



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, November 8, 2023. This meeting was conducted in person in the SMC Student Services Building Room 396 and via Zoom Conference.

- I. Call to Order -3:06 p.m.
- II. Members Present
  - Mike Tuitasi, Administration, Chair
  - Jamar London, Academic Senate President, Vice-Chair
  - Jason Beardsley, Administration Representative
  - Chris Bonvenuto, Management Association Representative
  - Sasha King, Management Association Representative
  - Steph Anderson, Academic Senate Representative
  - Peter Morse, Faculty Association President
  - Cindy Ordaz, CSEA President
  - Martha Romano, CSEA Representative
  - Cecilia Jeong, Associated Students President
- III. Minutes of the DPAC meeting on October 11, 2023: Motion was made by Peter Morse and seconded by Cindy Ordaz to approve the minutes. *Unanimously approved.*
- IV. Public Comments – None
- V. Reports
- VI. Superintendent/President’s Response to DPAC Recommendation – None
- VII. Agenda
  1. Discussion: Annual Action Plans for 2024-2025  
DPAC is exploring ways to allocate resources for the college to improve student retention and success. SMC equity leads and instructional support leads were invited to provide input that could assist DPAC in developing 2024-2025 Annual Action Plans.

The following leads attended and shared information in their respective areas:

- Wendi DeMorst, Associate Dean of Student Instructional Support  
Key points:
  - Student workers are required to maintain 12 units which is a problem in maintaining Supplemental Instruction (SI) leaders.
  - Explore priority enrollment for (SI) leaders to help them plan their schedules
  - Increase online tutoring
  - Explore the benefits of centralized vs. decentralized tutoring
  - Gather evidence that students working with SI leaders have greater successLink to presentation: [Service Level for Tutoring](#)

- Sara Nieves-Lucas, Counseling Chair
  - Counseling has been imbedded in English and Math to support the faculty and visit the classrooms to inform the students of services available to them
  - Currently working with IR (Hannah Lawler) to conduct survey on students to determine the impact
  - 16 embedded English 1/28 sections, where a minimum of three visits have and will be conducted. For every visit, we also provide SMC folders with: counseling brochure, workshop schedule, tutoring flyer, basic needs card and Transfer flyer. Marketing created a flyer on How to Use Counseling Services.
  - 17 on-time visits have been conducted to English and Math.
  - Visits to the classrooms are done on Zoom and In-Person.
  - Relationships between Teaching and Counseling Faculty are being created to support the success of the student.

Following are areas identified that would require additional funding and/or other resources to expand/enhance the program:

- Additional part-time counselors are needed to handle increase of students on ground and online so that the full-time Counselors can continue to participate in the embedded program.
- Would like to expand create an embedded Math and support courses. Also would like to expand to include English 1 courses.

- Vanan Yahnian, STEM Project Manager
  - SMC is currently in year three of third cycle of the STEM grant (overall 13 years of grant funding for STEM)
  - Implemented a wraparound support model

Following are areas identified that would require additional funding and/or other resources to expand/enhance the program:

- Decrease the number of units required for tutors. 12 unit limit and limited funding present challenges for hiring tutors.
- Counselors and tutoring peer supports are granted-funded activities, only one counselor has been institutionalized.
- Increase the number of engineering faculty. There is only one full-time engineering faculty member and those classes are in high demand.
- Funding for students to intern at partner institutions.
- Build a comprehensive alumni program.
- STEM administrator
- More space needed

## 2. Update: Master Plan for Education

- The name was changed to Strategic Education Plan.
- The workgroup has been meeting every other Friday.
- Recent and upcoming deliverables
  - Link to: [Market research by Kennedy and Company](#)
  - Next steps: Discovery interviews on site, November 13 and 14, 2023; Discover Insights Report; and enrollment forecasting analysis.
  - A draft of the plan will be prepared and circulated in the spring for feedback to the work group.

- Website and Public Sessions
  - The website will provide public information about the work group, the work group members, the timeline and related documents. It will also include a link to an archive of the previous education master plan and updates.  
Link to website: [Strategic Education Plan](#)
  - There will be an asynchronous opportunity to offer community members 24/7 access to a suggestion box.

VIII. Adjournment – 5:03 p.m.

Meeting schedule for 2023-2024 (second and fourth Wednesdays each month at 3 p.m.)

December 13, 2023

January 10, 24, 2024

February 14, 28

March 13, 27

April 10, 24

May 8, 22

June 12, 26