



Santa Monica Community College District
District Planning and Advisory Council
MEETING –AUGUST 23, 2023
AGENDA

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, August 23, 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
Sasha King, 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
Cecilia Jeong, Associated Students President

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://smc-edu.zoom.us/j/93886279276>

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: July 26, 2023
- IV. Reports
- V. Superintendent/President's Response to DPAC Recommendation, if any.
- VI. Agenda
 - 1. Update on Master Plan Work Group
 - 2. DPAC Orientation
Link to: [Draft DPAC Scope and Function 2023-2024](#)
 - 3. Drafts of Year-end Report on 2022-2023 Annual Action Plans (*see following pages*)
 - 4. DPAC Meetings in-person starting Fall 2023. Link to: [Memo from Campus Counsel](#)
- VII. Adjournment

Meeting schedule through June 2024

September 13, 27	January 10, 24, 2024
October 11, 25	February 14, 28
November 8, 22 (cancel?)	March 13, 27
December 13	April 10, 24
	May 8, 22
	June 12, 26

Meeting of the Council of Presidents (COP)

The Council of Presidents will discuss the agenda for the DPAC meeting on September 13, 2023.



Santa Monica Community College District

REPORT ON 2022-2023 ANNUAL ACTION PLANS

<p>ANNUAL ACTION PLAN 1</p> <p>Develop a Master Plan for Education, 2023-2028</p>		<p>Lead Person: Superintendent/President Vice-President, Academic Affairs</p> <p>Other Responsible Area(s): Senior Staff Academic Senate Task Force (tbd)</p>
<p><input type="checkbox"/> Completed</p> <p>and/or</p> <p><input checked="" type="checkbox"/> Ongoing/Institutionalized</p>	<p><input type="checkbox"/> Not completed.</p> <p><input type="checkbox"/> Substantially completed</p> <p><input type="checkbox"/> Other (include reason if checked)</p>	
<p>Summary: Work on SMC’s education master plan became a 2022-2023 DPAC Annual Action Plan initiated by former Vice-President of Academic Affairs Bradley Lane. In 2022, the education master plan initiative was transferred to Interim Vice President of Academic Affairs Jason Beardsley, who restarted the process of hiring a consultancy to guide SMC through the development process. The Kennedy & Company firm was approved by DPAC and retained by SMC in the spring of 2023, and the master plan development process will formally kickoff in the fall of 2023. An inclusive central planning group will work closely with Kennedy & Company to gather input from a broad range of essential stakeholders within Santa Monica College as well as in the surrounding community and workforce. The final report will be published in the spring of 2024.</p> <p><u>Report at DPAC Meeting, March 22, 2023</u></p> <p>The procurement timeline for selecting a consultant to assist the college with this effort occurred well into the Fall 2022 semester which resulted in only a nine-month timeframe for developing the MPE. It is suggested that the timeline be changed so the process will occur during the 2023-2024 academic year which allow for broader participation by college constituents in developing the MPE for 2024-2029. The consulting firm of Kenney & Company identified through procurement is supported by the Superintendent/President and will be presented to the Board for approval in May. See Kennedy & Company proposal here. Upon approval of the contract, the college will begin outreach and organization of the process.</p> <p><u>Report at DPAC Meeting, July 26, 2023</u></p> <p>The consultancy Kennedy & Company is on track to begin its work at the start of the fall 2023 term. They have recommended the shape and scope of the master plan workgroup and have suggested the members for the Education Master Plan Committee, and that representative leaders from the respective areas would contribute to the success of the master plan workgroup and, ultimately, the master plan itself. Senior Staff have also been briefed on the recommended structure of the workgroup.</p> <p>The proposed membership for the Education Master Plan Committee includes leaders from the following areas. The individuals names may be subject to delegation by the appropriate vice president:</p> <ol style="list-style-type: none"> 1. Academic Affairs – 2. Enrollment Development – Vice-President Teresita Rodriguez 3. Advising/Student Success/Retention – Vice-President Mike Tuitasi 4. Academic Senate (2-3 faculty members at the Academic Senate President’s discretion) 		

5. Facilities (to ensure our campus infrastructure aligns with the educational vision) – As delegated by Vice-President Chris Bonvenuto
6. Workforce Development (internal WED leader and, potentially, a community/advisory board partner) – to be determined by Academic Affairs
7. Diversity, Equity, and Inclusion (DEI) – or, for SMC, Equity, Pathways, and Inclusion – Interim Dean Maria Muñoz

2022-2023 Budget Information

Allocated:

Funding Source:

Expended:

Balance Left:

DPAC RECOMMENDATION:

DATE:



Santa Monica Community College District

REPORT ON 2022-2023 ANNUAL ACTION PLANS

ANNUAL ACTION PLAN 2 Relaunch “The Center” to be a learning and professional development center for all employee groups.		Lead Person: Dean of Equity, Pathways and Inclusion Human Resources Professional Development Coordinator Responsible Area(s): Human Resources Academic Senate CSEA Management Association
<input type="checkbox"/> Completed and/or <input checked="" type="checkbox"/> Ongoing/Institutionalized	<input type="checkbox"/> Not completed. <input type="checkbox"/> Substantially completed <input type="checkbox"/> Other (include reason if checked)	
<p><u>Report at DPAC Meeting, May 10, 2023</u></p> <p>The EpiCenter strives to build community and capacity among all employee groups to make SMC a place where everyone belongs and realizes their potential. The vision for the EpiCenter is grounded in a shared leadership model. The IEPI Steering Committee believes that each employee group knows its professional development needs, and leaders from each group should be more accessible and responsible to the requests of their constituent group.</p> <p>The report highlighted the following:</p> <ul style="list-style-type: none"> • Vision and Mission • Working Assumptions • Leadership • EpiCenter Administration Staff and Personnel • Progress-to-Date and Coming Soon • IEPO Steering Committee <p>Link to: Presentation at DPAC</p> <p>Link to: Professional Development Strategic Plan 2022-2027</p> <p>See next page for additional information included in the SMC 2022-2023 Annual Report</p>		
2022-2023 Budget Information Allocated: \$415,750/\$276,250 Funding Source: 01.0/01.3 Expended: \$189,041.77/\$50,339.44 Balance Left: \$226,708.23/\$225,910.56		
DPAC RECOMMENDATION: 		
DATE:		

Equity-minded Professional Innovation Center (EpiCenter)

Over the 2022-23 academic year, through the support of an Institutional Effectiveness Partnership Initiative (IEPI) grant, the interim Dean of Equity, Pathways, and Inclusion collaborated with the Academic Senate Professional Development Committee, Classified Professional Development Committee, Management Association, Human Resources and other key stakeholders continued their work to design a comprehensive Professional Development Plan and transform the EpiCenter into an equity-minded Professional Development Center for all employee groups on campus in an effort to meet the College's equity goals. A District Planning and Advisory Council (DPAC) Action Plan for 2023-24 was approved to offer on-going support of the IEPI grant-funded design and implementation of a comprehensive professional development plan for all employee groups with the outcome to improve student racial equity and sense of belonging on campus.

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.

Mission: The EpiCenter supports the equity mission of Santa Monica College as well as the Vision for Success through coordination and facilitation of professional learning and growth opportunities for all employee groups that are grounded in the principles of equity-mindedness: race-conscious, action-oriented, institutionally focused, systemically aware, and evidence-based. By offering a variety of opportunities tailored to the needs of all employees, the EpiCenter strives to be the center of growth, development, and professional excellence for all while also cultivating community and joy in our daily work.

2022-23 highlights include:

- The EpiCenter staff assisted with the Spring Professional Development Day workshop series. Faculty, staff, and administrators came together for a series of live sessions focused on best practices, student services, and creating a culture of equity-minded service to support historically marginalized students.
- The month-long, concentrated equity trainings offered through the Center for Organizational Research and Advancement (CORA) continued to be available to SMC classified staff and faculty focused specifically on the needs of Teaching and Supporting Men of Color.
- In partnership with the Student Equity and STEM Programs, work continued on the \$2,493,400 five-year National Science Foundation grant focused on providing in-depth, equity-focused training to probationary full-time faculty in STEM departments. The entire program continues to successfully rollout all its professional development activities for both Cohorts 1 and 2 remotely.
- The Equitizing Gateway Courses (EGC) successfully launched its professional development program fully online for both Cohorts 1 and 2. The program is a multi-semester, college-wide professional development opportunity for faculty to cultivate and deepen equity-centered pedagogical practices and to better serve today's students, particularly African American and Latinx students. 120 faculty completed the 4-semester program from Cohort 1 and 75 faculty have completed through semester 3 of Cohort 2. The 2nd cohort will conclude the program with their 4th semester in Fall of 2023.
- Successfully hired an Administrative Assistant I to support the EpiCenter and biannual professional development days
- Identified EpiCenter leads for each employee group: Faculty, Classified Professionals, and Managers/Administrators. The EpiCenter is grounded in a shared leadership model and leads will liaise with the Academic Senate Professional Development Committee, the Classified Professional Development Committee, Management Association and EPI to facilitate existing professional development opportunities, including biannual professional development days, as well as create new content when needs arise.
- Developed a comprehensive five-year professional development plan to serve all employees at SMC.
- Built a master calendar of Professional Development opportunities to consolidate information and serve as a "one-stop-shop" to learn about all professional development opportunities across the Campus for all employee groups.

District Planning and Advisory Council (DPAC)
Meeting schedule 2023-2024
(second and fourth Wednesdays each month at 3 p.m.)

Meeting Date	Topic/Related Reports	Invitees/Responsible Areas
July 12 (Cancelled)		DPAC
July 26	DPAC 2022-2023 Annual Report Report on Master Plan Work Group Mission Statement Task Force	DPAC Jason Beardsley
August 9 (Cancelled)		Jason Beardsley
August 23	Update on Education Master Plan Workgroup DPAC Orientation Year-End Report on 2022-2023 Annual Action Plans DPAC Meetings in-person starting Fall 2023	Jason Beardsley Mike Tuitasi, Jamar London DPAC Mike Tuitasi
September 13	Discussion on Annual Action Plans for 2024-2025	DPAC
September 27	Continue discussion/development of Annual Action Plans for 2024-2025 Adopted Budget 2023-2024	DPAC Chris Bonvenuto
October 11	Continue development of Action Plans for 2024-2025 Board Goals and Priorities, 2023-2024 Academic Senate Annual Objectives, 2023-2024	DPAC
October 25	Continue development of Action Plans for 2024-2025	Mike Tuitasi DPAC
November 8	2023-2024 Annual Action Plans	DPAC
November 22	Cancel?	
December 13	Vision for Success/IE Dashboard Finalize Action Plans for 2024-2025	Hannah Lawler DPAC
January 10, 2024	Governor's Proposed Budget for 2023-2024	Chris Bonvenuto
January 24	Finalize 2024-2025 Action Plans to forward to Senior Staff, Fiscal, and Budget Committee	DPAC
February 14		
February 28		
March 13	Technology Update	Marc Drescher
March 27	2023-2024 Annual Action Plans Update Guided Pathways Scale of Adoption Assessment	To be scheduled Maria Munoz/Guido Delpiccolo
April 10	Cancel (spring break)	
April 24	2023-2024 Annual Action Plans Update	To be scheduled
May 8	2023-2024 Annual Action Plans Update	To be scheduled
May 22	Review 2024-2025 Annual Actions Plans with Budget Committee input	DPAC

June 12	Tentative Budget for 2024-2025	Chris Bonvenuto
June 26	Start process for report on 2023-2024 Action Plans	DPAC