



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, October 9, 2024 at 3:00 p.m. in the SMC Student Services Center Room 396, 1900 Pico Boulevard, Santa Monica. The meeting will also be conducted via Zoom to allow for remote participation.

Following is the link to join the DPAC meeting via Zoom: <https://smc-edu.zoom.us/j/93886279276>

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
Sasha King, Management Association Representative
Vicenta Arrizon, Academic Senate Representative
Peter Morse, Faculty Association President
Elaine Roque, Faculty Association Representative
Cindy Ordaz, CSEA President
Martha Romano, CSEA Representative
David Duncan, Associated Students President
Associated Students Representative

III. Public Comments

IV. Review of Minutes: September 25, 2024

V. Reports

VI. Agenda

1. Update: Education Master Plan

2. Institutional Effectiveness Committee Report

Link to: [Institutional Effectiveness Committee Annual Report 2023-2024](#)

3. Annual Action Plans for 2025-2026

Key Findings of Cycle 1 CPR Reports Meta-Analysis

AB 705/1705 Implementation Support: STEM instructional programs are reporting that many students are unprepared to meet the math requirements of their courses. This is at least partially a result of the implementation of AB 705 and AB 1705. To address this challenge, we recommend that a task force be created, comprising faculty, CSEA and administrators, to make recommendations to improve the students' math preparedness.

Data-Informed Scheduling: Instructional programs report challenges meeting their enrollment goals and a decline in overall enrollment. Furthermore, some departments report that students take classes in other districts because they cannot get into classes they need at the times they want. Instructional programs need access to robust, dynamic class scheduling tools to optimize efficiency to meet student demand.

Support Emerging Programs and Innovations: Collectively, programs who started new initiatives during the CPR review period reported challenges institutionalizing their innovations. The District needs to invest in new and emerging programs, departments, and functions of the college to ensure their success. This includes sufficiently staffing and funding new programs (i.e., Aquaculture certificate) and increasing meaningful professional development offerings and resources for departments pursuing innovations (i.e., math faculty charged with redesigning Calculus curriculum).

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.

Districtwide Safety Culture: At present, safety is the purview of a limited number of programs on campus. A districtwide culture of safety should be developed, where each employee feels supported and accountable for ensuring a safe environment for our shared campus community. Assess current employee perceptions and knowledge related to safety practices to identify priorities in creating a strong safety culture on campus.

Succession Planning: In facing the challenge of upcoming retirements and staff turnover, programs lack guidance on succession planning, including mentoring the next generation of campus leaders. Strategically planning for transitions in personnel ensures the seamless continuation of operations and upholds the highest standards of service to our community. The District should support programs with best practices recommendations and institutional planning

VII. Adjournment

Meeting schedule through June 2025

2024	2025
October 23	January 8, 22
November 13	February 12, 26
December 11	March 12, 26
	April 9, 23
	May 14, 28
	June 11, 25

Meeting of the Council of Presidents (COP)

The Council of Presidents will discuss the agenda for the DPAC meeting on October 23 ,2024.

Public Comments

Members of the public may address the District Planning and Advisory Council (DPAC) by oral presentation concerning any subject that lies within the jurisdiction of DPAC. Each speaker may be allowed a maximum of three minutes per topic.

Exceptions: This time allotment does not apply to individuals who are making a presentation at the invitation or request of DPAC.

Instructions for Submitting a Request to Speak at In-Person Meeting

Individuals wishing to speak at a DPAC meeting during Public Comments or regarding item(s) on the agenda must submit a request to DPAC Coordinator ROSE_LISA@smc.edu with name, address, name of organization (if applicable) and the topic or item on which comment is to be made.

Instructions for Submitted Written Comments

Individuals wishing to submit written comments to be read at a DPAC meeting are requested to 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

Instructions for Speaking via Zoom

Individuals wishing to make public comments at a DPAC meeting via Zoom are requested to 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

Alternatively, during the meeting and before public comments have ended, individuals may use the Q&A feature of Zoom to request to speak.

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.
- **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.

District Planning and Advisory Council (DPAC)
Meeting schedule 2024-2025
(second and fourth Wednesdays each month at 3 p.m.)

Meeting Date	Topic/Related Reports	Invitees/Responsible Areas
July 10	Election of Vice-Chair for 2024-2025 Fall 2024 Flex Day Draft Schedule of DPAC Meetings, 2024-2025	DPAC Dr. Lea Hald DPAC
July 24	Cancelled	
August 14	Cancelled	DPAC
August 28	DPAC 2023-2024 Annual Report Year-End Report on 2023-2024 Annual Action Plans Update: Mission Statement Task Force	DPAC DPAC Mike Tuitasi
September 11	DPAC Orientation Reports: <ul style="list-style-type: none"> • Guided Pathways Implementation: Discussion with the goal of developing recommendations for leadership structure/alignment 	Mike Tuitasi, Jamar London Maria Muñoz Llanet Martin Guido Davis Delpiccolo
September 25	Updates: <ul style="list-style-type: none"> – Mission Statement Task Force – Master Plan for Education Report: Program Review	Mike Tuitasi Jason Beardsley Stephanie Amerian, Mitch Hessel
October 9	Update: Education Master Plan Report: Institutional Effectiveness Committee Annual Action Plans for 2025-2026	Jason Beardsley Hannah Lawler DPAC
October 23	EpiCenter Update Annual Action Plans for 2025-2026	Sherri Lee-Lewis Abigail Orosz Hannah Mock DPAC
November 13	Annual Action Plans for 2025-2026	DPAC
November 27	Cancelled	
December 11	Annual Action Plans for 2025-2026	DPAC
January 8, 2025	Annual Action Plans for 2025-2026	DPAC
January 22	Governor's Proposed Budget for 2025-2026	Chris Bonvenuto
February 12	Finalize Annual Action Plans for 2025-2026 to forward to Senior Staff, Fiscal, and Budget Committee	DPAC
February 26	Presentation: Facilities Master Plan	Don Girard, Charlie Yen, Chris Bonvenuto
March 12	Technology Update	Calvin Madlock
March 26	Guided Pathways Implementation Team Update	Maria Muñoz, Guido Delpiccolo

April 9	Cancelled	
April 23	2024-2025 Annual Action Plans Update	
May 14	2024-2025 Annual Action Plans Update	
May 28	Review 2025-2026 Annual Actions Plans with Budget Committee input	DPAC
June 11	Tentative Budget for 2025-2026	Chris Bonvenuto
	Election of DPAC Vice-Chair, 2025-2026	DPAC
June 25	Start process for report on 2024-2025 Action Plans	DPAC