



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, May 13, 2020 at 3:00 p.m. This meeting will be conducted via Zoom Conference.

I. Call to Order

II. Members

Jennifer Merlic, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Chris Bonvenuto, Management Association Representative
Erica LeBlanc, Management Association Representative
Sal Veas, Academic Senate Representative
Peter Morse, Faculty Association President
Tracey Ellis, Faculty Association Representative
Cindy Ordaz, CSEA Representative
Dee Upshaw, CSEA Representative
Daniel Cha, Associated Students President
Summer Le, Associated Students Representative

In accordance with Executive Order N-29-20 issued by Governor Gavin Newsom and dated March 17, 2020, members of the District Planning and Advisory Council will participate in the meeting telephonically or by Zoom Conference.

The public may participate in the Zoom Conference with the following information:

Join from PC, Mac, Linux, iOS or Android:

<https://cccconfer.zoom.us/j/98248984468>

Or iPhone one-tap (US Toll): +16699006833,98248984468# or
+12532158782,98248984468#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 346 248 7799 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

Meeting ID: 982 4898 4468

International numbers available: <https://cccconfer.zoom.us/j/98248984468>

Or Skype for Business (Lync):

SIP:98248984468@lync.zoom.us

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

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.

- I. Review of Minutes: April 22, 2020 (*see page 6*)
- II. Reports
- III. Superintendent/President's Response to DPAC Recommendations, if any.
- IV. Agenda
 1. Update: COVID-19
 2. Annual Program Review Format (*forms are attached, see page 8*)
 3. Process for Developing Future Action Plans: Review section in the DPAC Scope and Function that relates for development of the Annual Strategic Planning Report which includes guidelines for developing annual action plans.

Annual Strategic Planning Report

Development of the Annual Strategic Planning Report is also the responsibility of DPAC and it includes the development of responses to the previous year's action plans including the status of completion for each plan.

Each academic year the Santa Monica College District Planning and Advisory Council (DPAC) identifies annual action plans to be included in the Annual Strategic Planning Report. In preparation for formulating annual action plans, DPAC reviews a number of major planning documents, including, but not limited to:

- Academic Senate Objectives
- Accreditation Reports
- Board of Trustees Goals and Priorities
- Capital Outlay Programs Update
- CCC Chancellor's Office Vision for Success
- Institutional Effectiveness Committee Observations
- Presentation/Reports/Actions at Board of Trustees Meetings Related to Board Goals and Priorities, Strategic Initiatives
- Program Review Planning Summary
- SMC Vision for Success Goals
- Strategic Planning and Facilitation Summary/Strategic Initiatives
- Student Equity Plan
- Student Equity and Achievement Program Report

Information Technology, Areas of Focus

Annual Action Plans should:

- Align and support the Strategic Initiatives and Objectives
- Should map to Institutional Planning Documents
- Align with the Chancellor's Office Vision for Success

The Annual Strategic Planning Report identifies linkages among the various components of the overall institutional planning process, provides an estimated cost and funding source (with a descriptive budget narrative) for each action plan and describes methods to accomplish each action plan; and lists anticipated outcomes for each action plan. The resulting Strategic Planning Report shall be forwarded to the Superintendent/President as a recommendation for adoption.

The Annual Strategic Planning Report will inform the development of the annual calendar of DPAC meetings. DPAC will agree on the calendar, and the appropriate parties working on the action plans will be invited to attend meetings when those topics are relevant to their work. The presidents of each constituency will jointly coordinate agendas for DPAC meetings.

The schedule for development of Annual Action Plans and Responses to Annual Action Plans from the previous year is attached, see page 17.

4. Process for preparing Responses to 2019-2020 Annual Action Plans (*list is attached, see page 20*)

V. Adjournment

Meeting schedule through June 2020 (second and fourth Wednesdays each month at 3 p.m.)

May 13, 27

June 10, 24

District Planning and Advisory Council (DPAC)
Meeting schedule through June 2020
(second and fourth Wednesdays each month at 3 p.m.)

Meeting Date	Topic	Invitees/Responsible Areas
July 24	<u>Annual Strategic Planning Report:</u> Responses to 2018-2019 Action Plans 2019-2020 Action Plans Board Policy 3250 Enrollment Update Program Review Annual Report of Overarching Issues	DPAC DPAC Teresita Rodriguez Erica LeBlanc
August 14 (Cancelled)		
August 28	Orientation 2018-2019 DPAC Annual Report Discussion: Additional DPAC Subcommittees <u>Annual Strategic Planning Report:</u> Responses to 2018-2019 Action Plans 2019-2020 Action Plans Adopted 2019-2020 Budget	DPAC Chris Bonvenuto
September 11	Continue development of Action Plans for 2019-2020 Discussion: Additional DPAC Subcommittees Strategic Planning Workflow Calendar Information: Student Equity Plan Local Vision for Success Goals	DPAC
September 25	Discussion: Additional DPAC Subcommittees Action Plans for 2019-2020	DPAC
October 9	Action Plans for 2019-2020 Development of Action Plans for 2020-2021	DPAC
October 23	Continue development of Action Plans for 2020-2021	DPAC Charlie Yen – Facilities Marc Drescher - Technology
November 13	Continue development of Action Plans for 2020-2021	DPAC Jenny Merlic/Pathways Group Sherri Lee-Lewis – Human Resources

November 20 Special meeting	Discussion of a recommendation to establish an Institutional Equity, Planning and Effectiveness leader.	DPAC Superintendent/President Kathryn Jeffery
November 27 (cancelled)		
December 11	Finalize Action Plans for 2020-2021	DPAC Human Resources Plan (continued) Mike Tuitasi – Student Care Teams Brenda Benson - Starfish
January 8, 2020	Continue review of 2020-2021 Action Plans	
January 22	Continue review of 2020-2021 Action Plans	Jenny Merlic/Pathways Group Sherri Lee-Lewis – Human Resources Plan
February 12	Continue review of 2020-2021 Action Plans	Chris Bonvenuto – Annual Action Plan Budget Review Jenny Merlic – Distance Education
February 26	Finalize 2020-2021 Action Plans and forward to Budget Office/Budget Committee Senior Staff Review of Proposed Annual Action Plans	DPAC Chair Chris Bonvenuto
March 11	Meeting Cancelled	
March 25	Meeting Cancelled	
April 8	Update: COVID-19 Revision of DPAC Calendar due to COVID-19	This meeting was held via Zoom
April 22	Update: COVID-19 Discussion: Process for developing future Annual Action plans	This meeting will be held via Zoom
May 13	Update: COVID-19 Annual Program Review Format Discussion: Process for developing future Annual Action plans. Review of DPAC Scope and Function related to the Annual Strategic Planning Report and guidelines for developing annual action plans. Process for preparing Responses to 2019-2020 Annual Action Plans	This meeting will be held via Zoom
May 27	Review 2020-2021 Annual Actions Plans with Budget Committee input	
June 10		
June 24		



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, April 22, 2020. This meeting was conducted via Zoom Conference.

I. Call to Order: 3:05 p.m.

II. Members Present

Jennifer Merlic, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Chris Bonvenuto, Management Association Representative
Erica LeBlanc, Management Association Representative
Sal Veas, Academic Senate Representative
Peter Morse, Faculty Association President
Tracey Ellis, Faculty Association Representative
Dee Upshaw, CSEA Representative
Summer Le, Associated Students Representative

Others Present

Dagmar Gorman
Matt Hotsinpillar
Lee Peterson
Olinka Rodriguez
Elaine Roque

In accordance with Executive Order N-29-20 issued by Governor Gavin Newsom and dated March 17, 2020, members of the District Planning and Advisory Council participated in the meeting telephonically or by Zoom Conference.

- III. Minutes of DPAC Meeting on April 8, 2020: Motion was made by Mike Tuitasi and seconded by Erica LeBlanc to approve the minutes of the DPAC meeting on April 8, 2020. *Unanimously approved.*
- IV. Reports - None
- V. Superintendent/President's Response to DPAC Recommendations -None
- VI. Agenda
- VII. Public Comments - None

VIII. Agenda

1. Update: COVID-19

There is still uncertainty about the Fall semester. The Chancellor's Office will determine if the delivery method of remote learning is not continuing for summer and fall. They have asked community colleges to transition all courses that are being delivered remotely to distance education through their local curriculum process by December 2020, retroactive to summer. The Curriculum Committee is working with Distance Education to update the Distance Education form to include check boxes for the type of delivery – fully on line, hybrid, fully online by mutual agreement or in case of emergency. Colleges should be resilient to move to on line delivery on short notice when necessary. Along with this is a plan for delivery of professional development for all faculty - instructional, counseling and library. A team has been created to develop a professional development plan. Feedback from faculty will be used to develop professional development activities that address a feeling of disconnectedness.

The Emergency Preparedness team is still looking at reducing the footprint on campus. Some staff are working 100 percent remotely; some still need to be on campus. The Emergency Operations Team will be reviewing the six indicators for modifying the Stay at Home order just released by the Governor.

CARES funding for SMC will be a little over \$6 million. The guidelines for using the funds have not been released yet.

Summer and Fall 2020 enrollment starts on Monday. All services are prepared to operate remotely.

Closing of the Liberal Arts and Letters and Science buildings have been moved up. Demolition of the buildings will be done in May. Furniture from those buildings and the Airport site will be moved to Pico Village.

2. Discussion: Process for Developing Future Action Plans. DPAC comprises representatives of all constituent groups who should reach out to their respective groups when the time approaches for developing annual action plans. Guidelines for developing annual action plans should be shared as well as the supporting documents (such as Board of Trustees Goals and Priorities, Academic Senate Goals, Strategic Initiatives) so that the groups are aware of college priorities. Nate Donahue suggested that the Academic Senate annual retreat in August would be a good time to have a discussion about possible annual action plans that benefit students and the college. It was agreed that the schedule of meetings for 2020-2021 include a specific entry to provide for input from the constituency groups through their representatives on DPAC.

IX. Adjournment – 3:43 p.m.

Meeting schedule through June 2020 (second and fourth Wednesdays each month at 3 p.m.)

May 13, 27

June 10, 24