A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, January 11, 2023 at 3:00 p.m. This meeting will be conducted via Zoom Conference.

I. Call to Order

II. Members
Mike Tuitasi, Administration, Chair Designee
Jamar London, Academic Senate President, Vice-Chair
Jason Beardsley, Administration Representative
Chris Bonvenuto, Management Association Representative
Dione Carter, Management Association Representative
Stephanie Amerian, Academic Senate Representative
Peter Morse, Faculty Association President
Elaine Roque, Faculty Association Representative
Cindy Ordaz, CSEA President
Martha Romano, CSEA Representative
Kamiko Greenwood, Associated Students President
Francis Yang, Associated Students Representative

The Zoom format used for Santa Monica College public meetings ensures public participation and provides an opportunity for the public to directly address the body. Members of the public have the right to request to make public comments until such time as the public comment period is over.

Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/93886279276

Or iPhone one-tap (US Toll): +16699006833,93886279276# or
+12532158782,93886279276#

Or Telephone:
Dial:
+1 669 900 6833 (US Toll)
+1 253 215 8782 (US Toll)
+1 346 248 7799 (US Toll)
+1 646 876 9923 (US Toll)
+1 301 715 8592 (US Toll)
+1 312 626 6799 (US Toll)
Meeting ID: 938 8627 9276

Public Comments

Instructions for Submitted Written Comments
Individuals wishing to submit written comments to be read at a DPAC meeting shall send an email to DPAC Coordinator ROSE_LISA@smc.edu by 2:30 p.m. for the meeting beginning at 3 p.m. The email should contain the subject line "DPAC Written Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item

Instruction for Participating in DPAC Meeting by Zoom
Individuals wishing to speak at a DPAC meeting shall send an email to DPAC Coordinator ROSE_LISA@smc.edu by 2:30 p.m. for the meeting beginning at 3 p.m. The email should contain the subject line "DPAC Written Comments" and include the following information in the body of the email:

- Name
- Address
- Name of organization (if applicable)
- Topic or Item

Each speaker may be allowed a maximum of three minutes per topic. When it is time for a speaker to address DPAC, their name will be called and the microphone on their Zoom account will be activated. A speaker's Zoom Profile should match their real name.

III.   Review of Minutes: December 14, 2022

IV.   Reports

V.   Superintendent/President's Response to DPAC Recommendation, if any.

VI.   Agenda

1. Update: Winter Transition

2. Update: Strategic Enrollment Management Plan in connection to proposed 2023-2024 Annual Action Plan #3

3. Finalize Annual Action Plans for 2023-2024 to forward to Senior Staff, Fiscal, and Budget Committee

VII.   Adjournment

Meeting schedule through June 2023
     January 25, 2023
     February 8, 22
     March 8, 22
     April 12, 26
     May 10, 24
     June 14, 28

Meeting of the Council of Presidents (COP)
The Council of Presidents will discuss the agenda for the DPAC meeting on January 25, 2023.

Santa Monica Community College District

2023-2024 ANNUAL ACTION PLAN TO SUPPORT THE
INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES

ANNUAL ACTION PLAN 1 **Develop a Master Plan for Education, 2023-2028**	**Lead Person:** Kathryn E. Jeffery, Superintendent/President Jason Beardsley, Interim Vice- President of Academic Affairs **Other Responsible Area(s):** Senior Staff Academic Senate Task Force (tbd)

Map to 2017-2022 Strategic Initiatives	
■ Close Gaps in educational outcomes ■ Educational and career opportunities and pathways ■ Long-term and integrated planning linked to resource allocation ❑ Human Resource plan which supports student success ❑ Improve facilities and technology infrastructure, integration and staffing ❑ Ensure long-term fiscal stability	
Map to Institutional Planning Documents	
■ Board of Trustees Core Priorities ■ Academic Senate Objectives ❑ Program Review Observations ❑ Institutional Effectiveness Dashboard Report ❑ Student Equity Plan Activities ❑ Guided Pathways Redesign Goals	■ Accreditation Recommendations ❑ Institutional Learning Outcomes Supporting Goals[3] #_____ ❑ CCC Chancellor's Office Vision for Success[4] #_____ ❑ Other (specify):

Methods to Accomplish the Annual Action Plan (*include timeline*)

The Master Plan for Education, 2023-2028, shall establish a framework for serving SMCCD students, taking into consideration the major demographic, economic, and educational issues facing the SMC community. The Plan will be developed through:

- Consultation with SMC's leadership
- Input from residents, businesses, community leaders, and educators
- Interviews and focus groups with members of the Board of Trustees, students, administrators, faculty members, and classified staff
- Extensive review of SMCCD documents, demographic data, and research
- Internal analysis of Strengths, Weaknesses, Opportunities, and Threats (SWOT)

Fall 2022

- The Superintendent/President will designate an administrator to lead the process of developing a Master Plan for Education, 2023-2028
- The lead administrator will collaborate with Procurement to prepare a Request for Qualification to identify a consultant to assist the District in developing a Master Plan for Education 2023-2028

Winter/Spring 2023

- DPAC or a subcommittee of DPAC will be charged with reviewing the responses to the Request for Qualifications and provide a recommendation to the Superintendent President.
- A consultant will be recommended to the Board of Trustees for approval
- A Task Force will be established to work with the lead administrator and the consultant in the process
  - o The Superintendent/President will request recommendations from all SMC constituencies for membership on the Task Force and report back to DPAC

Spring/Summer 2023-Fall 2023

- The consultant will work with the lead administrator and members of the Task Force to facilitate the process of developing a Master Plan for Education 2023-2028

Comment: In order to meet the ACCJC requirements for planning, it is essential that Santa Monica College has evidence of a strong planning process, in particular a mission-driven Master Plan for Education. This plan, when developed and integrated through a systematic participatory governance process that includes student learning outcomes and assessment, program review, data analysis, and ongoing dialogue, form the heart of institutional effectiveness. They drive institutional priorities, resource allocation, student achievement, and institutional improvement plans.

A Master Plan for Education should do far more than describe a college's existing programs, history, and demographic environment. It should articulate a vision which informs the college's decisions, and guides college faculty and staff toward common goals.

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:

Santa Monica College serves a diverse population of students with an array of life experiences, preparedness skills, needs, and goals. Student needs and choices are evolving, and SMC needs to proactively address these changes. With the growth of online learning, students have more choices and are becoming more proactive in their educational choices. Students desire more collaborative and experiential forms of learning. SMC needs to provide the necessary programs and services for successful outcomes. Accountability to measure student success will continue and increase.

Status of Action Plan

Draft Action Plan Reviewed by DPAC and Submitted to Fiscal Services Date:	**Fiscal/Budget Committee Response** Recommendation:	
Action Plan Submitted to Superintendent/President Date	Superintendent/President's Response ☐Approved ☐ Consider* ☐ Not Approved* *If checked, an explanation will be provided in writing.	_____ Superintendent/President Date:

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Santa Monica Community College District

2023-2024 ANNUAL ACTION PLAN TO SUPPORT THE INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES

ANNUAL ACTION PLAN 2 Launch the Equity-minded Professional Innovation Center, the EpiCenter to be a learning and professional development center for all employee groups. Continued from 2022-2023.	**Lead Person:** Maria Muñoz, Dean of Equity, Pathways and Inclusion Cyrus Fernandez, Human Resources Professional Development Coordinator **Responsible Area(s):** Human Resources Academic Senate CSEA Management Association

Map to 2017-2022 Strategic Initiatives	
■ Close Gaps in educational outcomes ■ Educational and career opportunities and pathways ❏ Long-term and integrated planning linked to resource allocation ■ Human Resource plan which supports student success ❏ Improve facilities and technology infrastructure, integration and staffing ❏ Ensure long-term fiscal stability	

Map to Institutional Planning Documents	

■ Board of Trustees Core Priorities
 	
■ Academic Senate Objectives
 	
❏ Program Review Observations
 	
❏ Institutional Effectiveness Dashboard Report
 	
■ Student Equity Plan Activities
 	
❏ Guided Pathways Redesign Goals
	❏ Accreditation Recommendations
	  1. Indicate Standard #_____
	  2. Quality Focus Essay
	
	❏ Institutional Learning Outcomes Supporting Goals[3] #_____
	
	❏ CCC Chancellor's Office Vision for Success[4] #_____
	
	❏ Other (specify):

Methods to Accomplish the Annual Action Plan (*include timeline*)

- Support the Institutional Effectiveness Partnership Initiative (IEPI) committee to complete and implement a comprehensive professional development plan for all employee groups with the outcome to improve student racial equity and sense of belonging on campus.
- Collaborate with senior administrative staff, Academic Senate, Faculty Association, CSEA, Management Association, PDC and CPDC to support the launch of the EpiCenter with a shared leadership model, including funding for personnel and infrastructure needs.
- Offer professional learning and growth opportunities grounded in the principles of equity-mindedness that are designed specifically for each employee group
- Explore methods to increase participation in equity-related professional development activities for all employee groups.

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:
- Coordinate and facilitate professional learning and training opportunities for different employee groups for authentic needs that arise; align with SMC's redesign, equity mission, vision and goals; and, actively foster greater collaboration, synergy and coordinated action to advance student success and racial equity.
- Physical library of texts related to equity, pedagogy, and leadership in the brick-and-mortar space
- Digital library of recorded workshops from past events, including professional development days, as well as curated recordings on various topics of interest to our different employee groups, including trainings, on the EpiCenter website

- Comprehensive Master Calendar of professional development opportunities on campus for all employee groups on the website
- Supporting the work of the PDC and CPDC during biannual professional development days via logistics

Status of Action Plan		
Draft Action Plan Reviewed by DPAC and Submitted to Fiscal Services Date:	**Fiscal/Budget Committee Response** Recommendation:	
Action Plan Submitted to Superintendent/President Date	Superintendent/President's Response ☐Approved ☐ Consider* ☐ Not Approved* *If checked, an explanation will be provided in writing.	_____ Superintendent/President Date:

Santa Monica Community College District

2023-2024 ANNUAL ACTION PLAN TO SUPPORT THE
INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES

ANNUAL ACTION PLAN 3	Lead Person:

Enrollment and Retention
Implement enrollment and retention strategies outlined in the Strategic Enrollment Management Plan.
 	
• Strategies that target Black and Latinx student and Student's.
• Strategies that support students enrolled in AB705 math and English courses.
 	
Strategies that include:
• Connecting students to resources through targeted messaging. (Marketing)
• Implementing GPS (Early Alert) Campus-wide
• Connecting students to Special Programs
• Connecting students to AOI Cohorts and Student Care Teams
	Vice-Presidents
	  Jason Beardsley,
	    Academic Affairs
	  Teresita Rodriguez,
	    Enrollment Development
	  Mike Tuitasi, Student Affairs
	
	Responsible Area(s):
	  Academic Affairs
	  Enrollment Development
	  Student Affairs
	  Marketing
	  Academic Senate

Map to 2017-2022 Strategic Initiatives

❑ Close Gaps in educational outcomes
❑ Educational and career opportunities and pathways
❑ Long-term and integrated planning linked to resource allocation
❑ Human Resource plan which supports student success
❑ Improve facilities and technology infrastructure, integration and staffing
❑ Ensure long-term fiscal stability

Map to Institutional Planning Documents

■ Board of Trustees Core Priorities

■ Academic Senate Objectives

❑ Program Review Observations

❑ Institutional Effectiveness Dashboard Report

■ Student Equity Plan Activities

❑ Guided Pathways Redesign Goals

❑ Accreditation Recommendations
  1. Indicate Standard #_____
  2. Quality Focus Essay

❑ Institutional Learning Outcomes Supporting Goals[3] #_____

❑ CCC Chancellor's Office Vision for Success[4] #_____

❑ Other (specify):

Methods to Accomplish the Annual Action Plan (*include timeline*)

- Contact all Black and Latinx students during the onboarding process. Connect students to support services, Student Care Teams and Special Programs.

- Use GPS to refer students to Student Services

- Use targeted messaging/ marketing to contact "At Risk" students in jeopardy of failing a course or dropping out of school.

- Provide embedded and other instructional support resources in AB705 courses, including but not necessarily limited to Counseling info sessions and tutoring services.

- Work with Math and English departments to develop proposals for first-year Math and English strategies for improving Black and Latinx student retention and success

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 anticipated outcome:
1. All Black and Latinx students will be connected to an Area of Interest-Student Care Team.
2. Create a tracking system for Black and Latinx students.
3. Establish a 'touch points" matrix for students in jeopardy of failing a course or dropping out of school.
4. GPS (Early Alert System): Use GPS campus-wide to identify and track students in jeopardy of failing a course or dropping out of school.
5. Retention and success rates for Black and Latinx students in first-year English and Math courses will show improvement

Status of Action Plan

Draft Action Plan Reviewed by DPAC and Submitted to Fiscal Services Date:	Fiscal/Budget Committee Response Recommendation:	
Action Plan Submitted to Superintendent/President Date	Superintendent/President's Response ☐Approved ☐ Consider* ☐ Not Approved* *If checked, an explanation will be provided in writing.	- - _____ Superintendent/President Date:

District Planning and Advisory Council (DPAC)
Meeting schedule 2022-2023
(second and fourth Wednesdays each month at 3 p.m.)

Meeting Date	Topic/Related Reports	Invitees/Responsible Areas
July 13, 2022	Cancelled	
July 27	Update: COVID-19/Return to Campus Accreditation Update DPAC Annual Report 2021-2022 Report on 2021-2022 Action Plans	Mike Tuitasi Jamar London DPAC DPAC
August 10	Cancelled	
August 24	Update: COVID-19/Return to Campus Accreditation Update Year-End Report on 2021-2022 Action Plan #4 Discussion of Annual Action Plans for 2023-2024 DPAC Scope and Function, 2022-2022	Mike Tuitasi Jamar London DPAC
September 14	Update: COVID-19/Return to Campus Accreditation Update/Draft QFE DPAC Semi-Annual Report Discussion of Action Plans for 2023-2024	Mike Tuitasi Dione Carter/Jamar London DPAC
September 28	DPAC Orientation Accreditation Update • Information Item: Quality Focus Essay Adopted Budget 2022-2023 SLO/Program Review Task Force	Jamar London Jamar London/Dione Carter and Elisa Meyer Chris Bonvenuto Stephanie Amerian
October 12	Cancelled	
October 26	Update: COVID-19/Return to Campus Accreditation Update Continue development of Action Plans for 2023-2024 • Board Annual Goals 2022-2023 and Ongoing Priorities • Academic Senate Annual Objectives, 2022-2023	Mike Tuitasi Jamar London/Dione Carter DPAC

November 9	Update: COVID-19/Return to Campus	Mike Tuitasi
	Student Equity Planning Update	Maria Muñoz
	Continue development of Action Plans for 2023-2024 • Possible Annual Action Plan: Enrollment and Retention • Assign to lead person(s) to prepare 2023-2024 Annual Action form	Teresita Rodriguez DPAC
November 23	Cancelled	
December 14	COVID Update: Masking Matrix	Mike Tuitasi
	Cloud Bachelor's Degree	Jason Beardsley
	AR 3435 -Discrimination, Harassment Complaints, and Investigations	Lisa Winter
	Review drafts of Annual Action Plans for 2023-2024	DPAC
January 11, 2023	Update on Strategic Enrollment Management Plan in connection to proposed 2023-2024 Annual Action Plan #3 Finalize Annual Action Plans for 2023-2024 to forward to Senior Staff, Fiscal, and Budget Committee	Teresita Rodriguez DPAC
January 25	Governor's Proposed Budget for 2023-2024	Chris Bonvenuto DPAC
February 8	Vision for Success/IE Dashboard	Hannah Lawler
February 22	COVID-19 Update Accreditation Update DPAC Semi-Annual Report 2021-2022	Mike Tuitasi
March 8	Technology Update	Marc Drescher
March 22	2022-2023 Annual Action Plans Update Guided Pathways Scale of Adoption Assessment	To be scheduled Maria Munoz/Guido Delpiccolo
April 12	Cancel (spring break)	
April 26	2022-2023 Annual Action Plans Update	To be scheduled
May 10	2022-2023 Annual Action Plans Update	To be scheduled
May 24	Review 2023-2024 Annual Actions Plans with Budget Committee input	DPAC
June 14	Tentative Budget for 2023-2024	Chris Bonvenuto
June 28	Start process for year-end report on 2022-2023 Action Plans	DPAC