

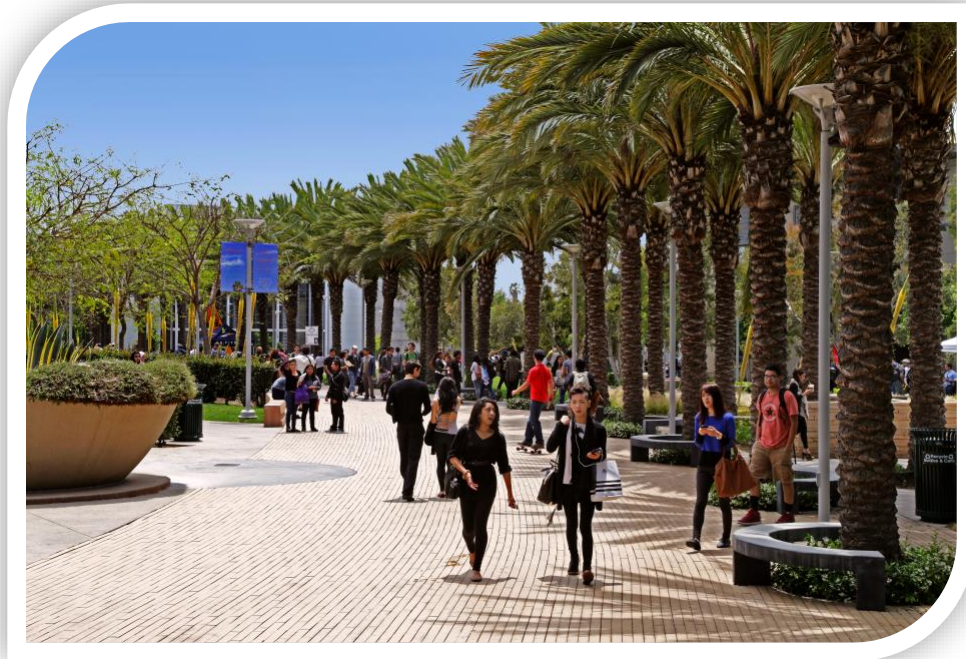


Santa Monica Community College District

## District Planning and Advisory Council

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Annual Report  
2020-2021





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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

For more detailed information, go to [DPAC Meeting Website](#)



District Planning and Advisory Council  
SCOPE AND FUNCTION  
2020-2021

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 30<sup>th</sup> 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 agendized.

### 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  
2020-2021

Members, 202021

Jennifer Merlic, Administration, Chair Designee  
Mike Tuitasi, Administration

Christopher Bonvenuto, Management Association President  
Dione Carter, Management Association Representative

Nate Donahue, Academic Senate President, Vice-Chair  
Jamar London, Academic Senate Representative

Peter Morse, Faculty Association President  
Elaine Roque, Faculty Association Representative

Cindy Ordaz, CSEA Representative  
Martha Romano. CSEA Representative

Tafari Alan, Associated Students President  
Joshua Elizondo,, Associated Students Representative

Revised 9/2020

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, 2020-2021

The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month, at 3 p.m. in Drescher Hall 300-E. Following is the schedule of meetings through June 2019. In the event that it is not possible to meet in-person, the DPAC meeting will be conducted via Zoom Conference.

July 8, 22, 2020	January 13, 27, 2021
August 12, 26	February 10, 24
September 9, 23	March 10, 24
October 14, 28	April 14, 28
November 11, 25	May 12, 26
December 9	June 9, 23

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 Tracie Hunter	Matt Hotsinpiller, Co-Chair Peter Morse Nate Donahue Jamar London	Dagmar Gorman Kennisha Green Jo Popadynetz Martha Romano	Tafari Alan Caden Gicking Mohamed Najar

Meetings: First and third Wednesdays

Duties of the Budget Planning Subcommittee:
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Review, analyze and advise DPAC of the budgetary impact of any DPAC planning initiatives, including annual action plans.</li> <li>• 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.</li> <li>• Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies.</li> <li>• 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.</li> <li>• As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue.</li> <li>• Participate in the planning process.</li> </ul>

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
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: Select Second and fourth Thursday of each month (usually excluding July and August)

Duties of the Facilities Planning Subcommittee
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• Review the documents used in facilities planning.</li> </ul>

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.

Duties of the Human Resources Planning Subcommittee
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assess data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees in order to inform human resources planning.</li> <li>• Monitor trends in equity and diversity in order to inform findings in human resources discussions.</li> <li>• Review mandated training requirements and their delivery and effectiveness.</li> <li>• Review Board Policies and Administrative Regulations pertaining to all faculty and classified staff.</li> </ul>

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

Duties of the Technology Planning Subcommittee
<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Participate in the development of the annual Master Plan for Technology for submission to the District Planning and Advisory Council.</li> <li>▪ 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.</li> <li>▪ Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.</li> </ul>

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



DPAC ANNUAL REPORT  
2020-2021

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 8, 2020	DPAC Scope and Function/Update for 2020-2021	The DPAC Scope and Function was reviewed to remind current and new DPAC members of how DPAC functions. It will be updated for 2020-2021 as new members are appointed.	
July 8, 2020	Equal Employment Opportunity Plan	The EEO plan is developed by the DPAC Human Resources Subcommittee. The EEO plan is mandated by the state Chancellor's Office as a part of the Multiple Methods for Equal Employment Opportunity Measures. In this updated EEO plan, some significant updates were made to definitions, links and to the component action items. The subcommittee discussed what has been successful and what needs improving. The chief Human Resources group and other groups are all working together to put together the action plans. One of those action items is to develop a new template for the EEO plan based on the template that comes from the state. Link to: <a href="#">EEO Plan</a>	
July 8, 2020	COVID-19 Update	The State Chancellor’s Office created a work group to develop guidance for community colleges to safely reopen. The charge of this work group was to address six specific areas.	

		<ol style="list-style-type: none"> <li>1. A framework around indicators of when to begin to open colleges campuses</li> <li>2. Recommendations about best practices to continue instruction with social distancing.</li> <li>3. Recommendations on a framework of best practices for supporting classified staff and faculty as the college campuses are reopened.</li> <li>4. Recommendations to the Chancellor’s Office on any changes to regulations impacting space utilization that may be required for the anticipated social distancing protocols.</li> <li>5. Recommendations on how to position advocacy efforts to support the rapid workforce training necessary to get California re-employed.</li> <li>6. Recommendations on any other guidance, frameworks or best practices that would be applicable to position the system to support the recovery of our communities and the state.</li> </ol> <p>The SMC Emergency Operations Team (EOT) leads are considering all recommendations and are developing a return to college plan to be vetted through various committees. The plan will include a safety checklist, as well as operational plans for areas that will have employees on campus. It is recommended that only essential personnel be brought back on campus to minimize the footprint on campus. Those employees who can continue to productively work from home should continue to work at home.</p> <p>Nursing is a priority program to bring back, so four nursing skills classes are being offered during summer. The students in those classes are being closely monitored to make sure they are continuing to social distance and have proper PPE to keep them safe.</p>	
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		<p>A memo from the Chancellor's Office and the Report of the Safe Campus Reopening Work Group are posted on the DPAC website at:  <a href="http://www.smc.edu/ACG/DistrictPlanningPolicies/Pages/DPAC-Meeting-Schedules-Documents.aspx">http://www.smc.edu/ACG/DistrictPlanningPolicies/Pages/DPAC-Meeting-Schedules-Documents.aspx</a></p>	
July 8, 2020	Budget Update	<p>The 2020-2021 Tentative Budget was approved by the Board of Trustees on July 7, 2020. The State reversed the reductions included in the May Revise, but it is not providing any COLA or increased funding. Their method of accomplishing that was to close a \$54 billion gap at the State level through an accounting art called deferrals. Approximately 34% of the funding for community colleges that is provided by the state general fund is not actually going to be sent to the colleges this year. It will be sent sometime in 2021-2022. The District will not be receiving funding for the months of February, March, April, May and June and will not have cash to cover payroll and pay vendors. That essentially means the District may need to go externally to issue a tax revenue anticipation note. \$300,000 has been built into the budget to cover expenses incurred to obtain external funding.</p> <p>At the May revise, the District had a \$32 million deficit prior to the Supplemental Retirement Program and other reductions. The May revise reductions were reversed because of the deferrals. The District then implemented reductions in the amount of \$11 million, and another \$2.5 million adjustments occurred. That leaves the District with a balance of about \$14 million, but with an \$8 million deficit, a large portion of that balance will be used in the following year.</p> <p>One of the biggest threats right now is the decrease of nonresident student enrollment. Nonresident students historically bring in a large portion of</p>	

		<p>revenue. On Monday, the federal government announced changes to the exemptions for F-1 students. Previously, an exemption was allowed for an F-1 student to have all online classes, but that exemption has been eliminated to require them to enroll in at least one on-site or hybrid classes, but not all online classes. SMC does not currently offer hybrid classes; therefore, F-1 students would not be allowed to remain in status or remain in the country. This is devastating to not just SMC, but to colleges across the country, especially universities that rely heavily on international populations. This change to exemptions was announced Monday afternoon and by yesterday afternoon MIT and Harvard had already filed suit. A reduction of F-1 resident students represents over \$13 million of revenue to the District that wasn't built into the budget, so it is an issue that definitely needs to be addressed in the planning process.</p>	
July 22, 2020	DPAC Annual Report, 2019-2020		<p><u>#189-A</u> Motion was made by Peter Morse and seconded by Chris Bonvenuto to approve the DPAC Annual Report, 2019-2020. It was unanimously approved.</p>
July 22, 2020	COVID-19 Update	<p>Report: Currently, the cases of COVID-19 have increased, the largest increase is in ages 18-40. The Governor has rolled back some of the business openings, but has not reissued the "safe at home" order. The EOT leads have been working on various documents to be circulated to campus groups for vetting. They are in the process of producing a comprehensive Roadmap to Recovery guide which takes a phased approach to re-opening the campus through guidance of the Center for Disease Control, as well as the state and county public health departments. This Roadmap to Recovery includes</p>	

		training for students, staff and faculty; proper use of Personal Protective Equipment; department specific safety plans; daily health screenings; as well as overall District-wide safety guidelines.	
July 22, 2020	International Students Update	<p>Report: On Monday, July 6, 2020 the federal government announced changes to the exemptions for F-1 students. Previously, an exemption was allowed for an F-1 student to have all online classes, but that exemption was eliminated to require them to enroll in at least one on-site or hybrid class, but not all online classes. This meant that international students who are pursuing education in U.S. colleges and universities would have to leave the country if their institution offers online-only courses or transfer to a school that offers at least a hybrid model of online and on-ground course. The SMC International Education Center was extremely proactive, reaching out to international students individually soon after the announcement went public and took several steps to assess how best to advocate for and support international students. The federal government then rescinded the directive that would bar international students taking online-only courses from residing in the United States. However, there has been some confusion at the point of entry where two SMC students were detained. The IE Center developed letters to support international students traveling back into the United States.</p> <p>Applications for F-1 students for fall 2020 is down 40 percent. To address the decrease of enrollment of international students, SMC is participating in online fairs, working with agents to broaden recruitment efforts and changing the marketing to emphasize SMC's quality Distance Education program. The goal is to attract non-traditional international students who</p>	

		want a U.S. education but cannot afford the travel and housing, and encourage them to enroll in online courses.	
July 22, 2020	2020-2021 Annual Action Plans – Input from Budget Committee/Fiscal	This is the first year that DPAC has forwarded the proposed Annual Action Plans to Fiscal/Budget Committee for evaluation. The Budget Committee reviewed the 2020-2021 Annual Action Plans and forwarded them back to DPAC with its input. It was clarified that the Fiscal/Budget Committee input is provided as information to help DPAC make an informed decision about sending them on to the Superintendent/President for consideration.	#190-A Motion was made by Jamar London and seconded by Dee Upshaw to approve the 2020-2021 Annual Action Plans with Fiscal/Budget Committee input and forward them to the Superintendent/President. It was unanimously approved.
August 26, 2020	COVID-19 Update	The <a href="#">Santa Monica College’s Roadmap to Recovery (“R2R”) Plan is now online</a> . This plan is a living, evolving document, which provides a blueprint for the phased reopening of college operations and services towards an on-ground environment, as public health guidelines permit. The reopening takes a five-phased approach in accordance with the guidelines from Centers for Disease Control & Prevention (CDC), California Department of Public Health, Cal OSHA, California Office of Emergency Services and the LA County Department of Public Health using an evidence-based risk management approach to move between phases. SMC is currently in Phase 2: Under Phase 2 conditions, use of buildings is limited. Telework is the preferred choice for as many employees as possible. And instruction is mostly remote/online with limited on-ground programs and services. Select courses related to first responders programs – nursing, respiratory therapy – are being offered on-ground in the fall. Other activities include working with the Center for Media and Design campus to provide student access to computers.	

<p>August 26, 2020</p>	<p>2020-2021 Annual Action Plans: Superintendent's Response</p>	<p>Based on the conversation, the following 2020-2021 Annual Action Plans are approved as presented to the Budget Committee and approved by DPAC:</p> <ul style="list-style-type: none"> <li>• #1: Academic and Career Paths</li> <li>• #5: Starfish Early Alert</li> <li>• #6: SMC Online Education</li> <li>• #7: Facilities Master Plan</li> <li>• #8: Technology Master Plan</li> <li>• #9: Human Resources Staffing Plan</li> <li>• #10: DPAC Annual Action Plan Budget Review Process</li> </ul> <p>Status of 2020-2021 Annual Action Plans #2, #3, and #4:</p> <ul style="list-style-type: none"> <li>• #2, Equitizing Gateway and Critical Courses, is on hold pending a return to campus and will need to be reconsidered by DPAC.  <p style="margin-left: 40px;">DPAC: There was consensus that ideally this should be an on-campus activity, but that a discussion should occur about providing these professional development activities via distance education.</p> </li> <li>• #3, Instructional Support/Learning Resources for Students, is approved with the Budget Committee recommended changes to funding.  <p style="margin-left: 40px;">The Budget Committee agreed that bringing in a consultant to help redesign the tutoring program was the most important item in the request. The following adjustments were suggested: Training/Consultants: \$26,000, Conferences: \$4,000 (2 people per year to attend and share information), Equipment: None - using Chromebooks instead of IPADs. DPAC discussion: Agreed. This information will be discussed with the tutoring director.</p> </li> </ul>	
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		<p>#4, Student Care Teams, is “under consideration”.</p> <p>The Budget Committee members expressed concern that when the grant expires, expenses will be shifted to the Unrestricted General Fund, adding to the deficit.</p> <p>The Superintendent would like to be presented an implementation plan which includes how to institutionalize the grant and how to minimize the effect on the Unrestricted General Fund during this time of fiscal constraint.</p> <p>DPAC discussion: Some concerns have already been addressed, Vice-President Mike Tuitasi will update the action plan.</p> <p>Vice-President Chris Bonvenuto commended DPAC for completing the first cycle of the new process that ties planning to budget.</p>	
August 26, 2020	2019-2020 Annual Action Plans Responses to 2019-2020 Annual Action Plans	The responses to 2019-2020 Annual Action Plans #1, #2, #3, #5 and #6 were reviewed and accepted as final. #4 still needs to be completed.	
August 26, 2020	2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans	<ul style="list-style-type: none"> <li>• DPAC members were encouraged to solicit their constituencies for ideas for the 2021-2022 Annual Action Plans.</li> <li>• DPAC will review the 2020-2021 Annual Action plans at the next meeting to determine if any of them should be continued in some form for 2021-2022.</li> <li>• Some initial ideas for 2021-2022 Annual Action Plans included distance education, planning for restructuring post SRP (Supplemental Retirement Program) and post-COVID-19.</li> </ul>	
September 9, 2020	COVID-19 Update	Current discussions focus on Winter and Spring 2021. The EOT leads will be meeting with college constituencies to discuss possible recommendations to present to the Superintendent/President.	

		<p>Following L.A. County guidelines, community colleges remain in a remote environment through the fall.</p> <p>Scheduling for Winter and Spring 2021. Enrollment for Winter and Spring 2021 begins on November 2<sup>nd</sup>, which means that the department chairs and Academic Affairs need to have the schedule completely prepared and published before then. The process is underway and department chairs have been directed to make a designation of each of their classes so students will know when they are enrolling. There is no decision about Spring 2021, but for purposes of scheduling it is assumed that the college will be primarily online.</p> <p>It was determined that there are four designations of classes for the spring, as follows:</p> <p><u>Scheduled</u></p> <p>Classes meet at the date and time published in the schedule and, if health conditions change, there would be a possibility of bringing some of those classes back as hybrid offerings. Students would know to be available at the day and time that the class is offered.</p> <p><u>Flexible: There are three types of flexible classes.</u></p> <ul style="list-style-type: none"> <li>○ Regular, traditional online classes that are fully asynchronous.</li> <li>○ Flexible, with optional synchronous meetings. The faculty member does a live zoom lecture and students are welcome to attend, or students who needs a flexible schedule can watch a recorded zoom session at a later time.</li> <li>○ Flexible, with scheduled exams for faculty who are doing flexible asynchronous delivery but require students to attend at a scheduled meeting time a few times during the semester for their assessments.</li> </ul>	
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September 9, 2020	Information Technology Master Plan, 2020-2025	<p>Purpose and Background Information:  Santa Monica College developed College-wide strategic planning initiatives and objectives in 2017 to set overall priorities for the institution and guide the strategies and efforts of the College district. This Information Technology (IT) Master Plan aligns with the strategic initiatives and objectives established by the College. The intention of this plan is to establish strategic IT priorities and initiatives, and to inform decision-making over the next five years as the College continues to invest in IT infrastructure, services, and functions to support student success.</p> <p>The Information Technology Master Plan 2020-2025 is the outcome of a collaborative process that engaged over 900 participants from across the College, including leadership, faculty, students, and staff. This process engaged stakeholders in multiple ways, including: on-site focus groups and interviews, strategic planning work sessions, and an online survey. This allowed for a broad understanding of current IT operations, challenges, opportunities, and priorities. The process led to the creation of IT guiding principles, IT vision and mission statements and specific strategic initiatives.</p> <ul style="list-style-type: none"> <li>● Guiding Principles</li> <li>● Initiative Components</li> <li>● Vision 1: Modern and Reliable Technology</li> <li>● Vision 2: Planned and Secure Technology Environment</li> <li>● Vision 3: Outstanding Student Experience</li> <li>● Vision 4: Ready and Able IT Team</li> <li>● IT Strategic Plan Roadmap</li> </ul>	
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<p>September 9, 2020</p>	<p>2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans</p>	<p>DPAC reviewed the 2020-2021 Annual Action Plans to determine if any of them should be carried over to 2021-2022 in some form.</p> <ol style="list-style-type: none"> <li>1. The following 2020-2021 Annual Actions Plans will be referred to the Redesign Team: <ul style="list-style-type: none"> <li>1- Academic and Career Path</li> <li>2- Equitizing Gateway and Critical Course</li> <li>3- Instructional Support/Learning Resources for Students</li> <li>4 - Student Care Teams</li> </ul> </li> <li>• Action Plan 5, Starfish GPS Early Alert System, will be reviewed to determine what is realistic for 2021-2022</li> <li>• Action Plan 6, SMC Online Education, will be referred to Tammara Whitaker and Laura Manson</li> <li>• Action Plan 7, Facilities Master Plan, will be reviewed by Chris Bonvenuto</li> <li>• Action Plan 8, Technology Master Plan, will be reviewed by Marc Drescher</li> <li>• Action Plan 9, Human Resource Staffing Plan, will be reviewed by Sherri Lee-Lewis</li> <li>• Action Plan 10, DPAC Annual Action Plan Budget Review, has been completed and does not need to be carried over</li> </ol> <p>Several topics were suggested for 2021-2022 Annual Action Plans:</p> <ol style="list-style-type: none"> <li>2. Restructuring due to retirements (SRP). This could be included in the Human Resources Staffing plan.</li> <li>3. The future of Distance Education. This could be included in the SMC Online Education plan.</li> <li>4. Post COVID-19 changes – what was learned from working in a remote environment.</li> </ol> <p>Constituent leaders serving on DPAC were reminded and encouraged to discuss ideas with their respective</p>	
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		groups. Annual Action Plans should be broad in nature and be institution-wide.	
September 23, 2020	COVID-19 Update	The decision has been made for SMC to remain primarily online for Winter and Spring 2021. Enrollment begins November 2, 2020.	
September 23, 2020	COVID-19 Presidential Task Force	Recommendation to the Superintendent/President regarding the establishment of a Presidential Task Force to assess the positive impacts on the student experience of the COVID-19 remote learning environment:	It was agreed that the language of the recommendation will be revised and presented at the next DPAC meeting for discussion and approval.
September 23, 2020	2019-2020 Annual Action Plans: Responses to 2019-2020 Annual Action Plans	Response to 2019-2020 Annual Action Plan #4: Implement the STEM Area of Interest (Aoi), Student Care Teams.	This was accepted as final
September 23, 2020	Accreditation Mid-Term Report	Erica LeBlanc provided an overview of the Accreditation Mid-Term report which is required by the Accrediting Commission for Community and Junior Colleges (ACCJC) at the midpoint between visits. The Midterm Report is a summary of the institutional progress made in response to the recommendations of the 2016 Accreditation Visiting Team, the Actionable Plans developed by the College during the preparation of the 2016 Self-Evaluation Report, and the two Action Plans that comprise the Quality Focus Essay. The Draft Mid-Term Report is available at the following link: <a href="https://www.smc.edu/administration/governance/district-planning-policies/DRAFT-SMC-MidTerm-Accreditation-Report.pdf">https://www.smc.edu/administration/governance/district-planning-policies/DRAFT-SMC-MidTerm-Accreditation-Report.pdf</a> The final report will be presented to the Board of Trustees for acceptance on October 6, 2020.	

September 23, 2020	Budget Update	<p>Chris Bonvenuto provided an overview of the budget which included the following:</p> <ul style="list-style-type: none"> <li>• Comparison of 2018-2019 Audited and the 2019-2020 Unaudited Fund Balance and Expenses that shows a decrease from 4,259 FTES in 2018-2019 to 3,702 FTES in 2019-2020.</li> <li>• Reported Credit Res. FTES: &lt;3.0%&gt; or &lt;585&gt; FTES</li> <li>• Credit FTES = 18,938; NC = 585; Total: 19,523 FTES</li> <li>• Medium District: Loss of &lt;\$1,348,501&gt;</li> <li>• Hold Harmless: \$12,369,464</li> <li>• Need 2,713 CrFTES growth before funding begins</li> <li>• Actual Non-resident FTES: &lt;15.6%&gt; or &lt;577&gt; FTES</li> <li>• 2007-08 = 5,071 FTES; 2012-13 = 4,049; 2017-18 = 4,589; 2020-21 = 3,126</li> <li>• NrFTES Revenue decrease of ~&lt;\$4,023,686&gt;</li> <li>• At May Revise 20-21 deficit was projected at &lt;\$32,001,777&gt;</li> <li>• Combination of reversal of May Revise reductions (\$11,006,613), budget reductions change in assumptions (13,237,204)</li> <li>• Tentative Budget projected deficit at &lt;\$7,757,960&gt;</li> <li>• 2019-2020 Projected to 2020-2021 Tentative Budget which shows a fund balance of \$21,040,755 for 2019-2020 and \$13,282,795 for 2020-2021.</li> </ul>	
September 23, 2020	2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans	<p>There was consensus that the following 2020-2021 Annual Action Plans be referred to the responsible staff to draft new or continuing Annual Action Plans for 2021-2022.</p> <p>Annual Action Plans 1, 2, 3 and 4 were referred to the Redesign Team:</p> <ol style="list-style-type: none"> <li>1- Academic and Career Path</li> <li>2- Equitizing Gateway and Critical Course</li> </ol>	

		<p>3- Instructional Support/Learning Resources for Students</p> <p>4 - Student Care Teams</p> <ul style="list-style-type: none"> <li>• Annual Action Plan 5, Starfish GPS Early Alert System, will be reviewed to determine what is realistic for 2021-2022</li> <li>• Action Plan 6, SMC Online Education, was referred to Tammara Whitaker and Laura Manson. It is suggested that the future of Distance Education be integrated into this plan.</li> <li>• Action Plan 7, Facilities Master Plan, will be reviewed by Chris Bonvenuto</li> <li>• Action Plan 8, Technology Master Plan, was referred to Marc Drescher</li> <li>• Action Plan 9, Human Resource Staffing Plan, was referred to Sherri Lee-Lewis. It is suggested that restructuring due to retirements (SRP) be integrated into this plan.</li> <li>• Action Plan 10, DPAC Annual Action Plan Budget Review, has been completed and does not need to be carried over</li> </ul>	
October 14, 2020	COVID-19 Update	<p>Santa Monica College remains in Phase 2, and there are currently no discussions at L.A. County for colleges to bring back any programs except for essential personnel.</p> <p>Nate Donahue reported that some faculty have expressed a desire to come to their on-campus offices on a very limited basis or have access to the campus. He agreed to bring this information to DPAC and suggested that perhaps it would be appropriate to bring it to the DPAC Facilities Committee. In response, it was pointed out that bringing staff back on campus in any capacity would be challenging, and it was suggested that Vice-Presidents Chris Bonvenuto, Mike Tuitasi and Jenny Merlic be invited</p>	

		to the next Academic Senate meeting on October 27 <sup>th</sup> to provide information and answer questions. It was agreed that the Academic Senate (Nate Donahue) partner with the Faculty Association (Peter Morse) to develop a survey so there can be some data to present.	
October 14, 2020	DPAC Quarterly Report/Video	A draft of a DPAC Quarterly Report was discussed at the last Council of Presidents meeting, and it was suggested that an introductory video be developed to accompany the written report. The goal is to better communicate what DPAC does to the college community. It was suggested that a social media component such as Instagram be considered. A subcommittee comprising Kiersten Elliott, Grace Smith, Cindy Ordaz and Nate Donahue will convene to discuss the target audience and ideas for a video.	
October 14, 2020	COVID-19 Presidential Task Force	It is recommended that the Superintendent/President establish a broad-based Presidential Task Force to assess impacts of the remote environment on the SMC student experience, identify practices that generated benefits, and develop plans to integrate beneficial practices into SMC' post-pandemic environment.	#191-A DPAC approved the recommendation with the following vote. Administration: Yes Management Association: Yes Academic Senate: Yes Faculty Association: Yes Associated Students: Yes (2) CSEA: Yes (2)
October 14, 2020	2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans	Continue development of 2021-2022 Annual Action Plans which are due October 28, 2020	
October 28, 2020	COVID-19 Update	Santa Monica College remains in Phase 2, and there are currently no discussions at L.A. County for colleges to bring back any programs except for essential personnel. The SMC Vote Center in the Pavilion is operational and is going very well. Chris Bonvenuto reported that the Budget Committee is developing a recommendation on the	

		<p>use of \$100,000 MSI federal funds to present at the next DPAC meeting.</p> <p>Nate Donahue reported that there has been less discussion about faculty having access to campus facilities/offices. There has been dialog about getting some office equipment out of the offices for use remotely. A survey will be conducted in the spring to determine what people need.</p>	
October 28, 2020	Academic Senate Goals and Objectives, 2020-2021	<p>Nate Donahue provided an overview of the Academic Senate Goals and Objectives, 2020-2021.</p> <ul style="list-style-type: none"> <li>• Close the gap in student outcomes for black and brown students by centering their needs according to the Santa Monica College Equity Plan, and promote a culture of equity in the classroom and workplace in order so that staff will best be able to help Black and Brown students achieve their self-stated goals.</li> <li>• Make Santa Monica College the most innovative and equitable provider of high quality Distance Education in the California Community College System.</li> <li>• Implement the long-term full-time faculty hiring plan that achieves, in a timely manner, the goal of the 75-25 ratio.</li> <li>• Help guide the reorganization of the College Planning Process so that Program Review is firmly connected with the DPAC and budget planning process. Help ensure that Accreditation is a faculty driven process which is grounded in long term planning and committee work. Plan for the future academic and fiscal viability of Santa Monica College in the 2020's.</li> <li>• Create a campus wide community of Collegiality, Informed debate and action and joyful camaraderie.</li> </ul>	

October 28, 2020	2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans	<p>DPAC reviewed three new 2021-2022 Annual Action Plans as follows:</p> <ul style="list-style-type: none"> <li>▪ ACTION PLAN 1: Reduce racial equity gaps and increase completion of Academic and Career Paths through critical review and revision of each path’s required curriculum</li> <li>▪ ACTION PLAN 2: Reduce racial equity gaps in course success for largest gateway courses via professional development in equity-minded teaching practices</li> <li>▪ ACTION PLAN 3: Increase persistence, retention, and completion among racially minoritized students via the SMC GPS (Gateway to Persistence and Success) technology tool</li> </ul> <p>Additional 2021-2022 Annual Action Plans will be submitted related to Student Care Teams and Distance Education.</p>	
October 28, 2020	COVID-19 Presidential Task Force	<p>Superintendent/President’s Response to DPAC recommendation approved on October 14, 2020. It was recommended that the Superintendent/President establish a broadly-based Presidential Task Force to assess impacts of the remote environment on the SMC student experience, identify practices that generated benefits, and develop plans to integrate beneficial practices into SMC’s post-pandemic environment.</p> <p><u>Superintendent’s Response</u> I approve the recommendation to create a Task Force. However, I will add that the task force’s review and assessment include identifying ways college services and operations were less effective. What operations, programs, services, academic disciplines worked well/better or did not</p>	

		work well/could have worked better. I will identify participants/areas/departments for the task force, objectives/ charge, timeline for action/recommendations with fiscal impact. I have been working on a review strategy and appreciate this recommendation from DPAC.	
November 30, 2020	Program Review Planning Summary	<p>Stephanie Amerian and Hannah Lawler, Chair/Co-Chair respectively of the Program Review Committee, presented the Program Review Planning Summary.</p> <p>The following programs submitted a six-year program review report in terms Spring 2019, Fall 2019, and Spring 2020. All Spring 2019 and Fall 2019 reports were accepted by a unanimous vote of the committee. The Spring 2020 executive summaries will be reviewed and voted on during the first Spring 2021 meeting.</p> <p>Spring 2019</p> <ul style="list-style-type: none"> <li>• Cosmetology</li> <li>• Counseling</li> <li>• ESL</li> <li>• Life Sciences</li> <li>• Pico Promise</li> <li>• Sustainability</li> <li>• Transfer/Articulation</li> </ul> <p>Fall 2019</p> <ul style="list-style-type: none"> <li>• CalWorks</li> <li>• EOPS/CARE</li> <li>• Financial Aid</li> <li>• High School Programs</li> <li>• International Education</li> <li>• Scholars</li> <li>• TRIO Upward Bound</li> </ul>	



		<p>Spring 2020</p> <ul style="list-style-type: none"><li>• History</li><li>• Philosophy/Social Sciences</li><li>• Physical Sciences</li></ul> <p>Recommendations for Institutional Supports for Programs were formulated as a result of the reviews of programs in Spring 2019, Fall 2019, and Spring 2020. The recommendations are organized by “theme”.</p> <ul style="list-style-type: none"><li>• Budget/Resource Allocation</li><li>• Facilities</li><li>• Policy/Procedures</li><li>• Inquiry/Research</li><li>• Marketing, Programming, Relationships</li><li>• Technology/Equipment</li></ul> <p>Link to full report:: <a href="https://www.smc.edu/administration/governance/district-planning-policies/documents/Program-Review-Planning-Summary-2019-2020.pdf">https://www.smc.edu/administration/governance/district-planning-policies/documents/Program-Review-Planning-Summary-2019-2020.pdf</a></p>	
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November 30, 2020	Institutional Effectiveness Committee's Observations of SMC's Performance on Vision for Success/Student Equity Metrics and Recommendations	<p>Elisa Mayer and Hannah Lawler, Chair and Co-Chair respectively of the Institutional Effectiveness Committee, presented the I.E. Committee report. Review of the IE Dashboards: The IE Committee conducted a comprehensive review of metrics and identified metrics to include in this year's IE dashboards. The committee voted to include:</p> <ul style="list-style-type: none"> <li>• 46 metrics on the Academics Dashboard:</li> <li>• 5 metrics on the Student Support Dashboard:</li> <li>• 21 metrics on the Fiscal Dashboard:</li> <li>• 4 metrics on the Collegiality Dashboard:</li> <li>• 5 metrics on the College Infrastructure</li> </ul> <p>Recommendations of the IE Committee: The Committee presents three recommendations to the DPAC for consideration as it identifies action plans and goals for the Master Plan for Education. The recommendations are informed by significant trends observed in the college data related to institutional effectiveness.</p> <p>#1 - Ensure all students who are potentially eligible for financial aid apply and receive aid</p> <p>#2 – Examine opportunities to address the racial equity gaps for course success</p> <p>#3– Form a small taskforce focused on implementing or revising college practices to ensure all successful students who receive a degree/certificate and/or transfer are captured in the Student Centered Funding Formula (SCFF)</p> <p>Link to full report:  <a href="https://www.smc.edu/administration/governance/academic-senate/committees/IE/DPACReports/2019-2020%20IEC%20Report%20to%20DPAC%20Final.pdf">https://www.smc.edu/administration/governance/academic-senate/committees/IE/DPACReports/2019-2020 IEC Report to DPAC Final.pdf</a></p>	
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November 30, 2021	Board of Trustees Goals and Priorities, 2020-2021	DPAC reviewed the Board of Trustees Goals and Priorities, 2020-2021, approved by the Board on November 10, 2020.	
December 9, 2020	COVID-19 Update	Since the last update, there has been a surge of COVID-19 cases in Los Angeles County and throughout the country. SMC reverted back to Phase 1 in the Road to Recovery Plan. The Governor issued a Safer at Home order for the state and the college is right on track as far as following safety measures for both the state and the county. Staff who can work as home are being encouraged to do so, and personnel who are essential to come on campus can report to their workplace. The college is winding down with various activities including the equipment return (primarily cosmetology and music), and the pop up food pantry will continue for the next three weeks. Discussions will continue with various committees on the move to phase two and possibly phase three.	
December 9 2020	2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans	DPAC reviewed the 2021-2022 Annual Action Plans: It was agreed that a section should be added to the form where the preparers can indicate if they will be requesting data from Institutional Research to conduct an assessment. The Annual Action Plans, with additional minor revisions made by DPAC, will be sent to the Lead Contact Person(s) for one more review before being submitted to DPAC for final approval at the meeting on January 13, 2021.	
December 9, 2020	Budget Committee Recommendation for use of MSI CARES/HEERF funding.	Motion was made by Jamar London and seconded by Dione Carter that DPAC accept the following recommendation by the DPAC Budget Subcommittee and forward it to Superintendent/President Kathryn Jeffery for implementation. Motion to approve the allocation of funds as delineated by document attached, with the understanding that area Vice-Presidents have the responsibility to allocate the budget	#192-A DPAC approved the recommendation as follows: Administration: Yes Management Association: Yes Academic Senate: Yes Faculty Association: Yes Associated Students: Yes (2) CSEA: Yes (2)

		for specific items, but will also collaborate with all constituent groups in developing ideas for budget allocation.	
January 13, 2021	DPAC Video	<a href="https://www.dropbox.com/s/n1wsc8waatnttds/DPA_C_5.mp4?dl=0">https://www.dropbox.com/s/n1wsc8waatnttds/DPA_C_5.mp4?dl=0</a> It was agreed that the video would be sent via bulletins with the DPAC Quarterly Report. It was suggested that a narration be included on the next video and that future videos include topics/actions that DPAC is addressing at that time.	
January 13, 2021	Budget Committee and DPAC Recommendation for use of MSI CARES/HEERF funding. Response from Superintendent/President	December 9, 2020: Motion was made by Jamar London and seconded by Dione Carter that DPAC accept the following recommendation by the DPAC Budget Subcommittee and forward it to Superintendent/President Kathryn Jeffery for implementation. Motion to approve the allocation of funds as delineated by document attached, with the understanding that area Vice-Presidents have the responsibility to allocate the budget for specific items, but will also collaborate with all constituent groups in developing ideas for budget allocation.	<u>Superintendent's Response</u> The DPAC recommendation was reviewed by Senior Staff and approved by the Superintendent/President
January 13, 2021	COVID-19 Update	Since the last update, there has been an increase of COVID-19 cases in Los Angeles County and throughout the country. SMC is still in Phase 1 in the Road to Recovery Plan. It is estimated that Los Angeles County will reach 1 million cases of infection in the next month. AB 685 just released by CalOSHA is a new guideline for colleges to adopt a notification process once an individual has been identified as been contacted with the virus. The vaccine is currently in phase one which includes individuals in the medical field, first responders, law enforcement and education. Guidance from the County is forthcoming. An FAQ for the vaccination has been	

		released and Human Resources is working with marketing to adapt the FAQ to Santa Monica College. Due to uncertainty right now, the Emergency Operations Team has recommended to the Superintendent/President that the college remain remote through the summer session. There will be many considerations when the college starts offering on-ground classes.	
January 13, 2021`	2021-2022 Annual Action Plans: Approval of 2021-2022 Annual Action Plans		<u>#193-A</u> The 2021-2022 Annual Action Plans were approved by DPAC with the caveat that Action Plans #3 and #7 will be updated with information related to data to be requested from Institutional Research. The 2021-2022 Annual Action Plans will be forwarded to Fiscal/Budget Committee for input and recommendations.
January 13, 2021	Budget Governor's Proposed Budget for 2021-2022	On January 8, 2021, Governor Newsom released his proposed 2021-2022 State Budget. The proposal reflects the improvement in the State budget since the passage of the 2020 Budget Act but stresses that budget uncertainty remains high due to the continuing pandemic. For the Community College System, the Governor has proposed four major policy adjustments: 1) a 1.5% COLA 2) \$250 million to provide emergency financial assistance grants to students 3) \$100 million to address students basic needs related to food and housing insecurity and 4) repayment of \$1.13 billion of the \$1.45 billion in deferrals in 2021-2022. The Governor has also proposed several other policy adjustments, including expanding zero textbook cost pathways (\$15 million),	

		<p>increasing competitive Cal Grants from 41,000 annual awards to 50,000 annual awards, providing funding for retention and recruitment of students (\$20 million), improving state online infrastructure (\$10.6 million), providing instructional materials for dual enrollment students (\$2.5 million), investment in the "Call to Action" to expand system-wide antiracism efforts (\$600 thousand), require Community Colleges to maintain online course offerings in 2021-2022 at a level that is at least 10% higher than the number offered in 2018-2019, along with other numerous items. The Governor's proposal is the start of the 2021-2022 budget cycle and will next be updated in May after discussions with the Legislature and updates to economic projections. Link to: <a href="#">The Joint Analysis of the Governor's Proposed Budget</a></p>	
January 27, 2021	COVID-19 Update	<ul style="list-style-type: none"> <li>• The Governor has returned California to the purple tier which allows other activities to open up either outdoor or with limited capacity. At this time, the college is not looking to bring students back to campus. It is still following the various phases within the roadmap to recovery plan and will first look at the workforce, transition staff back and then bring students back.</li> <li>• There are in-person classes for limited disciplines only because they produce an essential job function – nursing and respiratory therapy.</li> <li>• L.A. County states that if there are 1,000 or less cases per day for two weeks, then the college could allow other classes as long as safety protocols are in place. Those would include conditioning classes for athletics, music practice rooms, some music ensemble classes, theater, photography, dance, cosmetology. Classes that have a difficult time replicating class participation remotely.</li> </ul>	

		<p>The college is in discussion with the City of Santa Monica and UCLA about the possibility of providing a vaccination site on a college site. But, since the vaccinations are in short supply, they are not going to open up any other sites as this time.</p> <ul style="list-style-type: none"> <li>• The next phase of the vaccination schedule will include education which means faculty and support staff will be eligible.</li> <li>• The Emergency Operations Team (EOT) is working with the procurement committee to get ready for return to the campus. Items include plexiglass upgrades for the different operational areas, sanitation stations, and ULV foggers. In addition, the college may consider implementing the octagon model which calls for social distancing of 8 feet instead of 6 feet.</li> <li>• The EOT will coordinate with the Associated Students to develop an education kit for students which would include a face shield, cloth face coverings, an educational video on how to stay safe and marketing materials about the college.</li> </ul>	
January 27, 2021	Master Plan for Education Discussion	Deferred to next meeting	
February 10, 2021	COVID-19 Update	<ul style="list-style-type: none"> <li>• Planning for Fall 2021 is challenging with the uncertainty of what is ahead. The Emergency Operations Team (EOT) is trying to establish some parameters in an effort to make some concrete plans that could be implemented depending on what happens with the pandemic.</li> <li>• It is not remotely feasible to think that a switch will be flipped and everyone shows up all in one day. There will be a gradual transition back with many steps, detailed plans and conversations with all college constituents.</li> </ul>	

		<ul style="list-style-type: none"> <li>• The college is still in phase 1. Phase 2 will allow for a slow transition for some faculty and staff to return to campus, but will not allow student activity on campus other than the pop-up food pantry and pick up of equipment or textbooks.</li> <li>• The fall 2021 schedule is being developed based on the assumption that the college will be in phase 3 which allows the return of 60 percent of the workforce. This would allow for a low density of people on campus since faculty and staff make up a small fraction of the college community. Facilities would reopen with safety plans in place.</li> <li>• Department chairs have been asked to build the fall 2021 schedule with online classes offerings as they normally would and increase the offerings to meet student demand for regular asynchronous online classes. Most likely, a course design model called Hyflex will be used to provide options for students attending classes. Some students would be present but others would be remote. In this scenario, social distancing would be possible. There is no one size fits all solution.</li> <li>• It was suggested that surveys be conducted to determine if students and staff would feel comfortable returning to campus in a phase 3, what their experiences were, and what they liked or did not like about the remote environment. This would provide more information to help in planning for the future.</li> </ul>	
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February 10, 2021	Master Plan for Education:	<ul style="list-style-type: none"> <li>• Jennifer Merlic shared DeAnza College’s Educational Master Plan, 2015-2020, and a draft outline of a Master Plan for Education for SMC. The last SMC Master Plan for Education was completed in 1999. DPAC discussed the need for a new Master Plan for Education to serve as a blueprint for the next five years. It would unify all the work already being done by the college in the areas of equity, guided pathways, access and success, noncredit and community education, workforce and career education, institutional effectiveness, online learning, and supporting infrastructure.</li> </ul> <p>SMC’s accreditation process and the next Strategic Planning cycle are coming up, and they should be linked to the process of developing a Master Plan for Education. In addition, the findings of Presidential Task Force created to assess impacts of the remote environment would have relevance. It is recognized that there is a need for a central planning document (Master Plan for Education) and the development process needs to be woven into the next two-year cycle. It was suggested that a consultant be brought in to lead the process.</p>	
February 24, 2021	COVID-19 Update	<ul style="list-style-type: none"> <li>• The next phase for vaccinations will include education. Proof of identification and employment will be required. Students who are working on campus will also be eligible.</li> <li>• Newly-released guidelines from Los Angeles County allow for the opening of art design and theater arts studios, music practice rooms for individuals or groups of four or less, activities that fulfill academic requirements, access to film equipment and other post production facilities for individual students or small groups, outdoor study</li> </ul>	

		<p>and support sessions for students who need additional academic or social support with a limit of 10 people per group, libraries for in-person services limited to 25 percent capacity, and the use of outdoor recreational sports facilities for permitted activities such as conditioning. and low contact competition sports. All safety protocols must still be followed. The College will consider the County guidelines in its planning to move forward.</p> <ul style="list-style-type: none"> <li>• Activities that cannot be done successfully in the remote environment will be considered for return on a limited basis and/or by appointment only. There will be discussions with and surveys of faculty and staff about the comfort level of returning to campus. Counseling services will remain remote for the fall.</li> <li>• Walk-throughs of every building are being conducted to determine what PPE, proper workflow and signage are needed and recommend the proper controls.</li> </ul>	
February 24, 2021	Accreditation	<p>The Accrediting Commission for Community and Junior Colleges (ACCJC) is empowered by the Department of Education to be a regional accrediting commission to develop standards that colleges must meet and then conduct a cyclic review to determine if colleges are meeting those standards. It is a seven-year cycle, and SMC's next site visit will be in 2023. The first step in the accreditation cycle is to write the ISER (Institutional Self-Evaluation Report). That work starts this year with the creation of the Accreditation Steering Committee and a 2-1/2 hour training session in April with Kevin Bontenbal, Vice-President of AACJC. DPAC will be invited to join the training session. Nate Donahue shared several Powerpoint presentations from his work as a representative to the Statewide Academic Senate.</p>	

		<ul style="list-style-type: none"> <li>• Equity and Facilities Planning</li> <li>• Ensuring Learning, Maintaining Standards, and Practicing Equity in the Classroom Through Curricular Process</li> <li>• Making Evidence Meaningful</li> </ul> <p>Link to: <a href="#">Accreditation Presentations</a></p>	
March 10, 2021	COVID-19 Update	<p>The Emergency Operations Team discussed spring sports. There are eight spring sports that SMC offers, three of which are in the low contact/low risk category and could possibly be offered this spring. Those are swimming/diving, tennis, and track and field. The Athletics Department has been doing extensive safety planning in coordination with Maintenance/ Operations. The first round of student athletes is being tested on Friday. Every athlete will be tested every two weeks on alternating cycles so half of each team gets tested every week. There are extensive safety protocols about temperature taking and health screenings, directionality in terms of the flow of students and staggering arrival times and signage for maximum occupancy in restrooms. Students will start some conditioning and practice by the end of this month.</p> <p>Los Angeles County could move into the red tier before too long with new guidelines for higher education such as bringing students back in groups of three or fewer with a faculty member in the performing arts, film production and other activity based areas to allow students to achieve the learning outcomes of the course. Safety protocols would be enforced.</p>	

<p>March 10, 2021</p>	<p>Strategic Planning Cycle, 2022-2027</p>	<p>Superintendent/President Kathryn E. Jeffery provided some background on the last strategic planning cycle in 2016 which started with a request for proposal from outside agencies/consultants. The proposals were reviewed by DPAC and senior staff, and the Collaborative Brain Trust was selected to lead the college through the process. The extensive engagement with the college constituencies and collecting of information resulted in the Strategic Planning and Facilitation Report for 2017-2022. She suggested that the next cycle of strategic planning should start with a reflective look at the 2017-2022 plan/recommendations and assess the progress toward achieving the initiatives. For the next plan, a call for proposals would be sent at the end of 2021, the work would be done in 2022, and the plan would be operationalized starting in 2023.</p> <p>She presented the following considerations to DPAC:</p> <ul style="list-style-type: none"> <li>• Was the 2017-2022 Strategic Plan useful and has it been used as a reference to inform the work of the college?</li> <li>• Should the next strategic plan be for three or five years?</li> <li>• Should an outside consultant be engaged to lead the process or should it be lead internally? Is cost a factor?</li> <li>• What best serves the mission of the college?</li> <li>• Should a pandemic/catastrophic event/unexpected storm be factored into the next plan?</li> </ul> <p>A strategic plan should:</p> <ul style="list-style-type: none"> <li>• Produce something that is real; a functional to lead us, not sit on the shelf</li> <li>• Be action oriented; actions that can be immediately applied to the organization</li> </ul>	
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		<ul style="list-style-type: none"> <li>• Be used as a foundation for annual planning, resource allocations, alignment of staffing, and marketing</li> <li>• Be aligned with other ongoing planning and initiatives</li> <li>• Be aligned with the mission, vision and core values of the institution</li> <li>• Inform facilities planning efforts</li> <li>• Be a process that is inclusive, comprehensive and forward-thinking</li> </ul> <p>Dr. Jeffery suggested that DPAC members ask colleagues at other institutions about their strategic planning process, if it worked well, are they willing to share their experiences, and what company, if any, did they use.</p> <p>DPAC Discussion following Dr. Jeffery’s presentation:</p> <ul style="list-style-type: none"> <li>• It was agreed that DPAC should review the last Strategic Plan, assess what was addressed, what wasn’t, and use the results of that assessment as a launching pad for the next plan. The discussion will be planned for a future DPAC meeting.</li> </ul> <p>It was suggested that the next strategic plan be shorter because of the shifted working environment due to the pandemic, and the reduction of staff due to retirements. It was also suggested that there be consideration of aligning strategic planning with educational master planning and other planning activities occurring at the same time, such as accreditation, which could result in duplicating staff and efforts.</p>	
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<p>March 24, 2021</p>	<p>COVID-19 Update</p>	<p>Los Angeles County is now in the red tier which moves Santa Monica College into Phase 2 of the Roadmap to Recovery plan. The Emergency Operations Team is looking at ways to bring the workforce back to campus. A message to managers about returning to on-ground operations sent last week resulted in much feedback and many questions about the transition. Since then, Superintendent/President Kathryn Jeffery has put a pause on that plan and wants to look at ways to provide time for managers to transition. Managers will need to put in place safety guidelines for their offices over the next three months and assess how to transition their staff back on-ground starting in July. The college will proceed cautiously so that all employees feel comfortable with the plan to return, and also determine what services will be open.</p>	
<p>March 24, 2021</p>	<p>Strategic Enrollment Management Plan, 2021-2026</p>	<p>Teresita Rodriguez, Vice-President, Enrollment Development presented the Strategic Enrollment Planning Meeting Report of March 22, 2021. The process of developing a Strategic Enrollment Management Plan started at the beginning of 2020 but was delayed by the pandemic and replaced with crisis management for the rest of the year. The process has resumed with the team focusing on fulfillment of the college’s mission and student experience goals by strategically planning enrollment through recruiting, retaining and graduating students. Link to: <a href="#">Strategic Enrollment Planning Meeting</a></p>	
<p>March 24, 2021</p>	<p>Guided Pathways Scale of Adoption Self-Assessment (SOSA)</p>	<p>Scale of Adoption Self-Assessment (SOSA) – Pathways and Equity: Guido Davis Del Piccolo, Maria Muñoz and Irena Zugic presented a summary of the SOSA submitted to the Chancellor’s Office in March. This is a tool designed to help colleges assess how far along they are towards adopting the essential guided pathways practices or standards at scale. The document helps to advance conversations about how</p>	

		<p>Institutional practices have differential impacts on racially marginalized students and how SMC can close equity gaps, by identifying and addressing causes of an equity removing the systemic barriers and focusing design decisions and resource allocation or reallocation more effectively. The Scale of Adoption involves 23 standards built around the four pillars of the guided pathways framework.</p> <ul style="list-style-type: none"><li>• Mapping pathways to student goals</li><li>• Helping students choose and enter a program pathway</li><li>• Keeping students on that pathway</li><li>• Ensuring students are learning on that pathway.</li></ul> <p>Many of the 23 standards/practices of the self-assessment have been modified for the purposes of making them more meaningful and useful to SMC. Specifically, it attempts to integrate the currently separated “Equity Considerations” of each area/pillar into the standard/practice itself, thus intentionally centering the equity goals of the college. The equity gaps that currently exist at SMC are a result “of design”. Intentionally redesigning our practices, policies, and procedures to center Black and Latinx students sets the stage for SMC to close its equity gaps, not “by chance” but “by intention” and “by design”. Intentionally designing for racially minoritized students will have the result of benefiting all students, while simultaneously, and specifically, serving the needs of students who historically have been forced to occupy the margins.</p> <p>Link to: <a href="#">Powerpoint Presentation</a> Link to: <a href="#">Scale of Adoption Submitted to Chancellor’s Office</a></p>	
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<p>March 24, 2021</p>	<p>Annual Action Plans: Feedback from Redesign Team</p>	<p>Members of the Redesign Team were asked for feedback regarding the DPAC Annual Action Plan process and forms. Questions included the following:</p> <ul style="list-style-type: none"> <li>• Who is expected to submit action plans?</li> <li>• Who decides what should be an action plan?</li> <li>• Where do the action plans fit into long term planning?</li> <li>• What does the budget component mean?</li> <li>• Should there be some kind of real-time monitoring?</li> </ul> <p>DPAC will take these questions into consideration during the next cycle of developing annual action plans.</p> <p>Nate Donahue provided some clarification on the development of annual action plans. For years, DPAC developed what were called annual institutional objectives. Following the 2017-2022 Strategic Planning process, DPAC assessed its planning process and structure and designed a new planning process to develop annual action plans that are connected to college goals and the Strategic Planning Initiatives.</p> <p>The DPAC Scope and Function states that Annual Action Plans should:</p> <ul style="list-style-type: none"> <li>• Align and support the Strategic Initiatives and Objectives</li> <li>• Should map to Institutional Planning Documents</li> <li>• Align with the Chancellor’s Office Vision for Success</li> </ul>	
<p>April 28, 2021</p>	<p>COVID-19 Update</p>	<p>SMC follows Los Angeles County guidance and applies it to its Roadmap to Recovery.</p> <p>The County announced yesterday that it is on track to move into the yellow tier within one week. New protocols for Institutes of Higher Education state that Colleges and universities in Los Angeles County may</p>	



		<p>resume limited in-person academic instruction at this time with limitations. This includes offering in-person lectures on-campus up to 50% occupancy of the lecture hall or classroom or 200 individuals, whichever is less and maintaining other safety protocols (social distancing, masks, handwashing, signage). The complete list of protocols is available at: <a href="#">Reopening_HigherEducation.pdf (lacounty.gov)</a></p> <ul style="list-style-type: none"> <li>• The Emergency Operations Team (EOT) is working with Academic Affairs to measure classrooms and identify other spaces that are not designated classrooms that could be used as classrooms.</li> <li>• A Train the Trainer Program for managers and faculty to do walk-throughs of their areas and understand their workflow and develop the safety plans will start on Thursday. It will be done for every class coming back in the fall and all major areas on campus, including the library and tutoring center.</li> <li>• Maintenance and Operations are upgrading to the highest air purifier filter available and every air conditioner system will have increased hourly cycles. All filters will be in place by July 1<sup>st</sup>.</li> <li>• Classes are scheduled with a minimum of 45 minutes in between to allow for disinfecting and air replacement.</li> <li>• The first meeting of the President’s Task Force. The membership of the Task Force includes constituency leaders, the EOT leads and senior staff. The goal was to look at how to gather information from the college community. The recommendation had been to conduct a SWOT (Strengths, Weaknesses, Opportunities, and</li> </ul>	
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		Threats) analysis for all areas of the college. After discussion at the meeting, it was decided to not conduct a SWOT analysis, but instead gather information that is already available, such as Program Review and other surveys that have been conducted, and extract data from those first. Then work with Institutional Research to identify where information is lacking and gather qualitative information and conduct focus groups. The next meeting is on May 21, 2021	
April 28, 2021	DPAC Video Spring Release/ Quarterly Report, January – March 2021	Nate Donahue shared a script for his recording of a video to be released with the spring 2021 DPAC Quarterly Report.	
April 28, 2021	2021-2022 Annual Action Plans, Revised Action Plan #1	Revised 2021-2022 Annual Action Plan #1: Reduce racial equity gaps and increase completion of Academic and Career Paths through a critical review of practices for developing, approving, and assessing Program Learning Outcomes (PLOs) and course-level Student Learning Outcomes (SLOs).	<u>#194-A</u> Motion was made by Dione Carter and seconded by Jamar London to approve revised 2021-2022 Annual Action Plan and forward it to the Budget Committee for review.
April 28, 2021	2021-2022 Annual Action Plans: Review of 2021-2022 Annual Action Plans with Fiscal/Budget Committee input	The following motion was approved by the Budget Committee regarding the 2021-2022 Annual Action Plans and forwarded to DPAC for consideration:  <u>Motion passed by Budget Committee 15 Yes – 1 Abstain</u>  The Budget Committee has reviewed the DPAC Annual Action Plans and recommends the Annual Action plans to DPAC and Dr. Jeffery as presented, for consideration of inclusion in the 2021-2022 Budget.  Additionally, the Budget Committee recommends DPAC pay close attention and report back on	<u>#195-A</u> <u>DPAC Recommendation</u> DPAC recommends that the Superintendent/ President approve the proposed 2021-2022 Annual Actions Plans #2-8 and include them in the 2021-2022 Budget.  <i>Notes:</i> <i>It is the intent of DPAC to collect and analyze outcomes metrics on each Action Plan to assess effectiveness.</i>

		<p>metrics of potential impact of long-term success of grant funded activities. DPAC will report back to the Budget Committee, findings from prior year Annual Action Plans that include metrics for Budget Committee to review.</p>	<p><i>Annual Action Plan 1 is under revision and will be forwarded to the Superintendent /President once finalized, but it is not anticipated to impact the District general fund budget.</i></p> <p>DPAC approved the recommendation with the following vote.  Administration: Yes  Management Association: Yes  Academic Senate: Yes  Faculty Association: Yes  Associated Students: Yes (2)  CSEA: Yes (2)</p>
<p>April 28, 2021</p>	<p>2021-2022 Annual Action Plans: Review of 2021-2022 Annual Action Plans with Fiscal/Budget Committee input</p>	<p><u>DPAC Recommendation</u>  DPAC recommends that the Superintendent/President approve the proposed 2021-2022 Annual Actions Plans 2-8 and include them in the 2021-2022 Budget.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• It is the intent of DPAC to collect and analyze outcomes metrics on each Action Plan to assess effectiveness.</li> <li>• Annual Action Plan #1 is under revision and will be forwarded to the Superintendent/President once finalized, but it is not anticipated to impact the District general fund budget.</li> </ul> <p><u>Superintendent’s Response - Approved</u>  Although Santa Monica College is still facing challenging fiscal concerns, we are in a good position to prioritize recommended 2021-2022 Annual Action Plans 2-8 and the corresponding budget requests</p>	

		<p>using available COVID-19 funding from CARES and HERRF.</p> <p>I approve the proposed 2021-2022 Annual Action Plans 2-8 recommended by DPAC on April 28, 2021. It is important to note that requested annual budget allocations will need to be reviewed and may be adjusted if needed.</p> <p>Additionally, before the 2022-2023 DPAC Annual Action Plans are submitted for the Superintendent/ President’s consideration, a detailed summary of relevant data/metrics should be provided in advance on the efficacy of the 2021-2022 Annual Action Plans.</p>	
May 12, 2021	COVID-19 Update	<p>Los Angeles County has moved to the yellow tier. Following are the recent updates:</p> <ul style="list-style-type: none"> <li>• In person lectures permitted up to 50% capacity.</li> <li>• Student activities held in person must adhere to attendance limits and other requirements in the County Guidance for Informal Social Gatherings: Appendix CC.</li> <li>• Cleaning guidance has been updated to align with CDC cleaning guidance.</li> <li>• Entry screening guidance has been updated to align with County Screening Guidance.</li> <li>• Institutions may increase on campus student housing density with modifications as described. Events, whether sponsored by the institution or student groups, are permitted and must fully comply with the appropriate County protocol.</li> <li>• Adjustments made for fully vaccinated individuals versus not fully vaccinated in terms of vulnerability to disease and need for quarantine after exposure.</li> <li>• Limitations on allowable campus activities and permissible reasons for faculty, staff, and students to be on campus have been partially lifted.</li> </ul>	

		<ul style="list-style-type: none"> <li>Special considerations for select campus activities involving visitors or external groups have been included.</li> </ul> <p>The complete County of Los Angeles Department of Public Health, Order of the Health Officer is available at:  <a href="http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_HigherEducation.pdf">http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_HigherEducation.pdf</a></p> <p>President’s Task Force. At the meeting on May 21<sup>st</sup>, the Task Force will be looking at data from existing surveys and identify additional information that is needed.</p>	
May 12, 2021	2021-2022 Annual Action Plans: Review of 2021-2022 Annual Action Plan #1 with Fiscal/Budget Committee input	<p><u>2021-2022 Annual Action Plan #1</u>  Reduce racial equity gaps and increase completion of Academic and Career Paths through a critical review of practices for developing, approving, and assessing Program Learning Outcomes (PLOs) and course-level Student Learning Outcomes (SLOs).  <u>Fiscal/Budget Committee Response</u>  In order to engage with the Curriculum Committee and Program Review Committee to co-construct equity-informed practices for the development, approval, and assessment of Program and Course-Level Learning Outcomes (PLOs and SLOs, respectively), we need to provide professional development that equals to 24 hours for 24 Curriculum and Program Review members.  Program review= 7 members +1 chair=8  Curriculum= 15 members +1 chair=16  24 people total  24 hours anticipated</p>	<p><u>#196-A</u>  <u>DPAC Recommendation</u>  Motion was made by Chris Bonvenuto and seconded by Peter Morse to approve revised Annual Action Plan #1 with budget committee input and forward the recommendation to the Superintendent/President for consideration.  DPAC approved the recommendation with the following vote.  Administration: Yes  Management Association: Yes  Academic Senate: Yes  Faculty Association: Yes  Associated Students: Yes (2)  CSEA: Yes (2)</p>

May 12, 2021	Institutional Effectiveness Proposed 2021-2022 Institutional Effectiveness metrics	Proposed 2021-2022 Institutional Effectiveness metrics: DPAC reviewed a draft of the 2021-2022 metrics that includes the following dashboards: <ul style="list-style-type: none"> <li>• Academics</li> <li>• Student Support</li> <li>• Fiscal</li> <li>• College Infrastructure</li> <li>• Collegial Environment and Employee Diversity</li> </ul> Some suggested revisions will be incorporated in the document to be presented to the Institutional Effectiveness Committee for approval.	
May 12, 2021	Institutional Effectiveness Committee: Discussion of its role in establishing Action Plan metrics and other institutional metrics	It was suggested that metrics be considered for evaluating the Annual Action Plans. Existing metrics can be used for some of the Annual Action Plans, but developing new metrics would be needed for other Annual Action Plans. It was recommended that staff responsible for the 2021-2022 Annual Action Plans be invited to a workshop to be held in the fall during a DPAC meeting to discuss what data would be valuable and invite representatives of the Institutional Effectiveness Committee/Institutional Research to assist. The discussion will continue at the next DPAC meeting with representatives of the Institutional Research Committee.	
June 9, 2021	2021-2022 Annual Action Plans: 2021-2022 Annual Action Plan #1 with Fiscal/Budget Committee input	<u>2021-2022 Annual Action Plan #1</u> (Revised April 28, 2021) Reduce racial equity gaps and increase completion of Academic and Career Paths through a critical review of practices for developing, approving, and assessing Program Learning Outcomes (PLOs) and course-level Student Learning Outcomes (SLOs).  <u>Fiscal/Budget Committee Response</u> In order to engage with the Curriculum Committee and Program Review Committee to	

		<p>co-construct equity-informed practices for the development, approval, and assessment of Program and Course-Level Learning Outcomes (PLOs and SLOs, respectively), we need to provide professional development that equals to 24 hours for 24 Curriculum and Program Review members. Program review= 7 members +1 chair=8 Curriculum= 15 members +1 chair=16 24 people total 24 hours anticipated</p> <p>Motion was made by Chris Bonvenuto and seconded by Peter Morse to approve revised Annual Action Plan #1 with budget committee input and forward the recommendation to the Superintendent/ President for consideration.</p> <p><u>Superintendent's Response - Approved</u> Although Santa Monica College is still facing challenging fiscal concerns, we are in a good position to prioritize recommended 2021-2022 Annual Action Plan #1 and the corresponding budget request.</p> <p>I approve the proposed 2021-2022 Annual Action Plan #1 recommended by DPAC on May 12, 2021. It is important to note that all annual budget allocations will need to be reviewed and may be adjusted if needed.</p> <p>I recommend that before the 2022-2023 DPAC Annual Action Plans are submitted for the Superintendent/President's consideration, a detailed summary of relevant data/metrics should be provided in advance on the efficacy of all the 2021-2022 Annual Action Plans.</p>	
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June 9, 2021	COVID-19 Update	<ul style="list-style-type: none"> <li>• SMC is in a waiting phase pending guidelines from Los Angeles County, the State of California and OSHA that will be made on June 15<sup>th</sup>.</li> <li>• Walk-throughs continue as departments prepare their safety plans.</li> <li>• Initial plans for class offerings will remain in place. Academic Affairs and the department chairs will begin working on the winter schedule, and work on the spring schedule will follow. It is planned that the campus will be fully back, 100 percent open for winter and spring 2022.</li> <li>• Survey data from students indicates an increased interest in online courses. Before the pandemic, online course offerings represented around 15 percent of the total course offerings. It is currently planned to offer about double that amount of online course offerings (less in some department, more in others).</li> <li>• The Presidential Task Force report in summer should include recommendations for modalities of class offerings.</li> </ul>	
June 9, 2021	Budget: 2021-2022 Tentative Budget Report	<p>Vice-President of Business/Administration Christopher Bonvenuto introduced the budget presentation which is based on the Governor's May Revise proposals by stating that things will change between now and the adopted budget in September.</p> <p>Link to: <a href="#">2021-2022 Tentative Budget Presentation</a> to DPAC</p> <p>Link to: <a href="#">2021-2022 Tentative Budget Report and Presentation</a> made at the Board of Trustees meeting on June 1, 2021</p>	



June 23, 2021	COVID-19 Update	<ul style="list-style-type: none"> <li>• The state has aligned with the CDC for the general public. Institutes of higher education were not on the list of retired guidelines and it is recommended that the college follow the guidelines of the CDC. OSHA states that if vaccinated individuals are to be on campus and not wear masks, they would need to provide proof to the employer in order to do that in outdoor and indoor settings. Unvaccinated individuals would need to wear a mask except when outdoors and need to follow social distancing protocols. However, the guidance states to follow the local guidelines and recommendations because conditions may be better than in other areas around the country. L.A. County has opened up and has good numbers as far as new cases, hospitalizations and deaths.</li> <li>• The Emergency Operations Team will be making recommendations for guidelines for vaccinated and unvaccinated students when they return to campus. There will be vaccinations and testing requirements for cohorts like nursing, performance groups, dance, theatre arts, etc.</li> <li>• The Diploma Drive-Thru was a huge success. There were almost 1,000 students who celebrated with each other and family members.</li> </ul>	
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June 23, 2021	Program Review Task Force Update	<p>Dione Carter and Stephanie Amerian reported on the Program Review Task Force work this past spring to streamline the six-year annual program review process and modify the annual program review process, which includes:</p> <ul style="list-style-type: none"> <li>• Transitioning to Precision Campus (from Curricunet)</li> <li>• Planning for administrative program reviews. They will consider moving administrative program reviews out of the purview of the Academic Senate and suggest establishing another committee to do review of administrative programs. It was agreed that it should not be a responsibility of DPAC.</li> <li>• Envisioning and planning new program review templates and rubrics that the Task Force and the Program Review Committee can develop in the fall.</li> <li>• Reviewing and updating Academic Senate bylaws and administrative regulations related to Program Review. Two resolutions were approved by the Academic Senate: (1) separating the program review of administrative programs from the Academic Senate, (2) pausing the Program Review process for next year so the committee can think through the revamping of the process.</li> </ul>	
June 23, 2021	DPAC Update	<p>Report from the Council of Presidents: It was agreed that the DPAC Update will shift from a quarterly schedule to a semi-annual update to be distributed at the beginning of each semester.</p>	



DPAC ANNUAL REPORT  
2020-2021

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 Alphabetically			
August 26, 2020	2019-2020 Annual Action Plans Responses to 2019-2020 Annual Action Plans	The responses to 2019-2020 Annual Action Plans #1, #2, #3, #5 and #6 were reviewed and accepted as final. #4 still needs to be completed.	
September 23, 2020	2019-2020 Annual Action Plans: Responses to 2019-2020 Annual Action Plans	Response to 2019-2020 Annual Action Plan #4: Implement the STEM Area of Interest (Aoi), Student Care Teams.	This was accepted as final
July 22, 2020	2020-2021 Annual Action Plans – Input from Budget Committee/Fiscal	This is the first year that DPAC has forwarded the proposed Annual Action Plans to Fiscal/Budget Committee for evaluation. The Budget Committee reviewed the 2020-2021 Annual Action Plans and forwarded them back to DPAC with its input. It was clarified that the Fiscal/Budget Committee input is provided as information to help DPAC make an informed decision about sending them on to the Superintendent/President for consideration.	<u>#190-A</u> Motion was made by Jamar London and seconded by Dee Upshaw to approve the 2020-2021 Annual Action Plans with Fiscal/Budget Committee input and forward them to the Superintendent/President. It was unanimously approved.
August 26, 2020	2020-2021 Annual Action Plans: Superintendent’s Response	Based on the conversation, the following 2020-2021 Annual Action Plans are approved as presented to the Budget Committee and approved by DPAC:  <ul style="list-style-type: none"> <li>• #1: Academic and Career Paths</li> <li>• #5: Starfish Early Alert</li> <li>• #6: SMC Online Education</li> </ul>	

		<ul style="list-style-type: none"> <li>• #7: Facilities Master Plan</li> <li>• #8: Technology Master Plan</li> <li>• #9: Human Resources Staffing Plan</li> <li>• #10: DPAC Annual Action Plan Budget Review Process</li> </ul> <p>Status of 2020-2021 Annual Action Plans #2, #3, and #4:</p> <ul style="list-style-type: none"> <li>• #2, Equitizing Gateway and Critical Courses, is on hold pending a return to campus and will need to be reconsidered by DPAC.  DPAC: There was consensus that ideally this should be an on-campus activity, but that a discussion should occur about providing these professional development activities via distance education.</li> <li>• #3, Instructional Support/Learning Resources for Students, is approved with the Budget Committee recommended changes to funding.  The Budget Committee agreed that bringing in a consultant to help redesign the tutoring program was the most important item in the request. The following adjustments were suggested: Training/Consultants: \$26,000, Conferences: \$4,000 (2 people per year to attend and share information), Equipment: None - using Chromebooks instead of IPADs. DPAC discussion: Agreed. This information will be discussed with the tutoring director.</li> <li>• #4, Student Care Teams, is “under consideration”.  The Budget Committee members expressed concern that when the grant expires,</li> </ul>	
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		<p>expenses will be shifted to the Unrestricted General Fund, adding to the deficit. The Superintendent would like to be presented an implementation plan which includes how to institutionalize the grant and how to minimize the effect on the Unrestricted General Fund during this time of fiscal constraint.</p> <p>DPAC discussion: Some concerns have already been addressed, Vice-President Mike Tuitasi will update the action plan.</p> <p>Vice-President Chris Bonvenuto commended DPAC for completing the first cycle of the new process that ties planning to budget.</p>	
April 28, 2021	2021-2022 Annual Action Plans, Revised Action Plan #1	Revised 2021-2022 Annual Action Plan #1: Reduce racial equity gaps and increase completion of Academic and Career Paths through a critical review of practices for developing, approving, and assessing Program Learning Outcomes (PLOs) and course-level Student Learning Outcomes (SLOs).	<u>#194-A</u> <i>Motion was made by Dione Carter and seconded by Jamar London to approve revised 2021-2022 Annual Action Plan and forward it to the Budget Committee for review</i>
April 28, 2021	2021-2022 Annual Action Plans: Review of 2021-2022 Annual Action Plans with Fiscal/Budget Committee input	<p><u>DPAC Recommendation</u></p> <p>DPAC recommends that the Superintendent/President approve the proposed 2021-2022 Annual Actions Plans 2-8 and include them in the 2021-2022 Budget.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>• It is the intent of DPAC to collect and analyze outcomes metrics on each Action Plan to assess effectiveness.</li> <li>• Annual Action Plan #1 is under revision and will be forwarded to the Superintendent/President once finalized,</li> </ul>	

		<p>but it is not anticipated to impact the District general fund budget.</p> <p><u>Superintendent’s Response - Approved</u></p> <p>Although Santa Monica College is still facing challenging fiscal concerns, we are in a good position to prioritize recommended 2021-2022 Annual Action Plans 2-8 and the corresponding budget requests using available COVID-19 funding from CARES and HERRF.</p> <p>I approve the proposed 2021-2022 Annual Action Plans 2-8 recommended by DPAC on April 28, 2021. It is important to note that requested annual budget allocations will need to be reviewed and may be adjusted if needed.</p> <p>Additionally, before the 2022-2023 DPAC Annual Action Plans are submitted for the Superintendent/ President’s consideration, a detailed summary of relevant data/metrics should be provided in advance on the efficacy of the 2021-2022 Annual Action Plans.</p>	
August 26, 2020	2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans	<ul style="list-style-type: none"> <li>• DPAC members were encouraged to solicit their constituencies for ideas for the 2021-2022 Annual Action Plans.</li> <li>• DPAC will review the 2020-2021 Annual Action plans at the next meeting to determine if any of them should be continued in some form for 2021-2022.</li> <li>• Some initial ideas for 2021-2022 Annual Action Plans included distance education, planning for restructuring post SRP (Supplemental Retirement Program) and post-COVID-19.</li> </ul>	

<p>September 9, 2020</p>	<p>2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans</p>	<p>DPAC reviewed the 2020-2021 Annual Action Plans to determine if any of them should be carried over to 2021-2022 in some form.</p> <ol style="list-style-type: none"> <li>1. The following 2020-2021 Annual Actions Plans will be referred to the Redesign Team: <ul style="list-style-type: none"> <li>1- Academic and Career Path</li> <li>2- Equitizing Gateway and Critical Course</li> <li>3- Instructional Support/Learning Resources for Students</li> <li>4 - Student Care Teams</li> </ul> </li> <li>• Action Plan 5, Starfish GPS Early Alert System, will be reviewed to determine what is realistic for 2021-2022</li> <li>• Action Plan 6, SMC Online Education, will be referred to Tammara Whitaker and Laura Manson</li> <li>• Action Plan 7, Facilities Master Plan, will be reviewed by Chris Bonvenuto</li> <li>• Action Plan 8, Technology Master Plan, will be reviewed by Marc Drescher</li> <li>• Action Plan 9, Human Resource Staffing Plan, will be reviewed by Sherri Lee-Lewis</li> <li>• Action Plan 10, DPAC Annual Action Plan Budget Review, has been completed and does not need to be carried over</li> </ol> <p>Several topics were suggested for 2021-2022 Annual Action Plans:</p> <ol style="list-style-type: none"> <li>1. Restructuring due to retirements (SRP). This could be included in the Human Resources Staffing plan.</li> <li>2. The future of Distance Education. This could be included in the SMC Online Education plan.</li> <li>3. Post COVID-19 changes – what was learned from working in a remote environment.</li> </ol>	
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		Constituent leaders serving on DPAC were reminded and encouraged to discuss ideas with their respective groups. Annual Action Plans should be broad in nature and be institution-wide.	
September 23, 2020	2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans	<p>There was consensus that the following 2020-2021 Annual Action Plans be referred to the responsible staff to draft new or continuing Annual Action Plans for 2021-2022.</p> <p>Annual Action Plans 1, 2, 3 and 4 were referred to the Redesign Team:</p> <ul style="list-style-type: none"> <li>1- Academic and Career Path</li> <li>2- Equitizing Gateway and Critical Course</li> <li>3- Instructional Support/Learning Resources for Students</li> <li>4 - Student Care Teams</li> </ul> <ul style="list-style-type: none"> <li>• Annual Action Plan 5, Starfish GPS Early Alert System, will be reviewed to determine what is realistic for 2021-2022</li> <li>• Action Plan 6, SMC Online Education, was referred to Tammara Whitaker and Laura Manson. It is suggested that the future of Distance Education be integrated into this plan.</li> <li>• Action Plan 7, Facilities Master Plan, will be reviewed by Chris Bonvenuto</li> <li>• Action Plan 8, Technology Master Plan, was referred to Marc Drescher</li> <li>• Action Plan 9, Human Resource Staffing Plan, was referred to Sherri Lee-Lewis. It is suggested that restructuring due to retirements (SRP) be integrated into this plan.</li> <li>• Action Plan 10, DPAC Annual Action Plan Budget Review, has been completed and does not need to be carried over</li> </ul>	
October 14, 2020	2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans	Continue development of 2021-2022 Annual Action Plans which are due October 28, 2020	



October 28, 2020	2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans	<p>DPAC reviewed three new 2021-2022 Annual Action Plans as follows:</p> <ul style="list-style-type: none"> <li>▪ ACTION PLAN 1: Reduce racial equity gaps and increase completion of Academic and Career Paths through critical review and revision of each path’s required curriculum</li> <li>▪ ACTION PLAN 2: Reduce racial equity gaps in course success for largest gateway courses via professional development in equity-minded teaching practices</li> <li>▪ ACTION PLAN 3: Increase persistence, retention, and completion among racially minoritized students via the SMC GPS (Gateway to Persistence and Success) technology tool</li> </ul> <p>Additional 2021-2022 Annual Action Plans will be submitted related to Student Care Teams and Distance Education.</p>	
December 9 2020	2021-2022 Annual Action Plans: Development of 2021-2022 Annual Action Plans	<p>DPAC reviewed the 2021-2022 Annual Action Plans: It was agreed that a section should be added to the form where the preparers can indicate if they will be requesting data from Institutional Research to conduct an assessment. The Annual Action Plans, with additional minor revisions made by DPAC, will be sent to the Lead Contact Person(s) for one more review before being submitted to DPAC for final approval at the meeting on January 13, 2021.</p>	
January 13, 2021`	2021-2022 Annual Action Plans: Approval of 2021-2022 Annual Action Plans		<p><u>#193-A</u> The 2021-2022 Annual Action Plans were approved by DPAC with the caveat that Action Plans #3 and #7 will be updated with information related to data</p>

			to be requested from Institutional Research. The 2021-2022 Annual Action Plans will be forwarded to Fiscal/Budget Committee for input and recommendations.
April 28, 2021	2021-2022 Annual Action Plans: Review of 2021-2022 Annual Action Plans with Fiscal/Budget Committee input	<p>The following motion was approved by the Budget Committee regarding the 2021-2022 Annual Action Plans and forwarded to DPAC for consideration:</p> <p><u>Motion passed by Budget Committee 15 Yes – 1 Abstain</u></p> <p>The Budget Committee has reviewed the DPAC Annual Action Plans and recommends the Annual Action plans to DPAC and Dr. Jeffery as presented, for consideration of inclusion in the 2021-2022 Budget.</p> <p>Additionally, the Budget Committee recommends DPAC pay close attention and report back on metrics of potential impact of long-term success of grant funded activities. DPAC will report back to the Budget Committee, findings from prior year Annual Action Plans that include metrics for Budget Committee to review.</p>	<p><u>#195-A</u> <u>DPAC Recommendation</u> DPAC recommends that the Superintendent/ President approve the proposed 2021-2022 Annual Actions Plans #2-8 and include them in the 2021-2022 Budget.</p> <p><i>Notes It is the intent of DPAC to collect and analyze outcomes metrics on each Action Plan to assess effectiveness. Annual Action Plan 1 is under revision and will be forwarded to the Superintendent/President once finalized, but it is not anticipated to impact the District general fund budget.</i></p> <p>DPAC approved the recommendation with the following vote. Administration: Yes Management Association: Yes Academic Senate: Yes Faculty Association: Yes Associated Students: Yes (2) CSEA: Yes (2)</p>

<p>May 12, 2021</p>	<p>2021-2022 Annual Action Plans: Review of 2021-2022 Annual Action Plan #1 with Fiscal/Budget Committee input</p>	<p><u>2021-2022 Annual Action Plan #1</u> Reduce racial equity gaps and increase completion of Academic and Career Paths through a critical review of practices for developing, approving, and assessing Program Learning Outcomes (PLOs) and course-level Student Learning Outcomes (SLOs).</p> <p><u>Fiscal/Budget Committee Response</u></p> <p>In order to engage with the Curriculum Committee and Program Review Committee to co-construct equity-informed practices for the development, approval, and assessment of Program and Course-Level Learning Outcomes (PLOs and SLOs, respectively), we need to provide professional development that equals to 24 hours for 24 Curriculum and Program Review members.</p> <p>Program review= 7 members +1 chair=8 Curriculum= 15 members +1 chair=16</p> <p>24 people total 24 hours anticipated</p>	<p><u>#196-A</u> <u>DPAC Recommendation</u></p> <p>Motion was made by Chris Bonvenuto and seconded by Peter Morse to approve revised Annual Action Plan #1 with budget committee input and forward the recommendation to the Superintendent/President for consideration.</p> <p>DPAC approved the recommendation with the following vote. Administration: Yes Management Association: Yes Academic Senate: Yes Faculty Association: Yes Associated Students: Yes (2) CSEA: Yes (2)</p>
<p>June 9, 2021</p>	<p>2021-2022 Annual Action Plans: 2021-2022 Annual Action Plan #1 with Fiscal/Budget Committee input</p>	<p><u>2021-2022 Annual Action Plan #1</u> (Revised April 28, 2021) Reduce racial equity gaps and increase completion of Academic and Career Paths through a critical review of practices for developing, approving, and assessing Program Learning Outcomes (PLOs) and course-level Student Learning Outcomes (SLOs).</p> <p><u>Fiscal/Budget Committee Response</u></p> <p>In order to engage with the Curriculum Committee and Program Review Committee to co-construct equity-informed practices for the</p>	

		<p>development, approval, and assessment of Program and Course-Level Learning Outcomes (PLOs and SLOs, respectively), we need to provide professional development that equals to 24 hours for 24 Curriculum and Program Review members.</p> <p>Program review= 7 members +1 chair=8 Curriculum= 15 members +1 chair=16</p> <p>24 people total 24 hours anticipated</p> <p>Motion was made by Chris Bonvenuto and seconded by Peter Morse to approve revised Annual Action Plan #1 with budget committee input and forward the recommendation to the Superintendent/President for consideration.</p> <p><u>Superintendent's Response - Approved</u> Although Santa Monica College is still facing challenging fiscal concerns, we are in a good position to prioritize recommended 2021-2022 Annual Action Plan #1 and the corresponding budget request. I approve the proposed 2021-2022 Annual Action Plan #1 recommended by DPAC on May 12, 2021. It is important to note that all annual budget allocations will need to be reviewed and may be adjusted if needed. I recommend that before the 2022-2023 DPAC Annual Action Plans are submitted for the Superintendent/President's consideration, a detailed summary of relevant data/metrics should be provided in advance on the efficacy of all the 2021-2022 Annual Action Plans.</p>	
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<p>March 24, 2021</p>	<p>Annual Action Plans: Feedback from Redesign Team</p>	<p>Members of the Redesign Team were asked for feedback regarding the DPAC Annual Action Plan process and forms. Questions included the following:</p> <ul style="list-style-type: none"> <li>• Who is expected to submit action plans?</li> <li>• Who decides what should be an action plan?</li> <li>• Where do the action plans fit into long term planning?</li> <li>• What does the budget component mean?</li> <li>• Should there be some kind of real-time monitoring?</li> </ul> <p>DPAC will take these questions into consideration during the next cycle of developing annual action plans.</p> <p>Nate Donahue provided some clarification on the development of annual action plans. For years, DPAC developed what were called annual institutional objectives. Following the 2017-2022 Strategic Planning process, DPAC assessed its planning process and structure and designed a new planning process to develop annual action plans that are connected to college goals and the Strategic Planning Initiatives.</p> <p>The DPAC Scope and Function states that Annual Action Plans should:</p> <ul style="list-style-type: none"> <li>• Align and support the Strategic Initiatives and Objectives</li> <li>• Should map to Institutional Planning Documents</li> <li>• Align with the Chancellor’s Office Vision for Success</li> </ul>	
<p>October 28, 2020</p>	<p>Academic Senate Goals and Objectives, 2020-2021</p>	<p>Nate Donahue provided an overview of the Academic Senate Goals and Objectives, 2020-2021.</p> <ul style="list-style-type: none"> <li>• Close the gap in student outcomes for black and brown students by centering their needs according to the Santa Monica College</li> </ul>	

		<p>Equity Plan, and promote a culture of equity in the classroom and workplace in order so that staff will best be able to help Black and Brown students achieve their self-stated goals.</p> <ul style="list-style-type: none"> <li>• Make Santa Monica College the most innovative and equitable provider of high quality Distance Education in the California Community College System.</li> <li>• Implement the long-term full-time faculty hiring plan that achieves, in a timely manner, the goal of the 75-25 ratio.</li> <li>• Help guide the reorganization of the College Planning Process so that Program Review is firmly connected with the DPAC and budget planning process. Help ensure that Accreditation is a faculty driven process which is grounded in long term planning and committee work. Plan for the future academic and fiscal viability of Santa Monica College in the 2020's.</li> <li>• Create a campus wide community of Collegiality, Informed debate and action and joyful camaraderie.</li> </ul>	
September 23, 2020	Accreditation Mid-Term Report	<p>Erica LeBlanc provided an overview of the Accreditation Mid-Term report which is required by the Accrediting Commission for Community and Junior Colleges (ACCJC) at the midpoint between visits. The Midterm Report is a summary of the institutional progress made in response to the recommendations of the 2016 Accreditation Visiting Team, the Actionable Plans developed by the College during the preparation of the 2016 Self-Evaluation Report, and the two Action Plans that comprise the Quality Focus Essay. The Draft Mid-Term Report is available at the following link:</p>	

		<a href="https://www.smc.edu/administration/governance/district-planning-policies/DRAFT-SMC-MidTerm-Accreditation-Report.pdf">https://www.smc.edu/administration/governance/district-planning-policies/DRAFT-SMC-MidTerm-Accreditation-Report.pdf</a>	
		<p>The final report will be presented to the Board of Trustees for acceptance on October 6, 2020.</p>	
February 24, 2021	Accreditation	<p>The Accrediting Commission for Community and Junior Colleges (ACCJC) is empowered by the Department of Education to be a regional accrediting commission to develop standards that colleges must meet and then conduct a cyclic review to determine if colleges are meeting those standards. It is a seven-year cycle, and SMC's next site visit will be in 2023. The first step in the accreditation cycle is to write the ISER (Institutional Self-Evaluation Report). That work starts this year with the creation of the Accreditation Steering Committee and a 2-1/2 hour training session in April with Kevin Bontenbal, Vice-President of AACJC. DPAC will be invited to join the training session.</p> <p>Nate Donahue shared several Powerpoint presentations from his work as a representative to the Statewide Academic Senate.</p> <ul style="list-style-type: none"> <li>• Equity and Facilities Planning</li> <li>• Ensuring Learning, Maintaining Standards, and Practicing Equity in the Classroom Through Curricular Process</li> <li>• Making Evidence Meaningful</li> </ul> <p>Link to: <a href="#">Accreditation Presentations</a></p>	
November 30, 2021	Board of Trustees Goals and Priorities, 2020-2021	<p>DPAC reviewed the Board of Trustees Goals and Priorities, 2020-2021, approved by the Board on November 10, 2020.</p>	

December 9, 2020	Budget Committee Recommendation for use of MSI CARES/HEERF funding.	<p>Motion was made by Jamar London and seconded by Dione Carter that DPAC accept the following recommendation by the DPAC Budget Subcommittee and forward it to Superintendent/President Kathryn Jeffery for implementation.</p> <p>Motion to approve the allocation of funds as delineated by document attached, with the understanding that area Vice-Presidents have the responsibility to allocate the budget for specific items, but will also collaborate with all constituent groups in developing ideas for budget allocation.</p>	<p><u>#192-A</u> DPAC approved the recommendation with the following vote. Administration: Yes Management Association: Yes Academic Senate: Yes Faculty Association: Yes Associated Students: Yes (2) CSEA: Yes (2)</p>
January 13, 2021	Budget Committee and DPAC Recommendation for use of MSI CARES/HEERF funding. Response from Superintendent/President	<p>December 9, 2020: Motion was made by Jamar London and seconded by Dione Carter that DPAC accept the following recommendation by the DPAC Budget Subcommittee and forward it to Superintendent/President Kathryn Jeffery for implementation.</p> <p>Motion to approve the allocation of funds as delineated by document attached, with the understanding that area Vice-Presidents have the responsibility to allocate the budget for specific items, but will also collaborate with all constituent groups in developing ideas for budget allocation.</p>	<p><u>Superintendent's Response</u> The DPAC recommendation was reviewed by Senior Staff and approved by the Superintendent/President</p>
July 8, 2020	Budget Update	<p>The 2020-2021 Tentative Budget was approved by the Board of Trustees on July 7, 2020. The State reversed the reductions included in the May Revise, but it is not providing any COLA or increased funding. Their method of accomplishing that was to close a \$54 billion gap at the State level through an accounting art called deferrals. Approximately 34% of the funding for community colleges that is provided by the state general fund is not actually going to be</p>	



		<p>sent to the colleges this year. It will be sent sometime in 2021-2022. The District will not be receiving funding for the months of February, March, April, May and June and will not have cash to cover payroll and pay vendors. That essentially means the District may need to go externally to issue a tax revenue anticipation note. \$300,000 has been built into the budget to cover expenses incurred to obtain external funding.</p> <p>At the May revise, the District had a \$32 million deficit prior to the Supplemental Retirement Program and other reductions. The May revise reductions were reversed because of the deferrals. The District then implemented reductions in the amount of \$11 million, and another \$2.5 million adjustments occurred. That leaves the District with a balance of about \$14 million, but with an \$8 million deficit, a large portion of that balance will be used in the following year.</p> <p>One of the biggest threats right now is the decrease of nonresident student enrollment. Nonresident students historically bring in a large portion of revenue. On Monday, the federal government announced changes to the exemptions for F-1 students. Previously, an exemption was allowed for an F-1 student to have all online classes, but that exemption has been eliminated to require them to enroll in at least one on-site or hybrid classes, but not all online classes. SMC does not currently offer hybrid classes; therefore, F-1 students would not be allowed to remain in status or remain in the country. This is devastating to not just SMC, but to colleges across the country, especially universities that rely heavily on international populations. This change to exemptions was announced Monday afternoon and by yesterday afternoon MIT and Harvard had already</p>	
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		filed suit. A reduction of F-1 resident students represents over \$13 million of revenue to the District that wasn't built into the budget, so it is an issue that definitely needs to be addressed in the planning process.	
September 23, 2020	Budget Update	<p>Chris Bonvenuto provided an overview of the budget which included the following:</p> <ul style="list-style-type: none"> <li>• Comparison of 2018-2019 Audited and the 2019-2020 Unaudited Fund Balance and Expenses that shows a decrease from 4,259 FTES in 2018-2019 to 3,702 FTES in 2019-2020.</li> <li>• Reported Credit Res. FTES: &lt;3.0%&gt; or &lt;585&gt; FTES</li> <li>• Credit FTES = 18,938; NC = 585; Total: 19,523 FTES</li> <li>• Medium District: Loss of &lt;\$1,348,501&gt;</li> <li>• Hold Harmless: \$12,369,464</li> <li>• Need 2,713 CrFTES growth before funding begins</li> <li>• Actual Non-resident FTES: &lt;15.6%&gt; or &lt;577&gt; FTES</li> <li>• 2007-08 = 5,071 FTES; 2012-13 = 4,049; 2017-18 = 4,589; 2020-21 = 3,126</li> <li>• NrFTES Revenue decrease of ~&lt;\$4,023,686&gt;</li> <li>• At May Revise 20-21 deficit was projected at &lt;\$32,001,777&gt;</li> <li>• Combination of reversal of May Revise reductions (\$11,006,613), budget reductions change in assumptions (13,237,204)</li> <li>• Tentative Budget projected deficit at &lt;\$7,757,960&gt;</li> <li>• 2019-2020 Projected to 2020-2021 Tentative Budget which shows a fund balance of \$21,040,755 for 2019-2020 and \$13,282,795 for 2020-2021.</li> </ul>	

<p>January 13, 2021</p>	<p>Budget Governor's Proposed Budget for 2021-2022</p>	<p>On January 8, 2021, Governor Newsom released his proposed 2021-2022 State Budget. The proposal reflects the improvement in the State budget since the passage of the 2020 Budget Act but stresses that budget uncertainty remains high due to the continuing pandemic. For the Community College System, the Governor has proposed four major policy adjustments: 1) a 1.5% COLA 2) \$250 million to provide emergency financial assistance grants to students 3) \$100 million to address students basic needs related to food and housing insecurity and 4) repayment of \$1.13 billion of the \$1.45 billion in deferrals in 2021-2022. The Governor has also proposed several other policy adjustments, including expanding zero textbook cost pathways (\$15 million), increasing competitive Cal Grants from 41,000 annual awards to 50,000 annual awards, providing funding for retention and recruitment of students (\$20 million), improving state online infrastructure (\$10.6 million), providing instructional materials for dual enrollment students (\$2.5 million), investment in the "Call to Action" to expand system-wide antiracism efforts (\$600 thousand), require Community Colleges to maintain online course offerings in 2021-2022 at a level that is at least 10% higher than the number offered in 2018-2019, along with other numerous items. The Governor's proposal is the start of the 2021-2022 budget cycle and will next be updated in May after discussions with the Legislature and updates to economic projections. Link to: <a href="#">The Joint Analysis of the Governor's Proposed Budget</a></p>	
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June 9, 2021	Budget: 2021-2022 Tentative Budget Report	<p>Vice-President of Business/Administration Christopher Bonvenuto introduced the budget presentation which is based on the Governor’s May Revise proposals by stating that things will change between now and the adopted budget in September.</p> <p>Link to: <a href="#">2021-2022 Tentative Budget Presentation</a> to DPAC</p> <p>Link to: <a href="#">2021-2022 Tentative Budget Report and Presentation</a> made at the Board of Trustees meeting on June 1, 2021</p>	
July 8, 2020	COVID-19 Update	<p>The State Chancellor’s Office created a work group to develop guidance for community colleges to safely reopen. The charge of this work group was to address six specific areas.</p> <ol style="list-style-type: none"> <li>1. A framework around indicators of when to begin to open colleges campuses</li> <li>2. Recommendations about best practices to continue instruction with social distancing.</li> <li>3. Recommendations on a framework of best practices for supporting classified staff and faculty as the college campuses are reopened.</li> <li>4. Recommendations to the Chancellor’s Office on any changes to regulations impacting space utilization that may be required for the anticipated social distancing protocols.</li> <li>5. Recommendations on how to position advocacy efforts to support the rapid workforce training necessary to get California re-employed.</li> <li>6. Recommendations on any other guidance, frameworks or best practices that would be applicable to position the system to support the recovery of our communities and the state.</li> </ol>	

		<p>The SMC Emergency Operations Team (EOT) leads are considering all recommendations and are developing a return to college plan to be vetted through various committees. The plan will include a safety checklist, as well as operational plans for areas that will have employees on campus. It is recommended that only essential personnel be brought back on campus to minimize the footprint on campus. Those employees who can continue to productively work from home should continue to work at home.</p> <p>Nursing is a priority program to bring back, so four nursing skills classes are being offered during summer. The students in those classes are being closely monitored to make sure they are continuing to social distance and have proper PPE to keep them safe.</p> <p>A memo from the Chancellor’s Office and the Report of the Safe Campus Reopening Work Group are posted on the DPAC website at:  <a href="http://www.smc.edu/ACG/DistrictPlanningPolicies/Pages/DPAC-Meeting-Schedules-Documents.aspx">http://www.smc.edu/ACG/DistrictPlanningPolicies/Pages/DPAC-Meeting-Schedules-Documents.aspx</a></p>	
July 22, 2020	COVID-19 Update	<p>Report: Currently, the cases of COVID-19 have increased, the largest increase is in ages 18-40. The Governor has rolled back some of the business openings, but has not reissued the “safe at home” order. The EOT leads have been working on various documents to be circulated to campus groups for vetting. They are in the process of producing a comprehensive Roadmap to Recovery guide which takes a phased approach to re-opening the campus through guidance of the Center for Disease Control, as well as the state and county public health departments. This Roadmap to Recovery includes training for students, staff and faculty; proper use of</p>	

		Personal Protective Equipment; department specific safety plans; daily health screenings; as well as overall District-wide safety guidelines.	
August 26, 2020	COVID-19 Update	<p>The <a href="#">Santa Monica College's Roadmap to Recovery ("R2R") Plan is now online</a>. This plan is a living, evolving document, which provides a blueprint for the phased reopening of college operations and services towards an on-ground environment, as public health guidelines permit.</p> <p>The reopening takes a five-phased approach in accordance with the guidelines from Centers for Disease Control &amp; Prevention (CDC), California Department of Public Health, Cal OSHA, California Office of Emergency Services and the LA County Department of Public Health using an evidence-based risk management approach to move between phases. SMC is currently in Phase 2: Under Phase 2 conditions, use of buildings is limited. Telework is the preferred choice for as many employees as possible. And instruction is mostly remote/online with limited on-ground programs and services.</p> <p>Select courses related to first responders programs – nursing, respiratory therapy – are being offered on-ground in the fall. Other activities include working with the Center for Media and Design campus to provide student access to computers.</p>	
September 9, 2020	COVID-19 Update	<p>Current discussions focus on Winter and Spring 2021. The EOT leads will be meeting with college constituencies to discuss possible recommendations to present to the Superintendent/President. Following L.A. County guidelines, community colleges remain in a remote environment through the fall. Scheduling for Winter and Spring 2021. Enrollment for Winter and Spring 2021 begins on November 2<sup>nd</sup>,</p>	

		<p>which means that the department chairs and Academic Affairs need to have the schedule completely prepared and published before then. The process is underway and department chairs have been directed to make a designation of each of their classes so students will know when they are enrolling. There is no decision about Spring 2021, but for purposes of scheduling it is assumed that the college will be primarily online.</p> <p>It was determined that there are four designations of classes for the spring, as follows:</p> <p><u>Scheduled</u> Classes meet at the date and time published in the schedule and, if health conditions change, there would be a possibility of bringing some of those classes back as hybrid offerings. Students would know to be available at the day and time that the class is offered.</p> <p><u>Flexible: There are three types of flexible classes.</u></p> <ul style="list-style-type: none"> <li>o Regular, traditional online classes that are fully asynchronous.</li> <li>o Flexible, with optional synchronous meetings. The faculty member does a live zoom lecture and students are welcome to attend, or students who needs a flexible schedule can watch a recorded zoom session at a later time.</li> <li>o Flexible, with scheduled exams for faculty who are doing flexible asynchronous delivery but require students to attend at a scheduled meeting time a few times during the semester for their assessments.</li> </ul>	
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September 23, 2020	COVID-19 Update	The decision has been made for SMC to remain primarily online for Winter and Spring 2021. Enrollment begins November 2, 2020.	
October 14, 2020	COVID-19 Update	<p>Santa Monica College remains in Phase 2, and there are currently no discussions at L.A. County for colleges to bring back any programs except for essential personnel.</p> <p>Nate Donahue reported that some faculty have expressed a desire to come to their on-campus offices on a very limited basis or have access to the campus. He agreed to bring this information to DPAC and suggested that perhaps it would be appropriate to bring it to the DPAC Facilities Committee. In response, it was pointed out that bringing staff back on campus in any capacity would be challenging, and it was suggested that Vice-Presidents Chris Bonvenuto, Mike Tuitasi and Jenny Merlic be invited to the next Academic Senate meeting on October 27<sup>th</sup> to provide information and answer questions. It was agreed that the Academic Senate (Nate Donahue) partner with the Faculty Association (Peter Morse) to develop a survey so there can be some data to present.</p>	
October 28, 2020	COVID-19 Update	<p>Santa Monica College remains in Phase 2, and there are currently no discussions at L.A. County for colleges to bring back any programs except for essential personnel. The SMC Vote Center in the Pavilion is operational and is going very well.</p> <p>Chris Bonvenuto reported that the Budget Committee is developing a recommendation on the use of \$100,000 MSI federal funds to present at the next DPAC meeting.</p>	



		Nate Donahue reported that there has been less discussion about faculty having access to campus facilities/offices. There has been dialog about getting some office equipment out of the offices for use remotely. A survey will be conducted in the spring to determine what people need.	
December 9, 2020	COVID-19 Update	Since the last update, there has been a surge of COVID-19 cases in Los Angeles County and throughout the country. SMC reverted back to Phase 1 in the Road to Recovery Plan. The Governor issued a Safer at Home order for the state and the college is right on track as far as following safety measures for both the state and the county. Staff who can work as home are being encouraged to do so, and personnel who are essential to come on campus can report to their workplace. The college is winding down with various activities including the equipment return (primarily cosmetology and music), and the pop up food pantry will continue for the next three weeks. Discussions will continue with various committees on the move to phase two and possibly phase three.	
January 13, 2021	COVID-19 Update	Since the last update, there has been an increase of COVID-19 cases in Los Angeles County and throughout the country. SMC is still in Phase 1 in the Road to Recovery Plan. It is estimated that Los Angeles County will reach 1 million cases of infection in the next month. AB 685 just released by CalOSHA is a new guideline for colleges to adopt a notification process once an individual has been identified as been contacted with the virus. The vaccine is currently in phase one which includes individuals in the medical field, first responders, law enforcement and education. Guidance from the County is forthcoming. An FAQ for the vaccination has been released and Human Resources is working with marketing to adapt the FAQ to Santa Monica	

		College. Due to uncertainty right now, the Emergency Operations Team has recommended to the Superintendent/President that the college remain remote through the summer session. There will be many considerations when the college starts offering on-ground classes.	
January 27, 2021	COVID-19 Update	<ul style="list-style-type: none"> <li>• The Governor has returned California to the purple tier which allows other activities to open up either outdoor or with limited capacity. At this time, the college is not looking to bring students back to campus. It is still following the various phases within the roadmap to recovery plan and will first look at the workforce, transition staff back and then bring students back.</li> <li>• There are in-person classes for limited disciplines only because they produce an essential job function – nursing and respiratory therapy.</li> <li>• L.A. County states that if there are 1,000 or less cases per day for two weeks, then the college could allow other classes as long as safety protocols are in place. Those would include conditioning classes for athletics, music practice rooms, some music ensemble classes, theater, photography, dance, cosmetology. Classes that have a difficult time replicating class participation remotely. The college is in discussion with the City of Santa Monica and UCLA about the possibility of providing a vaccination site on a college site. But, since the vaccinations are in short supply, they are not going to open up any other sites as this time.</li> <li>• The next phase of the vaccination schedule will include education which means faculty and support staff will be eligible.</li> <li>• The Emergency Operations Team (EOT) is working with the procurement committee to get ready for</li> </ul>	

		<p>return to the campus. Items include plexiglass upgrades for the different operational areas, sanitation stations, and ULV foggers. In addition, the college may consider implementing the octagon model which calls for social distancing of 8 feet instead of 6 feet.</p> <ul style="list-style-type: none"> <li>• The EOT will coordinate with the Associated Students to develop an education kit for students which would include a face shield, cloth face coverings, an educational video on how to stay safe and marketing materials about the college.</li> </ul>	
February 10, 2021	COVID-19 Update	<ul style="list-style-type: none"> <li>• Planning for Fall 2021 is challenging with the uncertainty of what is ahead. The Emergency Operations Team (EOT) is trying to establish some parameters in an effort to make some concrete plans that could be implemented depending on what happens with the pandemic.</li> <li>• It is not remotely feasible to think that a switch will be flipped and everyone shows up all in one day. There will be a gradual transition back with many steps, detailed plans and conversations with all college constituents.</li> <li>• The college is still in phase 1. Phase 2 will allow for a slow transition for some faculty and staff to return to campus, but will not allow student activity on campus other than the pop-up food pantry and pick up of equipment or textbooks.</li> <li>• The fall 2021 schedule is being developed based on the assumption that the college will be in phase 3 which allows the return of 60 percent of the workforce. This would allow for a low density of people on campus since faculty and staff make up a small fraction of the college community. Facilities would reopen with safety plans in place.</li> <li>• Department chairs have been asked to build the</li> </ul>	

		<p>fall 2021 schedule with online classes offerings as they normally would and increase the offerings to meet student demand for regular asynchronous online classes. Most likely, a course design model called Hyflex will be used to provide options for students attending classes. Some students would be present but others would be remote. In this scenario, social distancing would be possible. There is no one size fits all solution.</p> <ul style="list-style-type: none"> <li>• It was suggested that surveys be conducted to determine if students and staff would feel comfortable returning to campus in a phase 3, what their experiences were, and what they liked or did not like about the remote environment. This would provide more information to help in planning for the future.</li> </ul>	
February 24, 2021	COVID-19 Update	<ul style="list-style-type: none"> <li>• The next phase for vaccinations will include education. Proof of identification and employment will be required. Students who are working on campus will also be eligible.</li> <li>• Newly-released guidelines from Los Angeles County allow for the opening of art design and theater arts studios, music practice rooms for individuals or groups of four or less, activities that fulfill academic requirements, access to film equipment and other post production facilities for individual students or small groups, outdoor study and support sessions for students who need additional academic or social support with a limit of 10 people per group, libraries for in-person services limited to 25 percent capacity, and the use of outdoor recreational sports facilities for permitted activities such as conditioning. and low contact competition sports. All safety protocols must still be followed.</li> </ul>	

		<p>The College will consider the County guidelines in its planning to move forward.</p> <ul style="list-style-type: none"> <li>• Activities that cannot be done successfully in the remote environment will be considered for return on a limited basis and/or by appointment only. There will be discussions with and surveys of faculty and staff about the comfort level of returning to campus. Counseling services will remain remote for the fall.</li> <li>• Walk-throughs of every building are being conducted to determine what PPE, proper workflow and signage are needed and recommend the proper controls.</li> </ul>	
March 10, 2021	COVID-19 Update	<p>The Emergency Operations Team discussed spring sports. There are eight spring sports that SMC offers, three of which are in the low contact/low risk category and could possibly be offered this spring. Those are swimming/diving, tennis, and track and field. The Athletics Department has been doing extensive safety planning in coordination with Maintenance/ Operations. The first round of student athletes is being tested on Friday. Every athlete will be tested every two weeks on alternating cycles so half of each team gets tested every week. There are extensive safety protocols about temperature taking and health screenings, directionality in terms of the flow of students and staggering arrival times and signage for maximum occupancy in restrooms. Students will start some conditioning and practice by the end of this month.</p> <p>Los Angeles County could move into the red tier before too long with new guidelines for higher education such as bringing students back in groups of three or fewer with a faculty member in the performing arts, film production and other activity</p>	

		based areas to allow students to achieve the learning outcomes of the course. Safety protocols would be enforced.	
March 24, 2021	COVID-19 Update	Los Angeles County is now in the red tier which moves Santa Monica College into Phase 2 of the Roadmap to Recovery plan. The Emergency Operations Team is looking at ways to bring the workforce back to campus. A message to managers about returning to on-ground operations sent last week resulted in much feedback and many questions about the transition. Since then, Superintendent/President Kathryn Jeffery has put a pause on that plan and wants to look at ways to provide time for managers to transition. Managers will need to put in place safety guidelines for their offices over the next three months and assess how to transition their staff back on-ground starting in July. The college will proceed cautiously so that all employees feel comfortable with the plan to return, and also determine what services will be open.	
April 28, 2021	COVID-19 Update	SMC follows Los Angeles County guidance and applies it to its Roadmap to Recovery. The County announced yesterday that it is on track to move into the yellow tier within one week. New protocols for Institutes of Higher Education state that Colleges and universities in Los Angeles County may resume limited in-person academic instruction at this time with limitations. This includes offering in-person lectures on-campus up to 50% occupancy of the lecture hall or classroom or 200 individuals, whichever is less and maintaining other safety protocols (social distancing, masks, handwashing, signage). The complete list of protocols is available at: <a href="#">Reopening HigherEducation.pdf (lacounty.gov)</a> <ul style="list-style-type: none"> <li>• The Emergency Operations Team (EOT) is working with Academic Affairs to measure classrooms and identify other spaces that are not</li> </ul>	

		<p>designated classrooms that could be used as classrooms.</p> <ul style="list-style-type: none"><li>• A Train the Trainer Program for managers and faculty to do walk-throughs of their areas and understand their workflow and develop the safety plans will start on Thursday. It will be done for every class coming back in the fall and all major areas on campus, including the library and tutoring center.</li><li>• Maintenance and Operations are upgrading to the highest air purifier filter available and every air conditioner system will have increased hourly cycles. All filters will be in place by July 1<sup>st</sup>.</li><li>• Classes are scheduled with a minimum of 45 minutes in between to allow for disinfecting and air replacement.</li><li>• The first meeting of the President’s Task Force. The membership of the Task Force includes constituency leaders, the EOT leads and senior staff. The goal was to look at how to gather information from the college community. The recommendation had been to conduct a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis for all areas of the college. After discussion at the meeting, it was decided to not conduct a SWOT analysis, but instead gather information that is already available, such as Program Review and other surveys that have been conducted, and extract data from those first. Then work with Institutional Research to identify where information is lacking and gather qualitative information and conduct focus groups. The next meeting is on May 21, 2021</li></ul>	
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<p>May 12, 2021</p>	<p>COVID-19 Update</p>	<p>Los Angeles County has moved to the yellow tier. Following are the recent updates:</p> <ul style="list-style-type: none"> <li>• In person lectures permitted up to 50% capacity.</li> <li>• Student activities held in person must adhere to attendance limits and other requirements in the County Guidance for Informal Social Gatherings: Appendix CC.</li> <li>• Cleaning guidance has been updated to align with CDC cleaning guidance.</li> <li>• Entry screening guidance has been updated to align with County Screening Guidance.</li> <li>• Institutions may increase on campus student housing density with modifications as described. Events, whether sponsored by the institution or student groups, are permitted and must fully comply with the appropriate County protocol.</li> <li>• Adjustments made for fully vaccinated individuals versus not fully vaccinated in terms of vulnerability to disease and need for quarantine after exposure.</li> <li>• Limitations on allowable campus activities and permissible reasons for faculty, staff, and students to be on campus have been partially lifted.</li> <li>• Special considerations for select campus activities involving visitors or external groups have been included.</li> </ul> <p>The complete County of Los Angeles Department of Public Health, Order of the Health Officer :<a href="http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_HigherEducation.pdf">http://publichealth.lacounty.gov/media/coronavirus/docs/protocols/Reopening_HigherEducation .pdf</a></p> <p>President’s Task Force. At the meeting on May 21<sup>st</sup>, the Task Force will be looking at data from existing surveys and identify additional information that is needed.</p>	
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June 9, 2021	COVID-19 Update	<ul style="list-style-type: none"> <li>• SMC is in a waiting phase pending guidelines from Los Angeles County, the State of California and OSHA that will be made on June 15<sup>th</sup>.</li> <li>• Walk-throughs continue as departments prepare their safety plans.</li> <li>• Initial plans for class offerings will remain in place. Academic Affairs and the department chairs will begin working on the winter schedule, and work on the spring schedule will follow. It is planned that the campus will be fully back, 100 percent open for winter and spring 2022.</li> <li>• Survey data from students indicates an increased interest in online courses. Before the pandemic, online course offerings represented around 15 percent of the total course offerings. It is currently planned to offer about double that amount of online course offerings (less in some department, more in others).</li> <li>• The Presidential Task Force report in summer should include recommendations for modalities of class offerings.</li> </ul>	
June 23, 2021	COVID-19 Update	<ul style="list-style-type: none"> <li>• The state has aligned with the CDC for the general public. Institutes of higher education were not on the list of retired guidelines and it is recommended that the college follow the guidelines of the CDC. OSHA states that if vaccinated individuals are to be on campus and not wear masks, they would need to provide proof to the employer in order to do that in outdoor and indoor settings. Unvaccinated individuals would need to wear a mask except when outdoors and need to follow social distancing protocols. However, the guidance states to follow the local guidelines and recommendations because conditions may be better than in other areas around the country.</li> </ul>	

		<p>L.A. County has opened up and has good numbers as far as new cases, hospitalizations and deaths.</p> <ul style="list-style-type: none"> <li>• The Emergency Operations Team will be making recommendations for guidelines for vaccinated and unvaccinated students when they return to campus. There will be vaccinations and testing requirements for cohorts like nursing, performance groups, dance, theatre arts, etc.</li> <li>• The Diploma Drive-Thru was a huge success. There were almost 1,000 students who celebrated with each other and family members.</li> </ul>	
October 14, 2020	COVID-19 Presidential Task Force	It is recommended that the Superintendent/President establish a broad-based Presidential Task Force to assess impacts of the remote environment on the SMC student experience, identify practices that generated benefits, and develop plans to integrate beneficial practices into SMC' post-pandemic environment.	<p><u>#191-A</u>  DPAC approved the recommendation with the following vote.  Administration: Yes  Management Association: Yes  Academic Senate: Yes  Faculty Association: Yes  Associated Students: Yes (2)  CSEA: Yes (2)</p>
October 28, 2020	COVID-19 Presidential Task Force	<p>Superintendent/President's Response to DPAC recommendation approved on October 14, 2020. It was recommended that the Superintendent/President establish a broadly-based Presidential Task Force to assess impacts of the remote environment on the SMC student experience, identify practices that generated benefits, and develop plans to integrate beneficial practices into SMC's post-pandemic environment.</p> <p><u>Superintendent's Response</u>  I approve the recommendation to create a Task Force. However, I will add that the task force's review and assessment include identifying ways</p>	

		college services and operations were less effective. What operations, programs, services, academic disciplines worked well/better or did not work well/could have worked better. I will identify participants/areas/departments for the task force, objectives/ charge, timeline for action/recommendations with fiscal impact. I have been working on a review strategy and appreciate this recommendation from DPAC.	
July 22, 2020	DPAC Annual Report, 2019-2020		#189-A Motion was made by Peter Morse and seconded by Chris Bonvenuto to approve the DPAC Annual Report, 2019-2020. It was unanimously approved.
October 14, 2020	DPAC Quarterly Report/Video	A draft of a DPAC Quarterly Report was discussed at the last Council of Presidents meeting, and it was suggested that an introductory video be developed to accompany the written report. The goal is to better communicate what DPAC does to the college community. It was suggested that a social media component such as Instagram be considered. A subcommittee comprising Kiersten Elliott, Grace Smith, Cindy Ordaz and Nate Donahue will convene to discuss the target audience and ideas for a video.	
June 23, 2021	DPAC Update	Report from the Council of Presidents: It was agreed that the DPAC Update will shift from a quarterly schedule to a semi-annual update to be distributed at the beginning of each semester.	
January 13, 2021	DPAC Video	<a href="https://www.dropbox.com/s/n1wsc8waatntds/DPA%20C%205.mp4?dl=0">https://www.dropbox.com/s/n1wsc8waatntds/DPA C 5.mp4?dl=0</a> It was agreed that the video would be sent via bulletins with the DPAC Quarterly Report. It was suggested that a narration be included on the next	

		video and that future videos include topics/actions that DPAC is addressing at that time.	
April 28, 2021	DPAC Video Spring Release/ Quarterly Report, January – March 2021	Nate Donahue shared a script for his recording of a video to be released with the spring 2021 DPAC Quarterly Report.	
July 8, 2020	DPAC Scope and Function/Update for 2020-2021	The DPAC Scope and Function was reviewed to remind current and new DPAC members of how DPAC functions. It will be updated for 2020-2021 as new members are appointed.	
July 8, 2020	Equal Employment Opportunity Plan	The EEO plan is developed by the DPAC Human Resources Subcommittee. The EEO plan is mandated by the state Chancellor's Office as a part of the Multiple Methods for Equal Employment Opportunity Measures. In this updated EEO plan, some significant updates were made to definitions, links and to the component action items. The subcommittee discussed what has been successful and what needs improving. The chief Human Resources group and other groups are all working together to put together the action plans. One of those action items is to develop a new template for the EEO plan based on the template that comes from the state. Link to: <a href="#">EEO Plan</a>	
March 24, 2021	Guided Pathways Scale of Adoption Self-Assessment (SOSA)	Scale of Adoption Self-Assessment (SOSA) – Pathways and Equity: Guido Davis Del Piccolo, Maria Muñoz and Irena Zugic presented a summary of the SOSA submitted to the Chancellor's Office in March. This is a tool designed to help colleges assess how far along they are towards adopting the essential guided pathways practices or standards at scale. The document helps to advance conversations about how Institutional practices have differential impacts on racially marginalized students and how SMC can close equity gaps, by identifying and addressing causes of an equity removing the systemic barriers	

		<p>and focusing design decisions and resource allocation or reallocation more effectively. The Scale of Adoption involves 23 standards built around the four pillars of the guided pathways framework.</p> <ul style="list-style-type: none"> <li>• Mapping pathways to student goals</li> <li>• Helping students choose and enter a program pathway</li> <li>• Keeping students on that pathway</li> <li>• Ensuring students are learning on that pathway.</li> </ul> <p>Many of the 23 standards/practices of the self-assessment have been modified for the purposes of making them more meaningful and useful to SMC. Specifically, it attempts to integrate the currently separated “Equity Considerations” of each area/pillar into the standard/practice itself, thus intentionally centering the equity goals of the college. The equity gaps that currently exist at SMC are a result “of design”. Intentionally redesigning our practices, policies, and procedures to center Black and Latinx students sets the stage for SMC to close its equity gaps, not “by chance” but “by intention” and “by design”. Intentionally designing for racially minoritized students will have the result of benefiting all students, while simultaneously, and specifically, serving the needs of students who historically have been forced to occupy the margins.</p> <p>Link to: <a href="#">Powerpoint Presentation</a>  Link to: <a href="#">Scale of Adoption Submitted to Chancellor’s Office</a></p>	
September 9, 2020	Information Technology Master Plan, 2020-2025	<p>Purpose and Background Information: Santa Monica College developed College-wide strategic planning initiatives and objectives in 2017 to set overall priorities for the institution and guide the strategies and efforts of the College district. This Information Technology (IT) Master Plan aligns with</p>	

		<p>the strategic initiatives and objectives established by the College. The intention of this plan is to establish strategic IT priorities and initiatives, and to inform decision-making over the next five years as the College continues to invest in IT infrastructure, services, and functions to support student success.</p> <p>The Information Technology Master Plan 2020-2025 is the outcome of a collaborative process that engaged over 900 participants from across the College, including leadership, faculty, students, and staff. This process engaged stakeholders in multiple ways, including: on-site focus groups and interviews, strategic planning work sessions, and an online survey. This allowed for a broad understanding of current IT operations, challenges, opportunities, and priorities. The process led to the creation of IT guiding principles, IT vision and mission statements and specific strategic initiatives.</p> <ul style="list-style-type: none"> <li>● Guiding Principles</li> <li>● Initiative Components</li> <li>● Vision 1: Modern and Reliable Technology</li> <li>● Vision 2: Planned and Secure Technology Environment</li> <li>● Vision 3: Outstanding Student Experience</li> <li>● Vision 4: Ready and Able IT Team</li> <li>● IT Strategic Plan Roadmap</li> </ul>	
November 30, 2020	Institutional Effectiveness Committee's Observations of SMC's Performance on Vision for Success/Student Equity Metrics and Recommendations	<p>Elisa Mayer and Hannah Lawler, Chair and Co-Chair respectively of the Institutional Effectiveness Committee, presented the I.E. Committee report. Review of the IE Dashboards: The IE Committee conducted a comprehensive review of metrics and identified metrics to include in this year's IE dashboards. The committee voted to include:</p> <ul style="list-style-type: none"> <li>● 46 metrics on the Academics Dashboard:</li> </ul>	

		<ul style="list-style-type: none"> <li>• 5 metrics on the Student Support Dashboard:</li> <li>• 21 metrics on the Fiscal Dashboard:</li> <li>• 4 metrics on the Collegiality Dashboard:</li> <li>• 5 metrics on the College Infrastructure</li> </ul> <p>Recommendations of the IE Committee: The Committee presents three recommendations to the DPAC for consideration as it identifies action plans and goals for the Master Plan for Education. The recommendations are informed by significant trends observed in the college data related to institutional effectiveness.</p> <p>#1 - Ensure all students who are potentially eligible for financial aid apply and receive aid</p> <p>#2 – Examine opportunities to address the racial equity gaps for course success</p> <p>#3– Form a small taskforce focused on implementing or revising college practices to ensure all successful students who receive a degree/certificate and/or transfer are captured in the Student Centered Funding Formula (SCFF)</p> <p>Link to full report:  <a href="https://www.smc.edu/administration/governance/academic-senate/committees/IE/DPACReports/2019-2020%20IEC%20Report%20to%20DPAC%20Final.pdf">https://www.smc.edu/administration/governance/academic-senate/committees/IE/DPACReports/2019-2020 IEC Report to DPAC Final.pdf</a></p>	
May 12, 2021	Institutional Effectiveness Proposed 2021-2022 Institutional Effectiveness metrics	Proposed 2021-2022 Institutional Effectiveness metrics: DPAC reviewed a draft of the 2021-2022 metrics that includes the following dashboards: <ul style="list-style-type: none"> <li>• Academics</li> <li>• Student Support</li> <li>• Fiscal</li> <li>• College Infrastructure</li> <li>• Collegial Environment and Employee Diversity</li> </ul>	

		Some suggested revisions will be incorporated in the document to be presented to the Institutional Effectiveness Committee for approval.	
May 12, 2021	Institutional Effectiveness Committee: Discussion of its role in establishing Action Plan metrics and other institutional metrics	<p>It was suggested that metrics be considered for evaluating the Annual Action Plans. Existing metrics can be used for some of the Annual Action Plans, but developing new metrics would be needed for other Annual Action Plans. It was recommended that staff responsible for the 2021-2022 Annual Action Plans be invited to a workshop to be held in the fall during a DPAC meeting to discuss what data would be valuable and invite representatives of the Institutional Effectiveness Committee/Institutional Research to assist.</p> <p>The discussion will continue at the next DPAC meeting with representatives of the Institutional Research Committee.</p>	
July 22, 2020	International Students Update	<p>Report: On Monday, July 6, 2020 the federal government announced changes to the exemptions for F-1 students. Previously, an exemption was allowed for an F-1 student to have all online classes, but that exemption was eliminated to require them to enroll in at least one on-site or hybrid class, but not all online classes. This meant that international students who are pursuing education in U.S. colleges and universities would have to leave the country if their institution offers online-only courses or transfer to a school that offers at least a hybrid model of online and on-ground course. The SMC International Education Center was extremely proactive, reaching out to international students individually soon after the announcement went public and took several steps to assess how best to advocate for and support international students. The federal government then</p>	



		<p>rescinded the directive that would bar international students taking online-only courses from residing in the United States. However, there has been some confusion at the point of entry where two SMC students were detained. The IE Center developed letters to support international students traveling back into the United States.</p> <p>Applications for F-1 students for fall 2020 is down 40 percent. To address the decrease of enrollment of international students, SMC is participating in online fairs, working with agents to broaden recruitment efforts and changing the marketing to emphasize SMC's quality Distance Education program. The goal is to attract non-traditional international students who want a U.S. education but cannot afford the travel and housing, and encourage them to enroll in online courses.</p>	
February 10, 2021	Master Plan for Education:	<ul style="list-style-type: none"> <li>Jennifer Merlic shared DeAnza College's Educational Master Plan, 2015-2020, and a draft outline of a Master Plan for Education for SMC. The last SMC Master Plan for Education was completed in 1999. DPAC discussed the need for a new Master Plan for Education to serve as a blueprint for the next five years. It would unify all the work already being done by the college in the areas of equity, guided pathways, access and success, noncredit and community education, workforce and career education, institutional effectiveness, online learning, and supporting infrastructure.</li> </ul> <p>SMC's accreditation process and the next Strategic Planning cycle are coming up, and they should be linked to the process of developing a Master Plan for Education. In addition, the</p>	

		findings of Presidential Task Force created to assess impacts of the remote environment would have relevance. It is recognized that there is a need for a central planning document (Master Plan for Education) and the development process needs to be woven into the next two-year cycle. It was suggested that a consultant be brought in to lead the process.	
November 30, 2020	Program Review Planning Summary	<p>Stephanie Amerian and Hannah Lawler, Chair/Co-Chair respectively of the Program Review Committee, presented the Program Review Planning Summary.</p> <p>The following programs submitted a six-year program review report in terms Spring 2019, Fall 2019, and Spring 2020. All Spring 2019 and Fall 2019 reports were accepted by a unanimous vote of the committee. The Spring 2020 executive summaries will be reviewed and voted on during the first Spring 2021 meeting.</p> <p>Spring 2019</p> <ul style="list-style-type: none"> <li>• Cosmetology</li> <li>• Counseling</li> <li>• ESL</li> <li>• Life Sciences</li> <li>• Pico Promise</li> <li>• Sustainability</li> <li>• Transfer/Articulation</li> </ul> <p>Fall 2019</p> <ul style="list-style-type: none"> <li>• CalWorks</li> <li>• EOPS/CARE</li> <li>• Financial Aid</li> <li>• High School Programs</li> <li>• International Education</li> <li>• Scholars</li> <li>• TRIO Upward Bound</li> </ul>	

		<p>Spring 2020</p> <ul style="list-style-type: none"><li>• History</li><li>• Philosophy/Social Sciences</li><li>• Physical Sciences</li></ul> <p>Recommendations for Institutional Supports for Programs were formulated as a result of the reviews of programs in Spring 2019, Fall 2019, and Spring 2020. The recommendations are organized by “theme”.</p> <ul style="list-style-type: none"><li>• Budget/Resource Allocation</li><li>• Facilities</li><li>• Policy/Procedures</li><li>• Inquiry/Research</li><li>• Marketing, Programming, Relationships</li><li>• Technology/Equipment</li></ul> <p>Link to full report:: <a href="https://www.smc.edu/administration/governance/district-planning-policies/documents/Program-Review-Planning-Summary-2019-2020.pdf">https://www.smc.edu/administration/governance/district-planning-policies/documents/Program-Review-Planning-Summary-2019-2020.pdf</a></p>	
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June 23, 2021	Program Review Task Force Update	<p>Dione Carter and Stephanie Amerian reported on the Program Review Task Force work this past spring to streamline the six-year annual program review process and modify the annual program review process, which includes:</p> <ul style="list-style-type: none"> <li>• Transitioning to Precision Campus (from Curricunet)</li> <li>• Planning for administrative program reviews. They will consider moving administrative program reviews out of the purview of the Academic Senate and suggest establishing another committee to do review of administrative programs. It was agreed that it should not be a responsibility of DPAC.</li> <li>• Envisioning and planning new program review templates and rubrics that the Task Force and the Program Review Committee can develop in the fall.</li> <li>• Reviewing and updating Academic Senate bylaws and administrative regulations related to Program Review.</li> </ul> <p>Two resolutions were approved by the Academic Senate: (1) separating the program review of administrative programs from the Academic Senate, (2) pausing the Program Review process for next year so the committee can think through the revamping of the process.</p>	
March 24, 2021	Strategic Enrollment Management Plan, 2021-2026	<p>Teresita Rodriguez, Vice-President, Enrollment Development presented the Strategic Enrollment Planning Meeting Report of March 22, 2021. The process of developing a Strategic Enrollment Management Plan started at the beginning of 2020 but was delayed by the pandemic and replaced with crisis management for the rest of the year. The process has resumed with the team focusing on fulfillment of the college's mission and student experience goals by strategically planning enrollment</p>	

		<p>through recruiting, retaining and graduating students.</p> <p>Link to: <a href="#">Strategic Enrollment Planning Meeting</a></p>	
March 10, 2021	Strategic Planning Cycle, 2022-2027	<p>Superintendent/President Kathryn E. Jeffery provided some background on the last strategic planning cycle in 2016 which started with a request for proposal from outside agencies/consultants. The proposals were reviewed by DPAC and senior staff, and the Collaborative Brain Trust was selected to lead the college through the process. The extensive engagement with the college constituencies and collecting of information resulted in the Strategic Planning and Facilitation Report for 2017-2022. She suggested that the next cycle of strategic planning should start with a reflective look at the 2017-2022 plan/recommendations and assess the progress toward achieving the initiatives. For the next plan, a call for proposals would be sent at the end of 2021, the work would be done in 2022, and the plan would be operationalized starting in 2023.</p> <p>She presented the following considerations to DPAC:</p> <ul style="list-style-type: none"> <li>• Was the 2017-2022 Strategic Plan useful and has it been used as a reference to inform the work of the college?</li> <li>• Should the next strategic plan be for three or five years?</li> <li>• Should an outside consultant be engaged to lead the process or should it be lead internally? Is cost a factor?</li> <li>• What best serves the mission of the college?</li> <li>• Should a pandemic/catastrophic event/unexpected storm be factored into the next plan?</li> </ul> <p>A strategic plan should:</p> <ul style="list-style-type: none"> <li>• Produce something that is real; a functional to lead us, not sit on the shelf</li> </ul>	

		<ul style="list-style-type: none"> <li>• Be action oriented; actions that can be immediately applied to the organization</li> <li>• Be used as a foundation for annual planning, resource allocations, alignment of staffing, and marketing</li> <li>• Be aligned with other ongoing planning and initiatives</li> <li>• Be aligned with the mission, vision and core values of the institution</li> <li>• Inform facilities planning efforts</li> <li>• Be a process that is inclusive, comprehensive and forward-thinking</li> </ul> <p>Dr. Jeffery suggested that DPAC members ask colleagues at other institutions about their strategic planning process, if it worked well, are they willing to share their experiences, and what company, if any, did they use.</p> <p>DPAC Discussion following Dr. Jeffery's presentation:</p> <ul style="list-style-type: none"> <li>• It was agreed that DPAC should review the last Strategic Plan, assess what was addressed, what wasn't, and use the results of that assessment as a launching pad for the next plan. The discussion will be planned for a future DPAC meeting.</li> </ul> <p>It was suggested that the next strategic plan be shorter because of the shifted working environment due to the pandemic, and the reduction of staff due to retirements. It was also suggested that there be consideration of aligning strategic planning with educational master planning and other planning activities occurring at the same time, such as accreditation, which could result in duplicating staff and efforts.</p>	
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