

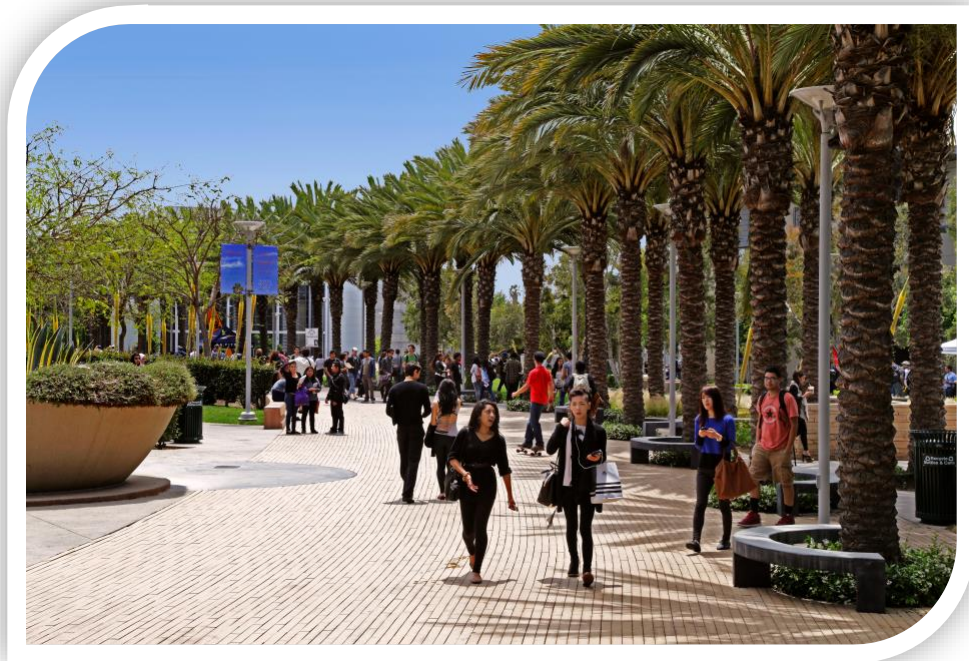


Santa Monica Community College District

## District Planning and Advisory Council

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Annual Report  
2024-2025





Santa Monica Community College District

## District Planning and Advisory Council

*DPAC Annual Report*

*2024-2025*

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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  
2024-2025

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 Responsibility of DPAC Members

- Each member is expected to review agenda packets prior to each meeting
- Each member is expected to attend meetings
- Each member is expected to represent their group in discussions and deliberations
- It is the responsibility of constituent leaders to solicit input from their respective constituencies to assist DPAC in developing proposed Annual Action Plans.

### 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.

### DPAC Meeting Ground Rules

To facilitate constructive dialogue in DPAC meetings, it is crucial to maintain a set of ground rules that encourage open communication, mutual respect, and effective problem-solving. These guidelines will help create an environment where DPAC members feel comfortable sharing their ideas and opinions without fear of personal attacks or ridicule. Following are some essential ground rules for DPAC meetings:

- **Stay on topic:** Conversation should remain focused on the issue at hand, avoiding distractions and unrelated tangents.
- **Focus on the issue, not the person:** Discuss ideas and opinions, rather than focusing on personal issues or complaints.. This approach promotes a healthy exchange of perspectives and fosters mutual understanding.
- **Maintain a respectful tone:** Communicate your thoughts and ideas with courtesy and respect, avoiding aggressive or condescending language
- **Strive for balanced participation:** All DPAC members should have an opportunity to contribute their ideas and perspectives.
- **Active listening:** Active listening includes giving others your full attention, refraining from interrupting, and asking clarifying questions to ensure comprehension.
- **Be open-minded:** Remain open to new ideas and be willing to change opinions based on the information and insights shared during the debate. Acknowledge and respect the diversity of opinions and experiences within the team. Recognize that different perspectives can contribute to a richer understanding of the issue at hand and lead to more innovative solutions.
- **Seek common ground:** Identify areas of agreement and work collaboratively towards finding mutually beneficial solutions.

### 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 Action Plans

Development of the Annual Action Plans is also the responsibility of DPAC. Responses to the previous year's annual action plans, including the status of completion for each plan, are used in developing annual action plans for the next year. DPAC reviews a number of major planning documents, including, but not limited to:

- Academic Senate Objectives
- Accreditation Reports
- Board of Trustees Annual Goals and Ongoing Priorities
- Capital Outlay Programs Update
- CCC Chancellor's Office Vision for Success
- Institutional Effectiveness Committee Observations
- Program Review Planning Summary
- SMC Vision for Success Goals
- Strategic Enrollment Management (SEM) Plan
- 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 process for developing Annual Action Plans 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 Annual Action Plans are forwarded to the Superintendent/President as a recommendation for adoption.

The Annual Action Plans will inform the development of the annual calendar of DPAC meetings. DPAC will agree on the calendar, and the appropriate parties working on the annual action plans will be invited to attend meetings when those topics are relevant to their work. The presidents of each constituency (Council of Presidents) 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. 9/2024



Santa Monica Community College District  
District Planning and Advisory Council  
2024-2025

Members, 2023-2024

Mike Tuitasi, Administration, Chair Designee  
Jason Beardsley, Administration Representative

Christopher Bonvenuto, Management Association President  
Sasha King, Management Association Representative

Jamar London, Academic Senate President, Vice-Chair  
Vicenta Arrizon, Academic Senate Representative

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

Cindy Ordaz, CSEA Representative  
Martha Romano, CSEA Representative

David Duncan, Associated Students President

DPAC Coordinator

Lisa Rose

Revised 9/24

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, 2024-2025

The District Planning and Advisory Council met on the second and fourth Wednesdays of the month, at 3 p.m. in the Student Services Center Room 396 or 222.

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 Tracie Hunter Teresita Rodriguez	Matt Hotsinpiller, Co-Chair Jamar London Elisa Meyer Peter Morse	Dagmar Gorman Kennisha Green Cindy Ordaz Martha Romano	David Duncan <a href="mailto:as.president@smc.edu">as.president@smc.edu</a> Jordan Davis <a href="mailto:as.budget.management@smc.edu">as.budget.management@smc.edu</a>

Meetings: First and third Wednesdays at 2 p.m., SSC 396

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
Terry Kamibayshi, Co-Chair Don Girard Sasha King Charlie Yen	Jamar London, Co-Chair Elisa Meyer	Cindy Ordaz Dagmar Gorman Judith Mosher Marco Zetina	Andrea Giraldo <a href="mailto:as.activities@smc.edu">as.activities@smc.edu</a> Louisiane Tardon <a href="mailto:as.student.outreach@smc.edu">as.student.outreach@smc.edu</a>

Meetings: Last Thursday of each month at 2 pm. In Business Building Room 111.

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
Sherri Lee-Lewis, Co-Chair Wendy DeMorst Carol Long Tracy Beidleman	TBD Co-Chair Kymberlyn McBride Michael Strathearn Vicenta Arrizon	Kennisha Green Anisha Digrigorio Debra Willoughby Cindy Ordaz	Valeria Castillo <a href="mailto:as.equitydiversity@smc.edu">as.equitydiversity@smc.edu</a> Tiffany Lee <a href="mailto:as.secretary@smc.edu">as.secretary@smc.edu</a>

Meetings: Fourth Tuesdays, 1:30-3 p.m. HS 301

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
Calvin Madlock, Chair Dan Rojas Denise Henninger Esau Tovar	TBD Co-Chair Chris Badger, Co-Chair Angie Misaghi Tom Peters Peter Morse	Ernesto Barba Christine Miller Yury Karpman Carla Brown	Brenda Carrasco – <a href="mailto:as.instruct.support@smc.edu">as.instruct.support@smc.edu</a>  Irredui (Ike) Munguntsatsralt <a href="mailto:icc.chair@smc.edu">icc.chair@smc.edu</a>

Meetings: Third Friday of each month, 10:30 a.m. – 12 noon, IT Conference Room, M207

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



Santa Monica Community College District  
District Planning and Advisory Council

DPAC Annual Report  
2024-2025

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action
			Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
Sorted Chronologically			
July 10, 2024	Budget Superintendent's Response to DPAC Recommendation	<u>Superintendent's Response to DPAC Recommendation May 22, 2024</u> DPAC Recommendation to Superintendent/President The Budget Committee determined that there is no fiscal impact for the 2024-2025 Annual Action Plan regarding retention and persistence.  Motion was made by Peter Morse and seconded by Jason Beardsley to forward the 2024-2025 Action Plan to the Superintendent/President for consideration.  <i>Unanimously approved.</i>	Superintendent/President Kathryn Jeffery approved the recommendation
July 10, 2024	Election of Vice-Chair, 2024-2025		Jamar London was unanimously elected DPAC Vice-Chair for 2024-2025.
July 10, 2024	Fall 2024 Flex Day	Dr. Lea Hald, Chair of the Professional Development Committee, shared plans for 2024 Fall Professional Development Day on August 22, 2024. The theme <i>Strengthening Student Success – Reexamining the SMC Experience</i> will focus on student retention. The college needs to improve the student experience to	

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<p>increase student retention. There are many aspects of retention taking place (e.g., DPAC, Strategic Enrollment Management Plan, Equity, Guided Pathways) that need to be coordinated and communicated. PD Day will be used to align the plans which will help close racial equity gaps, improve student experience and increase retention. It was requested that members of DPAC present some basics about retention during the opening session at JAMS and provide a workshop in the afternoon. Vice-Presidents Jason Beardsley, Teresita Rodriguez and Mike Tuitasi agreed to coordinate with Superintendent/President Kathryn Jeffery to include the topic of retention in her remarks at the opening session and will collaborate on a workshop in the afternoon to include the Pathways team.</p> <p>Link to: <a href="#">Professional Development Day Presentation</a></p>	
July 10, 2024	Schedule of DPAC Meetings, 2024-2025 (Draft)	<p>Topics for DPAC meetings were scheduled through October 2024. The following reports were scheduled for September to assist DPAC in the development of the 2025-2026 Annual Action Plans during Fall 2024:</p> <p>DPAC Meeting September 11, 2024</p> <ul style="list-style-type: none"> <li>• Guided Pathways</li> <li>• Institutional Effectiveness</li> </ul> <p>DPAC Meeting September 25, 2024</p> <ul style="list-style-type: none"> <li>• Equity</li> <li>• Program Review</li> </ul>	



Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		Additional schedule adjustments included the following: <ul style="list-style-type: none"> <li>An overview of the 2024-2025 Budget will be presented at the DPAC meeting on October 9<sup>th</sup>.</li> <li>DPAC meetings cancelled: July 24, 2024, November 27, 2024 and April 9, 2025</li> </ul>	
August 28, 2024	DPAC 2023-2024 Annual Report	Link to: <a href="#">DPAC 2023-2024 Annual Report</a>	Motion was made by Chris Bonvenuto and seconded by Peter Morse that DPAC approve the 2023-2024 Annual Report. <i>Unanimously approved.</i>
August 24, 2028	2023-2024 Annual Action Plans: Year-end Report	Link to: <a href="#">Year-End Report on 2023-2024 Annual Action Plans</a>	Motion was made by Chris Bonvenuto and seconded by Kennisha Green that DPAC accept the 2023-2024 Annual Action Plans. <i>Unanimously approved.</i>
August 24 2024	Mission Statement Task Force	The Task Force did not meet over the summer. It will reconvene in the next few weeks and review feedback from college constituencies and develop version three for circulation and input.	
September 11, 2024	DPAC Orientation	Link to: <a href="#">DPAC Orientation</a>	
September 11, 2024	Guided Pathways Implementation: Developing recommendations for leadership structure/alignment	Discussion: Guided Pathways Implementation - Developing recommendations for leadership structure/alignment. Present for this discussion were members of the Redesign/Guided Pathways team Guido Davis Delpiccolo, Maria Muñoz, Daniella Washington, and Tyfanny Dowd; Chair of Chairs Elisa Meyer; and Dean of Equity, Pathways	

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<p>and Inclusion Llanet Martín.</p> <p>As a reminder, the Guided Pathways team provided an update to DPAC on March 27, 2024 which included two reports:</p> <ul style="list-style-type: none"> <li>• A draft of the <a href="#">Redesign Report</a></li> <li>• Update presented at DPAC Meeting: <a href="#">Redesign Update</a></li> </ul> <p>Following were the proposals presented by the team:</p> <ul style="list-style-type: none"> <li>• SMC (via DPAC) should: <ul style="list-style-type: none"> <li>– Align/Integrate various plans/recommendations</li> <li>– Develop a prioritization and comprehensive timeline of action/implementation</li> <li>– Develop a college-wide aligned/integrated leadership structure which pushes the work forward for all groups in an integrated/aligned way changes “business as usual” so that efforts are not additive utilizes “Design Teams” focused on specific efforts for specified period of time.</li> </ul> </li> </ul> <p>Following discussion at today's meeting, it was agreed that an implementation team be established to develop recommendations to move forward on Redesign/Guided Pathways efforts.</p> <p>Llanet Martín, Dean of Equity, Pathways and Inclusion, agreed to partner with the faculty leads, key managers and classified professionals to undertake the following:</p> <ul style="list-style-type: none"> <li>• Collect data</li> </ul>	

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<ul style="list-style-type: none"> <li>• Create a crosswalk of college initiatives</li> <li>• Create a calendar of committees, their structure and roles</li> <li>• Develop a historical road map of Guided Pathways since 2017</li> <li>• Propose a leadership model for Redesign/Guided Pathways</li> <li>• Provide a composite proposal for DPAC to review and consider with key areas of focus, by the end of the fall 2024 semester to assist DPAC with the development of an Annual Action Plan and/or recommendation to the Superintendent/President to institutionalize Redesign into the framework of the college.</li> </ul>	
September 25, 2024	Mission Statement Task Force	The Mission and Vision Taskforce met and developed draft three of the mission and vision statements The next step in the process is to send the draft to the leadership of each College constituent group for review. The Taskforce will reconvene to review input and prepare draft #4 for circulation. Once it is finalized, it will be forwarded to the Superintendent/President and then to the Board of Trustees for final approval at its meeting on November 12, 2024.	
September 25, 2024	Education Master Plan	The Education Master Plan Workgroup will hold an all-campus ideation workshop on September 27, 2024, 9 a.m. to 1 p.m. in HSS 165.	
October 9, 2024	2023-2024 Program Review Report	2023-2024 Program Review Report: From 2021-2023, Program Review was paused to allow the Program Review Committee time to work on a major revamp of the entire Program Review process. The revamped process provides an	

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<p>improved opportunity for programs' self-reflection and self-evaluation. All programs are required to submit a Comprehensive Program Review (CPR) self-study every six years, as well as Progress Update (PU) program review every two years. These reports document programs' ongoing self-evaluation and improvements.</p> <p>The first cohort of programs using the newly revamped Comprehensive Program Review (six year) was completed in the 2023-2024 academic year. The committee grouped similar programs together, so this cycle included most of the STEM programs, Physical Sciences, Life Sciences, Earth Sciences and Math. Student Service programs included the Office of Judicial Affairs, Emeritus and Community Education. Administrative programs included Risk Management, Sustainability, and Campus Police.</p> <p>Key findings were presented for the following areas:</p> <ul style="list-style-type: none"> <li>• AB 705/1705 Implementation Support</li> <li>• Data-Informed Scheduling</li> <li>• Support Emerging Programs and Innovations</li> <li>• Districtwide Sustainability Culture and Initiatives</li> <li>• Districtwide Safety Culture</li> <li>• Succession Planning</li> </ul> <p>It was agreed that these findings will be considered by DPAC when developing Annual Action Plans for 2025-2026.</p>	

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		Link to: <a href="#">2023-2024 Program Review Report</a> For more information see: <a href="#">Program Review website</a>	
October 9, 2024	DPAC Grounds Rules	DPAC Chair Mike Tuitasi reviewed the DPAC Meeting Ground Rules that have been added to the agenda: <ul style="list-style-type: none"> <li>• Stay on Topic</li> <li>• Focus on Issue, not the person</li> <li>• Maintain respectful tone</li> <li>• Strive for balanced participation</li> <li>• Active listening</li> <li>• Be open-minded</li> <li>• Seek common ground</li> </ul>	
October 9, 2024	Education Master Plan	An all campus ideation session was held on September 27, 2024. There were 83 participants (50 percent faculty, 25 percent classified staff and 25 percent managers), and feedback was generally positive. An asynchronous online ideation survey is being deployed to provide an opportunity for others who were not able to participate in person. The work group will summarize and synthesize the feedback in preparation for Phase 2.	
October 9, 2024	Institutional Effectiveness Committee Report	Kristen Lui-Martinez, Chair, and Hannah Lawler, Vice-Chair of the Institutional Effectiveness Committee, presented the report which included the following: <ul style="list-style-type: none"> <li>• Institutional Effectiveness Defined</li> <li>• Committee Scope and Functions</li> <li>• Institutional Effectiveness Process at SMC</li> <li>• Vision Goal Completion in Three Years</li> <li>• Predictive/Statistical Model</li> <li>• Areas Included in Committee Discussion</li> <li>• Proposed Intervention Components</li> </ul>	

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		<p>IEC Recommendation</p> <ul style="list-style-type: none"> <li>• DPAC assign a responsible party or parties to lead efforts to create intervention to improve three-year Vision Goal Completion rates</li> <li>• DPAC ensure efforts are race-conscious and focused on closing gaps for Black, Latine/x, multi-racial, and other disproportionately impacted students (i.e., LGBTQIA+, foster youth, veterans, formerly incarcerated, homeless, low-income, undocumented, DSPS, etc.) for Vision Goal completion</li> </ul> <p>Link to: <a href="#">Institutional Effectiveness Committee Annual Report 2023-2024</a></p> <p>Link to: <a href="#">IEC Presentation</a></p>	
October 9, 2024	2025-2026 Annual Action Plans	<p>DPAC discussed the IEC recommendation above and the following key findings of the Program Review Report to identify potential Annual Action Plans for 2025-2026.</p> <ul style="list-style-type: none"> <li>• Data-Informed Scheduling</li> <li>• Districtwide Sustainability Culture and Initiatives</li> <li>• Districtwide Safety Culture. Mike Tuitasi will meet with Chief Johnnie Adams, Captain Kevin Kilgore and Daniel Phillips to develop a draft 2025-2026 Annual Action Plan to be presented at the next DPAC meeting.</li> </ul> <p>Discussion of potential 2025-2026 Annual Action Plans will continue at the next DPAC meeting.</p>	

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October 23, 2024	Shooting Incident on October 14, 2024	<p>Superintendent/President Dr. Kathryn E. Jeffery attended the DPAC meeting to provide information and receive feedback related to the workplace shooting at SMC's Center for Media and Design on October 14, 2024 that took the life of Custodial Operations Manager Felicia Hudson.</p> <p>The college's leadership and police department are committed to providing as much information as possible in a timely and transparent manner. College-wide messages are available <a href="#">here</a>.</p> <p>The Santa Monica Police Department (SMPD) confirmed that the suspect behind the workplace shooting was apprehended on October 15th and was found deceased inside his vehicle. SMPD is leading the investigation.</p> <p>The college is navigating the grief and shock and has planned activities to bring colleagues together. It is the goal of the college to move forward - encouraging colleagues to support each other - to continue providing education to its students and be a valuable resource for the community.</p> <p>Summary of Activities:</p> <ul style="list-style-type: none"> <li>▪ A Candlelight vigil was held in Felicia Hudson's memory on Thursday, October 17th and a Celebration of Life followed on Friday, October. 18<sup>th</sup>.</li> <li>▪ A Listening Session is planned for Thursday, October 24<sup>th</sup> at 9:30 a.m. in the Student</li> </ul>	

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		<p>Services Orientation Hall. The focus of this session will be on listening and gathering feedback so that the college can structure future responses and training accordingly to strengthen the college's safety environment.</p> <ul style="list-style-type: none"> <li>Human Resources has reached out to both families to provide support as they deal with the aftermath of these incidents.</li> <li>External assistance is being provided for college staff and students</li> <li>The District will be considering an external review and assessment of the incident that is consistent with the process followed by Sacramento City College after a shooting.</li> <li>PBARs will be submitted for additional staffing for campus safety.</li> </ul>	
November 13, 2024	EpiCenter Update	<p>The update presented by Amanda De La Torre, Erin O'Neill, and Jessica Krug highlighted the following:</p> <ul style="list-style-type: none"> <li>EpiCenter Vision: The EpiCenter strives to build community and capacity among all employee groups to make SMC a place where everyone belongs and realizes their potential.</li> <li>The EpiCenter is Santa Monica College's Equity-minded Professional Innovation Center and the Professional Development hub for all employees the focuses on Professional Development recommendations From SEP 2.0 Inquiry Phase Summary Report, the Equity Audit and Redesign.</li> <li>Key Action Steps Identified,</li> </ul>	



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		<p>Recommendations and Goals</p> <ul style="list-style-type: none"> <li>The EpiCenter Team</li> </ul> <p>Link to: <a href="#">EpiCenter Update</a></p>	
November 13, 2024	2025-2026 Annual Action Plans	<p>Discussion continued on the following:</p> <ul style="list-style-type: none"> <li>Data-informed Scheduling: Stellic Degree Management and Student Success Platform, a software being implemented at the college, is meant to provide a sense of what students need in their schedules to make progress in their degrees, and that could in turn offer insight into what and how classes are scheduled. It is year one of a three-year implementation process and there is no data yet to offer insight. Therefore, developing an Annual Action Plan for 2025-2026 may be premature or may not be needed since the implementation is in progress.</li> </ul> <p>To determine if an Annual Action Plan should be developed for 2025-2026, an update was requested on MyEdPlan and Stellic. Mike Tuitasi and Jason Beardsley will meet with the implementation team and report back to DPAC.</p> <ul style="list-style-type: none"> <li>Districtwide Sustainability Culture and Initiatives: Ferris Kavar, Director of Sustainability, reported that presently sustainability is the purview of one program. But to support the Board of Trustees' resolution for climate change and sustainability, a district wide culture of sustainability should be fostered by</li> </ul>	

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		<p>developing a strategic interdepartmental plan and timeline to green existing practices in impactful areas, such as facilities, planning, maintenance and operations, events and human resources. A draft of an Annual Action Plan for 2025-2026 will be presented to DPAC at its next meeting for review and discussion.</p> <ul style="list-style-type: none"> <li>• Districtwide Safety Culture: SMCPD Chief Adams provided a list of activities related to safety training that can be enacted quickly and some that can be planned for the future to improve both school safety and student success. This will be used to prepare a draft of an Annual Action Plan for 2025-2026 to be presented to DPAC at its next meeting for review and discussion.</li> </ul>	
December 11, 2024	MyEdPlan/Stellic Update	<p>The SMC Stellic Implementation Team is excited to announce that after a 10-month implementation period, Stellic, Santa Monica College's new degree management and student success platform, is set to roll out in January 2025 for a pilot. Stellic will empower students, counselors, and evaluators by streamlining academic planning and keeping students a path toward completion.</p> <p>Stellic will replace SMC's homegrown MyEdPlan, the degree audit engine tools supporting it, and College Scheduler. A student-facing <a href="#">SMS Stellic webpage</a> is available and will continue to be updated with "how-to" guides and videos.</p>	

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		<p>Important Implementation Dates:</p> <p><u>January 6, 2025</u> Phase 1 will release Stellic to Fall 2024/Winter 2025/Spring 2025 new first-time in-college students (approximately 5,000). Core features such as course planner (education planning), progress tracking (degree audit), and course scheduler will be released. This limited release will allow the Implementation Team to assess readiness for an all-student release and review/revise aspects of the implantation as needed. A communication campaign with Pilot students starts this week.</p> <p><u>March 3, 2025</u> Phase 2 will release Stellic to all students.</p> <p><u>Late Spring/Early Summer 2025</u> Phase 3 will begin to roll out 'Pathways' based on SMC's faculty-created program maps to guide students through their program's recommended course sequence. Automated transfer credit evaluation may also be released (subject to licensing an additional Stellic module and Board approval).</p> <p><u>Fall 2025 and Beyond</u> Phase 4 is still in the planning stages but will likely include the use of analytics to aid in enrollment management at the academic department and institutional levels. Student success tools, including proactive alerts for students falling behind or doing well to encourage the use of resources and staying on track.</p>	

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		<p><u>Stellic Benefits for Students and Staff</u></p> <ul style="list-style-type: none"> <li>• Comprehensive Academic Planning: Stellic offers a user-friendly interface for mapping out courses, ensuring alignment with degree requirements and timely graduation.</li> <li>• Progress Tracking: Monitoring academic standing with real-time updates on GPA, completed courses, and remaining requirements.</li> <li>• Enhanced Counseling Sessions: Stellic will facilitate more productive meetings between students and counselors through clear, actionable plans. Students may submit plans for review by a counselor directly through the platform.</li> </ul> <p>Link to presentation to DPAC: <a href="#">Stellic Update</a></p>	
December 11, 2024	2025-2026 Annual Action Plans	<ul style="list-style-type: none"> <li>• Data-Informed Scheduling: Based on the Stellic update, analytical data will be available in 2026-2027 for data-informed scheduling. Therefore, this should be an Annual Action Plan for 2026-2027.</li> <li>• Districtwide Sustainability Culture and Initiatives: Ferris Kavar, Director of Sustainability, presented a draft Climate Action Plan for DPAC to review and consider in developing Annual Action Plans for 2025-2026.</li> </ul>	

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		<p>The Proposed Facilities Master Plan recommends the development of a Climate Action Plan (CAP) to create a roadmap to help the District achieve the 2020 Climate and Sustainability Resolution goals, the 2008 Carbon Neutrality commitment, and the various state and local environmental regulations. The draft CAP developed by the SMC Environmental Affairs Committee (made up of students, staff, faculty, and impacted departments) provides the analysis, goals and strategies to meet and exceed SMC's stated climate goals while factoring the many needs and functions of the college. A second draft of a 2025-2026 Annual Action Plan will be presented at the next DPAC meeting on January 8, 2025. Link to: <a href="#">Draft Climate Action Plan</a></p> <ul style="list-style-type: none"> <li>• Districtwide Safety Culture: This will be discussed at the next DPAC meeting.</li> </ul>	
January 22, 2025	2025-2026 Annual Action Plans	<p>DPAC reviewed and discussed the following proposed Annual Action Plans for 2025-2026.</p> <p>Districtwide Sustainability Culture and Initiatives. Suggestions included:</p> <ul style="list-style-type: none"> <li>• List specific departments under "Other Responsible Areas"</li> </ul> <p>Districtwide Safety Culture. Suggestions included:</p> <ul style="list-style-type: none"> <li>• Engage existing committees related to safety and emergency operations; Facilities, Care and</li> </ul>	

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		<p>Prevention Team, Behavioral Intervention Team and Risk Management</p> <ul style="list-style-type: none"> <li>• Include a timeline in the Annual Action Plan</li> <li>• Plan workshops/trainings for Professional Development Days</li> <li>• Create a Coordinator position; develop a system that does not rely on two or three people to lead the efforts</li> <li>• Look at best practices at other colleges</li> </ul> <p>Suggestions made at the meeting will be considered and/or incorporated in the final versions to be submitted to DPAC for approval at the next meeting on February 12, 2025.</p>	
January 22, 2025	EPI Journey Map	<p>Progress on the SMC Equity and Redesign Journey Map was initiated in October 2024 from within EPI. The EPI Team utilized their October quarterly retreat to do a "Gallery Walk" activity to identify and refine map content. A draft of the Journey Map was designed and converted to an interactive file and sent for feedback from the Superintendent/President and the Vice-President of Academic Affairs in late November. The newly assembled EPI Working Group viewed and gave feedback, and the map was further revised in early December. The next step will be to post an interactive map on the SMC website with links to historical documents.</p> <p>Link to: <a href="#">SMC Equity and Redesign Journey Map</a></p>	

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February 12, 2025	2025-2026 Annual Action Plans	Finalize Annual Action Plans for 2025-2026 Districtwide Sustainability Culture and Initiatives Districtwide Safety Culture	<u>Action to Approve</u> Motion was made by Peter Morse and seconded by David Duncan to approve the 2025-2026 Annual Action Plans. It was unanimously approved. The Annual Action Plans will be forwarded to Fiscal Services.
February 12, 2025	Budget	<p><u>Governor's Proposed Budget 2025-2026</u> Chris Bonvenuto, Vice-President, Business/ Administration provided a recap of the Governor's Proposed Budget for 2025-2026. There will be no new funding for Santa Monica College.</p> <ul style="list-style-type: none"> <li>• With no change to hold harmless provision SMC will not receive any new unrestricted funding in the 2025-26 proposed budget</li> <li>• Board will need to implement immediate and wide-reaching reductions as declines in non-resident FTES coupled with increasing costs and no additional unrestricted funding places the District in financial insecurity</li> </ul> <p>A significant opportunity for SMC is underway as SMC responds to the state legislature's commitment for enrollment backfill for schools affected by the Los Angeles area wildfires. Legislation is being drafted that would provide Santa Monica College, Pasadena City College, and potentially other colleges with an extended number of years of current funding augmented annually by a cost-of-living-adjustment.</p> <p>Link to: <a href="#">Budget Presentation</a></p>	

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February 12, 2025	DPAC Subcommittees	Budget and Facilities Subcommittees meet on a regular basis. Human Resources and Technology Subcommittees are encouraged to develop a schedule of meetings for the fall.	
February 26, 2025	Equal Employment Opportunity Plan	Link to: <a href="#">Equal Employment Opportunity Plan</a>	<u>Action</u>  Motion was made by Vicente Arrizon and seconded by David Duncan to accept the EEO Plan. <i>Unanimously approved.</i>
February 26, 2025	Budget	The Budget Subcommittee approved the following recommendation at its meeting on February 5, 2025: While the Budget Committee waits for the Superintendent/President and Senior Staff to address the projected ~\$15.5 million deficit, the Budget Committee will work on guiding principles to inform budgetary cuts and decisions. Motion Made by: Jamar London Seconded by: Dagmar Gorman Ayes: 10 Noes: 0 Abstention: 1 (Tracie Hunter)	<u>Action</u>  Motion was made by Vicente Arrizon and seconded by Chris Bonvenuto to acknowledge receipt of the Budget Committee recommendation. <i>Unanimously approved.</i>
February 26, 2025	Education Master Plan	<u>Update</u> Following the Phase 1 engagement of the campus community, the SMC Education Master Plan is moving forward, with the workgroup preparing spring 2025 campus engagement activities on flex day and beyond. A publication of Phase 1 campus engagement results and data from the	



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		<p>environmental scan is being prepared with support by consultant Dr. Jennifer Merlic.</p> <p>The spring 2025 campus engagements will include a design charrette activity wherein cross-functional groups of SMC community members will collaboratively propose actions and initiatives in response to the salient areas of concern identified in the Fall 2024 All Campus Ideation workshop and survey results.</p> <p>The results of the fall 2024 campus workshops and survey include a wide array of perspectives, insights, and concerns about SMC's opportunities, strengths, and challenges. The EMP workgroup spent considerable time in the fall and winter terms analyzing and discussing the raw data to formulate areas of focus for further campus engagement. Although the raw data will be available to campus members for review, the assessed areas of focus will allow the community to come together around a common set of concerns for brainstorming and collective problem-solving.</p> <p>To offer the DPAC constituencies a preview of those salient areas of focus, they include the following:</p> <ul style="list-style-type: none"> <li>• Strengthening holistic student support</li> <li>• Investing in workforce and economic alignment</li> <li>• Technology integration in education</li> <li>• Enrollment and retention strategies</li> </ul>	

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		<ul style="list-style-type: none"> <li>• Reimagining campus spaces for modern learning</li> <li>• Improving campus communication and collaboration</li> <li>• Promoting equity, inclusion, and belonging</li> <li>• Strengthening pathways to graduation and career success</li> <li>• Enriching student life and community connections</li> </ul> <p>These areas of focus will form the basis for design charrette activities planned for spring flex day and in follow-up sessions this spring.</p> <p>Environmental Scan Data The campus community will soon be presented with the extensive set of data tables, charts, and insights compiled by the EMP workgroup in collaboration with consultants, Institutional Research, and multiple SMC divisions. The environmental scan data will include a comprehensive analysis of external and internal factors that influencing the college's strategic direction and the context for its development of academic programs and supporting facilities. Trends in the job market, education market, local and regional demographics, local high schools, SMC demographics, enrollment measures, success and completion rates, and other important dynamics will be included.</p>	

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		Academic Department Profiles and Outlook The EMP will also include an important section documenting, department by department, current academic programs, recent trends within those programs, and the outlook for those programs as assessed by department chairs and their faculty colleagues with support from Academic Affairs and the EMP workgroup.	
March 26, 2025	Budget	<p><u>Update</u> Chris Bonvenuto, Vice-President of Business and Administration, provided an update on State Finances, an Overview of Legislative Analyst Office Governor's Proposed 2025-2026 Budget Analysis and Recommendations for California Community Colleges, and District Budget Actions Link to: <a href="#">Budget Update</a></p> <p><u>Proposed Reorganization of Senior Staff</u> Superintendent/President Kathryn E. Jeffery reported that confirmed and anticipated retirements at the senior staff level provides an opportunity for restructuring which will result in potential savings. She shared her proposed reorganization of Senior Staff. Link to: <a href="#">Proposed Senior Staff Reorganization</a></p> <p>Confirmed retirements:</p> <ul style="list-style-type: none"> <li>• Sherri Lee-Lewis, Vice-President Human Resources (June 2025)</li> <li>• Michael Tuitasi, Vice-President, Student Affairs (September 2025)</li> </ul>	

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		<p>Anticipated Retirements:</p> <ul style="list-style-type: none"> <li>Teresita Rodriguez, Vice-President, Enrollment Development (January 2026)</li> <li>Don Girard, Senior Director, Government Relations/Institutional Communications (January 2026)</li> </ul> <p>Proposed Restructuring</p> <ul style="list-style-type: none"> <li>Merge Vice-President, Students Affairs, and Vice-President, Enrollment Development into one Vice-President – Vice-President of Student Success</li> <li>Vice-President, Human Resources – Conduct a search</li> <li>Senior Director, Government Relations/Institutional Communications – Redistribute areas of responsibility to other vice-presidents</li> </ul>	
March 26, 2025	Budget	<p><u>Proposed Guiding Principles for Reductions</u></p> <p>The Budget Committee made a motion to send the Guiding Principles for Reductions to DPAC for consideration and further recommendation to the Superintendent/President.</p> <p>Link to: <a href="#">Proposed Guiding Principles for Reductions</a></p> <p>Motion: Teresita Rodriguez Seconded: Jamar London Ayes: 13 Noes: 0 Abstentions: 0 Motion was approved.</p>	<p><u>Action</u></p> <p>DPAC approved the Proposed Guiding Principles for Reductions and forwards them to Superintendent/President Kathryn E. Jeffery for consideration.</p> <p>Motion: Peter Morse Second: Chris Bonvenuto Unanimously approved</p>
March 26, 2025	Mission and Vision Statement	<p><u>Mission and Vision Statement Task Force</u></p> <ul style="list-style-type: none"> <li>The Taskforce was led by Vice-President of Student Affairs Michael Tuitasi and had the support from all constituents. In addition, the</li> </ul>	

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		<p>Office of Institutional Research led by Dr. Hannah Lawler worked with the Taskforce and conducted 11 imagining sessions to gather information from the college community.</p> <ul style="list-style-type: none"> <li>• The Taskforce created a draft that outlines the special characteristics of SMC and highlights that the college is a proud Minority Serving Institution.</li> <li>• The Taskforce has completed its work and sent a draft of the Mission and Vision Statements to Superintendent/President Kathryn Jeffery for consideration.</li> <li>• Upon approval of the statements by the Superintendent/President, the final version will be shared with DPAC and the Academic Senate and then forwarded to the Board of Trustees for approval.</li> </ul> <p>Link to: <a href="#">Timeline</a></p>	
May 14, 2025	Senior Staff Reorganization	<p>Superintendent/President Kathryn Jeffery reminded DPAC of her proposed reorganization of senior staff presented at the DPAC meeting on March 26, 2025. The confirmed retirement of three members of senior staff provides an opportunity for restructuring. The positions of Vice-President of Student Affairs and Vice-President of Enrollment Development will be merged into one position – Vice-President of Student Success. In addition, the positions of Dean of Counseling and Dean of Special Programs (both filled with interim assignments) will be consolidated into one position – Dean of Counseling and Student Success (also to be filled as an interim assignment).</p>	

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May 14, 2025	Budget	<u>Proposed Guiding Principles for Reductions</u> Superintendent/President Jeffery presented her response to the following recommendation approved by DPAC on March 26, 2025: DPAC approved the <i>Proposed Guiding Principles for Reductions</i> and forwards them to Superintendent/President Kathryn E. Jeffery for consideration.	Superintendent/President Jeffery approved the recommendation on the <i>Proposed Guiding Principles for Reductions</i> .
May 14, 2025	Mission and Vision Statement	The Mission and Vision Statement developed by the Taskforce was forwarded to Superintendent/President Jeffery for her view and input. The final draft was presented to DPAC.	Motion was made by Vicenta Arrizon and seconded by Chris Bonvenuto that DPAC endorse the Mission, Vision and Values statement. <i>Unanimously approved.</i>
May 14, 2025	2025-2026 Annual Action Plan	The 2025-2026 Annual Action Plan #1 with Budget Committee Input was presented, as follows: On April 2, 2025, the Budget Committee reviewed DPAC Annual Action Plan #1 and recommends the Climate Action Plan to DPAC and Dr. Jeffery as presented, for consideration of inclusion in the 2025-2026 District Budget.	Motion was made by Peter Morse and seconded by Vicenta Arrizon to approve the Annual Action Plan #1 – Climate Action Plan and forward the recommendation to the Superintendent/President for inclusion in the 2025-2026 budget. <i>Unanimously approved.</i>
May 14, 2025	2024-2025 Annual Action Plan	2024-2025 Annual Action Plan: Identify the retention and persistence components of existing college plans and activities (e.g., Strategic Enrollment Management (SEM) Plan, Student Equity Plan, Guided Pathways, Facilities Master Plan, Professional Development, Onboarding), develop recommendations on how to improve	

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		<p>coordination of the plans and develop recommendations on how to assess the annual impact of each plan on retention and persistence.</p> <p>Update: During professional development day at the beginning of the fall semester, a series of workshops was held to gather information from the college community on retention. There were many good suggestions on how to identify and market the support services available to students, such as Direct Connect, student success teams and mentoring programs. The goal is to consolidate all the retention efforts as the college evolves during this political and challenging budget climate. Another student survey may be recommended to help identify what impacts students from enrollment to success. The Education Master plan being developed includes a planning matrix that identifies activities, goals, objectives and strategic components of retention, and focused efforts from the various plans.</p> <p>A draft of a report on this annual action plan will be provided at the next DPAC meeting.</p>	
June 11, 2025	2025-2026 Annual Action Plans	<p>Information: 2025-2026 Annual Action Plan #1 – Climate Action Plan.</p> <ul style="list-style-type: none"> <li>• Superintendent/President Kathryn Jeffery approved including one-time funding of \$13,000 in the 2025-2026 District budget for a consultant</li> </ul>	

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		<p>to assist the Director of Sustainability with the completion of the Climate Action Plan.</p> <p>2025-2026 Annual Action Plan #2 – Campus Safety Culture, with Budget Committee Input.</p> <p>On May 21, 2025, the Budget Committee reviewed the DPAC Annual Action Plan # 2 and recommends the Campus Safety Culture to DPAC and Dr. Jeffery as presented, for consideration of inclusion in the 2025-2026 District Budget.</p> <p>Motion: Dagmar Gorman  Seconded: Cindy Ordaz  Ayes: 13  Noes: 0  Abstention: Vicenta Arrizon  Motion was approved.</p>	<p>Motion was made by Vicenta Arrizon and seconded by Peter Morse to forward Annual Action Plan #2 with Budget Committee input to Dr. Jeffery for consideration of inclusion in the 2025-2026 budget.</p> <p><i>Unanimously approved</i></p>
June 11, 2025	2024-2025 Annual Action Plans	<p>2024-2025 Annual Action Plan #1:</p> <p><i>Identify the retention and persistence components of existing college plans and activities, develop recommendations on how to improve coordination of the plans and develop recommendations on how to assess the annual impact of each plan on retention and persistence.</i></p> <p><u>Update</u></p> <p>The charge was to assess what retention and persistence initiatives the college has undertaken, to identify the extent of those initiatives and develop recommendations on how they could be best coordinated and assessed. It was further</p>	



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		<p>suggested that this DPAC action plan culminate in a committee focusing on retention and persistence efforts across the college, to report on the findings and share a set of observations and recommendations, as well as discussion for success in pursuit of equitable retention and persistence outcomes for Santa Monica college students.</p> <p>Despite the suggestion that a retention committee would be a possible outcome of this analysis and assessment, it is recommended that no such narrowly focused committee be created. Instead, campus leaders should focus on the development of an action oriented, accountable, transparent, and data informed strategic plan that would include significant initiatives and action steps to improve retention and persistence in an equitable way and would also convey the college's efforts to improve access, progress, success, and completion among other areas of focus.</p> <p>The presentation to support this recommendation included the following:</p> <ul style="list-style-type: none"> <li>• Retention Effort Assessment</li> <li>• Retention and Persistence Initiatives</li> <li>• Retention Strategy Integration</li> <li>• Onboarding and Counseling Access</li> <li>• Addressing Equity Gaps in Persistence and Belonging</li> <li>• Academic Support and Curriculum 0 Embedded Strategies</li> </ul>	

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<ul style="list-style-type: none"> <li>• Pathways, Maps, and Enrollment Tools</li> <li>• Santa Monica College Planning Crosswalk – Summary</li> <li>• Example: Planning Crosswalk with Metrics and Accountability Measures</li> <li>• Preview Day, College Kickoff, and VIP Welcome (P) – Term Persistence to Spring 2025</li> </ul> <p>Link to: <a href="#">Update on 2024-2025 Annual Action Plan</a></p> <p>It was requested and agreed that periodic updates be presented to DPAC. The Year-End Report on this Annual Action Plan will be included in the DPAC Annual Report for 2024-2025.</p>	



Santa Monica Community College District  
District Planning and Advisory Council

*DPAC Annual Report  
2024-2025*

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action
			Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
Sorted by Topic			
August 24, 2028	2023-2024 Annual Action Plans: Year-end Report	Link to: <a href="#">Year-End Report on 2023-2024 Annual Action Plans</a>	Motion was made by Chris Bonvenuto and seconded by Kennisha Green that DPAC accept the 2023-2024 Annual Action Plans. <i>Unanimously approved.</i>
October 9, 2024	2023-2024 Program Review Report	<p>2023-2024 Program Review Report: From 2021-2023, Program Review was paused to allow the Program Review Committee time to work on a major revamp of the entire Program Review process. The revamped process provides an improved opportunity for programs' self-reflection and self-evaluation. All programs are required to submit a Comprehensive Program Review (CPR) self-study every six years, as well as Progress Update (PU) program review every two years. These reports document programs' ongoing self-evaluation and improvements.</p> <p>The first cohort of programs using the newly revamped Comprehensive Program Review (six year) was completed in the 2023-2024 academic year. The committee grouped similar programs</p>	

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		<p>together, so this cycle included most of the STEM programs, Physical Sciences, Life Sciences, Earth Sciences and Math. Student Service programs included the Office of Judicial Affairs, Emeritus and Community Education. Administrative programs included Risk Management, Sustainability, and Campus Police.</p> <p>Key findings were presented for the following areas:</p> <ul style="list-style-type: none"> <li>• AB 705/1705 Implementation Support</li> <li>• Data-Informed Scheduling</li> <li>• Support Emerging Programs and Innovations</li> <li>• Districtwide Sustainability Culture and Initiatives</li> <li>• Districtwide Safety Culture</li> <li>• Succession Planning</li> </ul> <p>It was agreed that these findings will be considered by DPAC when developing Annual Action Plans for 2025-2026.</p> <p>Link to: <a href="#">2023-2024 Program Review Report</a> For more information see: <a href="#">Program Review website</a></p>	
May 14, 2025	2024-2025 Annual Action Plan	<p>2024-2025 Annual Action Plan:</p> <p>Identify the retention and persistence components of existing college plans and activities (e.g., Strategic Enrollment Management (SEM) Plan, Student Equity Plan, Guided Pathways, Facilities Master Plan, Professional Development, Onboarding), develop recommendations on how to improve coordination of the plans and develop</p>	

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<p>recommendations on how to assess the annual impact of each plan on retention and persistence.</p> <p>Update: During professional development day at the beginning of the fall semester, a series of workshops was held to gather information from the college community on retention. There were many good suggestions on how to identify and market the support services available to students, such as Direct Connect, student success teams and mentoring programs. The goal is to consolidate all the retention efforts as the college evolves during this political and challenging budget climate. Another student survey may be recommended to help identify what impacts students from enrollment to success. The Education Master plan being developed includes a planning matrix that identifies activities, goals, objectives and strategic components of retention, and focused efforts from the various plans.</p> <p>A draft of a report on this annual action plan will be provided at the next DPAC meeting.</p>	
June 11, 2025	2024-2025 Annual Action Plans	<p>2024-2025 Annual Action Plan #1:</p> <p><i>Identify the retention and persistence components of existing college plans and activities, develop recommendations on how to improve coordination of the plans and develop recommendations on how to assess the annual</i></p>	

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<p><i>impact of each plan on retention and persistence.</i></p> <p><u>Update</u> The charge was to assess what retention and persistence initiatives the college has undertaken, to identify the extent of those initiatives and develop recommendations on how they could be best coordinated and assessed. It was further suggested that this DPAC action plan culminate in a committee focusing on retention and persistence efforts across the college, to report on the findings and share a set of observations and recommendations, as well as discussion for success in pursuit of equitable retention and persistence outcomes for Santa Monica college students.</p> <p>Despite the suggestion that a retention committee would be a possible outcome of this analysis and assessment, it is recommended that no such narrowly focused committee be created. Instead, campus leaders should focus on the development of an action oriented, accountable, transparent, and data informed strategic plan that would include significant initiatives and action steps to improve retention and persistence in an equitable way and would also convey the college's efforts to improve access, progress, success, and completion among other areas of focus.</p> <p>The presentation to support this recommendation included the following:</p>	

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<ul style="list-style-type: none"> <li>• Retention Effort Assessment</li> <li>• Retention and Persistence Initiatives</li> <li>• Retention Strategy Integration</li> <li>• Onboarding and Counseling Access</li> <li>• Addressing Equity Gaps in Persistence and Belonging</li> <li>• Academic Support and Curriculum - Embedded Strategies</li> <li>• Pathways, Maps, and Enrollment Tools</li> <li>• Santa Monica College Planning Crosswalk – Summary</li> <li>• Example: Planning Crosswalk with Metrics and Accountability Measures</li> <li>• Preview Day, College Kickoff, and VIP Welcome (Fall 2024) – Term Persistence to Spring 2025</li> </ul> <p>Link to: <a href="#">Update on 2024-2025 Annual Action Plan</a></p> <p>It was requested and agreed that periodic updates be presented to DPAC. The Year-End Report on this Annual Action Plan will be included in the DPAC Annual Report for 2024-2025.</p>	
October 9, 2024	2025-2026 Annual Action Plans	<p>DPAC discussed the IEC recommendation above and the following key findings of the Program Review Report to identify potential Annual Action Plans for 2025-2026.</p> <ul style="list-style-type: none"> <li>• Data-Informed Scheduling</li> <li>• Districtwide Sustainability Culture and Initiatives</li> </ul>	

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<ul style="list-style-type: none"> <li>Districtwide Safety Culture. Mike Tuitasi will meet with Chief Johnnie Adams, Captain Kevin Kilgore and Daniel Phillips to develop a draft 2025-2026 Annual Action Plan to be presented at the next DPAC meeting.</li> </ul> <p>Discussion of potential 2025-2026 Annual Action Plans will continue at the next DPAC meeting.</p>	
November 13, 2024	2025-2026 Annual Action Plans	<p>Discussion continued on the following:</p> <ul style="list-style-type: none"> <li>Data-informed Scheduling: Stellic Degree Management and Student Success Platform, a software being implemented at the college, is meant to provide a sense of what students need in their schedules to make progress in their degrees, and that could in turn offer insight into what and how classes are scheduled. It is year one of a three-year implementation process and there is no data yet to offer insight. Therefore, developing an Annual Action Plan for 2025-2026 may be premature or may not be needed since the implementation is in progress.</li> </ul> <p>To determine if an Annual Action Plan should be developed for 2025-2026, an update was requested on MyEdPlan and Stellic. Mike Tuitasi and Jason Beardsley will meet with the implementation team and report back to DPAC.</p> <ul style="list-style-type: none"> <li>Districtwide Sustainability Culture and Initiatives: Ferris Kavar, Director of Sustainability, reported that presently sustainability is the purview of one program. But</li> </ul>	



Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<p>to support the Board of Trustees' resolution for climate change and sustainability, a district wide culture of sustainability should be fostered by developing a strategic interdepartmental plan and timeline to green existing practices in impactful areas, such as facilities, planning, maintenance and operations, events and human resources. A draft of an Annual Action Plan for 2025-2026 will be presented to DPAC at its next meeting for review and discussion.</p> <ul style="list-style-type: none"> <li>Districtwide Safety Culture: SMCPD Chief Adams provided a list of activities related to safety training that can be enacted quickly and some that can be planned for the future to improve both school safety and student success. This will be used to prepare a draft of an Annual Action Plan for 2025-2026 to be presented to DPAC at its next meeting for review and discussion.</li> </ul>	
December 11, 2024	2025-2026 Annual Action Plans	<ul style="list-style-type: none"> <li>Data-Informed Scheduling: Based on the Stellic update, analytical data will be available in 2026-2027 for data-informed scheduling. Therefore, this should be an Annual Action Plan for 2026-2027.</li> <li>Districtwide Sustainability Culture and Initiatives: Ferris Kavar, Director of Sustainability, presented a draft Climate Action Plan for DPAC to review and consider in developing Annual Action Plans for 2025-2026. The Proposed Facilities Master Plan recommends the development of a Climate</li> </ul>	

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		<p>Action Plan (CAP) to create a roadmap to help the District achieve the 2020 Climate and Sustainability Resolution goals, the 2008 Carbon Neutrality commitment, and the various state and local environmental regulations. The draft CAP developed by the SMC Environmental Affairs Committee (made up of students, staff, faculty, and impacted departments) provides the analysis, goals and strategies to meet and exceed SMC's stated climate goals while factoring the many needs and functions of the college.</p> <p>A second draft of a 2025-2026 Annual Action Plan will be presented at the next DPAC meeting on January 8, 2025.</p> <p>Link to: <a href="#">Draft Climate Action Plan</a></p> <ul style="list-style-type: none"> <li>Districtwide Safety Culture: This will be discussed at the next DPAC meeting.</li> </ul>	
January 22, 2025	2025-2026 Annual Action Plans	<p>DPAC reviewed and discussed the following proposed Annual Action Plans for 2025-2026.</p> <p>Districtwide Sustainability Culture and Initiatives. Suggestions included:</p> <ul style="list-style-type: none"> <li>List specific departments under "Other Responsible Areas"</li> </ul> <p>Districtwide Safety Culture. Suggestions included:</p> <ul style="list-style-type: none"> <li>Engage existing committees related to safety and emergency operations; Facilities, Care and Prevention Team, Behavioral Intervention Team and Risk Management</li> </ul>	

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		<ul style="list-style-type: none"> <li>• Include a timeline in the Annual Action Plan</li> <li>• Plan workshops/trainings for Professional Development Days</li> <li>• Create a Coordinator position; develop a system that does not rely on two or three people to lead the efforts</li> <li>• Look at best practices at other colleges</li> </ul> <p>Suggestions made at the meeting will be considered and/or incorporated in the final versions to be submitted to DPAC for approval at the next meeting on February 12, 2025.</p>	
February 12, 2025	2025-2026 Annual Action Plans	Finalize Annual Action Plans for 2025-2026 Districtwide Sustainability Culture and Initiatives Districtwide Safety Culture	<u>Action to Approve</u> Motion was made by Peter Morse and seconded by David Duncan to approve the 2025-2026 Annual Action Plans. It was unanimously approved. The Annual Action Plans will be forwarded to Fiscal Services.
May 14, 2025	2025-2026 Annual Action Plan	The 2025-2026 Annual Action Plan #1 with Budget Committee Input was presented, as follows: On April 2, 2025, the Budget Committee reviewed DPAC Annual Action Plan #1 and recommends the Climate Action Plan to DPAC and Dr. Jeffery as presented, for consideration of inclusion in the 2025-2026 District Budget.	Motion was made by Peter Morse and seconded by Vicenta Arrizon to approve the Annual Action Plan #1 – Climate Action Plan and forward the recommendation to the Superintendent/President for inclusion in the 2025-2026 budget. <i>Unanimously approved.</i>

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June 11, 2025	2025-2026 Annual Action Plans	<p>Information: 2025-2026 Annual Action Plan #1 – Climate Action Plan.</p> <ul style="list-style-type: none"> <li>Superintendent/President Kathryn Jeffery approved including one-time funding of \$13,000 in the 2025-2026 District budget for a consultant to assist the Director of Sustainability with the completion of the Climate Action Plan.</li> </ul> <p>2025-2026 Annual Action Plan #2 – Campus Safety Culture, with Budget Committee Input. On May 21, 2025, the Budget Committee reviewed the DPAC Annual Action Plan # 2 and recommends the Campus Safety Culture to DPAC and Dr. Jeffery as presented, for consideration of inclusion in the 2025-2026 District Budget. Motion: Dagmar Gorman Seconded: Cindy Ordaz Ayes: 13 Noes: 0 Abstention: Vicenta Arrizon Motion was approved.</p>	<p>Motion was made by Vicenta Arrizon and seconded by Peter Morse to forward Annual Action Plan #2 with Budget Committee input to Dr. Jeffery for consideration of inclusion in the 2025-2026 budget. <i>Unanimously approved</i></p>
July 10, 2024	Budget	<p><u>Superintendent's Response to DPAC Recommendation May 22, 2024</u> DPAC Recommendation to Superintendent/President The Budget Committee determined that there is no fiscal impact for the 2024-2025 Annual Action Plan regarding retention and persistence.</p> <p>Motion was made by Peter Morse and seconded by Jason Beardsley to forward the</p>	<p>Superintendent/President Kathryn Jeffery approved the recommendation</p>

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action  Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		2024-2025 Action Plan to the Superintendent/President for consideration.  <i>Unanimously approved.</i>	
February 12, 2025	Budget	<p><u>Governor's Proposed Budget 2025-2026</u> Chris Bonvenuto, Vice-President, Business/ Administration provided a recap of the Governor's Proposed Budget for 2025-2026. There will be no new funding for Santa Monica College.</p> <ul style="list-style-type: none"> <li>• With no change to hold harmless provision SMC will not receive any new unrestricted funding in the 2025-26 proposed budget</li> <li>• Board will need to implement immediate and wide-reaching reductions as declines in non-resident FTES coupled with increasing costs and no additional unrestricted funding places the District in financial insecurity</li> </ul> <p>A significant opportunity for SMC is underway as SMC responds to the state legislature's commitment for enrollment backfill for schools affected by the Los Angeles area wildfires. Legislation is being drafted that would provide Santa Monica College, Pasadena City College, and potentially other colleges with an extended number of years of current funding augmented annually by a cost-of-living-adjustment.</p> <p>Link to: <a href="#">Budget Presentation</a></p>	
February 26, 2025	Budget	<p>The Budget Subcommittee approved the following recommendation at its meeting on February 5, 2025:</p> <p>While the Budget Committee waits for the Superintendent/President and Senior Staff to</p>	<p><u>Action</u></p> <p>Motion was made by Vicente Arrizon and seconded by Chris Bonvenuto to acknowledge</p>

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		<p>address the projected ~\$15.5 million deficit, the Budget Committee will work on guiding principles to inform budgetary cuts and decisions.</p> <p>Motion Made by: Jamar London  Seconded by: Dagmar Gorman  Ayes: 10  Noes: 0  Abstention: 1 (Tracie Hunter)</p>	<p>receipt of the Budget Committee recommendation.  <i>Unanimously approved.</i></p>
March 26, 2025	Budget	<p><u>Update</u>  Chris Bonvenuto, Vice-President of Business and Administration, provided an update on State Finances, an Overview of Legislative Analyst Office Governor's Proposed 2025-2026 Budget Analysis and Recommendations for California Community Colleges, and District Budget Actions  Link to: <a href="#">Budget Update</a></p> <p><u>Proposed Reorganization of Senior Staff</u>  Superintendent/President Kathryn E. Jeffery reported that confirmed and anticipated retirements at the senior staff level provides an opportunity for restructuring which will result in potential savings. She shared her proposed reorganization of Senior Staff.  Link to: <a href="#">Proposed Senior Staff Reorganization</a></p> <p>Confirmed retirements:</p> <ul style="list-style-type: none"> <li>• Sherri Lee-Lewis, Vice-President Human Resources (June 2025)</li> <li>• Michael Tuitasi, Vice-President, Student Affairs (September 2025)</li> </ul>	

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		<p>Anticipated Retirements:</p> <ul style="list-style-type: none"> <li>• Teresita Rodriguez, Vice-President, Enrollment Development (January 2026)</li> <li>• Don Girard, Senior Director, Government Relations/Institutional Communications (January 2026)</li> </ul> <p>Proposed Restructuring</p> <ul style="list-style-type: none"> <li>• Merge Vice-President, Students Affairs, and Vice-President, Enrollment Development into one Vice-President – Vice-President of Student Success</li> <li>• Vice-President, Human Resources – Conduct a search</li> <li>• Senior Director, Government Relations/Institutional Communications – Redistribute areas of responsibility to other vice-presidents</li> </ul>	
March 26, 2025	Budget	<p><u>Proposed Guiding Principles for Reductions</u></p> <p>The Budget Committee made a motion to send the Guiding Principles for Reductions to DPAC for consideration and further recommendation to the Superintendent/President.</p> <p>Link to: <a href="#">Proposed Guiding Principles for Reductions</a></p> <p>Motion: Teresita Rodriguez</p> <p>Seconded: Jamar London</p> <p>Ayes: 13</p> <p>Noes: 0</p> <p>Abstentions: 0</p> <p>Motion was approved.</p>	<p><u>Action</u></p> <p>DPAC approved the Proposed Guiding Principles for Reductions and forwards them to Superintendent/President Kathryn E. Jeffery for consideration.</p> <p>Motion: Peter Morse</p> <p>Second: Chris Bonvenuto</p> <p><i>Unanimously approved</i></p>
May 14, 2025	Budget	<p><u>Proposed Guiding Principles for Reductions</u></p> <p>Superintendent/President Jeffery presented her response to the following recommendation approved by DPAC on March 26, 2025:</p>	<p>Superintendent/President Jeffery approved the recommendation on the</p>

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action
			Superintendent's Responses to DPAC Recommendations Recommendation to Superintendent/President
		DPAC approved the <i>Proposed Guiding Principles for Reductions</i> and forwards them to Superintendent/President Kathryn E. Jeffery for consideration.	<i>Proposed Guiding Principles for Reductions.</i>
August 28, 2024	DPAC 2023-2024 Annual Report	Link to: <a href="#">DPAC 2023-2024 Annual Report</a>	Motion was made by Chris Bonvenuto and seconded by Peter Morse that DPAC approve the 2023-2024 Annual Report. <i>Unanimously approved.</i>
October 9, 2024	DPAC Grounds Rules	DPAC Chair Mike Tuitasi reviewed the DPAC Meeting Ground Rules that have been added to the agenda: <ul style="list-style-type: none"> <li>• Stay on Topic</li> <li>• Focus on Issue, not the person</li> <li>• Maintain respectful tone</li> <li>• Strive for balanced participation</li> <li>• Active listening</li> <li>• Be open-minded</li> <li>• Seek common ground</li> </ul>	
September 11, 2024	DPAC Orientation	Link to: <a href="#">DPAC Orientation</a>	
February 12, 2025	DPAC Subcommittees	Budget and Facilities Subcommittees meet on a regular basis. Human Resources and Technology Subcommittees are encouraged to develop a schedule of meetings for the fall.	
September 25, 2024	Education Master Plan	The Education Master Plan Workgroup will hold an all-campus ideation workshop on September 27, 2024, 9 a.m. to 1 p.m. in HSS 165.	



October 9, 2024	Education Master Plan	<p>An all campus ideation session was held on September 27, 2024. There were 83 participants) 50 percent faculty, 25 percent classified staff and 25 percent managers), and feedback was generally positive. An asynchronous online ideation survey is being deployed to provide an opportunity for others who were not able to participate in person. The work group will summarize and synthesize the feedback in preparation for Phase 2.</p>	
February 26, 2025	Education Master Plan	<p><u>Update</u></p> <p>Following the Phase 1 engagement of the campus community, the SMC Education Master Plan is moving forward, with the workgroup preparing spring 2025 campus engagement activities on flex day and beyond. A publication of Phase 1 campus engagement results and data from the environmental scan is being prepared with support by consultant Dr. Jennifer Merlic.</p> <p>The spring 2025 campus engagements will include a design charrette activity wherein cross-functional groups of SMC community members will collaboratively propose actions and initiatives in response to the salient areas of concern identified in the Fall 2024 All Campus Ideation workshop and survey results.</p> <p>The results of the fall 2024 campus workshops and survey include a wide array of perspectives, insights, and concerns about SMC's opportunities, strengths, and challenges. The EMP workgroup spent considerable time in the fall and winter terms analyzing and discussing the raw data to formulate areas of focus for further campus engagement. Although the raw data will be available to campus members for review, the assessed areas of focus will allow the community to come together around a</p>	

		<p>common set of concerns for brainstorming and collective problem-solving.</p> <p>To offer the DPAC constituencies a preview of those salient areas of focus, they include the following:</p> <ul style="list-style-type: none"> <li>• Strengthening holistic student support</li> <li>• Investing in workforce and economic alignment</li> <li>• Technology integration in education</li> <li>• Enrollment and retention strategies</li> <li>• Reimagining campus spaces for modern learning</li> <li>• Improving campus communication and collaboration</li> <li>• Promoting equity, inclusion, and belonging</li> <li>• Strengthening pathways to graduation and career success</li> <li>• Enriching student life and community connections</li> </ul> <p>These areas of focus will form the basis for design charrette activities planned for spring flex day and in follow-up sessions this spring.</p> <p>Environmental Scan Data</p> <p>The campus community will soon be presented with the extensive set of data tables, charts, and insights compiled by the EMP workgroup in collaboration with consultants, Institutional Research, and multiple SMC divisions. The environmental scan data will include a comprehensive analysis of external and internal factors that influencing the college's strategic direction and the context for its development of academic programs and supporting facilities. Trends in the job market, education market, local and regional demographics, local high schools, SMC demographics, enrollment measures,</p>	
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		<p>success and completion rates, and other important dynamics will be included.</p> <p>Academic Department Profiles and Outlook The EMP will also include an important section documenting, department by department, current academic programs, recent trends within those programs, and the outlook for those programs as assessed by department chairs and their faculty colleagues with support from Academic Affairs and the EMP workgroup.</p>	
July 10, 2024	Election of Vice-Chair, 2024-2025		Jamar London was unanimously elected DPAC Vice-Chair for 2024-2025.
January 22, 2025	EPI Journey Map	<p>Progress on the SMC Equity and Redesign Journey Map was initiated in October 2024 from within EPI. The EPI Team utilized their October quarterly retreat to do a “Gallery Walk” activity to identify and refine map content. A draft of the Journey Map was designed and converted to an interactive file and sent for feedback from the Superintendent/President and the Vice-President of Academic Affairs in late November. The newly assembled EPI Working Group viewed and gave feedback, and the map was further revised in early December. The next step will be to post an interactive map on the SMC website with links to historical documents.</p> <p>Link to: <a href="#">SMC Equity and Redesign Journey Map</a></p>	
November 13, 2024	EpiCenter Update	<p>The update presented by Amanda De La Torre, Erin O'Neill, and Jessica Krug highlighted the following:</p> <ul style="list-style-type: none"> <li>EpiCenter Vision: The EpiCenter strives to build community and capacity among all employee groups to make SMC a place where everyone belongs and realizes their potential.</li> <li>The EpiCenter is Santa Monica College's Equity-minded Professional Innovation Center and the Professional Development</li> </ul>	

		<p>hub for all employees the focuses on Professional Development recommendations From SEP 2.0 Inquiry Phase Summary Report, the Equity Audit and Redesign.</p> <ul style="list-style-type: none"> <li>• Key Action Steps Identified, Recommendations and Goals</li> <li>• The EpiCenter Team</li> </ul> <p>Link to: <a href="#">EpiCenter Update</a></p>	
February 26, 2025	Equal Employment Opportunity Plan	Link to: <a href="#">Equal Employment Opportunity Plan</a>	<p><u>Action</u></p> <p>Motion was made by Vicente Arrizon and seconded by David Duncan to accept the EEO Plan. <i>Unanimously approved.</i></p>
July 10, 2024	Fall 2024 Flex Day	<p>Dr. Lea Hald, Chair of the Professional Development Committee, shared plans for 2024 Fall Professional Development Day on August 22, 2024. The theme <i>Strengthening Student Success – Reexamining the SMC Experience</i> will focus on student retention. The college needs to improve the student experience to increase student retention. There are many aspects of retention taking place (e.g., DPAC, Strategic Enrollment Management Plan, Equity, Guided Pathways) that need to be coordinated and communicated. PD Day will be used to align the plans which will help close racial equity gaps, improve student experience and increase retention. It was requested that members of DPAC present some basics about retention during the opening session at JAMS and provide a workshop in the afternoon. Vice-Presidents Jason Beardsley, Teresita Rodriguez and Mike Tuitasi agreed to coordinate with Superintendent/President Kathryn Jeffery to include the topic of retention in her remarks at the opening session and will collaborate</p>	

		<p>on a workshop in the afternoon to include the Pathways team.</p> <p>Link to: <a href="#">Professional Development Day Presentation</a></p>	
September 11, 2024	Guided Pathways Implementation: Developing recommendations for leadership structure/alignment	<p>Discussion: Guided Pathways Implementation - Developing recommendations for leadership structure/alignment. Present for this discussion were members of the Redesign/Guided Pathways team Guido Davis Delpiccolo, Maria Muñoz, Daniella Washington, and Tyfanny Dowd; Chair of Chairs Elisa Meyer; and Dean of Equity, Pathways and Inclusion Llanet Martín.</p> <p>As a reminder, the Guided Pathways team provided an update to DPAC on March 27, 2024 which included two reports:</p> <ul style="list-style-type: none"> <li>• A draft of the <a href="#">Redesign Report</a></li> <li>• Update presented at DPAC Meeting: <a href="#">Redesign Update</a></li> </ul> <p>Following were the proposals presented by the team:</p> <ul style="list-style-type: none"> <li>• SMC (via DPAC) should: <ul style="list-style-type: none"> <li>– Align/Integrate various plans/recommendations</li> <li>– Develop a prioritization and comprehensive timeline of action/implementation</li> <li>– Develop a college-wide aligned/integrated leadership structure which pushes the work forward for all groups in an integrated/aligned way changes “business as usual” so that efforts are not additive utilizes “Design Teams” focused on specific efforts for specified period of time.</li> </ul> </li> </ul> <p>Following discussion at today’s meeting, it was agreed that an implementation team be established to develop recommendations to move forward on Redesign/Guided Pathways efforts.</p>	

		<p>Llanet Martín, Dean of Equity, Pathways and Inclusion, agreed to partner with the faculty leads, key managers and classified professionals to undertake the following:</p> <ul style="list-style-type: none"> <li>• Collect data</li> <li>• Create a crosswalk of college initiatives</li> <li>• Create a calendar of committees, their structure and roles</li> <li>• Develop a historical road map of Guided Pathways since 2017</li> <li>• Propose a leadership model for Redesign/Guided Pathways</li> <li>• Provide a composite proposal for DPAC to review and consider with key areas of focus, by the end of the fall 2024 semester to assist DPAC with the development of an Annual Action Plan and/or recommendation to the Superintendent/President to institutionalize Redesign into the framework of the college.</li> </ul>	
October 9, 2024	Institutional Effectiveness Committee Report	<p>Kristen Lui-Martinez , Chair, and Hannah Lawler, Vice-Chair of the Institutional Effectiveness Committee, presented the report which included the following:</p> <ul style="list-style-type: none"> <li>• Institutional Effectiveness Defined</li> <li>• Committee Scope and Functions</li> <li>• Institutional Effectiveness Process at SMC</li> <li>• Vision Goal Completion in Three Years</li> <li>• Predictive/Statistical Model</li> <li>• Areas Included in Committee Discussion</li> <li>• Proposed Intervention Components</li> </ul> <p>IEC Recommendation</p> <ul style="list-style-type: none"> <li>• DPAC assign a responsible party or parties to lead efforts to create intervention to improve three-year Vision Goal Completion rates</li> <li>• DPAC ensure efforts are race-conscious and focused on closing gaps for Black, Latine/x, multi-racial, and other disproportionately</li> </ul>	

		<p>impacted students (i.e., LGBTQIA+, foster youth, veterans, formerly incarcerated, homeless, low-income, undocumented, DSPS, etc.) for Vision Goal completion</p> <p>Link to: <a href="#">Institutional Effectiveness Committee Annual Report 2023-2024</a></p> <p>Link to: <a href="#">IEC Presentation</a></p>	
August 24 2024	Mission Statement Task Force	The Task Force did not meet over the summer. It will reconvene in the next few weeks and review feedback from college constituencies and develop version three for circulation and input.	
September 25, 2024	Mission Statement Task Force	The Mission and Vision Taskforce met and developed draft three of the mission and vision statements The next step in the process is to send the draft to the leadership of each College constituent group for review. The Taskforce will reconvene to review input and prepare draft #4 for circulation. Once it is finalized, it will be forwarded to the Superintendent/President and then to the Board of Trustees for final approval at its meeting on November 12, 2024.	
March 26, 2025	Mission and Vision Statement	<p><u>Mission and Vision Statement Task Force</u></p> <ul style="list-style-type: none"> <li>• The Taskforce was led by Vice-President of Student Affairs Michael Tuitasi and had the support from all constituents. In addition, the Office of Institutional Research led by Dr. Hannah Lawler worked with the Taskforce and conducted 11 imagining sessions to gather information from the college community.</li> <li>• The Taskforce created a draft that outlines the special characteristics of SMC and highlights that the college is a proud Minority Serving Institution.</li> <li>• The Taskforce has completed its work and sent a draft of the Mission and Vision Statements to Superintendent/President Kathryn Jeffery for consideration.</li> </ul>	

		<ul style="list-style-type: none"> <li>Upon approval of the statements by the Superintendent/President, the final version will be shared with DPAC and the Academic Senate and then forwarded to the Board of Trustees for approval.</li> </ul> <p>Link to: <a href="#">Timeline</a></p>	
May 14, 2025	Mission and Vision Statement	The Mission and Vision Statement developed by the Taskforce was forwarded to Superintendent/President Jeffery for her view and input. The final draft was presented to DPAC.	Motion was made by Vicenta Arrizon and seconded by Chris Bonvenuto that DPAC endorse the Mission, Vision and Values statement. <i>Unanimously approved.</i>
December 11, 2024	MyEdPlan/Stellic Update	<p>The SMC Stellic Implementation Team is excited to announce that after a 10-month implementation period, Stellic, Santa Monica College's new degree management and student success platform, is set to roll out in January 2025 for a pilot. Stellic will empower students, counselors, and evaluators by streamlining academic planning and keeping students a path toward completion.</p> <p>Stellic will replace SMC's homegrown MyEdPlan, the degree audit engine tools supporting it, and College Scheduler. A student-facing <a href="#">SMS Stellic webpage</a> is available and will continue to be updated with "how-to" guides and videos.</p> <p>Important Implementation Dates:  <a href="#">January 6, 2025</a>  Phase 1 will release Stellic to Fall 2024/Winter 2025/Spring 2025 new first-time in-college students (approximately 5,000). Core features such as course planner (education planning), progress tracking (degree audit), and course scheduler will be released. This limited release will allow the Implementation Team to assess readiness for an all-student release and review/revise aspects of the implantation as</p>	



		<p>needed. A communication campaign with Pilot students starts this week.</p> <p><u>March 3, 2025</u> Phase 2 will release Stellic to all students.</p> <p><u>Late Spring/Early Summer 2025</u> Phase 3 will begin to roll out 'Pathways' based on SMC's faculty-created program maps to guide students through their program's recommended course sequence. Automated transfer credit evaluation may also be released (subject to licensing an additional Stellic module and Board approval).</p> <p><u>Fall 2025 and Beyond</u> Phase 4 is still in the planning stages but will likely include the use of analytics to aid in enrollment management at the academic department and institutional levels. Student success tools, including proactive alerts for students falling behind or doing well to encourage the use of resources and staying on track.</p> <p><u>Stellic Benefits for Students and Staff</u></p> <ul style="list-style-type: none"> <li>• Comprehensive Academic Planning: Stellic offers a user-friendly interface for mapping out courses, ensuring alignment with degree requirements and timely graduation.</li> <li>• Progress Tracking: Monitoring academic standing with real-time updates on GPA, completed courses, and remaining requirements.</li> <li>• Enhanced Counseling Sessions: Stellic will facilitate more productive meetings between students and counselors through clear, actionable plans. Students may submit plans for review by a counselor directly through the</li> </ul>	
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		platform. Link to presentation to DPAC: <a href="#">Stellic Update</a>	
July 10, 2024	Schedule of DPAC Meetings, 2024-2025	<p>Topics for DPAC meetings were scheduled through October 2024. The following reports were scheduled for September to assist DPAC in the development of the 2025-2026 Annual Action Plans during Fall 2024:</p> <p>DPAC Meeting September 11, 2024</p> <ul style="list-style-type: none"> <li>• Guided Pathways</li> <li>• Institutional Effectiveness</li> </ul> <p>DPAC Meeting September 25, 2024</p> <ul style="list-style-type: none"> <li>• Equity</li> <li>• Program Review</li> </ul> <p>Additional schedule adjustments included the following:</p> <ul style="list-style-type: none"> <li>• An overview of the 2024-2025 Budget will be presented at the DPAC meeting on October 9<sup>th</sup>.</li> <li>• DPAC meetings cancelled: July 24, 2024, November 27, 2024 and April 9, 2025</li> </ul>	
May 14, 2025	Senior Staff Reorganization	<p>Superintendent/President Kathryn Jeffery reminded DPAC of her proposed reorganization of senior staff presented at the DPAC meeting on March 26, 2025. The confirmed retirement of three members of senior staff provides an opportunity for restructuring. The positions of Vice-President of Student Affairs and Vice-President of Enrollment Development will be merged into one position – Vice-President of Student Success. In addition, the positions of Dean of Counseling and Dean of Special Programs (both filled with interim assignments) will be consolidated into one position – Dean of Counseling and Student Success (also to be filled as an interim assignment).</p>	
October 23, 2024	Shooting Incident on October 14, 2024	<p>Superintendent/President Dr. Kathryn E. Jeffery attended the DPAC meeting to provide information and receive feedback related to the workplace shooting at SMC's Center for Media and Design on</p>	

		<p>October 14, 2024 that took the life of Custodial Operations Manager Felicia Hudson.</p> <p>The college's leadership and police department are committed to providing as much information as possible in a timely and transparent manner. College-wide messages are available <a href="#">here</a>.</p> <p>The Santa Monica Police Department (SMPD) confirmed that the suspect behind the workplace shooting was apprehended on October 15th and was found deceased inside his vehicle. SMPD is leading the investigation.</p> <p>The college is navigating the grief and shock and has planned activities to bring colleagues together. It is the goal of the college to move forward - encouraging colleagues to support each other - to continue providing education to its students and be a valuable resource for the community.</p> <p>Summary of Activities:</p> <ul style="list-style-type: none"> <li>▪ A Candlelight vigil was held in Felicia Hudson's memory on Thursday, October 17th and a Celebration of Life followed on Friday, October. 18<sup>th</sup>.</li> <li>▪ A Listening Session is planned for Thursday, October 24<sup>th</sup> at 9:30 a.m. in the Student Services Orientation Hall. The focus of this session will be on listening and gathering feedback so that the college can structure future responses and training accordingly to strengthen the college's safety environment.</li> <li>▪ Human Resources has reached out to both families to provide support as they deal with the aftermath of these incidents.</li> <li>▪ External assistance is being provided for college staff and students</li> <li>▪ The District will be considering an external</li> </ul>	
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		<p>review and assessment of the incident that is consistent with the process followed by Sacramento City College after a shooting.</p> <ul style="list-style-type: none"> <li>▪ PBARs will be submitted for additional staffing for campus safety.</li> </ul>	
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*Santa Monica Community College District*

**YEAR-END REPORT ON 2024-2025 ANNUAL ACTION PLANS**

<p><b>ANNUAL ACTION PLAN #1</b></p> <p><b>Identify the retention and persistence components of existing college plans and activities (e.g., <i>Strategic Enrollment Management (SEM) Plan, Student Equity Plan, Guided Pathways, Facilities Master Plan, Professional Development, Onboarding</i>), develop recommendations on how to improve coordination of the plans and develop recommendations on how to assess the annual impact of each plan on retention and persistence</b></p>	<p><b>Lead Person:</b> Vice-President, Student Affairs Vice-President, Academic Affairs</p> <p><b>Other Responsible Area(s):</b> Ad Hoc Committee on Retention and Persistence</p>
<p><input type="checkbox"/> Completed and/or <input checked="" type="checkbox"/> Ongoing/Institutionalized</p>	<p><input type="checkbox"/> Not completed. <input type="checkbox"/> Substantially completed <input type="checkbox"/> Other (include reason if checked)</p>
<p>The charge was to assess what retention and persistence initiatives the college has undertaken, to identify the extent of those initiatives and develop recommendations on how they could be best coordinated and assessed. It was further suggested that this DPAC action plan culminate in a committee focusing on retention and persistence efforts across the college, to report on the findings and share a set of observations and recommendations, as well as discussion for success in pursuit of equitable retention and persistence outcomes for Santa Monica college students.</p> <p>Despite the suggestion that a retention committee would be a possible outcome of this analysis and assessment, it is recommended that no such narrowly focused committee be created. Instead, campus leaders should focus on the development of an action oriented, accountable, transparent, and data informed strategic plan that would include significant initiatives and action steps to improve retention and persistence in an equitable way and would also convey the college's efforts to improve access, progress, success, and completion among other areas of focus.</p> <p>The presentation to support this recommendation included the following:</p> <ul style="list-style-type: none"> <li>Retention Effort Assessment <ul style="list-style-type: none"> <li>Retention and Persistence Initiatives</li> <li>Retention Strategy Integration</li> <li>Onboarding and Counseling Access</li> <li>Addressing Equity Gaps in Persistence and Belonging</li> <li>Academic Support and Curriculum - Embedded Strategies</li> <li>Pathways, Maps, and Enrollment Tools</li> </ul> </li> <li>Santa Monica College Planning Crosswalk – Summary</li> <li>Example: Planning Crosswalk with Metrics and Accountability Measures</li> <li>Preview Day, College Kickoff, and VIP Welcome (Fall 2024) – Term Persistence to Spring 2025</li> </ul> <p>Link to: <a href="#">Update on 2024-2025 Annual Action Plan</a></p> <p>Periodic updates will be presented to DPAC.</p>	
<p><b>2024-2025 Budget Information</b></p> <p>No fiscal impact</p>	



*Santa Monica Community College District*

**2025-2026 ANNUAL ACTION PLAN**

<p><b>ANNUAL ACTION PLAN 1</b></p> <p>Develop a Climate Action Plan</p>	<p><b>Lead Person:</b> Ferris Kavar, Director of Sustainability</p> <p><b>Other Responsible Area(s):</b> Sustainability Department, Environmental Affairs Committee, Maintenance and Operations Facilities Planning Procurement Campus Police Events Auxiliary Services Human Resources</p>
<p><b>Map to Institutional Plans</b></p> <p>☒ <a href="#">Board of Trustees Annual Goals 2024-2025 and Ongoing Priorities</a></p> <p><b>Educational Advancement, Quality and Equity</b> 3. Continue to decrease equity gaps,...</p> <p><b>Fiscal Stewardship</b> 6. Reduce the structural budget deficit by \$5,000,000</p> <p><b>Facilities</b> 9. Update and complete the Facilities Master Plan to support the vision for SMC's future</p> <p><b>The Future of the College</b> 1. Develop new programs and partnerships that support the strategic vision &amp; plan for the future</p> <p><b>Student Life</b> 6. Implement initiatives that overcome barriers based on students' financial resources and unmet basic needs.</p> <p><b>Fiscal and Facilities</b> 8. Seek opportunities for improved ..., cost control... to ensure a sustainable budget and efficient operations. 9. Continue commitment to environmental sustainability in light of the continuing climate crisis.</p> <p>☒ <a href="#">Accreditation 2022 Institutional Self-Evaluation Report</a> - "Sustainability is an integral component of all facilities planning."</p> <p>☒ <a href="#">2017-2022 Strategic Initiatives</a> <b>Vision:</b> includes "sustainability" as a core value; <b>Mission:</b> students are expected to learn about the "natural environment"; <b>ILO #4</b> • <b>Assume responsibility for their own impact on the earth by living a sustainable and ethical life style; Supporting Goals: Sustainable Physical Environment</b> • Apply sustainable practices to maintain and enhance the College's facilities and infrastructure including grounds, buildings, and technology.</p> <p>☒ <a href="#">2023-2024 Program Review Report</a></p> <p>Districtwide Sustainability Culture and Initiatives: At present, sustainability is the purview of one program. But to support the Board of Trustees' "Resolution for Climate Change and Sustainability," a districtwide culture of sustainability should be fostered. Develop a strategic inter-departmental plan and timeline to "green" existing practices in impactful areas, such as facilities planning, maintenance and operations, events, and human resources.</p> <p>☒ <a href="#">SMC Campus Master Plan Facilities Conditions Assessment - EQ, Electrical, Plumbing, Mechanical (HVAC)</a></p> <p>☒ <b>Other - Chancellor's Vision 2030 goals include:</b> Advance engagement with climate practice: facilities and operations, workforce and curriculum, community engagements and benefits, resource development, SMC's <b>Carbon Neutrality Pledge</b> to be carbon neutral in scope 1, 2, and 3 emissions by 2050 and the <b>BOT Climate &amp; Sustainability Resolution</b>. In addition, 12 laws and 2 City and County goals related to carbon emission and water conservation measures drive these efforts.</p>	
<p>Methods to Accomplish the Annual Action Plan (<i>include timeline</i>)</p> <p>The Climate Action Plan shall establish a framework for achieving the climate and sustainability goals that the college and Chancellor's office have committed to, and that state and local laws require. The plan will also help the District to reduce costs, improve building occupant comfort, reduce liabilities, decrease equity gaps, address student's basic needs, provide environmental literacy, and drive enrollment. Flexibility within the plan will allow departments to choose the pace and actions they will take to meet goals and laws, and will provide for unforeseen changes, while maintaining integrity of the proposal's vision and goals. The plan will include the need for an Integrated Energy Master Plan and staff to achieve goals.</p> <p>The Sustainability Department and the Environmental Affairs Committee will create a draft Climate Action Plan, which will be informed by stakeholders from across the college community. The plan will be developed through:</p> <ul style="list-style-type: none"> <li>• Examination of our own stated goals, as well as the laws and regulations we are bound to.</li> <li>• Review of plans and best practices from other community colleges in California and universities in the region.</li> <li>• Engaging the following stakeholders: senior staff, students, administrators, faculty, staff, and the community.</li> </ul>	

The plan's focus areas will include greenhouse gas emissions, energy, buildings, water, waste, transportation, procurement & food systems, academics & workforce programs, student engagement, community engagement, and performance tracking.

A shared leadership model is required to spread responsibilities to each department so they may plan how to achieve their respective goals in a way that best suits them, including the need for funding personnel, consultants, and infrastructure.

Timeline:

Winter/Spring 2025

- Draft a plan with Environmental Affairs Committee using models from other colleges.
- Hold stakeholder meetings to receive feedback and improve the draft.

Summer/Fall 2025

- Continue to hold stakeholder meetings.
- Present draft to DPAC for approval.
- Hire consultant to produce an Integrated Energy Master Plan.

Winter/Spring 2026

- DPAC to provide recommendation to the Superintendent President.
- The draft will be recommended to the Board of Trustees for approval.

Ongoing

- A Task Force, made up of representatives from departments with an outsized impact on goals and regulations (e.g. M&O, Facilities Planning, Procurement, Campus Police, Events, Auxiliary Services, Human Resources) will meet quarterly for progress updates and strategizing.
- Annual progress reports to the Board of Trustees.

Describe the anticipated outcomes that will result from the completion of the action plan, including how its completion might further the college's goal of eliminating equity gaps:

The Climate Action Plan will provide a roadmap to how SMC can achieve its climate and sustainability goals. The plan will include near, mid, and long-term targets with specific strategies for each area of focus.

The successful execution of a Climate Action Plan will help buildings to be safer; cost less to operate; be more comfortable and more conducive to learning; while also being more self-sufficient and resilient to disasters, contribute less to climate change and rising insurance costs, and will position the college to take advantage of government and agency funding opportunities to help pay for the recommended changes.

Finally, equity gaps will be addressed in four ways. The first is by infusing sustainability across the curriculum to increase environmental literacy needed in all career paths. The second is by institutionalizing and expanding the *Student Sustainability Workshops* that have shown promise in improving Success and Retention in all demographics, but especially in Black and LatinX students. The third is by developing Climate-related workforce programs. The fourth is by eliminating our contribution to climate change and air, soil and water pollution we are improving the health of our students and the communities in which they live, while also supporting the clean industries where our students can find fulfilling careers.

## Status of Action Plan

Draft Action Plan Reviewed by DPAC and Submitted to Fiscal Services

Date: February 12, 2025

### Fiscal/Budget Committee Response

Recommendation:

On April 2, 2025, the Budget Committee reviewed DPAC Annual Action Plan #1 and recommended the Climate Action Plan with one-time funding of \$13,000 for inclusion in the 2025-2026 District Budget.

### DPAC Action

On May 14, 2025, DPAC approved 2025-2026 Annual Action Plan #1 and forwards its recommendation to Dr. Jeffery to include one-time funding of \$13,000 in the 2025-2026 District budget.

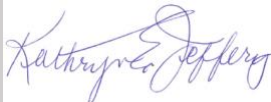
Action Plan Submitted to Superintendent/President

Date: May 14, 2025

Superintendent/President's Response

- ☒ Approved  
☐ Consider\*  
☐ Not Approved\*

*\*If checked, an explanation will be provided in writing.*



Superintendent/President

Date: May 22, 2025



**Santa Monica Community College District  
2025-2026 ANNUAL ACTION PLAN**

<p><b>ANNUAL ACTION PLAN 2</b></p> <p><b>Campus Safety - Conduct a comprehensive college-wide safety audit to create a strong campus safety culture.</b>  <b>An audit will include:</b></p> <ul style="list-style-type: none"> <li>Conducting a safety training survey;</li> <li>Identifying a new emergency communication system;</li> <li>Developing a college-wide safety plan to include organizational structure, tabletop exercises, and trainings</li> </ul>	<p><b>Lead Persons:</b></p> <ul style="list-style-type: none"> <li>Vice President of Student Affairs</li> <li>Chief of Police</li> <li>Director of Safety and Risk Management</li> <li>EOT Leads</li> </ul> <p><b>Other Responsible Area(s):</b>  Emergency Preparedness Committee  Campus Safety Committee  Campus Police  Human Resources  Professional Development Committee</p>
<p><b>Map to Institutional Plans</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Board of Trustees Annual Goals 2024-2025 and Ongoing Priorities</a></li> <li><input type="checkbox"/> <a href="#">Accreditation 2022 Institutional Self-Evaluation Report</a></li> <li><input type="checkbox"/> <a href="#">Education Master Plan</a></li> <li><input type="checkbox"/> <a href="#">2017-2022 Strategic Initiatives</a></li> <li><input type="checkbox"/> <a href="#">Strategic Enrollment Management Plan</a></li> <li><input checked="" type="checkbox"/> <a href="#">2023-2024 Program Review Report</a></li> <li><input type="checkbox"/> <a href="#">2023-2024 Institutional Effectiveness Report</a></li> <li><input type="checkbox"/> <a href="#">Guided Pathways: Redesigning the Student Experience</a></li> <li><input type="checkbox"/> <a href="#">Student Equity Plan</a></li> <li><input type="checkbox"/> <a href="#">SMC Campus Master Plan Facilities Conditions Assessment</a></li> <li><input type="checkbox"/> Academic Senate Objectives</li> <li><input checked="" type="checkbox"/> Other (please add)</li> </ul>	
<p>Methods to Accomplish the Annual Action Plan <i>(include timeline)</i></p> <p>A comprehensive college-wide safety audit is essential for enhancing campus safety and fostering a proactive safety culture. Key initiatives include:</p> <ul style="list-style-type: none"> <li><b>Targeted Safety Training:</b> Conducting surveys to identify gaps and develop tailored training programs.</li> <li><b>Improved Emergency Communication:</b> Implementing an updated system for timely, effective responses.</li> <li><b>Clear Safety Framework:</b> Establishing a detailed safety plan with defined roles and protocols.</li> <li><b>Tabletop Exercises:</b> Regularly practicing scenarios to enhance preparedness and collaboration.</li> <li><b>Continuous Training:</b> Providing ongoing education on safety practices and protocols.</li> <li><b>Safety Culture:</b> Engaging staff and students to prioritize safety in daily activities.</li> <li><b>Data-Driven Improvements:</b> Using audit findings to guide and measure progress.</li> </ul> <p>This audit will strengthen safety protocols, improve communication, and create a safer, more supportive campus environment.</p>	
<p>Describe the anticipated outcomes that will result from the completion of the action plan, including how its completion might further the college's safety goals.</p> <p>The comprehensive safety plan will significantly advance the college's safety goals through the following outcomes:</p> <ul style="list-style-type: none"> <li><b>Enhanced Safety Awareness:</b> Ongoing safety training and regular departmental talks will foster a culture of safety, empowering staff to recognize and address potential hazards.</li> <li><b>Improved Emergency Preparedness:</b> A college-wide safety plan, supported by regular tabletop exercises, will ensure staff are prepared for emergencies and continuously improve protocols.</li> </ul>	



- **Increased Accountability and Engagement:** Rotating safety assignments will promote shared responsibility and collaboration among staff and students, strengthening the community's commitment to safety.
- **Integration of Safety into Daily Routines:** Embedding safety practices, such as walk-throughs and equipment reviews, into daily operations will make safety a consistent priority.
- **Continuous Improvement:** Regular feedback from exercises and assignments will enable data-driven adjustments, ensuring ongoing enhancement of safety measures.

By implementing this plan, the college will create a safer, more prepared campus with a strong culture of safety that benefits all employees and students.

### Status of Action Plan

Draft Action Plan Reviewed by DPAC and Submitted to Fiscal Services

Date: February 12, 2025

#### Fiscal/Budget Committee Response

Recommendation:

On May 21, 2025, the Budget Committee reviewed the DPAC Annual Action Plan #2 and recommended the Campus Safety Culture to DPAC and Dr. Jeffery as presented, for consideration of inclusion in the 2025-2026 District Budget.

#### DPAC Action

On June 11 2025, DPAC approved 2025-2026 Annual Action Plan #2 and forwards its recommendation to Dr. Jeffery to include a budget of \$28,000 for items that are needed to create an ongoing Safety Culture at the College. An additional budget of \$25,000 is for items that will improve and enhance the Emergency Preparedness Planning and Operations; however, they are not mandatory for the program success.

Action Plan Submitted to Superintendent/President

Date: June 11, 2025

#### Superintendent/President's Response

- ☒ Approved  
☐ Consider\*  
☐ Not Approved\*

*\*If checked, an explanation will be provided in writing.*



Superintendent/President

Date: June 23, 2025