funding box with a place for review and input from the Budget Committee and consideration by the Superintendent/President.	
March 27, 2019	Governance Structure: Board Policy and Administrative Regulation 3250-Institutional Planning	DPAC reviewed proposed Revisions to Board Policy and Administrative Regulation 3250 – Institutional Planning, made minor revisions and finalized the documents.	
March 27, 2019	Governance Structure: Annual Action Plan Form	The annual Action Plan Form was reviewed. It was agreed that a statement be included that describes how the outcomes of an action plan might further the college’s goal of eliminating equity gaps.	
April 24, 2019	Vision for Success Goals and SMC Equity Plan	Local Goal Alignment/Student Equity Plan: Hannah Lawler, Dean of Institutional Research, Elisa Meyer, Chair of the Institutional Effectiveness Committee, and Melanie Bocanegra, Associate Dean, Student Equity and STEM Programs, presented the <i>Santa Monica College Vision for Success Goals and SMC Student Equity Plan 2019-2022</i> highlighting the following: <ul style="list-style-type: none"> • California Community Colleges Vision for Success (2017) • State Mandate: Local Goals • SMC’s Rationale for Goals <ul style="list-style-type: none"> Goal 1: Completion Goal 5.1: Completion and Equity Goal 2: Transfer Goal 5.2: Transfer and Equity Goal 3: Unit Accumulation Goa 5.3: Unit Accumulation and Equity Goal 4: Workforce Preparation Goal 5.4: Workforce Preparation and Equity • SMC Student Equity Plan <ul style="list-style-type: none"> Student Equity Planning Institute: Activities New Equity Plan Template: NOVA 	
April 24, 2019	Governance Structure: Annual Action Plan Form	Revised Annual Action Form	<u>#181-A</u> Motion was made by Peter Morse and seconded by Cindy Ordaz to approve the revised Annual Action Plan form. <i>Unanimously approved.</i>

May 8, 2019	Annual Action Plans, 2018-2019 Update	Technology (Action Plan 7): Marc Drescher, Chief Director of Information Technology, reported that the District received an IEPI grant that will be used to contract with a consultant to assist with developing a five-year technology plan. Following a request for proposal, 11 proposals were reviewed and the vendor was selected. The process will begin in fall 2019 and take approximately four months.	
May 8, 2019	Facilities Master Plan Update	The Board of Trustees approved the contract with DLR to conduct the Facilities Master Planning process which will culminate with a 20-year facilities plan for the main campus. The first session with the Board of Trustees was held on April 17 th . The next workshop will be with the Management Association. Similar workshops with other college groups, including students, will continue through the spring. The consultants will reach out to college neighbors during summer. A campus-wide faculty/staff session will be held during opening day on August 22 nd . Then there will be a second round of engagement with everyone to receive additional input. The process will also involve looking at data, building usage, and program needs. A draft facilities master plan will be presented to the Board in October 2019, and a final plan will be presented in March 2020. Following Board approval, there will be an Environmental Impact Report (EIR) prepared.	
May 8, 2019	Student Services Building Update	The rain delayed the opening of the building. The move is planned to start on June 7 th , will take ten days to move 300 people before graduation and will be open for summer session starting on June 17 th . The next year will be spent modifying and touching up. A grand opening will be planned.	
May 8, 2019	Annual Strategic Planning Report	The process is starting for developing the responses to the 2018-2019 Annual Action Plans and the Annual Action plans for 2019-2020. DPAC will review drafts at its meeting on July 10 th .	
May 22, 2019	Pathways Update	Pathways (Action Plans 1, 2, ,3, 4): Maria Munoz, Guido Davis Delpiccolo and Irena Zugic were unable to attend the meeting, so DPAC Chair Teresita	

		<p>Rodriguez and Vice-Chair Nate Donahue presented an update on the work of the Pathways Redesign Team. Three of the action plans related to Guided Pathways (1, 3 and 4) will continue into 2019-2020. Action plan 2 has been completed. The document distributed (attached) lists the activities that the group is engaged in with a roadmap through Fall 2019. Several activities lend themselves to action plans for 2019-2020. It was suggested that action plans for 2019-2020 be developed for the following activities (on page 4 of attachment – <i>Changes for Students for Fall 2019 and Tentative Schedule of Activities for Redesign Efforts</i> prepared by the Pathways Redesign Team)</p> <p>#13 Professional Learning Community (AB 705 English). Charge: Support faculty teaching English 1 and 28 and English 1 in sharing ideas and innovation in the classroom to improve the success of Black and Latinx students and promote a culture of innovation.</p> <p>#14 Professional Learning Community (AB 705 Math). Charge: Support faculty teaching Math 1, 50 and co-requisite courses in sharing ideas and innovation in the classroom to improve the success of Black and Latinx students and promote a culture of innovation.</p> <p>#15 Starfish: Integration/implementation <i>(information on this was requested)</i></p> <p>It was acknowledged that communication to the college about the Pathways Redesign Team’s efforts and major projects are not being adequately communicated to the college. It was suggested that a newsletter be developed to help with communication. It was mentioned that the Pathways Redesign website includes much information about what is being done.</p> <p>Link to website: http://www.smc.edu/ACG/AcademicSenate/GuidedPathwaysFramework/Pages/default.aspx</p>	
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May 22, 2019	Tentative 2019-2020 Budget	Chris Bonvenuto, Chief Director of Business Services, presented the tentative 2019-2020 budget stating this is the start of the process that will continue through the summer to prepare for the final budget in September. The overview included highlights of the Governor's May Revision 2019-2020 Budget, its impact on the Community College System and SMC projected funding. It also included a summary of the Student Centered Funding Formula, major expenditure assumptions and changes in revenue from 2018-2019 projected budget to the 2019-2020 tentative budget. The presentation is available at: http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2018-2019/Budget%20Report%20for%20DPAC.pdf	
May 22, 2019	Student Centered Funding Formula	Superintendent/President Jeffery reported that Santa Monica College is advocating with state legislators to address the issue of funding for residency of transfer students that is currently included in the Student Centered Funding Formula (SCFF). SMC is joining other districts that would be significantly impacted by the current SCFF.	
May 22, 2019	Vision for Success Goals and SMC Equity Plan	Superintendent/President Jeffery reported that the SMC Board of Trustees approved the District's <i>Vision for Success Goals</i> which is required by the Chancellor's Office. Dr. Jeffery expressed her deep commitment to diversity, increasing support for students of color and closing the achievement gap for marginalized students. She concluded by affirming that Santa Monica College, its staff across all constituent groups, and students matter greatly. Planning efforts are underway to achieve the <i>Vision for Success Goals</i> as approved by the Board of Trustees and to link those goals to equity priorities.	
June 26, 2019	Election of Vice-Chair for 2019-2020		#182-A Nate Donahue was unanimously elected Vice-Chair for 2019-2020.
June 26, 2019	75-25 Benchmark	Jennifer Merlic reported that each year, the full-time faculty ranking process takes place to develop	

		<p>the list of faculty requests to submit to the Superintendent/President for consideration. The committee looks at proposals submitted by the department chairs, related data and narratives. It uses a scoring mechanism to rate the requests usually resulting in 40-50 requests. This year, to illustrate the desire to achieve 75 percent full-time faculty campus-wide, there were around 160 requests.</p> <p>She distributed two charts showing the plan to achieve 75-25 by the year 2026-27 for instructional and noninstructional faculty (attached). The plan is to merge the full-time faculty ranking process with the 75-25 plan. The ranking committee would update the list each year and keep track of progress made by discipline. This, in conjunction with the annual Program Review process, is related to resource allocation, and faculty is the number one resource.</p>	
June 26, 2019	Responses to 2018-2019 Action Plans	DPAC reviewed 2018-2019 Action Plans to assist with preparation of responses.	



Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action A – Approval C – Consensus/Agreement Superintendent’s Responses to DPAC Recommendations Recommendation to Superintendent/President
Sorted by Topic			
June 26, 2019	75-25 Benchmark	<p>Jennifer Merlic reported that each year, the full-time faculty ranking process takes place to develop the list of faculty requests to submit to the Superintendent/President for consideration. The committee looks at proposals submitted by the department chairs, related data and narratives. It uses a scoring mechanism to rate the requests usually resulting in 40-50 requests. This year, to illustrate the desire to achieve 75 percent full-time faculty campus-wide, there were around 160 requests.</p> <p>She distributed two charts showing the plan to achieve 75-25 by the year 2026-27 for instructional and noninstructional faculty (attached). The plan is to merge the full-time faculty ranking process with the 75-25 plan. The ranking committee would update the list each year and keep track of progress made by discipline. This, in conjunction with the annual Program Review process, is related to resource allocation, and faculty is the number one resource.</p>	

January 23, 2019	Administrative Regulation 3250, Institutional Planning	This was approved by DPAC on November 14, 2018. It was presented to the Academic Senate for review and revisions were suggested to the section "Academic Senate Joint Committees as Planning Resources." Consensus was reached on this item.	
July 11, 2018	Annual Action Plans, 2018-2019	<p>Reports from Facilities and Technology on work tied directly to the 2017-2022 Strategic Initiatives and Objectives related to facilities and technology.</p> <p>Improve facilities and technology infrastructure, integration and staffing</p> <ul style="list-style-type: none"> • Develop a college technology plan that includes resource needs for implementation. • Analyze and improve existing facilities • Enhance the 17th Street entrance to the College <p><u>Technology Planning:</u> The District has applied for an IEPI (Institutional Effectiveness Partnership Initiative) grant to engage the services of a consultant to assist the District with developing a Five-Year Technology Master Plan. The consultant will review the current technology planning process, conduct a comprehensive inventory and assessment of all technology needs and ultimately identify practices and solutions to develop and integrate a transformative technology plan. This directly supports the Objective (first bullet). It was requested that staff draft an action plan for 2018-2019 related to the development of a Five-Year Technology Master Plan.</p> <p><u>Facilities Planning:</u> An overview of Facilities Planning activities was presented. It was requested that action plans be developed to address the following:</p> <ul style="list-style-type: none"> • Facilities Master Plan • Student Services Building • Assessment of Custodial Operations 	

November 14, 2018	Annual Action Plans, 2018-2019	Discussion: Parties responsible for 2018-2019 Action Plans: DPAC reviewed the ten action plans for 2018-2019 and confirmed the responsible areas.	
November 28, 2018	Annual Action Plans, 2018-2019	<p>Superintendent/President’s Response to DPAC Recommendations. Dr. Jeffery reviewed the DPAC Scope and Function and 2018-2019 Action Plans that were forwarded to her and approved them with the exception of two revisions, as follows:</p> <p><u>Board Policy 2515</u> DPAC is the College’s primary planning body. It is the responsibility of DPAC to facilitate the District’s long-term planning efforts, including the assessment of the College’s planning process. Every five years, DPAC develops recommendations for new Strategic Initiatives and reviews the Vision, Mission and Goals. DPAC also develops annual action plans that support the five-year strategic initiatives and objectives.</p> <p>(Board Policy 2515 will be removed from the DPAC Scope and Function until it is approved by the Board of Trustees.)</p> <p><u>Action Plan 10</u> Make steady progress toward the 75-25 benchmark for full-time instructional and non-instructional faculty. <u>Consider the 75-25 full-time faculty hiring recommendations created by the 75-25 task force and approved by DPAC and assess progress made toward the 75-25 benchmark.</u></p> <p>There was concern expressed about the change in wording since it doesn’t indicate “an intent” to hire more full-time faculty. Additionally, it was felt that the word “consider” is not really an action. There was an inquiry about how to document disagreement with the Superintendent/President’s decision. A concern was raised about DPAC’s ability to respond to her decisions, and a discussion ensued</p>	

		regarding DPAC's scope and function as an advisory committee. Chair Rodriguez suggested moving forward with the document and that individuals independently share their concerns with the Superintendent/President.	
December 12, 2018	Annual Action Plans, 2018-2019	<p>Peter Morse contacted Superintendent/President Kathryn Jeffery following the DPAC meeting on November 28th and expressed concerns about her revision to Action Plan 10. He offered couple of suggested revisions for her consideration, and Dr. Jeffery has accepted the following:</p> <p><u>Action Plan 10</u> Consider the 75-25 full-time hiring recommendations created by the 75-25 task force and approved by DPAC with the intent to make progress in increasing the percentage of full-time faculty and assess progress made toward the 75-25 benchmark.</p> <p>With this revision, the 2018-2019 Action Plans are final and the Annual Strategic Planning Report will be completed.</p>	
January 23, 2019	Annual Action Plans, 2018-2019	DPAC reviewed the 2018-2019 Action Plans to determine which ones should continue as Action Plans for 2019-2020. It was determined that Action Plans #1, #3, #5, #7, #9, and #10 will be continued in some form into 2019-2020 Actions Plans. The respective responsible areas will be invited to provide an update at an upcoming DPAC meeting and will be consulted with to prepare action plans for 2019-2020.	
February 13, 2019	Annual Action Plans, 2018-2019 Update	<p>Pathways Group: Guido Del Piccolo and Maria Munoz presented a status report on 2018-2019 Action Plans #1, #2, #3 and #4.</p> <ul style="list-style-type: none"> • Action Plan #1: This is in process and will continue into 2019-2020. • Action Plan #2: This is underway and will continue into 2019-2020 with a focus on marketing, communication and implementation. 	

		<ul style="list-style-type: none"> Action Plan #3: This will continue into 2019-2020 with the design of a care team for the delivery of counseling services Action Plan #4: This will continue into 2019-2020. <p>Marc Drescher reported on the status of Action Plan #7.</p> <ul style="list-style-type: none"> Action Plan #7: This will be completed in 2018-2019. A new action plan will be developed relating to the implementation of the five-year technology master plan. 	
May 8, 2019	Annual Action Plans, 2018-2019 Update	Technology (Action Plan 7): Marc Drescher, Chief Director of Information Technology, reported that the District received an IEPI grant that will be used to contract with a consultant to assist with developing a five-year technology plan. Following a request for proposal, 11 proposals were reviewed and the vendor was selected. The process will begin in fall 2019 and take approximately four months.	
October 24, 2018	Annual Strategic Planning Report	A draft of the Annual Strategic Planning Report, 2018-2019, was reviewed. It was agreed that additional reports related to action plans for 2018-2019 (Guided Pathways, new funding formula, and IEPE Scope and Function) will be included as addenda. The updated DPAC Scope Function, once finalized, will also be included in the report.	
May 8, 2019	Annual Strategic Planning Report	The process is starting for developing the responses to the 2018-2019 Annual Action Plans and the Annual Action plans for 2019-2020. DPAC will review drafts at its meeting on July 10 th .	
February 27, 2019	Custodial Services Update	Custodial Services Assessment Update. Interim Director of Facilities Management Devin Starnes provided an overview of the Custodial Operations Report prepared by consultant George Reyes. Mr. Reyes was engaged by the District in 2018 to assess the efficiency and effectiveness of custodial operations. The District is implementing recommendations which include the following:	

		<ul style="list-style-type: none"> • Shifts of the custodians were adjusted to distribute the cleaning workloads more equitably. • A number of training sessions were held so that staff and supervisors could have a better understanding of their work requirements and safety issues. • The leadership team was adjusted in order to bring in the appropriate technical and leadership skills needed to gain the confidence and respect of staff at all levels. This has resulted in a more cohesive work group and a significant improvement in the work environment. A direct sign of the positive impact has been a marked improvement in custodial attendance. • New equipment was purchased to make custodians more productive and safe. • Cleaning procedures were developed for each type of building space. 	
July 11, 2018	DPAC 2017-2018 Annual Report	<p>DPAC Annual Report, 2017-2018</p> <p>http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2017-2018/DPAC%20Final%202017-2018%20Annual%20Report.pdf</p>	
June 26, 2019	Election of Vice-Chair for 2019-2020		#182-A Nate Donahue was unanimously elected Vice-Chair for 2019-2020.
May 8, 2019	Facilities Master Plan Update	The Board of Trustees approved the contract with DLR to conduct the Facilities Master Planning process which will culminate with a 20-year facilities plan for the main campus. The first session with the Board of Trustees was held on April 17 th . The next workshop will be with the Management Association. Similar workshops with other college groups, including students, will continue through the spring. The consultants will reach out to college neighbors during summer. A campus-wide faculty/staff session will be held during opening day on August 22 nd . Then there will be a second round of engagement with everyone	

		to receive additional input. The process will also involve looking at data, building usage, and program needs. A draft facilities master plan will be presented to the Board in October 2019, and a final plan will be presented in March 2020. Following Board approval, there will be an Environmental Impact Report (EIR) prepared.	
July 25, 2018	Governance Structure	DPAC reviewed the list of governance structure discussions during the last year and started revising the DPAC Structure document. This will be continued at the next meeting.	
August 22, 2018	Governance Structure	The discussion focused on the structure, role and responsibilities of the DPAC Subcommittees and Resources to DPAC. It was recommended that Resources to DPAC include campus groups who are already doing work related to the Strategic Initiatives and annual action plans. DPAC members were asked to submit suggestions related to DPAC subcommittees and Resources to DPAC for discussion at the next meeting (September 12 th).	
September 12, 2018	Governance Structure	Discussion deferred to next DPAC meeting.	
September 26, 2018	Governance Structure	DPAC Continue discussion and revision of DPAC Structure document related to DPAC subcommittees and other resource committees/staff. The next meeting will focus on the charges to the DPAC subcommittees.	
October 10, 2018	Governance Structure	DPAC continued discussion/revision of DPAC Structure document – DPAC Scope and Function. A revised final draft will be presented at the next DPAC meeting.	
October 24, 2018	Governance Structure	Teresita Rodriguez reported that the draft DPAC Scope and Function was reviewed by senior staff. Suggestions were made to clarify that DPAC facilitates the District’s long-long planning effort, and develops recommendations for new strategic initiatives and annual action plans to forward to the Superintendent/ President for approval. Those suggestions as well as	

		others made at the last meeting were reviewed and discussed. Additional revisions were suggested related to the Superintendent/President's attendance at DPAC meetings, substitute constituency representatives, and responses from the Superintendent/President to DPAC recommendations. A final version will be forwarded to DPAC for review and approval at the next meeting.	
November 14, 2018	Governance Structure	Administrative Regulation 3250, Institutional Planning	<u>#180-A</u> Motion was made by Martha Romano and seconded by Peter Morse to approve revised Administrative Regulation 3250, Institutional Planning. It will be forward to Superintendent/President Jeffery and senior administrative staff for review and approval.
November 14, 2018	Governance Structure:	DPAC Scope and Function	<u>#179-A</u> Motion was made by Peter Morse and seconded by Erica LeBlanc to approve the DPAC Scope and Function. It was unanimously approved. The document will be forwarded to Superintendent/ President Jeffery for her review and approval.
November 14, 2018	Governance Structure: College Services Planning Subcommittee	The College Services Planning Committee met on October 19, 2018 and developed recommendations that were forwarded and approved by senior administrative staff. It recommends that the oversight of duties, charges, and complaints of and to the existing College Services Planning Committee be transitioned to the leadership over those areas and/or to the Santa Monica College's Safety Committee, when appropriate. It was agreed that the list of college operations and contacts be reviewed and amended, if needed, and distributed District-wide.	
December 12, 2018	Governance Structure: Schedule of Topics for DPAC Meetings, 2018-2019	The draft schedule includes reports to be provided by groups working on the 2018-2019 Action Plans. Budget reports and other updates will be included	

		on the schedule, as needed. The schedule may be revised to reflect a different process for developing annual action plans to provide for timely input by the Budget Planning Subcommittee (BPS).	
December 12, 2018	Governance Structure: Annual Action Plans	Chris Bonvenuto, Chief Director, Business Services, assured DPAC that annual action plans are integrated into the budget. However, the integration of budgeting with the action plans is on the back end, instead of earlier in the process. When the annual action plans are developed by DPAC, the staff charged with the planning look at their budgets and request budget increases, if needed. In order for the budget process to be earlier, the schedule for developing annual action plans needs to be moved up. The process should start in the fall so that proposed action plans can be forwarded to the Budget Planning Subcommittee in January. Following the BPS review, the action plans with input from the BPS would be returned to DPAC for review/approval and forwarded to the Superintendent/President for consideration. Action plans that are approved would then be included in the budget planning process in time for development of the tentative budget to be approved in June. It was suggested that the current action plans be reviewed to determine which ones can be continued in 2019-2020 and that 2018-2019 be considered a transition year for revising the schedule.	
March 13, 2019	Governance Structure: DPAC Restructure/Schedule	DPAC has adjusted the schedule for developing the annual action plans to link more deliberately with resource allocation. Chief Director of Business Services Chris Bonvenuto attended the meeting to participate in the discussion. Following is the adjusted schedule: <ul style="list-style-type: none"> • DPAC will develop the proposed action plans during the fall, completing them by the end of the calendar year. • DPAC will forward proposed action plans to the Budget Committee in January for review. The 	

		<p>Budget Committee will review the budget department's projected costs for each of the action plans, assess the reasonableness of the projected costs and forward its input to DPAC by mid-February.</p> <ul style="list-style-type: none"> • Action plans will be returned to DPAC with input from Budget Committee for review/revision in March. • The proposed action plans will be forwarded to the Superintendent/President for consideration April. • The actions plans will be returned to DPAC with the Superintendent/President's recommendation in April. • Action Plans will be forwarded to fiscal services by mid-May for consideration in the tentative budget in June. <p>It was agreed that the Action Plan form be revised by replacing the existing funding box with a place for review and input from the Budget Committee and consideration by the Superintendent/President.</p>	
March 27, 2019	Governance Structure: Board Policy and Administrative Regulation 3250-Institutional Planning	DPAC reviewed proposed Revisions to Board Policy and Administrative Regulation 3250 – Institutional Planning, made minor revisions and finalized the documents.	
March 27, 2019	Governance Structure: Annual Action Plan Form	The annual Action Plan Form was reviewed. It was agreed that a statement be included that describes how the outcomes of an action plan might further the college's goal of eliminating equity gaps.	
April 24, 2019	Governance Structure: Annual Action Plan Form	Revised Annual Action Form	#181-A Motion was made by Peter Morse and seconded by Cindy Ordaz to approve the revised Annual Action Plan form. <i>Unanimously approved.</i>
February 27, 2019	Governance Structure: Administrative Regulation 2515, Board Policy and Administrative Regulation 3250	<p>DPAC discussed proposed revisions to Board Policy and Administrative Regulations.</p> <ul style="list-style-type: none"> • Administrative Regulation 2515: DPAC (new) • Board Policy 3250: Institutional Planning (revised) 	

		<ul style="list-style-type: none"> • Administrative Regulation 3250: Institutional Planning (much of the language pertaining specifically to how DPAC functions has been moved to new AR 2515) • DPAC Scope and Function (provided for reference) <p>There was consensus on Administrative Regulation 2515.</p> <p>It was agreed that the language in Board Policy and Administrative Regulation 3250 on Institutional Planning needs to be revised/updated. A subgroup of DPAC will draft language to present to DPAC for consideration in March.</p>	
February 13, 2019	Governance Structure: Annual Action Plan Response Form	The Action Plan Response form to be used for responses to 2018-2019 action plans was revised.	
February 13, 2019	Governance Structure: Strategic Planning Workflow Calendar	A Strategic Planning Workflow Calendar developed by Peter Morse was distributed and reviewed. It shows clear steps for the development of the Annual Strategic Planning Report through 2021-2022.	
January 23, 2019	Governance Structure: Annual Action Plan Response Form	DPAC reviewed the Action Plan Response Form, specifically to include documentation of what happens to an action plan that is not completed. It was agreed that there should be an additional entry on the form for DPAC recommendations related to action plans not completed. The Response form will be revised and resubmitted for review.	
July 25, 2018	Institutional Effectiveness Report, 2017-2018	<p>The IE Committee conducted a comprehensive review of the indicators and the information they provide. The review resulted in the following revisions and expansions to the IE Dashboards:</p> <ul style="list-style-type: none"> • Academic Dashboard: Includes momentum points that align with the Guided Pathways framework • Fiscal Dashboard: Includes more detailed metrics • College Infrastructure Dashboard: Added three new metrics, including one metric regarding technology • Collegiality Dashboard: Added metrics regarding employee satisfaction and campus climate, which 	

		<p>reflect findings from the College Employee Satisfaction Survey.</p> <p>Recommendations of the IE Committee</p> <ol style="list-style-type: none"> 1. Equity Dashboard: During the redesign of the student experience, address the longstanding equity gaps in student success. 2. Collegiality Dashboard: Explore actions that improve the collegial environment. 3. College Infrastructure Dashboard: Further research and address factors that contribute to the current Association of Physical Plan Administrators (APPA) Operations rating. 	
December 12, 2018	Local District goal setting 2018-2019 required by the Chancellor's Office	<p>Elisa Meyer, Chair of the Academic Senate Joint Institutional Effectiveness Committee, reported that the Committee is setting the metrics and goals to align the District with the Chancellor's Vision for Success and Student Centered Funding Formula. Each district needs to report to the Chancellor's Office of its local plans to meet the goals of the Vision for Success:</p> <p>Following is a timeline leading toward SMC's adoption and report of local goals:</p> <ul style="list-style-type: none"> • November-December 2018: Review baseline data and report goals development process. The 2015-2016 cohort will be used as the baseline data. • December 15, 2018: The District submits to the Chancellor's Office its process for creating a plan. • January 2019: Review existing plans and priorities • February-April 2019: Set local goals which will include community dialog about college priorities and working with District leadership to set measurable goals using indicators from the Student Success Metrics. 	

		<ul style="list-style-type: none"> • May 2019: Board of Trustees approval of Local Goals and submission to Chancellor's Office. 	
August 22, 2018	Master Plan for Education Update 2018-2019	<p>Review of DPAC Documents: The following documents were reviewed and discussed. Suggested revisions will be incorporated and presented for review and approval at the next meeting (September 12th)</p> <ul style="list-style-type: none"> • Responses to 2017-2018 Institutional Objectives • Drafts of Action Plans for 2018-2019 	
September 12, 2018	Master Plan for Education Update 2018-2019	<p>Review of DPAC Documents: The following documents were reviewed and discussed.</p> <ul style="list-style-type: none"> • Responses to 2017-2018 Institutional Objectives: #1, #3, #6, #7, #8, #9 and #10 (as revised) were agreed upon. #2, #4 and #5 will be reviewed/revised and submitted at the next DPAC meeting. • Action Plans for 2018-2019: #1, #2 and #4 will be confirmed with the Guided Pathways Team; #3 will be rewritten 	
September 26, 2018	Master Plan for Education Update 2018-2019	<p>A. DPAC reviewed final Action Plans for 2018-2019: #1, #2, #3, and #4</p> <p>B. DPAC reviewed Final Responses to 2017-2018 Institutional Objectives: #2, #4, #5 and #10</p> <p>The Master Plan for Education Update will be prepared and presented to DPAC for approval.</p>	
October 10, 2018	Master Plan for Education Update, 2018-2019	<p>Changed name to Annual Strategic Planning Report, 2018-2019</p> <ul style="list-style-type: none"> • The Action Plans for 2018-2019 were reviewed by senior administrative staff. It was recommended that in the future the Budget Planning Subcommittee review the action plans relative to the funding source. • There was consensus on the final draft of the Annual Strategic Planning Report, 2018-2019. 	

<p>May 22, 2019</p>	<p>Pathways Update</p>	<p>Pathways (Action Plans 1, 2, ,3, 4): Maria Munoz, Guido Davis Delpiccolo and Irena Zugic were unable to attend the meeting, so DPAC Chair Teresita Rodriguez and Vice-Chair Nate Donahue presented an update on the work of the Pathways Redesign Team. Three of the action plans related to Guided Pathways (1, 3 and 4) will continue into 2019-2020. Action plan 2 has been completed. The document distributed (attached) lists the activities that the group is engaged in with a roadmap through Fall 2019. Several activities lend themselves to action plans for 2019-2020. It was suggested that action plans for 2019-2020 be developed for the following activities (on page 4 of attachment – <i>Changes for Students for Fall 2019 and Tentative Schedule of Activities for Redesign Efforts</i> prepared by the Pathways Redesign Team)</p> <p>#13 Professional Learning Community (AB 705 English). Charge: Support faculty teaching English 1 and 28 and English 1 in sharing ideas and innovation in the classroom to improve the success of Black and Latinx students and promote a culture of innovation.</p> <p>#14 Professional Learning Community (AB 705 Math). Charge: Support faculty teaching Math 1, 50 and co-requisite courses in sharing ideas and innovation in the classroom to improve the success of Black and Latinx students and promote a culture of innovation.</p> <p>#15 Starfish: Integration/implementation <i>(information on this was requested)</i></p> <p>It was acknowledged that communication to the college about the Pathways Redesign Team’s efforts and major projects are not being adequately communicated to the college. It was suggested that a newsletter be developed to help with communication. It was mentioned that the Pathways Redesign website includes much information about what is being done.</p>	
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July 11, 2018	Responses to 2017-2018 Institutional Objectives	2017-2018 Institutional Objectives: DPAC reviewed and discussed the Responses to the 2017-2018 Institutional Objectives. There was agreement that the boxes indicating “Completed,” “Substantially Completed,” “Addressed,” and “Not Addressed” would be revised to more clearly reflect the status of the objective. Revisions to Objectives 2 and 4 were suggested. (Revised responses will be presented at the meeting on August 22 nd .)	
June 26, 2019	Responses to 2018-2019 Action Plans	DPAC reviewed 2018-2019 Action Plans to assist with preparation of responses.	
November 28, 2018	Schedule of Topics for DPAC Meetings, 2018-2019	The draft schedule includes reports to be provided by groups working on the 2018-2019 Action Plans. DPAC members were encouraged to review the schedule and be prepared to continue the discussion at the next meeting. It was requested that the budget process be integrated into the Action Plans, and that the Chief Director, Business Services be invited to the next meeting to participate in that discussion.	
January 23, 2019	Schedule of Topics for DPAC Meetings, 2018-2019	Draft Schedule of Meetings/Transition to new schedule for developing Annual Action Plans. The schedule will be revised and resubmitted for review.	
February 13, 2019	Schedule of Topics for DPAC Meetings, 2018-2019	Activities and reports will be added and revised as needed during the year.	
March 13, 2019	SMC Promise Program	DPAC received the report and Powerpoint presentation that were presented to the Board of Trustees on March 5, 2019. The SMC Promise program started in Fall 2018, so there is only data for one semester. Therefore, it is difficult to make projections at this time. However, data for Fall 2018 demonstrates that participants out performed their peers who were eligible but did not participate in the program. And, overall the average student class load increased. Regular monitoring, data analysis, planning and implementation for 2019-2020 is underway.	

May 22, 2019	Student Centered Funding Formula	Superintendent/President Jeffery reported that Santa Monica College is advocating with state legislators to address the issue of funding for residency of transfer students that is currently included in the Student Centered Funding Formula (SCFF). SMC is joining other districts that would be significantly impacted by the current SCFF.	
May 8, 2019	Student Services Building Update	The rain delayed the opening of the building. The move is planned to start on June 7 th , will take ten days to move 300 people before graduation and will be open for summer session starting on June 17 th . The next year will be spent modifying and touching up. A grand opening will be planned.	
March 13, 2019	Student Services Center Directory	The Student Services Center Directory was distributed for information. Completion of the Student Services Building has been delayed due to weather, but it is anticipated that it will be completed before the end of the spring semester.	
May 22, 2019	Tentative 2019-2020 Budget	Chris Bonvenuto, Chief Director of Business Services, presented the tentative 2019-2020 budget stating this is the start of the process that will continue through the summer to prepare for the final budget in September. The overview included highlights of the Governor's May Revision 2019-2020 Budget, its impact on the Community College System and SMC projected funding. It also included a summary of the Student Centered Funding Formula, major expenditure assumptions and changes in revenue from 2018-2019 projected budget to the 2019-2020 tentative budget. The presentation is available at: http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2018-2019/Budget%20Report%20for%20DPAC.pdf	
April 24, 2019	Vision for Success Goals and SMC Equity Plan	Local Goal Alignment/Student Equity Plan: Hannah Lawler, Dean of Institutional Research, Elisa Meyer, Chair of the Institutional Effectiveness Committee, and Melanie Bocanegra, Associate Dean, Student Equity and STEM Programs, presented the <i>Santa Monica College Vision for Success Goals and SMC</i>	

		<p><i>Student Equity Plan 2019-2022</i> highlighting the following:</p> <ul style="list-style-type: none"> • California Community Colleges Vision for Success (2017) • State Mandate: Local Goals • SMC’s Rationale for Goals <ul style="list-style-type: none"> Goal 1: Completion Goal 5.1: Completion and Equity Goal 2: Transfer Goal 5.2: Transfer and Equity Goal 3: Unit Accumulation Goa 5.3: Unit Accumulation and Equity Goal 4: Workforce Preparation Goal 5.4: Workforce Preparation and Equity • SMC Student Equity Plan <ul style="list-style-type: none"> Student Equity Planning Institute: Activities New Equity Plan Template: NOVA 	
May 22, 2019	Vision for Success Goals and SMC Equity Plan	<p>Superintendent/President Jeffery reported that the SMC Board of Trustees approved the District’s <i>Vision for Success Goals</i> which is required by the Chancellor’s Office. Dr. Jeffery expressed her deep commitment to diversity, increasing support for students of color and closing the achievement gap for marginalized students. She concluded by affirming that Santa Monica College, its staff across all constituent groups, and students matter greatly. Planning efforts are underway to achieve the <i>Vision for Success Goals</i> as approved by the Board of Trustees and to link those goals to equity priorities.</p>	