A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **April 26, 2017** at Santa Monica College, Drescher Hall 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I.   Call to Order – 3:05p.m.

II. Members Present

   Teresita Rodriguez, Administration, Chair Designee
   Fran Chandler, Academic Senate President, Vice-Chair
   Georgia Lorenz, Administration Representative
   Mitra Moassessi, Academic Senate Representative
   Katharine Muller, Management Association Representative
   Lisa Rose, Management Association Representative
   Peter Morse. Faculty Association President
   Howard Stahl, Faculty Association Representative
   Robert Villanueva, CSEA President
   Martha Romano, CSEA Representative

   Others Present
      Nate Donahue
      Tre'Shawn Hall-Baker
      Walter Meyer
      Lee Peterson
      Dan Rojas

III. Motion was made by Katharine Muller and seconded by Mitra Moassessi to approve the minutes of the DPAC meeting on March 22, 2017. *Unanimously approved.*

VI. Reports

   A. Planning Subcommittees

      • Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: No report

      ▪ College Services Planning: Mike Tuitasi and Joan Kang, Co-Chairs: No report.

      ▪ Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs: An agreement for program and construction management services for the District Bond Construction Program is being forwarded to the Board for approval.

      ▪ Human Resources Planning: Tre-Shawn Hall-Baker and Kym McBride, Co-Chairs: The details of the employee satisfaction survey are being worked out. A draft of the survey will be presented to DPAC before it is distributed to the campus.

      ▪ Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs. Motion was made by Mitra Moassessi and seconded by Katharine Muller to accept the *TPC Goals with Recommendations* as revised (see attached). *Unanimously approved.*

B. Academic Senate Joint Committees
- Curriculum: Guido Davis Del Piccolo, Chair and Jennifer Merlic, Vice-Chair: At its meeting on April 5th, the committee approved two Interaction Design upper division courses for distance education, discussed the guided pathways model and how to achieve that work. Most of the agenda for the April 19th meeting included new ECE courses related to a new certificate program in transitional kindergarten.
- Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair: Four of six scheduled program reviews have been completed. The schedule for next year is being developed. An administrative regulation on program review will be finalized.
- Student Affairs: Bea Magallon, Chair, and Esau Tovar, Vice-Chair: The committee continues to review and update administrative regulations.
- Institutional Effectiveness: Elisa Meyer, Chair, and Hannah Lawler, Vice-Chair: Information for the Dashboard has been finalized. A report will be ready for DPAC on June 14th.

C. Strategic Planning: Katharine Muller thanked everyone for their participation in the strategic planning process. The Strategic Planning Task Force developed six strategic initiatives to be shared with the college community via a memo from the Superintendent/President and a post on the website. The CBT will meet with the Board of Trustees on May 16th to receive input and will meet again with the Task Force on May 24th.

D. Associated Students: No report

E. Responses from Superintendent/President on DPAC recommendation: None

V.   Agenda

Public Comments - None

1. Institutional Objectives, 2016-2017: Mid-Year Status *(update attached)*

2. Recommendation from Budget Planning Subcommittee:
   Given the potential budgetary implications, the DPAC Budget Subcommittee recommends that DPAC discuss the implications and opportunities of growing the upcoming Summer Session.

   The Summer schedule is done, and there are tools in place to address changes and meet students' needs. Faculty will be reminded to encourage students to enroll. It was suggested that summer offerings be increased and that the District consider other borrowing scenarios in order to delay stabilization. The topic will be referred back to the Budget Subcommittee for further discussion.

3. Recommendation from Technology Planning Subcommittee
    <u>Cybersecurity Awareness</u>
    The Technology Planning Subcommittee recommends that all employees participate in a succinct and focused online Cybersecurity training when granted a SMC network account and annually thereafter.
    Training should include, but not be limited to, the following areas:
    - Acceptable Usage of District Equipment
    - Password Management
    - Email and Network Security
    - Computer Virus Response
    - Internet Usage and Downloading Software

    Motion was made by Howard Stahl and seconded by Georgia Lorenz to approve the TPC's recommendation and forward it to the Superintendent/President for consideration. *Unanimously approved.*

VI. Adjournment: 4:55 p.m.

    <u>Meeting schedule through June, 2016</u> (second and fourth Wednesdays each month at 3 p.m.)

        <u>2016-2017</u>
        May 31
        June 14, 28

VII. <u>Council of Presidents Meeting</u>
    The Council of Presidents set the agenda for the May 31, 2017 DPAC meeting.
    - Reports
        a. DPAC Planning Subcommittees
        b. Academic Senate Joint Committees
        c. Strategic Planning Update
        d. Response from Superintendent/President on DPAC recommendation, if any
    - 75/25 Hiring Plan
    - Budget
        o Tentative 2017-2018 Budget Report,
        o May Revise (highlights)

2016/2017 TPC GOALS with Recommendations

1. **In order that we might promote a wider campus awareness of the transformational potential of technology:**

We recommend supporting a Fall and Spring technology day on campus where all interested constituencies are encouraged to attend.

2. **In order that we might promote greater mobile availability:**

We recommend 100% high-speed connectivity across all district campuses.

We recommend developing an easily found set of instruction for non SMC devices, along with best practices documents that may cover security issues and recommended devices.

We recommend services that accommodate the increasing use of mobile devices.

3. **In order that we might promote up to date Department/Faculty/Program web pages:**

We recommend clarifying current college policy, emphasizing legal issues including complying with accessibility and copyright laws. These should be posted along with the process for establishing and maintaining Department/Faculty/Program pages including a recommended style guide.

We recommend the use of auto populate wherever possible across the college systems including course schedules, office hours, etc. on faculty pages.

We recommend planning how to integrate third party social media into these pages.

4. **In order that we might enhance information security and information security awareness:**

We recommend that information security awareness be institutionalized as a necessary aspect of college operations.

We recommend all employees participate in a succinct and focused online Cybersecurity training when granted a SMC network account and annually thereafter. Training should include, but not be limited to, the following areas:

Acceptable Usage of District Equipment
Password Management
Email and Network Security
Computer Virus Response
Internet Usage and Downloading Software

5. **In order that we might promote greater access to Single Sign On for faculty, staff and students:**

We recommend the creation of a list of single sign on applications (e.g. signing into mProfessor allows a link and authentication to DSF Web Print) and a plan for their integration.

We recommend including additional faculty resources as links in mProfessor (Facilities Reservations, Book Orders, Reprographics, etc.) for easy use.

6. **In order that we might promote digitization, organization, distribution and archiving of learning on campus:**

We recommend researching the costs of retrofitting a room like HSS 165 for automatic filming, recording and lecture capture.

We recommend clarifying faculty/staff/student requests process and protocols for having events filmed and posted including format and layout requirements, including 508 compliance.

We recommend the proper documentation in a searchable archive of past and future digital content and editing for ease of use by faculty, students and the larger community.

7. **In order that we might promote improved college-wide technology infrastructure:**

We recommend identifying outdated systems and the creation of a vision plan which will outline costs for hardware, software and staff, as well as timelines for improvements.

8. **In order that we might promote Accessible Digital Educational Resources:**

We recommend greater resources for instructional design including a designated instructional designer for faculty.

1. Develop a future capital outlay plan in alignment with the updated Facilities Master Plan.
   1. We are continuing the process of updating the Facilities Master Plan.
   2. Since this objective was approved, we have successfully passed Santa Monica-Malibu Measure V and the state has passed Proposition 51.
   3. We have begun the process to analyze the remaining funding and potential future funding.
      a   Bond funds remaining from Measure U, S, and AA.
      b. Cost increases and additional projects and scope from projects started under Measure U, S, and AA that may need additional funds from Measure V.
      c. Developing cost estimates for new projects under Measure V
      d. Determining the availability of state funds for Math/Science and Art.   Projects have been approved but governor has not included in budget.

2. Develop a plan to efficiently and effectively provide for the cooling needs of district facilities for the next five years, including a specific implementation timeline for Summer 2017.
   1. Waiting the outcome of the master planning process to determine the sequence of new projects on campus that may replace buildings without air conditioning.
   2. Recommend design work starts as soon as possible on Science West Wing and PAC Main Building (Madison), since they will be unaffected by any new projects.
   3. Preparing to go out to bid again this year for temporary air conditioning.

3. Develop a plan to establish a gender equity center to serve all students interested in or having a need for services regardless of gender, sexuality, identity and inclusion.
   1. The Gender Equity Workgroup has met biweekly to complete the planning process for the creation of the Gender Equity and Social Justice Center. The Gender Equity Workgroup has met with and partnered with The Social Justice Workgroup in order to evaluate where our goals and services intersect.
   2. The Gender Equity Workgroup has partnered with IR to conduct a series of comprehensive student focus groups regarding the name, programming, and both academic and student services to be offered by the Gender Equity and Social Justice Center. This data is currently being tabulated and analyzed by IR.
   3. The Gender Equity Workgroup has had extensive discussions regarding the location of the Gender Equity and Social Justice Center, and partnered with Associated Students to both locate a space and fund the renovations for the Center.
   4. The Gender Equity Workgroup has had extensive discussions regarding the staffing of the Gender Equity and Social Justice center, and is researching major grants as well as hoping to secure local support from the college.
   5. The Gender Equity Workgroup conducted a Flex Day presentation to gather suggestions from faculty and staff at Santa Monica College.
   6. Members of the Gender Equity Workgroups have held lunch time faculty listening sessions to determine which faculty on our campus who are interested in participating in the Gender Equity and Social Justice Center. The group intends to develop a comprehensive campus network.
   7. The Gender Sexuality Alliance Student Club (GSA) has been formed and is a robust cohort of over thirty LGBTQ+ SMC students. Currently the group is planning SMC pride week, taking place in late May. The event includes a coffeehouse, rock concert, genderqueer fashion show, and movie night.
   8. Discussions have been had with the Dean of Non-Credit in order to ascertain if the center might host some non-credit gender equity and social justice related non-credit courses.

4.	Convert the class scheduling process from a physical to an electronic format. Dean Jennifer Merlic and a subcommittee of department chairs reviewed specifications and created a "wish list" of capabilities for a tool to do course scheduling electronically. Jenny did several interviews and site visits with colleges currently using such tools for their own scheduling needs. EMS, a tool that SMC already uses for Events facility scheduling, emerged as the leading solution particularly because our facility information is already integrated. This purchase is currently being considered. Jenny and MIS had a call with the company recently to discuss the scope and requirements of an official adoption of the tool.
5.	Revisit the plan developed by the Ad Hoc Full-Time Faculty Task Force to adjust benchmarks as needed with the goal of implementing a long-term plan to increase the percentage and net number of full-time faculty. The 75/25 Ad Hoc Full-time Faculty Task Force is 85 percent finished with its deliberations. We should be able to finish our work on March 23 and will agendize it for DPAC's April 26 meeting.
6.	Identify strategies to increase student enrollment including an implementation timeline for each. Enrollment strategies is worked on throughout the year. Thus far, there has been significant work made to remove enrollment barriers (a summary is attached) and several more strategies to remove barriers and stimulate additional enrollments are in the planning stages. Specifically, the following items are being piloted or are in development: ➢ The SMC/Westside College Promise – which will establish a 15 unit per term, two year pathway to transfer ➢ Increased dual enrollment to improve the number of students that are college ready once they matriculate ➢ A Saturday Academy for concurrent enrollment students outside of the district ➢ Enhancements to the community outreach plan ➢ Class scheduling software that will facilitate responsiveness to course offerings ➢ A student success ambassador program that will provide student mentors to new students and improve hands on communication with students designed to increase enrollment yield and reduce attrition ➢ Additional on-campus programs (eg. Super Saturdays) ➢ Extended evening/Saturday hours for core student services during peak times
7.	Identify ways to infuse financial literacy throughout the curriculum with the intent to improve student success. The Business department has engaged in discussions on possible ways to promote financial literacy and identified the following: 1. Continue offering personal finance workshops each semester 2. Explore the option of a Summer Jam workshop. 3. Consider adding the 1 unit or 3 unit personal finance course as a requirement for all Business and Accounting certificates. 4. Investigate non-credit options for adult education populations, including Emeritus. 5. Expand dual enrollment where available with feeder high schools. 6. Explore possibility to serve as an alternative to the Global Citizenship AA/AS requirement.
8.	Establish consistent baseline funding for technology infrastructure including staff and begin establishing benchmarks and best practices to evaluate maintenance and support across all College technology operations. IT staff have been working on gathering data related to software needs to ensure budget is tied to maintain and upgrade, when necessary, the software required on an annual basis. Additionally, average maintenance costs year over year are being analyzed to establish budgets that can support those needs. The infrastructure piece is proving to be more challenging given the complexity of our systems, the multiple sites maintained and the addition of new facilities, but the goal is to establish a general framework for these as well. Finally, we are looking at best practices for IT staffing and support to benchmark against and working with fiscal services to establish a long term funding plan.

9. Develop a strategic plan for Learning Resources to provide comprehensive, integrated, and sustained instructional support to students.

Learning Resources, in collaboration with the Student Instructional Support Committee of the Senate developed a list of strategic priorities to begin implementing this academic year. They included the following and are currently underway:

- Articulation of new SLOs and UOs to reflect activity, measure efficiency, productivity, and student/faculty satisfaction
- Implementation of tutoring activity tracking system which includes on line reservation system for student appointments. Trained staff and raised awareness among faculty associated with LRC's.
- Training on and implementation of tutoring activity tracking system for other departments including Black Collegians, Adelante, STEM, Nursing, NCr ESL.
- Implementation of systematic assessment tools
- Creation of a tutoring manual to serve as common training as well as reference for consistent and intentional activities in all the centers
- Implementation of a joint 3 module tutor training across all disciplines:
- Opening of the new interdisciplinary Learning Resources Center in the Library under the newly created Academy of Learning Innovation and Success (ALIS) concept. Opportunity for faculty do conduct workshops and office hours there, intermittent tutoring available to students.

Learning Resources has also engaged with Associated Students to develop a personal hygiene "pantry" to compliment the food pantry for students who face homelessness.

10. Convene College stakeholders to develop a data-driven work plan in support of the Strong Workforce Program to improve Career Technical Education outcomes.

The CTE Committee and the Office of Workforce and Economic Development have developed the "local" plan for SMC which is focused on developing infrastructure and a strong foundation for further development of our CTE programs. The plan can be viewed at: http://doingwhatmatters.cccco.edu/StrongWorkforce/LocalShareReports.aspx. In addition, Dean Patricia Ramos and President Jeffery have represented SMC at the regional level. The regional plan, which includes SMC's role, can be viewed at: http://www.laocrc.org/media/page/64/SWP%20LA%20Regional%20Plan%20v12%20FINAL.pdf

11. Prepare a report describing the practices and outcomes associated with the GRIT strategic initiative designed to support academic success through the development of non-cognitive skills and integration into the work and mission of the institution. Develop a "toolbox" of proven GRIT strategies for faculty and staff working with students to promote academic success.

The report has been completed and can be distributed.

12. Explore options for collecting more accurate data on alternative methods of transportation utilized by SMC staff and students to inform additional strategies to increase sustainability options.

The Transportation Taskforce will be meeting this Wednesday. I'll have more information after that meeting.

13. Develop a strategic plan for 2016-2021.

DPAC appointed a Strategic Planning Task Force (SPTF) comprised of representatives from each constituent group. An RFP was issued to solicit proposals for a consultant to facilitate the strategic planning process: The Collaborative Brain trust was the unanimous recommendation of the SPTF proposal review workgroup. The scope of the process includes identification of strategic initiatives for the next 5 years as well as a review of SMC's student success and equity programs and planning, internal planning processes, and the institution's organizational structure. Workgroups appointed by the constituent groups and facilitated by the CBT team is reviewing data and other information relative to each area. The reviews will result in recommendations from the CBT team to the College Superintendent/President. Workgroup output will be included in the information used by the SPTF to develop the strategic initiatives.

In December 2016 the CBT team visited the campus and interviewed different groups, functions, and individuals as part of the discovery phase of the strategic planning process. The collaboration phase culminated in March 2016 when a survey was sent to all SMC constituent groups and the CBT team was on campus for three days. During the CBT visit the team met with the SPTF and the

external groups, including community leaders and elected officials in the Cities of Santa Monica and Malibu, and conducted open forums and drop in sessions to which all college constituents were invited. The collaboration phase wrapped up with a Flex Day presentation on the strategic planning process.

The planning phase occur from late march to mid-May. April 17 – 19, 2017 the workgroups will have a final meeting and, in an all-day meeting, the SPTF will review all the data and information and draft strategic initiatives for the next 5 years. The draft will be shared with the college community and feedback solicited. The final phase of the strategic planning process will be the review of all feedback to the draft, finalization of the strategic planning report and initiatives, and submission to the Superintendent/President by the end of June.

Communicating with the college community is a key element of the strategic planning process. "Strategic Planning Briefing" newsletters are distributed at key points in the process and information is posted on the Strategic Planning website: www.smc.edu/ACG/DistrictPlanningPolicies/Pages/Strategic-Planning_Task-Force.aspx.

14. Identify tools and methods that will integrate Student Equity activities and similar student success projects across campus in order to maximize the impact on students.
This objective is being integrated into the Strategic Planning efforts in the "Student Equity and Success" subcommittee.

15. Conduct a survey of the campus community related to health, safety and environmental issues and develop a plan to address identified concerns.
The DPAC College Services Committee met on Friday, February 24th. Dr. Hannah Lawler came to discuss the details of the survey.

Since there are numerous surveys being conducted in the Spring 2017, It was recommended that the survey be developed in the Spring and launched in Fall 2017.
We are in the process of identifying the themes and developing the questions.

The survey will focus on the following areas:
o   Campus Climate (Faculty and Staff)- The Human Resources Sub Committee will oversee this area.
o   Campus Health, Emergency, and Safety. Related to the following areas:
   –   Facilities (Lighting, safety, & trip hazards)
   –   Buildings
   –   Risk Management
   –   Classroom Facilities (Learning environment)
   –   New Construction
   –   Transportation (Lighting, sign placement, crosswalks)
   –   Emergency Preparedness Training