



Santa Monica Community College District
District Planning and Advisory Council
MEETING –APRIL 28, 2021
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, April 28, 2021. This meeting was conducted via Zoom Conference.

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

II. Members Present

Jennifer Merlic, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Chris Bonvenuto, Management Association Representative
Dione Carter, Management Association Representative
Jamar London, Academic Senate Representative
Peter Morse, Faculty Association President
Cindy Ordaz, CSEA Representative
Martha Romano, CSEA Representative
Tafari Alan, Associated Students 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 –March 24, 2021: Motion was made by Mike Tuitasi and seconded by Peter Morse to approve the minutes of the DPAC meeting on March 24, 2021. *Unanimously approved.*

IV. Public Comments – None

V. Reports

VI. Agenda

1. COVID-19 Update

- SMC follows Los Angeles County guidance and applies it to its Roadmap to Recovery. The County announced yesterday that it is on track to move into the yellow tier within one week. New protocols for Institutes of Higher Education state that Colleges and universities in Los Angeles County may resume limited in-person academic instruction at this time with limitations. This includes offering in-person lectures on-campus up to 50% occupancy of the lecture hall or classroom or 200 individuals, whichever is less and maintaining other safety protocols (social distancing, masks, handwashing, signage). The complete list of protocols is available at:
[Reopening_HigherEducation.pdf \(lacounty.gov\)](#)

- The Emergency Operations Team (EOT) is working with Academic Affairs to measure classrooms and identify other spaces that are not designated classrooms that could be used as classrooms.
 - A Train the Trainer Program for managers and faculty to do walk-throughs of their areas and understand their workflow and develop the safety plans will start on Thursday. It will be done for every class coming back in the fall and all major areas on campus, including the library and tutoring center.
 - Maintenance and Operations are upgrading to the highest air purifier filter available and every air conditioner system will have increased hourly cycles. All filters will be in place by July 1st.
 - Classes are scheduled with a minimum of 45 minutes in between to allow for disinfecting and air replacement.
- The first meeting of the President's Task Force. The membership of the Task Force includes constituency leaders, the EOT leads and senior staff. The goal was to look at how to gather information from the college community. The recommendation had been to conduct a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis for all areas of the college. After discussion at the meeting, it was decided to not conduct a SWOT analysis, but instead gather information that is already available, such as Program Review and other surveys that have been conducted, and extract data from those first. Then work with Institutional Research to identify where information is lacking and gather qualitative information and conduct focus groups. The next meeting is on May 21, 2021.
2. DPAC Video Spring Release/DPAC Quarterly Report, January – March 2021: Nate Donahue shared a script for his recording of a video to be released with the spring 2021 DPAC Quarterly Report.
 3. Revised 2021-2022 Annual Action Plan #1: Reduce racial equity gaps and increase completion of Academic and Career Paths through a critical review of practices for developing, approving, and assessing Program Learning Outcomes (PLOs) and course-level Student Learning Outcomes (SLOs).

Motion was made by Dione Carter and seconded by Jamar London to approve revised 2021-2022 Annual Action Plan #1 and forward it to the Budget Committee for review.

4. Review of 2021-2022 Annual Action Plans with Fiscal/Budget Committee input.

The following motion was approved by the Budget Committee regarding the 2021-2022 Annual Action Plans and forwarded to DPAC for consideration:

Motion passed by Budget Committee 15 Yes – 1 Abstain

The Budget Committee has reviewed the DPAC Annual Action Plans and recommends the Annual Action plans to DPAC and Dr. Jeffery as presented, for consideration of inclusion in the 2021-2022 Budget.

Additionally, the Budget Committee recommends DPAC pay close attention and report back on metrics of potential impact of long-term success of grant funded activities. DPAC will report back to the Budget Committee, findings from prior year Annual Action Plans that include metrics for Budget Committee to review.

DPAC Recommendation

DPAC recommends that the Superintendent/President approve the proposed 2021-2022 Annual Actions Plans #2-8 and include them in the 2021-2022 Budget.

Notes:

- *It is the intent of DPAC to collect and analyze outcomes metrics on each Action Plan to assess effectiveness.*
- *Annual Action Plan 1 is under revision and will be forwarded to the Superintendent/President once finalized, but it is not anticipated to impact the District general fund budget.*

DPAC approved the recommendation with the following vote.

Administration: Yes

Management Association: Yes

Academic Senate: Yes

Faculty Association: Yes

Associated Students: Yes (2)

CSEA: Yes (2)

VII. Adjournment – 4:32 p.m.

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

May 12, 26

June 9, 23

Meeting of the Council of Presidents (COP)



Santa Monica Community College District

**2021-2022 ACTION PLANS TO SUPPORT THE
INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES**

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) <i>Revised: 4-28-2021</i>		Lead Person: Vice-President, Academic Affairs Responsible Area(s): Academic Affairs Academic Senate Department Chairs
Map to 2017-2022 Strategic Initiatives		
<input checked="" type="checkbox"/> Close Gaps in educational outcomes <input checked="" type="checkbox"/> Educational and career opportunities and pathways <input type="checkbox"/> Long-term and integrated planning linked to resource allocation <input type="checkbox"/> Human Resource plan which supports student success <input type="checkbox"/> Improve facilities and technology infrastructure, integration and staffing <input type="checkbox"/> Ensure long-term fiscal stability		
Map to Institutional Planning Documents		
<input checked="" type="checkbox"/> Board of Trustees Core Priorities # <u>1</u> <input type="checkbox"/> Academic Senate Objectives # _____ <input type="checkbox"/> Program Review Observations <input type="checkbox"/> Institutional Effectiveness Dashboard Report <input checked="" type="checkbox"/> Student Equity Plan Activities ¹ # <u>2</u> <input checked="" type="checkbox"/> Guided Pathways Redesign Goals ² # <u>1, 4, 8</u>	<input type="checkbox"/> Accreditation Recommendations 1. Indicate Standard # _____ 2. Quality Focus Essay <input checked="" type="checkbox"/> Institutional Learning Outcomes Supporting Goals ³ # <u>1, 2</u> <input checked="" type="checkbox"/> CCC Chancellor's Office Vision for Success ⁴ # <u>1, 2, 3, 4, 5, 6</u> <input type="checkbox"/> Other (specify):	
Methods to Accomplish the Annual Action Plan (<i>include timeline</i>)		
<ul style="list-style-type: none"> Engage with the Curriculum Committee and Program Review Committee to co-construct equity-informed practices for the development, approval, and assessment of Program and Course-Level Learning Outcomes (PLOs and SLOs, respectively) 		
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:		
<ul style="list-style-type: none"> An equity-informed critical review and revision of the practices used to develop, approve, and assess both Program Learning Outcomes and course-level Student Learning Outcomes will result in a curriculum design more responsive to the needs and goals of our racially minoritized student populations and thus help to reduce the racial equity gaps and increase completion. 		