



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, August 23, 2023. This meeting was conducted via Zoom Conference.

- I. Call to Order -3:08 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
 - Elaine Roque, Faculty Association Representative
 - Cindy Ordaz, CSEA President
 - Martha Romano, CSEA Representative
- III. The minutes of the DPAC meeting on July 26, 2023 were unanimously approved with one abstention (Steph Anderson).
- IV. Public Comments – None
- V. Reports

Accreditation Update: Preparation for the accreditation visit in September 2023 is underway. The visiting team members are Dr. Keith, Flamer, Chair of the team, Dr. David Wain Coon, Vice Chair, and Dr. Margarita Pillado. They will be visiting SMC for a day and a half, and will physically be on campus for the visit on Tuesday, September 26th for a full day, starting with a meeting Superintendent/President Kathryn Jeffrey, and then conducting an open forum for all college constituent groups 12 to 12:30 p.m. That afternoon they will conduct two or three interviews - one interview will focus on outcomes and the second interview will be with the Academic Senate President. There is the possibility of a third interview if they choose to, that will be most likely be about student records. Wednesday will be a half day when they will meet with Dr. Jeffrey, and they will have their final remarks on Wednesday afternoon, focusing on SMC's core inquiry. The co-editors will be working closely with the Accreditation leads to make sure that the format of the response is in the proper format required by the ACCJC. It is planned to have the response sent before the Labor Day holiday.
- VI. Superintendent/President's Response to DPAC Recommendation – None

VII. Agenda

1. DPAC Meetings in-person starting Fall 2023. Link to: [Memo from Campus Counsel](#)
SMC Brown Act bodies have held remote meetings initially under emergency orders authorized by the Governor and, more recently, under the provisions authorized by Assembly Bill 361 (AB 361). In accordance with AB 361, the Board of Trustees has adopted monthly findings concerning emergency conditions that authorize entirely remote meetings. However, beginning in September, it is no longer recommended that the Board of Trustees adopt such findings. Accordingly, remote meetings can only be held in accordance with traditional teleconferencing requirements or the provisions of Assembly Bill 2449 which became effective on January 1, 2023. Both traditional Brown Act teleconferencing rules and the new provisions of AB 2449 significantly curtail the ability to hold remote meetings.

It was agreed that the meetings DPAC be conducted in accordance with AB 2449 which allows for meetings to be conducted via zoom to allow for remote participation. DPAC will start meeting in person starting in Fall 2023 in SSC 396 (Academic Affairs Conference Room) and via zoom to allow for remote participation. A quorum of DPAC members must participate in person from a singular physical location. Remote participation by DPAC members is only available if one of the two conditions are met: Just cause or emergency circumstance.

2. Update on Master Plan Work Group: Vice-President of Academic Affairs Jason Beardsley provided some updates on the membership of the Master Plan Work Group and responded to questions and comments presented at the DPAC meeting on July 26, 2023.
 - It was recommended that membership on the Education Master Plan Committee include representatives of classified staff and students, and three faculty members.
Response: Classified staff, students, and faculty have been invited to join the committee
Following is the revised membership roster developed in response to DPAC's feedback:
Academic Affairs – Interim Vice-President of Academic Affairs Jason Beardsley
Enrollment Development – Vice-President of Enrollment Development, Teresita Rodriguez
Advising/Student Success/Retention – Vice-President of Student Affairs Mike Tuitasi
Academic Senate (three faculty members chosen in consultation with the Academic Senate)
Facilities (to ensure the campus infrastructure aligns with the educational vision) – As delegated by Vice-President of Business/Administration, Chris Bonvenuto
Workforce Development (internal WED leader and, potentially, a community/advisory board partner) – Judy Kruger, Santa Monica Chamber of Commerce
Diversity, Equity, and Inclusion (DEI) – Or, for SMC, Equity, Pathways, and Inclusion – Interim Dean of Equity, Pathways, and Inclusion Maria Muñoz
Classified Staff – Selected in consultation with CSEA leadership
Student(s) – Selected in consultation with Associated Students President Cecilia Jeong
 - Is there a written report from the consultants that can be shared with DPAC? If not now, maybe later.
Response: It was an emailed list, not a lengthy report, following a Zoom conversation.
 - It was recommended that DPAC vote to approve the membership of the Committee.

Response: DPAC will be regularly briefed on the activities and milestones of the Education Master Plan Workgroup. DPAC is not required to approve the membership of the workgroup.

- What is the timeline and the process for approval of the MPE?

Response: Spring 2024 delivery is planned. Key milestones are still in development with the consultancy and the committee. The arc of the production process will include many forums, focus groups, conversations with campus community members, and then sharing findings and continued feedback, as the report itself is refined, and presented to important college groups. The MPE will be presented to DPAC for review, and a recommendation will be forwarded to the Superintendent/President for consideration. It was agreed that a monthly update on the Master Plan Work Group be included on the agenda for DPAC meetings.

3. Link to: [DPAC Orientation](#)

Link to: [Draft DPAC Scope and Function 2023-2024](#)

4. Drafts of Year-end Report on 2022-2023 Annual Action Plans (*see following pages*): Motion was made by Peter Morse and seconded by Jason Beardsley to approve the Year-End Report on the 2022-2023 Annual Action Plans. *Unanimously approved.*

VIII. Adjournment – 4:35 p.m.

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

September 13, 27

March 13, 27

October 11, 25

April 10, 24

November 8, 22 (cancel?)

May 8, 22

December 13

June 12, 26

January 10, 24, 2024

February 14, 28



Santa Monica Community College District

REPORT ON 2022-2023 ANNUAL ACTION PLANS

ANNUAL ACTION PLAN 1		Lead Person: Superintendent/President Vice-President, Academic Affairs
Develop a Master Plan for Education, 2023-2028		Other Responsible Area(s): Senior Staff Academic Senate Task Force (tbd)
<input type="checkbox"/> Completed	<input type="checkbox"/> Not completed.	
and/or	<input type="checkbox"/> Substantially completed	
<input checked="" type="checkbox"/> Ongoing/Institutionalized	<input type="checkbox"/> Other (include reason if checked)	
<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>		
2022-2023 Budget Information		
Allocated:		
Funding Source:		
Expended:		
Balance Left:		
DPAC RECOMMENDATION: APPROVED		
DATE: AUGUST 23, 2023		



Santa Monica Community College District

REPORT ON 2022-2023 ANNUAL ACTION PLANS

<p>ANNUAL ACTION PLAN 2</p> <p>Relaunch “The Center” to be a learning and professional development center for all employee groups.</p>		<p>Lead Person: Dean of Equity, Pathways and Inclusion Human Resources Professional Development Coordinator</p> <p>Responsible Area(s): Human Resources Academic Senate CSEA Management Association</p>
<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> 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 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>		
<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</p>		
<p>DPAC RECOMMENDATION: A PROVED</p>		
<p>DATE: AUGUST 23, 2023</p>		

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.