



Santa Monica Community College District

District Planning and Advisory Council

Annual Report 2019-2020



Approved by DPAC: July 22, 2020



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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
2019-2020

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

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

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

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 Vision for Success Goals
- Strategic Planning and Facilitation Summary/Strategic Initiatives
- Student Equity Plan
- Student Equity and Achievement Program Report
- 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
5. Other subcommittees, as needed, to assist DPAC with the institutional planning process

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act. 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 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
2019-2020

Members, 2019-2020

Jennifer Merlic, Administration, Chair Designee
Mike Tuitasi, Administration

Christopher Bonvenuto, Management Association President
Erica LeBlanc, Management Association Representative

Nate Donahue, Academic Senate President, Vice-Chair
Sal Veas, Academic Senate Representative

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

Cindy Ordaz, CSEA Representative
Dee Upshaw, CSEA Representative

Daniel Cha, Associated Students President
Summer Le, Associated Students Representative

Revised 9/2019

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, 2019-2020

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 (or by Zoom Conference). Following is the schedule of meetings through June 2020.

July 10, 24, 2019
August 14, 28
September 11, 25
October 9, 23
November 13, 27
December 11
January 8, 22, 2020
February 12, 26
March 11, 25
April 8, 22
May 13, 27
June 10, 24

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 Teresita Rodriguez Delores Raveling	Matt Hotsinpilller, Co-Chair Peter Morse Nate Donahue Jose Hernandez	Dagmar Gorman Mike Roberts Martha Romano Dee Upshaw	Daniel Cha Skander Zmerli

Meetings: First and third Wednesdays at 2 p.m., Library 275 (or by Zoom Conference)

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
Daniel Phillips, Co-Chair Devin Starnes Erica LeBlanc Mark Engfer	Elisa Meyer Judith Marasco Catherine Matheson Alicia Villapando	Dagmar Gorman, Co-Chair Ray Martin Saul Ramirez	Summer Le

Meetings: Select Second and fourth Thursday of each month (usually excluding July and August)
 2:05 – 3:05 p.m., The Loft (DH 300-E) (or by Zoom Conference).

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.

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	KyMBERlyn McBride , Co-Chair Michael Strathearn	Sam Mehrazar	Lisa Cardoso Aarti Tolani

Meetings: Fourth Tuesdays, 1:30-3 p.m. HS 301 (or by Zoom Conference)

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.

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 Denise Henninger	Chris Badger, Co-Chair Angie Misaghi Tom Peters Peter Morse	Ernesto Barba Rafal Karpinski Leroy Nakamura Miguel Reyes	Mohamed Cheour Christopher Patterson

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

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.

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
Sorted Chronologically			
July 24, 2019	Program Review Annual Report of Overarching Issues	<p>Vicki Drake, Chair of the Program Review Committee, provided an overview of the Annual Program Review Summary Report. Six programs were reviewed in calendar year 2018. Because the program review process requires much time and effort on the departments, the process will be reviewed and hopefully restructured to make it simpler and more meaningful. The report includes a summary table of program needs sorted by area Vice-President.</p> <p>Link to report: http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/Program%20Review%20Summary%20Report%20July%202019%20(for%206-Yr%20Program%20Review%20reports%20from%20CY%202018%20plus%20annual%20from%2018-19).pdf</p>	

July 24, 2019	Enrollment Update	Vice-President of Enrollment Development Teresita Rodriguez distributed two charts. (1) Factored FTEs Comparison, 2013-14 through 2018-19, shows the decline in enrollment over the six-year period. (2) Summer/Fall 2019 Enrollment Summaries shows a decrease in enrollment, in particular the continuing decrease of international students.	
July 24, 2019	Board Policy 3250, Institutional Planning	Board Policy 3250, Institutional Planning, was previously approved by DPAC. It was reviewed by the subcommittee of the Board of Trustees and resubmitted to DPAC with revisions.	#183-A Motion was made by Peter Morse and seconded by Chris Bonvenuto to approve Board Policy 3250 as revised. <i>Unanimously approved.</i>
July 24, 2019	2018-2019 Action Plans - Responses	DPAC reviewed the responses received (#1 - #8) and made suggestions and recommendations. The responses with DPAC notations are attached. Chris Bonvenuto and Jenny Merlic will work on Action Plan #9; Nate Donahue and Jenny Merlic will work on Action Plan #10.	
August 28, 2019	DPAC Orientation	DPAC Chair Jennifer Merlic provided an orientation for new and continuing members. The orientation is available at: http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/DPAC%20Orientation.pdf	
August 28, 2019	DPAC Annual Report	<i>Link to DPAC 2018-2019 Annual Report:</i> http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/DPAC%202018-2019%20Annual%20Report%20final.pdf	#184-A Motion was made by Erica LeBlanc and seconded by Tracey Ellis to approve the DPAC 2018-2019 Annual Report. It was unanimously approved.
August 28, 2019	DPAC Subcommittees	Discussion: Additional DPAC Subcommittees. The DPAC Chair and Co-Chair initiated an idea-generating session about creating additional DPAC subcommittees, particularly related to equity and guided pathways. There are already equity and redesign groups doing much work in their respective areas, and it was proposed that these groups be	

		given a more formal place in the planning process in the form of DPAC subcommittees. Following discussion without a consensus, it was requested that the Chair and Vice-Chair discuss the idea with leaders in the equity and redesign groups and present a proposal including scope and function to DPAC at the next meeting.	
August 28, 2019	2018-2019 Action Plans - Responses	The Responses to the 2018-2019 Action Plans are now complete.	#185-A Motion was made by Peter Morse and second by Cindy Ordaz to accept the responses to 2018-2019 Action Plans #9 and #10. It was unanimously approved.
August 28, 2019	2019-2020 Budget	Chris Bonvenuto presented an overview of the 2019-2020 Budget to be presented to the Board of Trustees on September 3, 2019. The complete budget and narrative is available at: http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2019/2019-2020%20Combined%20Budget%20and%20Narrative.pdf	
September 11, 2019	DPAC Subcommittees	DPAC Chair Jennifer Merlic and Vice-Chair Nate Donahue reported that they are exploring options to incorporate equity work into the planning process and also connect it to program review and the budget committee through DPAC. The idea is to create a new structure that will include all constituencies. They have been talking with the equity and redesign groups and looking into other models that are effective. Following this exploration stage, the Chair and Vice-Chair will present ideas to DPAC for consideration.	

September 11, 2019	Strategic Planning Workflow Calendar	A <i>Strategic Planning Workflow Calendar and Schedule for Actions Plans, Responses to Action Plans and Annual Strategic Planning Report</i> were distributed and reviewed. It was suggested the schedule include notations of other reports/activities that contributed to the planning process.	
September 11, 2019	Actions Plans for 2019-2020	DPAC reviewed the 2018-2019 Action Plans to determine which ones will be continued in some form for 2019-2020. Actions Plans 1,3,4,5, 9 and 10 will be continued in some form for 2019-2020. A new action plan will be developed for 7. It was also determined that action plans will be developed for equity, AB 705 (professional learning community), and Starfish integration/implementation. The appropriate staff will be contacted to assist with the development of the Action Plans.	
September 11, 2019	Student Equity Plan and Local Vision for Success Goals	Jennifer Merlic provided an overview of the Vision for Success Goals and Equity Plan Priorities approved by the Board of Trustees on May 7, 2019 and the SMC Student Equity Plan approved by the Board on September 3, 2019. The Student Equity and Achievement Program (SEAP) budget and action plan to achieve the Vision for Success and Equity goals will be submitted to the Board in December 2019.	
September 25, 2019	DPAC Subcommittees	This discussion will be deferred to the next DPAC meeting.	
September 25, 2019	Actions Plans for 2019-2020	Following are the proposed 2019-2020 action plans received so far: <u>Redesign</u> <ul style="list-style-type: none"> Integrate Areas of Interest and program maps into our curriculum approval and make maps available to inform student educational planning. 	

		<ul style="list-style-type: none"> • Develop and implement a systematic method for assessing the effectiveness of existing learning resources and embedded supports, as well as make recommendations for best future practices to serve our racially marginalized students. <p><u>Facilities</u></p> <ul style="list-style-type: none"> • Complete the Facilities Master Plan <p><u>Technology</u></p> <ul style="list-style-type: none"> • Conduct a district-wide technology assessment, IT staffing plan and draft a five-year Technology Master Plan <p>Following are other action plans to be considered:</p> <ul style="list-style-type: none"> • Student Care Teams Starfish – Integration/Implementation 	
October 9, 2019	Discussion: Additional DPAC Subcommittees	This discussion will be deferred to the next DPAC meeting.	
October 9, 2019	Actions Plans for 2019-2020	<p>The following Action Plans for 2019-2020 were reviewed and revised.</p> <ul style="list-style-type: none"> • Action Plan 3: Launch the Starfish Early Alert Solution in English and Math • Action Plan 4: Implement the STEM Area of Interest Student Care Teams <p>Note: The Status of Action Plan box at the end of the form will not be included on the 2019-2020 Action Plans.</p>	

October 9, 2019	Action Plans for 2020-2021	<p>DPAC will be developing Action Plans for 2020-2021 during the next couple of months. It was determined that a continuation or next phase of the following 2019-2020 Action Plans will be developed.</p> <ul style="list-style-type: none"> • Facilities • Guided Pathways • Starfish • Student Care Teams • Technology <p>New Action Plans will be developed related to other 2017-2022 Strategic Initiatives.</p> <ul style="list-style-type: none"> • Fiscal Stability • Human Resources (faculty hiring process, 75/25) <p>DPAC will request that the appropriate lead person draft their respective actions plan and attend a DPAC meeting to present the draft for discussion and input.</p>	
October 23, 2019	Action Plans for 2019-2020	The final Action Plans for 2020-2021 were approved.	<p>#186-A</p> <p>Motion was made by Daniel Cha and seconded by Cindy Ordaz to approve the final Action Plans for 2019-2020. <i>Unanimously approved.</i></p>
October 23, 2019	Action Plans for 2020-2021	<p>Drafts of two proposed action plans were presented and discussed:</p> <ul style="list-style-type: none"> • Information Technology: Complete year one of Technology Master Plan Goals, Objectives, and Recommendations. Once the Technology Master Plan is completed, specific information related to goals, objectives and recommendations will be included. • Facilities: Complete the CEQA (California Environmental Quality Act) process for the Facilities Master Plan. 	

		<p>Note: The consultants will attend the DPAC meeting on November 13th to provide an update.</p> <p>DPAC reviewed and agreed to the schedule for the development of Action Plans for 2020-2021: The lead person will be asked to develop their respective action plans and attend a DPAC meeting as indicated to present the draft for discussion and input.</p>	
October 23, 2019	Student Equity Plan	<p>At its meeting on September 3, 2019, the Board of Trustees approved the SMC Student Equity Plan. Superintendent/President Kathryn Jeffery has been working with Senior Staff to implement the plan which includes a recommendation to establish a senior leadership position for Institutional Equity, Planning and Effectiveness. Dr. Jeffery is preparing a proposal for the Board of Trustees to approve the establishment of this senior leadership position and has requested an opportunity to present the recommendation for DPAC's review and input. Accordingly, a special DPAC meeting was scheduled for November 20th at 10 a.m.</p>	
November 13, 2019	Facilities Master Plan Update	<p>Earlier this year, the District engaged the services of the DLR Group to assist with developing the SMC Facilities Master Plan looking at the next 20 years. Representatives of the DLR Group provided an update on the four phases of the project:</p>	
November 13, 2019	Discussion: Additional DPAC Subcommittees	<p>Nate Donahue reported that the Equity group is not enthusiastic about creating an additional DPAC Equity Subcommittee. The conversation will continue; however, it appears that there will not be an additional DPAC Equity Subcommittee.</p>	

November 13, 2019	Action Plans for 2020-2021	<p>Pathways – postponed to a future meeting. Sherri-Lee Lewis, Vice-President of Human Resources, presented a draft Action Plan for 2020-2021. The action plan calls for the development of a human resources plan which supports student success by achieving benchmark levels of full-time faculty, classified staff and administrators. It is recommended that the District engage in the RFP process to conduct the staffing needs assessment and create a staffing plan to assist the college in systematically identifying and prioritizing staff needs over the coming year beginning with 2020. To move this action plan along before it is formally approved by DPAC, it was agreed that members of DPAC would present the concept of the action plan to their respective constituents for consideration. It was suggested that Human Resources and Fiscal Services move forward with the Procurement Department to obtain possible vendor information. The item will be included on the agenda for the next DPAC meeting to receive input from the constituent groups.</p>	
November 20, 2019 (special meeting)	Senior Manager for Planning	<p>Superintendent/President Kathryn E. Jeffery requested this meeting with DPAC to present her recommendation to establish a senior level administrator for Planning, Institutional Effectiveness and Equity. The Student Equity Plan approved by the Board of Trustees on September 3, 2019 recommended a lead position to focus on equity efforts. Dr. Jeffery distributed a draft job description for a senior manager to oversee planning and institutional effectiveness, as well as take a leadership role in implementing the college’s Student Equity Plan and related initiatives. The position’s title has not yet been determined, but it will report directly to the Superintendent/President. Upon Dr. Jeffery’s request, members of DPAC reviewed the draft job description and provided input. All comments and suggestions will be taken into consideration.</p>	

December 11, 2019	Action Plans for 2020-2021	<ul style="list-style-type: none"> • Starfish/SMC GPS (<i>Gateway to Persistence and Success</i>) Implementation Update: The SMC Starfish/SMC GPS Implementation Team (indicated with * above under “others present”) provided an update on implementation activities for SMC GPS. Focusing on an early alert system for math and English in Spring 2020. The presentation included: <ul style="list-style-type: none"> • Brief Overview • Implementation Dream Team • LBCC Starfish Early Alert Video for Faculty • The SMC GPS Student Experience • Current Focus: Early Alert • GPS Early Alert Components • GPS: Behind the Scenes • Testing and Training • Action Plan for 2020-2021 <p>Link to the presentation: http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/SMC%20GPS%20-%20Starfish%20Presentation.pdf</p>	
December 11, 2019	Action Plans for 2020-2021	<p><u>Student Care Teams:</u> SMC received a Title V-Hispanic Serving Institutions grant (Navigating Pathways to Student Success) for 2019-2024, that will fund \$600,000 per year for five years. The focus of the grant is to hire a director to oversee components of the Student Care Team model that include Program Specialist (coaches) and the student peer navigator component. Each team will include a lead academic counselor, career counselor, financial aid representative, program specialist/coach (classified staff) and peer navigators (student mentors) for each of the Areas of Interest (AOI). The 2019-2020 Action Plan #4 was the implementation of the STEM Area of Interest (Aoi) Student Care Teams.</p>	

		<p>Many changes have occurred during the fall 2019 semester that have required the Institutional Redesign Team to re-evaluate the structure of the Student Care Team model. Based on the Guided Pathways structure, the first-year experience model does not fit into the redesign framework. The offices of Admissions and Records, Counseling, Financial Aid and the Welcome Center will meet in the spring 2020 semester to redesign the onboarding process and designate counselors and staff to specific AOs. The 2020-2021 Action Plan for Student Care Teams will be drafted to continue the implementation and will include the restructuring of components within Enrollment Development and Student Affairs to meet the Guided Pathway framework.</p>	
January 8, 2020	SMC Website	<p>Regina Ip, Web Content and Social Media Manager, and Paul Trautwein, Web Coordinator, presented an update on the new SMC website which will migrate from SharePoint to OmniUpdate. The main website will be for students; there will be a separate site for staff. All content is public for transparency. Banner focus will be on key points of the college for students. Training will take place from January 20 – March 22, 2020. The presentation is available at the following link: http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/New%20Website.pdf</p>	
January 8, 2020	Actions Plans for 2020-2021	<p>Development of Action Plans for 2020-2021</p> <ul style="list-style-type: none"> Human Resources Plan (continued from previous meeting): A draft of an action plan for a Human Resources Plan was distributed and discussed. Sherri Lee-Lewis, Vice-President of Human Resources, commented that this action plan needs to be tied to the Pathway Redesign efforts and needs to support recommendations forthcoming from the Redesign 	

		<p>Teams. However, there is a lack of a clear plan and recommendations to inform a Human Resources Plan. There was discussion about the overall Pathways plan and how it ties into other college functions. There was agreement that there should be a more clearly communicated Pathways Plan. The Human Resources Action Plan will be revised and resubmitted at a future DPAC meeting.</p> <ul style="list-style-type: none"> • Student Care Teams (continued from previous meeting): Vice-President of Student Affairs Mike Tuitasi reported that a discussion about activities related to Student Services will take place during a retreat in February. A recommended action plan for Student Care Teams will be developed following that discussion. 	
January 22, 2020	Actions Plans for 2020-2021	<p>Development of Action Plans for 2020-2021</p> <ul style="list-style-type: none"> • Pathways Redesign: The Pathways Redesign Team (Sherri Bradford, Guido Davis Del Piccolo, Maria Munoz and Irena Zugic) presented drafts of four action plans for 2020-2021 related to Guided Pathways. <ul style="list-style-type: none"> Action Plan 1: Academic and Career Paths Action Plan 2: Equitizing Gateway and Critical Courses Action Plan 3: Instructional Support/Learning Resources for Students Action Plan 4: Student Care Teams • Human Resources: Sherri Lee-Lewis, Vice-President of Human Resources, presented a draft of an action plan for 2020-2021 related to Human Resources: <ul style="list-style-type: none"> Action Plan 5: Human Resources Staffing Plan <p>DPAC reviewed and discussed the Action Plans. Suggested revisions will be considered and incorporated into the final versions to be presented for approval by DPAC the end of February.</p>	

February 12, 2020	Actions Plans for 2020-2021	<p>The following proposed Action Plans were presented:</p> <ul style="list-style-type: none"> • Distance Education: Increase the number of online degree and certificate completions by African American and Latinx students. • DPAC Annual Action Plan Budget Review: Develop and implement a budget review/analysis process for proposed DPAC Annual Action Plans which is a core component of the revised Annual Strategic Planning process. <p>DPAC will review the 10 proposed 2020-2021 Annual Action Plans at the next meeting and forward them to the Budget Office to confirm the financial accuracy of the resource requests. Then, the proposed Action Plans will be sent to the Budget Committee to be sure that the estimates are responsible. The Budget Committee will have input but will not be checking the work of the Budget Office staff. Following that, the proposed Action Plans will be sent back to DPAC for review/approval and then forwarded to the Superintendent/ President for her consideration. If approved, resources will be allocated in the next adopted budget.</p> <p>There was discussion about the process of developing future annual action plans. It was agreed that this topic will be on the agenda for future DPAC meetings.</p>	
February 26, 2020	Dean of Pathways, Equity and Inclusion	<p>Superintendent/President Kathryn E. Jeffery shared a draft job description for the position of Dean of Pathways, Equity and Inclusion being recommended for approval by the Board of Trustees at its next meeting on March 3, 2020. This dean will coordinate with faculty, staff and administrators across the campus to implement the Guided Pathways and Student Equity redesign efforts with the goal of eliminating equity gaps in student outcomes and enhancing the student experience at SMC. Dr. Jeffery wanted to share the job description with DPAC</p>	

		since the concept had been previously presented as a senior administrative level position. She added that the Executive Vice-President position will not be filled at this time, and establishing this position at the dean level allows for an interim assignment to be made so the work can start immediately.	
February 26, 2020	Actions Plans for 2020-2021	<p>Approval of proposed 2020-2021 Annual Action Plans</p> <ul style="list-style-type: none"> • Academic and Career Paths • Equitizing Gateway and Critical Courses • Instructional Support/Learning Resources for Students • Student Care Teams • Starfish GPS Early Alert Solutions • Facilities Master Plan: Complete the CEQA • Technology Master Plan goals • Human Resources Staffing Plan • SMC Online Education • DPAC Annual Action Plan Budget Review 	<p><u>#186-A</u></p> <p>Motion was made by Peter Morse and seconded by Erica LeBlanc to approve the proposed Annual Action Plans for 2020-2021, as amended. <i>Unanimously approved.</i></p> <p>They will be forwarded to senior staff and the Budget Office/Budget Committee for deliberation.</p>
April 8, 2020	COVID-19 Update	<p>Nate Donahue reported that has been the commencement ceremony will be virtual. Students can return for the 2021 ceremony. The remote learning environment will be continued for the summer session. Plans for fall are undecided at this time. The current faculty hiring process has been delayed and the new faculty ranking process have been pushed back. Ranking day will be June 17th. Community colleges have been charged by the Chancellor's Office to approve every course that has transitioned to remote learning through their local curriculum process by December.</p> <p>Mike Tuitasi reported that all courses and student services have been transitioned to the remote environment, and there are no meetings taking place on the campus, thereby reducing the</p>	

		<p>college's footprint. There are a limited number of essential college employees, including Campus Police, Maintenance and Operations staff, who are rotating shifts. Over 400 Chrome Books have been distributed to students and staff. There will be additional outreach to students in special programs and faculty to identify students in need.</p> <p>Distribution of Chrome Books will continue on Tuesdays and Thursdays, 10:3 a.m. to 2:30 p.m. Names should be sent to Lina Ladyzhenskaya who is maintaining a master list. The Chrome Books are distributed by Campus Police. The process to retrieve equipment is being discussed. Technical assistance for students is available at StudentITHelp@smc.edu</p> <p>Chris Bonvenuto provided an update on business and operational services. The day after the announcement to go remote (March 12th), the entire business services team was set up to work from home. Accounting, accounts payable and payroll staff are working remotely 95 percent of the time, and they have access to the County system to continue their processes. Fillable pdf payroll forms were created and are available on the website. On March 16th, Maintenance and Operations staff were sent home and a reduced shift of custodians and grounds staff was brought back one week later. About 30 percent of buildings are open, the rest are closed off. The college is able to run with a one-shift crew of 12-15 people daily which allows for maintenance and operations staff to only come in once a week and maintain social distancing. The warehouse</p>	
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April 8, 2020	Associated Students Update	<p>Summer Le reported that last weekend, she represented the SMC Associated Students as a delegate to the general assembly of the Student Senate for California Community Colleges (SSCCC). The Associated Students had submitted a resolution about sustainability last winter recommending other colleges to adopt the SMC zero waste policy. Advocacy by the SSCCC was requested to encourage the Chancellor’s Office to adopt a policy asking all colleges to adopt the zero waste policy. The motion was passed last week at the SSCCC general assembly, and efforts will continue at the state level so that every college will have the same zero waste policy as SMC.</p>	
April 8, 2020	Actions Plans for 2020-2021	<p>Revision of DPAC calendar due to COVID-19: The process for moving the 2020-2021 Action Plans through fiscal and the Budget Committee has been delayed because of the focus on responding to the COVID-19 crisis. A form to determine the cost associated with the individual action plans was drafted by Chris Bonvenuto and sent to the Budget Committee for review.</p> <p>The next meeting of the Budget Committee will focus on the fourth quarterly report, so the Annual Action Plans and the form will be presented and discussed at the first meeting in May. They will be returned to DPAC by the end of May with the hopes of keeping on schedule. Planning for the tentative budget has been delayed to determine the effect of the COVID-19 crisis. The DPAC meeting schedule will be revised to reflect these changes.</p>	

		The discussion at the next DPAC meeting will include a discussion regarding the development of future actions plans, including a mechanism for wider participation of college constituencies in the process.	
April 22, 2020	COVID-19 Update	<p>There is still uncertainty about the Fall semester. The Chancellor’s Office will determine if the delivery method of remote learning is not continuing for summer and fall. They have asked community colleges to transition all courses that are being delivered remotely to distance education through their local curriculum process by December 2020, retroactive to summer. The Curriculum Committee is working with Distance Education to update the Distance Education form to include check boxes for the type of delivery – fully on line, hybrid, fully online by mutual agreement or in case of emergency. Colleges should be resilient to move to on line delivery on short notice when necessary. Along with this is a plan for delivery of professional development for all faculty - instructional, counseling and library. A team has been created to develop- a professional development plan. Feedback from faculty will be used to develop professional development activities that address a feeling of disconnectedness.</p> <p>The Emergency Preparedness team is still looking at reducing the footprint on campus. Some staff are working 100 percent remotely; some still need to be on campus. The Emergency Operations Team will be reviewing the six indicators for modifying the Stay at Home order just released by the Governor.</p> <p>CARES funding for SMC will be a little over \$6 million. The guidelines for using the funds have not been released yet. Summer and Fall 2020 enrollment starts on Monday. All services are prepared to operate remotely.</p>	

		Closing of the Liberal Arts and Letters and Science buildings have been moved up. Demolition of the buildings will be done in May. Furniture from those buildings and the Airport site will be moved to Pico Village	
April 22, 2020	Action Plans for 2020-2021	Discussion: Process for Developing Future Action Plans. DPAC comprises representatives of all constituent groups who should reach out to their respective groups when the time approaches for developing annual action plans. Guidelines for developing annual action plans should be shared as well as the supporting documents (such as Board of Trustees Goals and Priorities, Academic Senate Goals, Strategic Initiatives) so that the groups aware of college priorities. Nate Donahue suggested that the Academic Senate annual retreat in August would be a good time to have a discussion about possible annual action plans that benefit students and the college. It was agreed that the schedule of meetings for 2020-2021 include a specific entry to provide for input from the constituency groups through their representatives on DPAC.	
May 13, 2020	COVID-19 Update	Mike Tuitasi reported that the State has 4 stages for reopening and Los Angeles County has 5 stages. The State is currently in stage 2 with the gradual opening of florists, retailers, car dealerships, golf courses and trails. Moving into next week, some other low risk businesses in essential health care, outdoor recreation, libraries, museums and cultural centers and galleries will gradually open with restrictions. SMC is currently transitioning to stage 3 and is determining which academic programs can be brought back safely. This involves bringing back essential personnel, looking at staffing plans and training, while ensuring safety with social distancing, appropriate PPE and making sure there is appropriate staff to clean facilities. The college received the CARE funds and has started distributing	

		<p>those funds to students. Providing wifi access for students at the Bundy site is being explored as well as other ways for students who don't have vehicles or have access to wifi. A plan for to improve communications with the college community is being developed.</p> <p>Jennifer Merlic reported that the Chancellor's Office is requiring that all courses offered online must be approved as distance education offerings, and the Curriculum Committee is ready to present the new slightly revised distance education form. There will be an internal process to determine which courses are most challenging to teach in the online environment and bring those back first. Nursing and respiratory care programs are top priority because the state has requested all health care and emergency response programs to be top priority. The college is also involved in professional development efforts. A memo was sent out by Superintendent/ President Kathryn Jeffery summarizing how the college is addressing COVID-19 issues. A fairly dire announcement came out of the Governor's office regarding the budget for 2021 and the devastating impact the COVID-19 has had on the state economy, and how it will impact SMC's budget as well. The pending legislation at the federal level could significantly impact our budget as well.</p>	
May 13, 2020	Annual Program Review Format	<p>Vicki Drake and Erica LeBlanc, Chair and Co-Chair of the Academic Senate Program Review Committee, presented a proposal for a new Annual Program Review process and forms. It is a streamlined version designed to simplify the Annual Program Review process to make it more viable and easier for chairs and other department and program leaders to complete. Previously, there were six different versions of Program</p>	<p><u>#187-A</u> <i>Motion was made by Summer Le and seconded by Peter Morse to approve the Program Review format. It was unanimously approved.</i></p>

		<p>Review templates, which made it confusing. The purpose of program review is to serve as a vehicle for ensuring that the college is continuously improving its programs by determining where improvements can be made. It is also used to identify overarching issues that need attention. Program review is required by law in Title 5 and accreditation. Previous to 2010, program review occurred every six years. Since then, an annual program process was developed in order to capture data on an annual basis. When it comes time for the six-year review, there is six years' worth of documentation. With input from members of the Program Review Committee, Institutional Effectiveness, and administration, a simplified format was tested and was successful. The process and two versions of the forms – a shorter version for this year called the COVID_19 and the version that will be effective next year -- were presented to DPAC for approval. The forms (attached) were reviewed. Nate Donahue commented that the Academic Senate is very pleased with the new process and faculty are responding favorably. <i>Motion was made by Summer Le and seconded by Peter Morse to approve the Program Review format. It was unanimously approved.</i></p>	
<p>May 13, 2020</p>	<p>Action Plans</p>	<p>DPAC reviewed the section in the <i>DPAC Scope and Function</i> that relates to the development of the Annual Strategic Planning Report which includes guidelines for developing annual action plans. It was agreed that the <i>Guided Pathways Scale of Adoption Assessment</i> be added to the bulleted list of documents. The schedule for development of Annual Actions Plans was reviewed. DPAC members were asked to review the schedule and submit additions or changes to the timelines, documents and/or activities to Lisa Rose. It will be reviewed and discussed at the next DPAC meeting.</p>	

May 13, 2020	2019-2020 Action Plans - Responses	A process will be discussed on distributing the 2019-2020 Annual Actions to the responsible parties to prepare updates which can be reviewed over the summer. The 2019-2020 Annual Action Plans will be reviewed at the next DPAC meeting.	
May 27, 2020	COVID-19 Update	Mike Tuitasi reported that SMC is currently in stage 2 in the staged recovery and reopening plan. He shared the plan prepared by the SMC Emergency Operations Team.	
May 27, 2020	Budget Update	Chris Bonvenuto reported that the Governor's May Revise (post COVID-19) is drastically different than the proposed budget released in January 2020. It will be necessary for the college to consider many cost-reducing strategies.	
May 27, 2020	Action Plans	Schedule for Development of Annual Action Plans: DPAC reviewed the schedule for development of Annual Actions Plans and made a few revisions.	
May 27, 2020	2019-2020 Action Plans - Responses	The process for preparing responses to the 2019-2020 Annual Actions was discussed. A schedule for the distribution to the responsible parties to prepare updates will be developed with the goal of receiving responses in July.	
June 10, 2020	Election of Vice-Chair, 2020-2021		#188-A Motion was made by Chris Bonvenuto and seconded by Peter Morse to elect Nate Donahue DPAC Vice-Chair for 2020-2021. It was unanimously approved.
June 10, 2020	COVID-19 Update	The college is moving into Stage 3 which includes bringing four nursing classes with ten students each back to the Bundy campus. This will allow the students to graduate and another cohort to start. The other area being considered for opening is the Student Health Center, but for immunizations by appointment only. All other areas will be closed to students. Some staff will be safely phased in over the summer.	

June 10, 2020	Budget Update	<p>Since the last DPAC meeting, the California legislature has produced its version of a budget for the state. The Governor’s budget includes immediate reductions. The legislature’s budget assumes that the federal government will provide funding and recommends that reductions be deferred. This proposal assumes that districts have a significant reserve for payroll and other operational expenses. The legislature and the Governor will negotiate, and a budget will be passed by the legislature by the end of the week. It is expected that the final budget will be massively different than what either the Governor or the legislature proposed. The state of California is highly dependent on personal income taxes that represent over 65 percent of the revenue to the state. The increased unemployment rates have had a huge effect on state revenue. In February 2020, unemployment rate was 3.9 percent. In March, the rate jumped to 5.5 percent. In April, the rate jumped to 15+ percent. At its last meeting, the Board of Trustees approved several actions to help with the budget, which will result in significant savings this year.</p>	
June 10, 2020	Annual Strategic Planning Report/Master Plan for Education	<p>The planning document once called the Master Plan for Education (MPE) was changed following the development of the Strategic Planning Report in 2017. The original Master Plan for Education was prepared in 1998 and has never been updated. However, in subsequent years, the annual institutional objectives were considered updates to the MPE. Following the development of Strategic Initiatives, 2017-2022, it was determined that annual action plans, which replaced annual institutional objectives, should support the strategic initiatives. There was agreement that integrating all the existing planning documents together with annual action plans could serve as the MPE, and that an action plan will be developed for 2021-2022 to address the topic of a Master Plan for Education.</p>	

June 24, 2020	COVID-19 Update	<p>The District is continuing to plan the return to work protocols and is moving forward with offering four on-ground nursing courses starting on Monday. The Emergency Operations Team is following the LA. County return to work protocols which will be vetted throughout the campus.</p> <p>Discussions are taking place about resources for students, such as the library and access to the technology at CMD, and athletics, for the fall. The Chancellor’s Office is preparing guidance on developing a plan for colleges to follow.</p> <p>There was an employee in the bookstore with COVID-19 symptoms who has not tested positive. As a precaution, the bookstore was shut down and will resume operations next week. During that time, some students may not be able to receive their books or Chromebooks at the bookstore, so that distribution has been shifted to the Auxiliary Office.</p>	
June 24, 2020	Budget Update	<p>The Governor and the legislature came to an agreement on the budget for 2020 2021 that does not implement the May revise cuts, but instead offsets those with deferrals to the districts, an approximate total of \$1.5 billion. That means the state will provide the funds in the future when the budget is balanced. Consequently, payments would not be made to districts in February, March, April and May of next year (30% of the District’s budget). That means budget planning should reflect the funds as referrals and not budget cuts. Consequently, the District won’t have a huge budget cut from the state this year, but it does create some future problems because the deferral has to be repaid at some point. That essentially means that next year, and for the next two years after that as the budget grows back, the state is going to reduce funds that would otherwise go to new</p>	

		<p>programs or COLA to offset the deferral. If federal funding of at least \$14 billion materializes by October 1st, it will trigger off about \$700 million of the deferral.</p> <p>At the May revise, the District was looking at a \$32 million deficit. The budget was reduced by about \$10.5, resulting in a \$22 million deficit. With the deferral, that deficit will be reduced to probably \$8.5-\$12 million, which does not solve the problem. But, it does allow for the approval of a tentative 2020-2021 budget. Previously, a tentative budget could not have been approved because the reduction in revenue was so large. The District still has a huge structural deficit and costs continue to increase while the funding from the state does not. In addition, non-resident enrollment continues to decrease which creates revenue to expenditure gaps. The tentative budget will be presented to the Budget Committee next Wednesday, and to the Board of Trustees for approval on July 7th.</p> <p>The District is currently in hold-harmless, meaning about \$10 million of revenue is based on FTES not served for two years. The hold-harmless has been extended an additional two years, so the District can still count on that funding through July 2024. The Chancellor's Office is preparing guidance for a \$120 million one-time block grant that is going to use a combination of Prop 98 and federal funds to help students in need during the COVID-19 crisis and to help offset COVID-19 related expenses. The District will look at creative ways to use these restricted funds.</p>	
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June 24, 2020	Accreditation Update	<p><u>Background</u> Erica LeBlanc, Dean of Academic Affairs serves as the Accreditation Liaison Officer. SMC has its accreditation reaffirmed every seven years, and it is a significant effort each time. An institutional self evaluation report (ISER) is prepared which involves the entire college community. The self-study is refined and edited down to a several hundred-page document which is then sent to the accrediting commission and the visiting team. The team spends a week at the college in meetings with different groups including students, faculty, administration and staff to verify what the college has documented in the ISER, and the team’s report is used by the Accreditation Commission to reaffirm the college’s accreditation. The college receives report back from the Commission that includes recommendations which need to be responded to in time for the next visit.</p> <p>Accreditation is a federal requirement, and it is important to be regionally accredited in order for student to use financial aid funds. Without accreditation, the college would cease to exist and the state would not allow it to continue as a publicly funded institution. A college needs to be regionally accredited in order for students to be able to use financial aid for those classes.</p> <p><u>Mid-Term Report</u> The college is required to submit a mid-term report to ACCJC (Accrediting Commission of Community and Junior Colleges). The report will include updates on how the college is addressing its plans for improvement, recommendations made by the visiting team and the Commission, a summary of performance and fiscal data submitted to ACCJC each year, and an update on the two action plans that comprise the Quality Focus Essay (Integrated Student Equity and Success Plan and Transformative Technology Planning).</p>	
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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 By Topic

June 24, 2020	Accreditation Update	<p><u>Background</u> Erica LeBlanc, Dean of Academic Affairs serves as the Accreditation Liaison Officer. SMC has its accreditation reaffirmed every seven years, and it is a significant effort each time. An institutional self evaluation report (ISER) is prepared which involves the entire college community. The self-study is refined and edited down to a several hundred-page document which is then sent to the accrediting commission and the visiting team. The team spends a week at the college in meetings with different groups including students, faculty, administration and staff to verify what the college has documented in the ISER, and the team’s report is used by the Accreditation Commission to reaffirm the college’s accreditation. The college receives report back from the Commission that includes recommendations which need to be responded to in time for the next visit.</p> <p>Accreditation is a federal requirement, and it is important to be regionally accredited in order for student to use financial aid funds. Without accreditation, the college would cease to exist and the state would not allow it to continue as a publicly funded institution. A college needs to be regionally accredited in order for students to be able to use financial aid for those classes.</p>	
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		<p><u>Mid-Term Report</u></p> <p>The college is required to submit a mid-term report to ACCJC (Accrediting Commission of Community and Junior Colleges). The report will include updates on how the college is addressing its plans for improvement, recommendations made by the visiting team and the Commission, a summary of performance and fiscal data submitted to ACCJC each year, and an update on the two action plans that comprise the Quality Focus Essay (Integrated Student Equity and Success Plan and Transformative Technology Planning).</p>	
May 13, 2020	Annual Action Plans - Schedule	<p>DPAC reviewed the section in the <i>DPAC Scope and Function</i> that relates to the development of the Annual Strategic Planning Report which includes guidelines for developing annual action plans. It was agreed that the <i>Guided Pathways Scale of Adoption Assessment</i> be added to the bulleted list of documents.</p> <p>The schedule for development of Annual Actions Plans was reviewed. DPAC members were asked to review the schedule and submit additions or changes to the timelines, documents and/or activities to Lisa Rose. It will be reviewed and discussed at the next DPAC meeting.</p>	
May 27, 2020	Annual Action Plans - Schedule	Schedule for Development of Annual Action Plans: DPAC reviewed the schedule for development of Annual Actions Plans and made a few revisions.	
July 24, 2019	Annual Action Plans – Responses to 2018-2019	DPAC reviewed the responses received (#1 - #8) and made suggestions and recommendations. The responses with DPAC notations are attached. Chris Bonvenuto and Jenny Merlic will work on Action Plan #9; Nate Donahue and Jenny Merlic will work on Action Plan #10.	
August 28, 2019	Annual Action Plans – Responses to 2018-2019	The Responses to the 2018-2019 Action Plans are now complete.	<p><u>#185-A</u></p> <p>Motion was made by Peter Morse and second by Cindy Ordaz to accept the responses to 2018-2019 Action Plans #9 and #10. It was unanimously approved.</p>

September 11, 2019	Annual Actions Plans for 2019-2020	<p>DPAC reviewed the 2018-2019 Action Plans to determine which ones will be continued in some form for 2019-2020. Actions Plans 1,3,4,5, 9 and 10 will be continued in some form for 2019-2020. A new action plan will be developed for 7. It was also determined that action plans will be developed for equity, AB 705 (professional learning community), and Starfish integration/implementation. The appropriate staff will be contacted to assist with the development of the Action Plans.</p>	
September 25, 2019	Annual Actions Plans for 2019-2020	<p>Following are the proposed 2019-2020 action plans received so far:</p> <p><u>Redesign</u></p> <ul style="list-style-type: none"> • Integrate Areas of Interest and program maps into our curriculum approval and make maps available to inform student educational planning. • Develop and implement a systematic method for assessing the effectiveness of existing learning resources and embedded supports, as well as make recommendations for best future practices to serve our racially marginalized students. <p><u>Facilities</u></p> <ul style="list-style-type: none"> • Complete the Facilities Master Plan <p><u>Technology</u></p> <ul style="list-style-type: none"> • Conduct a district-wide technology assessment, IT staffing plan and draft a five-year Technology Master Plan <p>Following are other action plans to be considered:</p> <ul style="list-style-type: none"> • Student Care Teams Starfish – Integration/Implementation 	

October 9, 2019	Annual Actions Plans for 2019-2020	<p>The following Action Plans for 2019-2020 were reviewed and revised.</p> <ul style="list-style-type: none"> • Action Plan 3: Launch the Starfish Early Alert Solution in English and Math • Action Plan 4: Implement the STEM Area of Interest Student Care Teams <p>Note: The Status of Action Plan box at the end of the form will not be included on the 2019-2020 Action Plans.</p>	
October 23, 2019	Annual Action Plans for 2019-2020	The final Action Plans for 2020-2021 were approved.	<p><u>#186-A</u></p> <p>Motion was made by Daniel Cha and seconded by Cindy Ordaz to approve the final Action Plans for 2019-2020. <i>Unanimously approved.</i></p>
May 13, 2020	Annual Action Plans – Responses to 2019-2020	A process will be discussed on distributing the 2019-2020 Annual Actions to the responsible parties to prepare updates which can be reviewed over the summer. The 2019-2020 Annual Action Plans will be reviewed at the next DPAC meeting.	
May 27, 2020	Annual Action Plans – Responses to 2019-2020	The process for preparing responses to the 2019-2020 Annual Actions was discussed. A schedule for the distribution to the responsible parties to prepare updates will be developed with the goal of receiving responses in July.	
December 11, 2019	Annual Action Plans for 2020-2021	<ul style="list-style-type: none"> • Starfish/SMC GPS (<i>Gateway to Persistence and Success</i>) Implementation Update: The SMC Starfish/SMC GPS Implementation Team (indicated with * above under “others present”) provided an update on implementation activities for SMC GPS. Focusing on an early alert system for math and English in Spring 2020. The presentation included: <ul style="list-style-type: none"> • Brief Overview • Implementation Dream Team • LBCC Starfish Early Alert Video for Faculty • The SMC GPS Student Experience • Current Focus: Early Alert • GPS Early Alert Components 	

		<ul style="list-style-type: none"> • GPS: Behind the Scenes • Testing and Training • Action Plan for 2020-2021 <p>Link to the presentation: http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/SMC%20GPS%20-%20Starfish%20Presentation.pdf</p>	
December 11, 2019	Annual Action Plans for 2020-2021	<p><u>Student Care Teams:</u> SMC received a Title V-Hispanic Serving Institutions grant (Navigating Pathways to Student Success) for 2019-2024, that will fund \$600,000 per year for five years. The focus of the grant is to hire a director to oversee components of the Student Care Team model that include Program Specialist (coaches) and the student peer navigator component. Each team will include a lead academic counselor, career counselor, financial aid representative, program specialist/coach (classified staff) and peer navigators (student mentors) for each of the Areas of Interest (AOI). The 2019-2020 Action Plan #4 was the implementation of the STEM Area of Interest (Aoi) Student Care Teams.</p> <p>Many changes have occurred during the fall 2019 semester that have required the Institutional Redesign Team to re-evaluate the structure of the Student Care Team model. Based on the Guided Pathways structure, the first-year experience model does not fit into the redesign framework. The offices of Admissions and Records, Counseling, Financial Aid and the Welcome Center will meet in the spring 2020 semester to redesign the onboarding process and designate counselors and staff to specific AOIs. The 2020-2021 Action Plan for Student Care Teams will be drafted to continue the implementation and will include the restructuring of components within Enrollment Development and Student Affairs to meet the Guided Pathway framework.</p>	

November 13, 2019	Annual Action Plans for 2020-2021	<p>Pathways – postponed to a future meeting.</p> <p>Sherrilee Lewis, Vice-President of Human Resources, presented a draft Action Plan for 2020-2021. The action plan calls for the development of a human resources plan which supports student success by achieving benchmark levels of full-time faculty, classified staff and administrators. It is recommended that the District engage in the RFP process to conduct the staffing needs assessment and create a staffing plan to assist the college in systematically identifying and prioritizing staff needs over the coming year beginning with 2020. To move this action plan along before it is formally approved by DPAC, it was agreed that members of DPAC would present the concept of the action plan to their respective constituents for consideration. It was suggested that Human Resources and Fiscal Services move forward with the Procurement Department to obtain possible vendor information. The item will be included on the agenda for the next DPAC meeting to receive input from the constituent groups.</p>	
October 23, 2019	Annual Action Plans for 2020-2021	<p>Drafts of two proposed action plans were presented and discussed:</p> <ul style="list-style-type: none"> • Information Technology: Complete year one of Technology Master Plan Goals, Objectives, and Recommendations. Once the Technology Master Plan is completed, specific information related to goals, objectives and recommendations will be included. • Facilities: Complete the CEQA (California Environmental Quality Act) process for the Facilities Master Plan. <p>Note: The consultants will attend the DPAC meeting on November 13th to provide an update.</p> <p>DPAC reviewed and agreed to the schedule for the development of Action Plans for 2020-2021: The lead person will be asked to develop their respective action plans and attend a DPAC meeting as indicated to present the draft for discussion and input.</p>	

November 13, 2019	Annual Action Plans for 2020-2021	<p>Pathways – postponed to a future meeting.</p> <p>Sherri-Lee Lewis, Vice-President of Human Resources, presented a draft Action Plan for 2020-2021. The action plan calls for the development of a human resources plan which supports student success by achieving benchmark levels of full-time faculty, classified staff and administrators. It is recommended that the District engage in the RFP process to conduct the staffing needs assessment and create a staffing plan to assist the college in systematically identifying and prioritizing staff needs over the coming year beginning with 2020. To move this action plan along before it is formally approved by DPAC, it was agreed that members of DPAC would present the concept of the action plan to their respective constituents for consideration. It was suggested that Human Resources and Fiscal Services move forward with the Procurement Department to obtain possible vendor information. The item will be included on the agenda for the next DPAC meeting to receive input from the constituent groups.</p>	
December 11, 2019	Annual Action Plans for 2020-2021	<ul style="list-style-type: none"> ● Starfish/SMC GPS (<i>Gateway to Persistence and Success</i>) Implementation Update: The SMC Starfish/SMC GPS Implementation Team (indicated with * above under “others present”) provided an update on implementation activities for SMC GPS. Focusing on an early alert system for math and English in Spring 2020. The presentation included: <ul style="list-style-type: none"> ● Brief Overview ● Implementation Dream Team ● LBCC Starfish Early Alert Video for Faculty ● The SMC GPS Student Experience ● Current Focus: Early Alert ● GPS Early Alert Components ● GPS: Behind the Scenes ● Testing and Training ● Action Plan for 2020-2021 <p>Link to the presentation:</p> <p>http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/SMC%20GPS%20-%20Starfish%20Presentation.pdf</p>	

January 8, 2020	Annual Actions Plans for 2020-2021	<p>Development of Action Plans for 2020-2021</p> <ul style="list-style-type: none"> • Human Resources Plan (continued from previous meeting): A draft of an action plan for a Human Resources Plan was distributed and discussed. Sherri Lee-Lewis, Vice-President of Human Resources, commented that this action plan needs to be tied to the Pathway Redesign efforts and needs to support recommendations forthcoming from the Redesign Teams. However, there is a lack of a clear plan and recommendations to inform a Human Resources Plan. There was discussion about the overall Pathways plan and how it ties into other college functions. There was agreement that there should be a more clearly communicated Pathways Plan. The Human Resources Action Plan will be revised and resubmitted at a future DPAC meeting. • Student Care Teams (continued from previous meeting): Vice-President of Student Affairs Mike Tuitasi reported that a discussion about activities related to Student Services will take place during a retreat in February. A recommended action plan for Student Care Teams will be developed following that discussion. 	
January 22, 2020	Annual Actions Plans for 2020-2021	<p>Development of Action Plans for 2020-2021</p> <ul style="list-style-type: none"> • Pathways Redesign: The Pathways Redesign Team (Sherri Bradford, Guido Davis Del Piccolo, Maria Munoz and Irena Zugic) presented drafts of four action plans for 2020-2021 related to Guided Pathways. <ul style="list-style-type: none"> Action Plan 1: Academic and Career Paths Action Plan 2: Equitizing Gateway and Critical Courses Action Plan 3: Instructional Support/Learning Resources for Students Action Plan 4: Student Care Teams • Human Resources: Sherri Lee-Lewis, Vice-President of Human Resources, presented a draft of an action plan for 2020-2021 related to Human Resources: <ul style="list-style-type: none"> Action Plan 5: Human Resources Staffing Plan 	

		DPAC reviewed and discussed the Action Plans. Suggested revisions will be considered and incorporated into the final versions to be presented for approval by DPAC the end of February.	
February 12, 2020	Annual Actions Plans for 2020-2021	<p>The following proposed Action Plans were presented:</p> <ul style="list-style-type: none"> • Distance Education: Increase the number of online degree and certificate completions by African American and Latinx students. • DPAC Annual Action Plan Budget Review: Develop and implement a budget review/analysis process for proposed DPAC Annual Action Plans which is a core component of the revised Annual Strategic Planning process. <p>DPAC will review the 10 proposed 2020-2021 Annual Action Plans at the next meeting and forward them to the Budget Office to confirm the financial accuracy of the resource requests. Then, the proposed Action Plans will be sent to the Budget Committee to be sure that the estimates are responsible. The Budget Committee will have input but will not be checking the work of the Budget Office staff. Following that, the proposed Action Plans will be sent back to DPAC for review/approval and then forwarded to the Superintendent/ President for her consideration. If approved, resources will be allocated in the next adopted budget.</p> <p>There was discussion about the process of developing future annual action plans. It was agreed that this topic will be on the agenda for future DPAC meetings.</p>	

February 26, 2020	Annual Actions Plans for 2020-2021	<p>Approval of proposed 2020-2021 Annual Action Plans</p> <ul style="list-style-type: none"> • Academic and Career Paths • Equitizing Gateway and Critical Courses • Instructional Support/Learning Resources for Students • Student Care Teams • Starfish GPS Early Alert Solutions • Facilities Master Plan: Complete the CEQA • Technology Master Plan goals • Human Resources Staffing Plan • SMC Online Education • DPAC Annual Action Plan Budget Review 	<p><u>#186-A</u></p> <p>Motion was made by Peter Morse and seconded by Erica LeBlanc to approve the proposed Annual Action Plans for 2020-2021, as amended. <i>Unanimously approved.</i></p> <p>They will be forwarded to senior staff and the Budget Office/Budget Committee for deliberation.</p>
April 22, 2020	Annual Action Plans for 2020-2021	<p>Discussion: Process for Developing Future Action Plans. DPAC comprises representatives of all constituent groups who should reach out to their respective groups when the time approaches for developing annual action plans. Guidelines for developing annual action plans should be shared as well as the supporting documents (such as Board of Trustees Goals and Priorities, Academic Senate Goals, Strategic Initiatives) so that the groups aware of college priorities. Nate Donahue suggested that the Academic Senate annual retreat in August would be a good time to have a discussion about possible annual action plans that benefit students and the college. It was agreed that the schedule of meetings for 2020-2021 include a specific entry to provide for input from the constituency groups through their representatives on DPAC.</p>	
July 24, 2019	Annual Program Review Report of Overarching Issues	<p>Vicki Drake, Chair of the Program Review Committee, provided an overview of the Annual Program Review Summary Report. Six programs were reviewed in calendar year 2018. Because the program review process requires much time and effort on the departments, the process will be reviewed and hopefully restructured to make it simpler and more meaningful. The report includes a summary table of program needs sorted by area Vice-President.</p> <p>Link to report: http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/Program%20Review%20Summary%20Report%20July%202019%20(for%206-Yr%20Program%20Review%20reports%20from%20CY%202018%20plus%20annual%20from%2018-19).pdf</p>	

May 13, 2020	Annual Program Review Format	<p>Vicki Drake and Erica LeBlanc, Chair and Co-Chair of the Academic Senate Program Review Committee, presented a proposal for a new Annual Program Review process and forms. It is a streamlined version designed to simplify the Annual Program Review process to make it more viable and easier for chairs and other department and program leaders to complete. Previously, there were six different versions of Program Review templates, which made it confusing. The purpose of program review is to serve as a vehicle for ensuring that the college is continuously improving its programs by determining where improvements can be made. It is also used to identify overarching issues that need attention. Program review is required by law in Title 5 and accreditation. Previous to 2010, program review occurred every six years. Since then, an annual program process was developed in order to capture data on an annual basis. When it comes time for the six-year review, there is six years' worth of documentation. With input from members of the Program Review Committee, Institutional Effectiveness, and administration, a simplified format was tested and was successful. The process and two versions of the forms – a shorter version for this year called the COVID_19 and the version that will be effective next year -- were presented to DPAC for approval. The forms (attached) were reviewed. Nate Donahue commented that the Academic Senate is very pleased with the new process and faculty are responding favorably. <i>Motion was made by Summer Le and seconded by Peter Morse to approve the Program Review format. It was unanimously approved.</i></p>	<p><u>#187-A</u> <i>Motion was made by Summer Le and seconded by Peter Morse to approve the Program Review format. It was unanimously approved.</i></p>
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June 10, 2020	Annual Strategic Planning Report/Master Plan for Education	The planning document once called the Master Plan for Education (MPE) was changed following the development of the Strategic Planning Report in 2017. The original Master Plan for Education was prepared in 1998 and has never been updated. However, in subsequent years, the annual institutional objectives were considered updates to the MPE. Following the development of Strategic Initiatives, 2017-2022, it was determined that annual action plans, which replaced annual institutional objectives, should support the strategic initiatives. There was agreement that integrating all the existing planning documents together with annual action plans could serve as the MPE, and that an action plan will be developed for 2021-2022 to address the topic of a Master Plan for Education.	
April 8, 2020	Associated Students Update	Summer Le reported that last weekend, she represented the SMC Associated Students as a delegate to the general assembly of the Student Senate for California Community Colleges (SSCCC). The Associated Students had submitted a resolution about sustainability last winter recommending other colleges to adopt the SMC zero waste policy. Advocacy by the SSCCC was requested to encourage the Chancellor's Office to adopt a policy asking all colleges to adopt the zero waste policy. The motion was passed last week at the SSCCC general assembly, and efforts will continue at the state level so that every college will have the same zero waste policy as SMC.	
July 24, 2019	Board Policy 3250, Institutional Planning	Board Policy 3250, Institutional Planning, was previously approved by DPAC. It was reviewed by the subcommittee of the Board of Trustees and resubmitted to DPAC with revisions.	<u>#183-A</u> Motion was made by Peter Morse and seconded by Chris Bonvenuto to approve Board Policy 3250 as revised. <i>Unanimously approved.</i>

August 28, 2019	2019-2020 Budget Overview	Chris Bonvenuto presented an overview of the 2019-2020 Budget to be presented to the Board of Trustees on September 3, 2019. The complete budget and narrative is available at: http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2019/2019-2020%20Combined%20Budget%20and%20Narrative.pdf	
May 27, 2020	Budget Update	Chris Bonvenuto reported that the Governor’s May Revise (post COVID-19) is drastically different than the proposed budget released in January 2020. It will be necessary for the college to consider many cost-reducing strategies.	
June 10, 2020	Budget Update	<p>Since the last DPAC meeting, the California legislature has produced its version of a budget for the state. The Governor’s budget includes immediate reductions. The legislature’s budget assumes that the federal government will provide funding and recommends that reductions be deferred. This proposal assumes that districts have a significant reserve for payroll and other operational expenses. The legislature and the Governor will negotiate, and a budget will be passed by the legislature by the end of the week. It is expected that the final budget will be massively different than what either the Governor or the legislature proposed.</p> <p>The state of California is highly dependent on personal income taxes that represent over 65 percent of the revenue to the state. The increased unemployment rates have had a huge effect on state revenue. In February 2020, unemployment rate was 3.9 percent. In March, the rate jumped to 5.5 percent. In April, the rate jumped to 15+ percent. At its last meeting, the Board of Trustees approved several actions to help with the budget, which will result in significant savings this year.</p>	
June 24, 2020	Budget Update	The Governor and the legislature came to an agreement on the budget for 2020 2021 that does not implement the May revise cuts, but instead offsets those with deferrals to the districts, an approximate total of \$1.5 billion. That means the state will provide the funds in the future when the budget is balanced. Consequently, payments would not be made to districts in February, March, April and May	

		<p>of next year (30% of the District’s budget). That means budget planning should reflect the funds as referrals and not budget cuts. Consequently, the District won't have a huge budget cut from the state this year, but it does create some future problems because the deferral has to be repaid at some point. That essentially means that next year, and for the next two years after that as the budget grows back, the state is going to reduce funds that would otherwise go to new programs or COLA to offset the deferral. If federal funding of at least \$14 billion materializes by October 1st, it will trigger off about \$700 million of the deferral.</p> <p>At the May revise, the District was looking at a \$32 million deficit. The budget was reduced by about \$10.5, resulting in a \$22 million deficit. With the deferral, that deficit will be reduced to probably \$8.5-\$12 million, which does not solve the problem. But, it does allow for the approval of a tentative 2020-2021 budget. Previously, a tentative budget could not have been approved because the reduction in revenue was so large. The District still has a huge structural deficit and costs continue to increase while the funding from the state does not. In addition, non-resident enrollment continues to decrease which creates revenue to expenditure gaps. The tentative budget will be presented to the Budget Committee next Wednesday, and to the Board of Trustees for approval on July 7th.</p> <p>The District is currently in hold-harmless, meaning about \$10 million of revenue is based on FTES not served for two years. The hold-harmless has been extended an additional two years, so the District can still count on that funding through July 2024. The Chancellor’s Office is preparing guidance for a \$120 million one-time block grant that is going to use a combination of Prop 98 and federal funds to help students in need during the COVID-19 crisis and to help offset COVID-19 related expenses. The District will look at creative ways to use these restricted funds.</p>	
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<p>April 22, 2020</p>	<p>COVID-19 Update</p>	<p>There is still uncertainty about the Fall semester. The Chancellor’s Office will determine if the delivery method of remote learning is not continuing for summer and fall. They have asked community colleges to transition all courses that are being delivered remotely to distance education through their local curriculum process by December 2020, retroactive to summer. The Curriculum Committee is working with Distance Education to update the Distance Education form to include check boxes for the type of delivery – fully on line, hybrid, fully online by mutual agreement or in case of emergency. Colleges should be resilient to move to on line delivery on short notice when necessary. Along with this is a plan for delivery of professional development for all faculty - instructional, counseling and library. A team has been created to develop a professional development plan. Feedback from faculty will be used to develop professional development activities that address a feeling of disconnectedness.</p> <p>The Emergency Preparedness team is still looking at reducing the footprint on campus. Some staff are working 100 percent remotely; some still need to be on campus. The Emergency Operations Team will be reviewing the six indicators for modifying the Stay at Home order just released by the Governor.</p> <p>CARES funding for SMC will be a little over \$6 million. The guidelines for using the funds have not been released yet. Summer and Fall 2020 enrollment starts on Monday. All services are prepared to operate remotely.</p> <p>Closing of the Liberal Arts and Letters and Science buildings have been moved up. Demolition of the buildings will be done in May. Furniture from those buildings and the Airport site will be moved to Pico Village.</p>	
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<p>April 8, 2020</p>	<p>COVID-19 Update</p>	<p>Nate Donahue reported that has been the commencement ceremony will be virtual. Students can return for the 2021 ceremony. The remote learning environment will be continued for the summer session. Plans for fall are undecided at this time. The current faculty hiring process has been delayed and the new faculty ranking process have been pushed back. Ranking day will be June 17th. Community colleges have been charged by the Chancellor’s Office to approve every course that has transitioned to remote learning through their local curriculum process by December. Mike Tuitasi reported that all courses and student services have been transitioned to the remote environment, and there are no meetings taking place on the campus, thereby reducing the college’s footprint. There are a limited number of essential college employees, including Campus Police, Maintenance and Operations staff, who are rotating shifts. Over 400 Chrome Books have been distributed to students and staff. There will be additional outreach to students in special programs and faculty to identify students in need. Distribution of Chrome Books will continue on Tuesdays and Thursdays, 10:3 a.m. to 2:30 p.m. Names should be sent to Lina Ladyzhenskaya who is maintaining a master list. The Chrome Books are distributed by Campus Police. The process to retrieve equipment is being discussed. Technical assistance for students is available at StudentITHelp@smc.edu</p> <p>Chris Bonvenuto provided an update on business and operational services. The day after the announcement to go remote (March 12th), the entire business services team was set up to work from home. Accounting, accounts payable and payroll staff are working remotely 95 percent of the time, and they have access to the County system to continue their processes. Fillable pdf payroll forms were created and are available on the website. On March 16th, Maintenance and Operations staff were sent home and a reduced shift of custodians and grounds staff was brought back one week later. About 30 percent of buildings are open, the rest are closed off. The college is able to run with a one-shift crew of 12-15 people daily which allows for maintenance and</p>	
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		operations staff to only come in once a week and maintain social distancing. The warehouse	
June 10, 2020	COVID-19 Update	The college is moving into Stage 3 which includes bringing four nursing classes with ten students each back to the Bundy campus. This will allow the students to graduate and another cohort to start. The other area being considered for opening is the Student Health Center, but for immunizations by appointment only. All other areas will be closed to students. Some staff will be safely phased in over the summer.	
June 24, 2020	COVID-19 Update	The District is continuing to plan the return to work protocols and is moving forward with offering four on-ground nursing courses starting on Monday. The Emergency Operations Team is following the LA. County return to work protocols which will be vetted throughout the campus. Discussions are taking place about resources for students, such as the library and access to the technology at CMD, and athletics, for the fall. The Chancellor's Office is preparing guidance on developing a plan for colleges to follow. There was an employee in the bookstore with COVID-19 symptoms who has not tested positive. As a precaution, the bookstore was shut down and will resume operations next week. During that time, some students may not be able to receive their books or Chromebooks at the bookstore, so that distribution has been shifted to the Auxiliary Office.	
May 13, 2020	COVID-19 Update	Mike Tuitasi reported that the State has 4 stages for reopening and Los Angeles County has 5 stages. The State is currently in stage 2 with the gradual opening of florists, retailers, car dealerships, golf courses and trails. Moving into next week, some other low risk businesses in essential health care, outdoor recreation, libraries, museums and cultural centers and galleries will gradually open with restrictions. SMC is currently transitioning to stage 3 and is determining which academic programs can be brought back safely. This involves bringing back essential personnel, looking at staffing plans and training, while ensuring safety with social distancing, appropriate PPE and making sure there is appropriate staff to clean facilities. The college received the CARE funds and has started distributing those funds to	

		<p>students. Providing wifi access for students at the Bundy site is being explored as well as other ways for students who don't have vehicles or have access to wifi. A plan for to improve communications with the college community is being developed.</p> <p>Jennifer Merlic reported that the Chancellor's Office is requiring that all courses offered online must be approved as distance education offerings, and the Curriculum Committee is ready to present the new slightly revised distance education form. There will be an internal process to determine which courses are most challenging to teach in the online environment and bring those back first. Nursing and respiratory care programs are top priority because the state has requested all health care and emergency response programs to be top priority. The college is also involved in professional development efforts. A memo was sent out by Superintendent/ President Kathryn Jeffery summarizing how the college is addressing COVID-19 issues. A fairly dire announcement came out of the Governor's office regarding the budget for 2021 and the devastating impact the COVID-19 has had on the state economy, and how it will impact SMC's budget as well. The pending legislation at the federal level could significantly impact our budget as well.</p>	
May 27, 2020	COVID-19 Update	Mike Tuitasi reported that SMC is currently in stage 2 in the staged recovery and reopening plan. He shared the plan prepared by the SMC Emergency Operations Team.	
August 28, 2019	DPAC Annual Report, 2018-2019	<p><i>Link to DPAC 2018-2019 Annual Report:</i> http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/DPAC%202018-2019%20Annual%20Report%20final.pdf</p>	<p><u>#184-A</u> Motion was made by Erica LeBlanc and seconded by Tracey Ellis to approve the DPAC 2018-2019 Annual Report. It was unanimously approved.</p>

August 28, 2019	DPAC Orientation	DPAC Chair Jennifer Merlic provided an orientation for new and continuing members. The orientation is available at: http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/DPAC%20Orientation.pdf	
August 28,2019	DPAC Subcommittees	Discussion: Additional DPAC Subcommittees. The DPAC Chair and Co-Chair initiated an idea-generating session about creating additional DPAC subcommittees, particularly related to equity and guided pathways. There are already equity and redesign groups doing much work in their respective areas, and it was proposed that these groups be given a more formal place in the planning process in the form of DPAC subcommittees. Following discussion without a consensus, it was requested that the Chair and Vice-Chair discuss the idea with leaders in the equity and redesign groups and present a proposal including scope and function to DPAC at the next meeting.	
November 13, 2019	DPAC Subcommittees	Nate Donahue reported that the Equity group is not enthusiastic about creating an additional DPAC Equity Subcommittee. The conversation will continue; however, it appears that there will not be an additional DPAC Equity Subcommittee.	
September 11, 2019	DPAC Subcommittees	DPAC Chair Jennifer Merlic and Vice-Chair Nate Donahue reported that they are exploring options to incorporate equity work into the planning process and also connect it to program review and the budget committee through DPAC. The idea is to create a new structure that will include all constituencies. They have been talking with the equity and redesign groups and looking into other models that are effective. Following this exploration stage, the Chair and Vice-Chair will present ideas to DPAC for consideration.	
November 13, 2019	DPAC Subcommittees	Nate Donahue reported that the Equity group is not enthusiastic about creating an additional DPAC Equity Subcommittee. The conversation will continue; however, it appears that there will not be an additional DPAC Equity Subcommittee.	

June 10, 2020	Election of Vice-Chair, 2020-2021		<u>#188-A</u> Motion was made by Chris Bonvenuto and seconded by Peter Morse to elect Nate Donahue DPAC Vice-Chair for 2020-2021. It was unanimously approved.
July 24, 2019	Enrollment Update	Vice-President of Enrollment Development Teresita Rodriguez distributed two charts. (1) Factored FTEs Comparison, 2013-14 through 2018-19, shows the decline in enrollment over the six-year period. (2) Summer/Fall 2019 Enrollment Summaries shows a decrease in enrollment, in particular the continuing decrease of international students.	
November 13, 2019	Facilities Master Plan Update	Earlier this year, the District engaged the services of the DLR Group to assist with developing the SMC Facilities Master Plan looking at the next 20 years. Representatives of the DLR Group provided an update on the four phases of the project:	
November 20, 2019 (special meeting)	Senior Manager for Planning	Superintendent/President Kathryn E. Jeffery requested this meeting with DPAC to present her recommendation to establish a senior level administrator for Planning, Institutional Effectiveness and Equity. The Student Equity Plan approved by the Board of Trustees on September 3, 2019 recommended a lead position to focus on equity efforts. Dr. Jeffery distributed a draft job description for a senior manager to oversee planning and institutional effectiveness, as well as take a leadership role in implementing the college's Student Equity Plan and related initiatives. The position's title has not yet been determined, but it will report directly to the Superintendent/President. Upon Dr. Jeffery's request, members of DPAC reviewed the draft job description and provided input. All comments and suggestions will be taken into consideration.	

February 26, 2020	Senior Manager for Planning, Dean of Pathways, Equity and Inclusion	Superintendent/President Kathryn E. Jeffery shared a draft job description for the position of Dean of Pathways, Equity and Inclusion being recommended for approval by the Board of Trustees at its next meeting on March 3, 2020. This dean will coordinate with faculty, staff and administrators across the campus to implement the Guided Pathways and Student Equity redesign efforts with the goal of eliminating equity gaps in student outcomes and enhancing the student experience at SMC. Dr. Jeffery wanted to share the job description with DPAC since the concept had been previously presented as a senior administrative level position. She added that the Executive Vice-President position will not be filled at this time, and establishing this position at the dean level allows for an interim assignment to be made so the work can start immediately.	
January 8, 2020	SMC Website	Regina Ip, Web Content and Social Media Manager, and Paul Trautwein, Web Coordinator, presented an update on the new SMC website which will migrate from SharePoint to OmniUpdate. The main website will be for students; there will be a separate site for staff. All content is public for transparency. Banner focus will be on key points of the college for students. Training will take place from January 20 – March 22, 2020. The presentation is available at the following link: http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/2019-2020/New%20Website.pdf	
September 11, 2019	Strategic Planning Workflow Calendar	A <i>Strategic Planning Workflow Calendar and Schedule for Actions Plans, Responses to Action Plans and Annual Strategic Planning Report</i> were distributed and reviewed. It was suggested the schedule include notations of other reports/activities that contributed to the planning process.	

October 23, 2019	Student Equity Plan	<p>At its meeting on September 3, 2019, the Board of Trustees approved the SMC Student Equity Plan.</p> <p>Superintendent/President Kathryn Jeffery has been working with Senior Staff to implement the plan which includes a recommendation to establish a senior leadership position for Institutional Equity, Planning and Effectiveness. Dr. Jeffery is preparing a proposal for the Board of Trustees to approve the establishment of this senior leadership position and has requested an opportunity to present the recommendation for DPAC's review and input. Accordingly, a special DPAC meeting was scheduled for November 20th at 10 a.m.</p>	
September 11, 2019	Student Equity Plan and Local Vision for Success Goals	<p>Jennifer Merlic provided an overview of the Vision for Success Goals and Equity Plan Priorities approved by the Board of Trustees on May 7, 2019 and the SMC Student Equity Plan approved by the Board on September 3, 2019. The Student Equity and Achievement Program (SEAP) budget and action plan to achieve the Vision for Success and Equity goals will be submitted to the Board in December 2019.</p>	