



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, September 22, 2021. This meeting was conducted via Zoom Conference.

I. Call to Order -3:03 p.m.

II. Members Present

Chris Bonvenuto, Administration, Acting Chair  
Jamar London, Academic Senate President, Vice-Chair  
Bradley Lane, Administration Representative  
Lisa Rose, Management Association Representative  
Dione Carter, Management Association Representative  
Nate Donahue, Academic Senate Representative  
Peter Morse, Faculty Association President  
Elaine Roque, Faculty Association Representative  
Cindy Ordaz, CSEA Representative  
Martha Romano, CSEA Representative  
Joshua Elizondo, Associated Students Representative

In accordance with Executive Order N-29-20 issued by Governor Gavin Newsom and dated March 17, 2020, members of the District Planning and Advisory Council participated in the meeting by Zoom Conference.

III. Minutes of DPAC Meeting –September 8, 2021: The minutes were unanimously approved.

IV. Public Comments – None

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

VI. Agenda

1. Accreditation Update: The Accreditation kick-off was held on September 14<sup>th</sup> with ACCJC representative Kevin Botenbal. Superintendent Kathryn Jeffery and 38 others in attendance. The leads (one administrator and one faculty member) for the four standards and substandard leads were identified, and appointments to the Steering Committee will be finalized soon. Dione Carter and Jamar London will be meeting with Dr. Jeffery on September 30<sup>th</sup> to provide an update and get feedback. An Accreditation website will be created and updated to provide current information related to accreditation.

2. COVID-19/Return to Campus:

- COVID-19 cases and hospitalizations are decreasing. SMC has not had any outbreaks or clusters during the pandemic, including any time students have been back on campus.
- The testing center is now open in lot five.
- The college continues to evaluate all processes for safety and compliance with L.A County guidelines
- Safety training continues for all current and new employees.
- Planning for winter and spring is underway, including conversations with Academic Affairs to evaluate new spaces that are not currently being used and protocols related to

- live productions/athletics.
  - The Receiving Department and Risk Management continue to manage the requests for personal protective equipment.
  - Safety plans for outside vendors/contractors are evaluated and implemented.
3. President's Task Force Report: Dr. Jeffery will attend a future DPAC meeting to address the report which is a review of the impact of COVID-19 pandemic on SMC and recommendations from the Task Force on how to move forward. Jamar London provided a brief overview with some comments and suggestions.
  4. Response to 2020-2021 Annual Action Plans #8 (revised). Motion was made by Peter Morse and seconded by Martha Romano to accept the response to 2020-2021 Annual Action Plan #8 as revised. This completes the acceptance by DPAC of the [Responses to the 2020-2021 Annual Action Plans](#).
  5. Continue discussion of 2022-2023 Annual Action Plans: At the last DPAC meeting, the 2021-2022 Annual Action Plans were reviewed to determine which ones, if any, should be continued in some form into 2022-2023 Annual Action Plans. It was suggested that the following 2021-2022 Annual Action Plans be continued in some form.

#### REDUCE EQUITY GAPS

##### ACTION PLAN 1

Reduce racial equity gaps and increase completion of Academic and Career Paths through a critical review of practices for developing, approving, and assessing Program Learning Outcomes (PLOs) and course-level Student Learning Outcomes (SLOs)

##### ACTION PLAN 2

Reduce racial equity gaps in course success for largest gateway courses via professional development in equity-minded teaching practices and curricular development.

##### ACTION PLAN 3

Reduce racial equity gaps and increase success in AB 705 mathematics courses

##### ACTION PLAN 4

Reduce racial equity gaps and increase success in English 1 (including English 1 + 28)

Other suggestions included developing 2022-2023 Annual Action Plans related to the following:

- Accreditation
  - Five-Year Strategic Planning Process/Master Plan
  - Return to Campus
  - International Students
  - Enrollment Management Plan
  - Others to be identified from the Board of Trustees Goals and Priorities, 2021-2022 and Academic Senate Goals, 2021-2022
6. Chris Bonvenuto presented the 2021-2022 Adopted Budget. Link to: [Adopted Budget, 2021-2022](#)

V. Adjournment – 4:53 p.m.

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

September 22

October 13, 27

November 10, 24

December 8

January 12, 26, 2022

February 9, 23

March 9, 23

April 13, 27

May 11, 25

June 8, 22



*Santa Monica Community College District*

**RESPONSES TO 2020-2021 ANNUAL ACTION PLANS**

<b>ACTION PLAN 8</b>  <b>Technology Master Plan</b>  Complete Year One of Technology Master Plan Goals, Objectives and Recommendations <i>(once the Technology Master Plan is completed, more specific information related to goals, objectives and recommendations will be included here)</i>		<b>Lead Person:</b> Marc Drescher  <b>Responsible Area(s):</b> Information Technology
<input checked="" type="checkbox"/> Completed	<input type="checkbox"/> Not completed (see DPAC's recommendation following Response) Check one of the following boxes. <input type="checkbox"/> Substantially completed <input type="checkbox"/> Ongoing, to be completed in 2021-2022 <input type="checkbox"/> Other (include reason if checked)	
<b>RESPONSE</b>		
Information Technology completed year one of the 2020-2025 Technology Master Plan. Highlights for year one of the Technology Master Plan include:		
<b>Planned TMP Projects Completed</b> <ul style="list-style-type: none"> <li>• The IT Help and IT Student Help support teams responded to 18,580 remote service requests.</li> <li>• Completed the technology infrastructure for the new Early Childhood Learning Center, Pico Village and the Pico Classroom Complex.</li> <li>• Implemented a streamlined SSO (Single Sign-On) process to make password management easier and consistent throughout SMC's online services.</li> <li>• Implemented new Student Network Account onboarding process to increase security and enable self-service password recovery.</li> <li>• Upgraded the wireless network in the Library, Cayton, Drescher Hall, CMD, HSS, Math and ESL.</li> <li>• Added new components for Student Financial Aid Support system, CampusLogic, to streamline the FA application, appeal and awarding process and communication.</li> <li>• Management Information Systems continued to make progress on critical upgrades to extend the life of SMC's Student Information System.</li> <li>• SMC Promise revision</li> <li>• New FTEs calculation and reporting policy for Noncredit classes.</li> <li>• New ESL Guided Self Placement Procedure and revised Math Guided Self Placement.</li> <li>• New Faculty Contract that overhauls the pay codes.</li> <li>• Additional components were added to the Starfish implementation as part of Phase 1.</li> <li>• AS Fee restructuring and new Student Representation Fee.</li> <li>• Canvas structure redesign.</li> <li>• MIS reporting redesign.</li> <li>• Stipend Request/Approval program and workflow.</li> <li>• Intensive English Program Fee Structure for ISC.</li> <li>• To support the growing needs from Management Information Systems, a new programmer/ analyst position was established and approved.</li> </ul>		
<b>Unplanned COVID related Projects Completed</b> <ul style="list-style-type: none"> <li>• Implemented a Student Chat Bot to provide enhanced online student IT Support from home.</li> <li>• Installed approximately 900 web cams in offices, classrooms, and conference rooms.</li> <li>• Bundy Drive Up WiFi: Extended wifi to Bundy parking lot for students without home access.</li> </ul>		

- Provided a “Virtual Computing Lab” allowing students to access SMC lab environments remotely.
- Automated several SMC processes and manual forms using Adobe Sign workflows and digital signatures to process from work-at-home environment.
- Upgraded and extended technology environment using Citrix to allow faculty and staff to remotely access SMC technology resources.
- Implemented Microsoft Intune for remote management and deployment of district computing devices to assist in supporting a work-at-home environment.
- Staffed and supported in-person student labs at Center for Media Design throughout COVID19.
- CARES and emergency funds distribution.
- COVID AdHoc Reports and Data Requests
- New Teaching Methods additions for Web ISIS due to at home learning because of COVID
- Grading Policy Changes as result of COVID
- New GW Drop Grade emergency requirement due to COVID
- Salary Freeze and Furlough programming changes due to COVID

**Planned TMP Projects Delayed for following year.**

- Continued discussion of ERP delayed until COVID ends and there is clarity of budget.
- BankMobile: Bank card to replace checks for students
- TargetX Revamp for email eblasting
- Installment Payment Plan
- (GPS) StarFish Phase II
- Design Technology 114 Lab Upgrade
- Design Technology 206 Lab Upgrade
- Design Technology 271 Lab Upgrade
- Business 263 Lab Upgrade