



Santa Monica Community College District
District Planning and Advisory Council
MEETING – MAY 27, 2020
AGENDA

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, May 27, 2020 at 2:00 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.

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

<https://cccconfer.zoom.us/j/98070868972?pwd=eHZ6SFRTMkdTUTh0c0NUOHp2NGM3QT09>

Password: 965811

Or iPhone one-tap (US Toll): +16699006833,98070868972# or
+12532158782,98070868972#

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: 980 7086 8972

Password: 965811

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 1:30 p.m. for the meeting beginning at 2 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

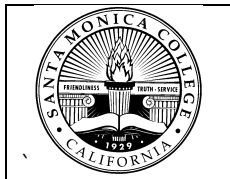
Instruction for Participating in DPAC Meeting by Zoom

Individuals wishing to speak at a DPAC meeting shall send an email to DPAC Coordinator ROSE_LISA@smc.edu by 1:30 p.m. for the meeting beginning at 2 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.

- III. Review of Minutes: May 13, 2020 (*see page 3*)
- IV. Reports
- V. Superintendent/President's Response to DPAC Recommendations, if any.
- VI. Agenda
- VII.
 1. COVID-19 Update
 2. Budget
 3. Schedule for development of Annual Action Plans and Responses to Annual Action Plans from the previous year (*page 10*)
 4. Process for preparing Responses to 2019-2020 Annual Action Plans
Attached: (1) List of 2019-2020 Annual Action Plans (*page 13*)
(2) Response form template (*page 14*)
(3) 2019-2020 Annual Action Plans (*page 15*)
- VIII. Adjournment
Meeting schedule through June 2020 (second and fourth Wednesdays each month at 3 p.m.)
June 10, 24



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, May 13, 2020. This meeting was conducted via Zoom Conference.

- I. Call to Order -3:03 p.m.

- II. Members Present
Jennifer Merlic, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Erica LeBlanc, Management Association Representative
Lisa Rose, 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
Summer Le, Associated Students Representative

Others Present

Vicki Drake
Jessica Gonzalea
Matt Hotsinpiller
Lee Peterson.
Martha Romano

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 22, 2020: *Unanimously approved by consensus.*

- IV. Reports - None

- V. Superintendent/President's Response to DPAC Recommendations -None

- VI. Public Comments - None

- VII. Agenda
 1. Update: COVID-19
Mike Tuitasi reported that the State has 4 stages for reopening and Los Angeles County has 5 stages. The State is currently in stage 2 with the gradual opening of florists, retailers, car dealerships, golf courses and trails. Moving into next week, some other low risk businesses in

essential health care, outdoor recreation, libraries, museums and cultural centers and galleries will gradually open with restrictions. SMC is currently transitioning to stage 3 and is determining which academic programs can be brought back safely. This involves bringing back essential personnel, looking at staffing plans and training, while ensuring safety with social distancing, appropriate PPE and making sure there is appropriate staff to clean facilities. The college received the CARE funds and has started distributing those funds to students. Providing wifi access for students at the Bundy site is being explored as well as other ways for students who don't have vehicles or have access to wifi. A plan for to improve communications with the college community is being developed.

Jennifer Merlic reported that the Chancellor's Office is requiring that all courses offered online must be approved as distance education offerings, and the Curriculum Committee is ready to present the new slightly revised distance education form. There will be an internal process to determine which courses are most challenging to teach in the online environment and bring those back first. Nursing and respiratory care programs are top priority because the state has requested all health care and emergency response programs to be top priority. The college is also involved in professional development efforts. A memo was sent out by Superintendent/ President Kathryn Jeffery summarizing how the college is addressing COVID-19 issues. A fairly dire announcement came out of the Governor's office regarding the budget for 2021 and the devastating impact the COVID-19 has had on the state economy, and how it will impact SMC's budget as well. The pending legislation at the federal level could significantly impact our budget as well.

2. Annual Program Review Format: Vicki Drake and Erica LeBlanc, Chair and Co-Chair of the Academic Senate Program Review Committee, presented a proposal for a new Annual Program Review process and forms. It is a streamlined version designed to simplify the Annual Program Review process to make it more viable and easier for chairs and other department and program leaders to complete. Previously, there were six different versions of Program Review templates, which made it confusing. The purpose of program review is to serve as a vehicle for ensuring that the college is continuously improving its programs by determining where improvements can be made. It is also used to identify overarching issues that need attention. Program review is required by law in Title 5 and accreditation. Previous to 2010, program review occurred every six years. Since then, an annual program process was developed in order to capture data on an annual basis. When it comes time for the six-year review, there is six years' worth of documentation. With input from members of the Program Review Committee, Institutional Effectiveness, and administration, a simplified format was tested and was successful. The process and two versions of the forms – a shorter version for this year called the COVID_19 and the version that will be effective next year -- were presented to DPAC for approval. The forms (attached) were reviewed. Nate Donahue commented that the Academic Senate is very pleased with the new process and faculty are responding favorably. *Motion was made by Summer Le and seconded by Peter Morse to approve the Program Review format. It was unanimously approved.*
3. Process for Developing Future Action Plans: DPAC reviewed the section in the *DPAC Scope and Function* that relates to the development of the Annual Strategic Planning Report which includes guidelines for developing annual action plans. It was agreed that the *Guided Pathways Scale of Adoption Assessment* be added to the bulleted list of documents.

The schedule for development of Annual Actions Plans was reviewed. DPAC members were asked to review the schedule and submit additions or changes to the timelines, documents and/or activities to Lisa Rose. It will be reviewed and discussed at the next DPAC meeting.

4. Process for preparing Responses to 2019-2020 Annual Action Plans: A process will be discussed on distributing the 2019-2020 Annual Actions to the responsible parties to prepare updates which can be reviewed over the summer. The 2019-2020 Annual Action Plans will be reviewed at the next DPAC meeting.

VIII. Adjournment – 4:01 p.m. p.m.

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

May 27

June 10, 24

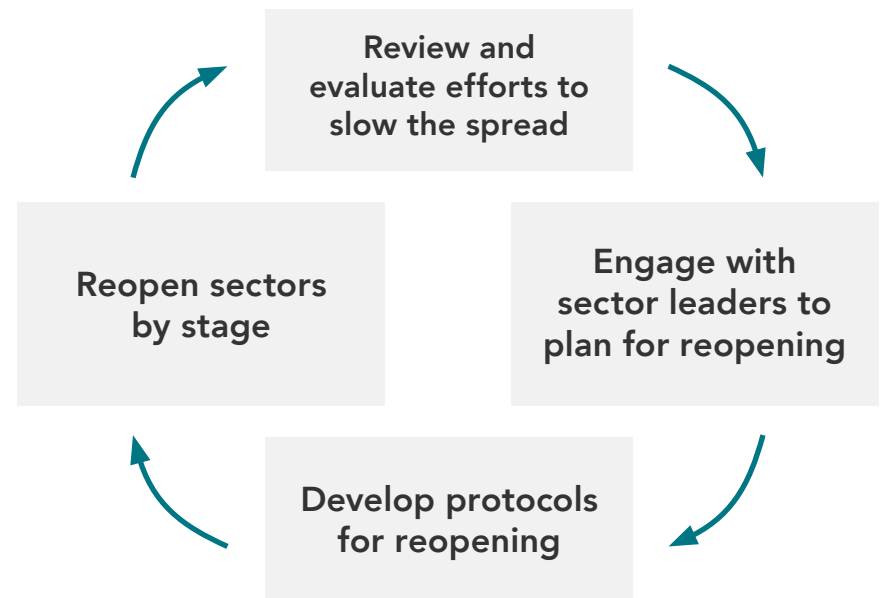
A PHASED APPROACH TO REOPENING SAFELY IN LOS ANGELES COUNTY

Los Angeles County has worked together to slow the spread of COVID-19 by following the Safer at Home order. As we plan for recovery and the gradual relaxing of Safer at Home, we are sharing the Department of Public Health's Roadmap to Recovery. This provides goalposts for reopening as safely as possible.

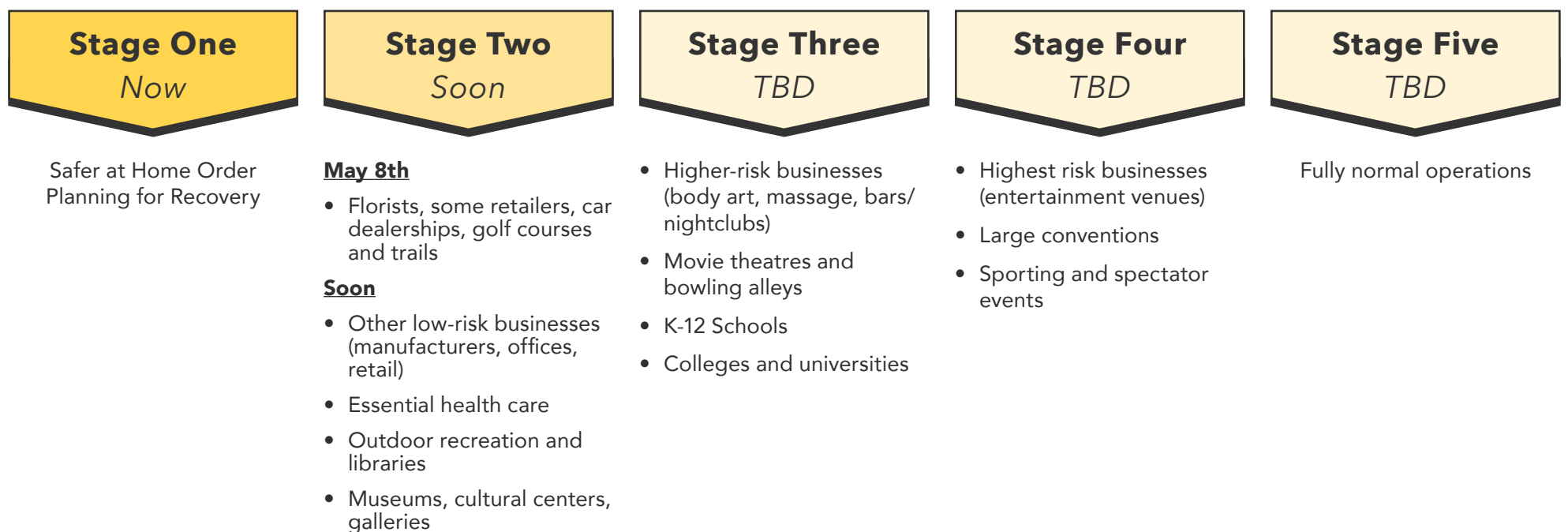
Safeguards In Place Before Opening



Process for Staged Reopening

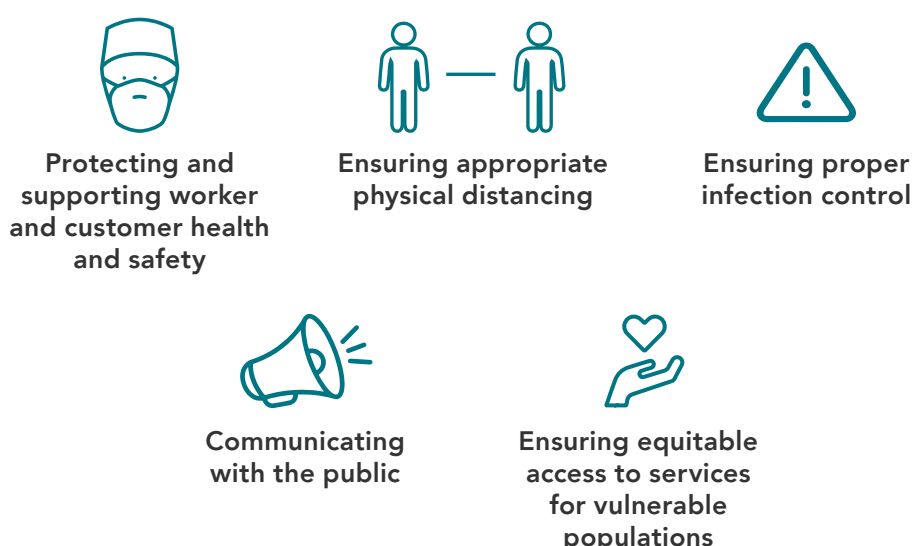


Five-Stage Reopening Process Based On Risk

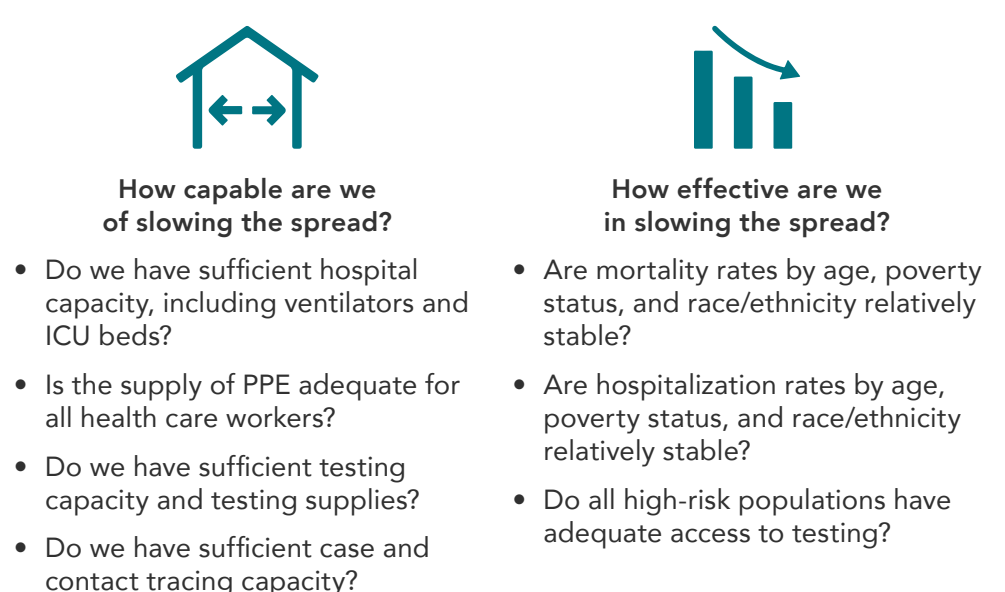


Planning For Safe Reopening

Each sector will have reopening protocols that address the following areas of concern:



Are We Slowing The Spread?



Annual Program Review: Overview of Proposed Changes and a Recommendation

Program Review

- Purpose
 - A vehicle for ensuring continuous improvement of our programs
- Uses
 - Contribute to resource allocation decisions (faculty ranking, PBARs)
 - Establish/Identify and disseminate best practices
 - Identify overarching issues that require focused institutional strategies
- Required by Title 5 (§53200) and our accrediting agency, ACCJC
- SMC's Program Review
 - Program Review process in place for over 30 years (only 6-year reports until 2011/12)
 - Annual Program Review added in response to a 2010 Accreditation Recommendation
 - Uses CurrlQnet to "capture" reports

Why the change and where are we now?

- Inherent issues with current Program Review process
 - Format is cumbersome, time consuming and has redundancies
 - We needed to simplify the format
- “Beta” version of the simplified format tested last year
 - Overwhelmingly positive response
- COVID-19 crisis upended our plans
 - Departments’ ability to respond has and will continue to be compromised

Options and Recommendation

- Options
 - Ask departments to respond to the current CurriQnet annual report
 - Implement the “mega-beta” version with a delayed due date
 - Implement a slimmed down version of the “mega-beta” with an added question to document departments’ COVID-19 response
 - Don’t require an annual Program Review report this year (*not recommended*)
- Recommendation:
 - Slimmed down version of the “mega-beta” version with added COVID-19 question
 - Captures our college’s response to the crisis which may be critical for the 2023 Accreditation Self-Evaluation
 - Set the due date for July or August

Proposed 2020 Annual Program Review Format
(revised and shortened for COVID-19)

- A. PROGRAM DESCRIPTION (copied from previous reports)**
- B. PROGRESS ON LAST YEAR'S OBJECTIVES**
- C. ACHIEVEMENTS (optional)**
- D. RESOURCE PLANNING**
- E. COVID-19 CHALLENGES**

And, for CE Programs only, Advisory Board meeting information

District Planning and Advisory Council

Schedule for Development of Action Plans, Responses to Action Plans 2019-2020, 2020-2021, 2021-2022

2019-2020	September 2019	October	November	December	January 2020	February	March	April	May	June	July	August
	Develop 2020-2021 Action Plans (for 2020-2021 budget cycle)				DPAC sends proposed 2020-2021 Action Plans to: <ul style="list-style-type: none"> • Senior Staff • Fiscal Office • Budget Committee Fiscal/Budget Committee reviews proposed 2021-2022 Annual Action Plans and forwards input to DPAC				<ul style="list-style-type: none"> • Start process to prepare Responses to 2019-2020 Action Plans • Start process to develop 2021-2022 Actions plans 			
	September: SMC Adopted Budget				January: Governor’s Proposed Budget for 2020-2021				June: Tentative Budget			
	Board of Trustees Goals and Priorities Academic Senate Objectives				March Guided Pathways Scale of Adoption Assessment				Institutional Effectiveness Committee Observations			
	October: Vision for Success/IE Dashboard Guided Pathways Report (to BT)				April/May: New Faculty Hiring Process for Fall 2020				Program Review Planning Summary			
	December: SEAP Report (to BT)								August Academic Senate Retreat: Discuss potential Annual Action Plans for 2021-2022			

2020-2021	September 2020	October	November	December	January 2021	February	March	April	May	June	July	August
	Develop 2021-2022 Action Plans (for 2021-2022 budget cycle) DPAC members communicate to their respective groups and solicit input on proposed action plans.				DPAC sends proposed 2021-2022 Action Plans to: <ul style="list-style-type: none"> • Senior Staff • Fiscal Office • Budget Committee Fiscal/Budget Committee reviews proposed 2021-2022 Annual Action Plans and forwards input to DPAC DPAC reviews 2021-2022 Annual Action Plans with fiscal input and forwards them to the Superintendent/President Supt responds to DPAC on proposed 2021-2022 Action Plans				<ul style="list-style-type: none"> • Start process to prepare Responses to 2020-2021 Action Plans • Start process to develop 2022-2023 Actions plans 			
	September: SMC Adopted Budget Board of Trustees Goals and Priorities Academic Senate Objectives October: Guided Pathways Report (to BT) Vision for Success/IE Dashboard December: SEAP Report (to BT)				January: Governor’s Proposed Budget for 2021-2022 March Guided Pathways Scale of Adoption Assessment April/May: New Faculty Hiring Process for Fall 2021				June: Tentative Budget Institutional Effectiveness Committee Observations Program Review Planning Summary August Academic Senate Retreat: Discuss potential Annual Action Plans for 2022-2023			

2021-2022	September 2021	October	November	December	January 2022	February	March	April	May	June	July	August
	Develop 2022-2023 Action Plans (for 2022-2023 budget cycle) DPAC members communicate to their respective groups and solicit input on proposed action plans.				DPAC sends proposed 2022-2023 Action Plans to: <ul style="list-style-type: none"> • Senior Staff • Fiscal Office • Budget Committee Fiscal/Budget Committee reviews proposed 2021-2022 Annual Action Plans and forwards input to DPAC DPAC reviews 2022-2023 Annual Action Plans with fiscal input and forwards them to the Superintendent/President Supt responds to DPAC on proposed 2022-2023 Action Plans					<ul style="list-style-type: none"> • Start process to prepare Responses to 2021-2022 Action Plans • Start process to develop 2023-2024 Actions plans 		
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**2019-2020 ACTION PLANS TO SUPPORT THE
INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES**

Action Plan	Description	Responsible Person
Action Plan 1	Integrate Areas of Interest and program maps into the college's curriculum approval and student educational planning processes.	<p>Lead Person: Irena Zugic</p> <p>Responsible Area(s): Redesign Team Academic Affairs Academic Senate Curriculum Committee Marketing</p>
Action Plan 2	Develop and implement a systematic method for assessing the effectiveness of existing learning resources and embedded supports, to better inform best future practices to serve racially marginalized students.	<p>Lead Person: Irena Zugic</p> <p>Responsible Area(s): Redesign Team Academic Affairs Academic Senate Student Instructional Support Committee</p>
Action Plan 3	Launch the Starfish Early Alert solution in English and math.	<p>Lead Person: Stacey Jones Dan Nannini Brenda Benson</p> <p>Responsible Area(s): Student Affairs, Academic Affairs, IT</p>
Action Plan 4	Implement the STEM Area of Interest (Aoi) Student Care Teams	<p>Lead Person: Vice President of Student Affairs</p> <p>Responsible Area(s):</p> <ul style="list-style-type: none"> • Counseling • Career Services • Welcome Center • Financial Aid • STEM Program <p>Institutional Redesign Team</p>
Action Plan 5	Complete the Facilities Master Plan	<p>Lead Person: Charlie Yen</p> <p>Responsible Area(s): Vice-President, Business/Adm.</p>
Action Plan 6	Conduct a district-wide technology assessment, create an IT Staffing Plan and draft a five-year Technology Master Plan.	<p>Lead Person: Marc Drescher, Chief Director IT</p> <p>Responsible Area(s): Information Technology in coordination with TPC</p>



Santa Monica Community College District
ANNUAL STRATEGIC PLANNING REPORT, 2020-2021

RESPONSES TO 2019-2020 ANNUAL ACTION PLANS

ACTION PLAN 1		<i>Responsible Area(s)</i>
<input type="checkbox"/> Completed	<input type="checkbox"/> Not completed (<i>see DPAC's recommendation following Response</i>) <i>Check one of the following boxes.</i> <input type="checkbox"/> <i>Substantially completed</i> <input type="checkbox"/> <i>Ongoing, to be completed in 2019-2020</i> <input type="checkbox"/> <i>Other (include reason if checked)</i>	
RESPONSE		
DPAC RECOMMENDATION:		
DATE:		



Santa Monica Community College District

**2019-2020 ACTION PLANS TO SUPPORT THE
INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES**

<p>ACTION PLAN 1</p> <p>Integrate Areas of Interest and program maps into the college's curriculum approval and student educational planning processes.</p>	<p>Lead Person: Irena Zugic</p> <p>Responsible Area(s): Redesign Team Academic Affairs Academic Senate Curriculum Committee Marketing</p>		
<p>Map to 2017-2022 Strategic Initiatives</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Close Gaps in educational outcomes <input checked="" type="checkbox"/> Educational and career opportunities and pathways <input type="checkbox"/> Long-term and integrated planning linked to resource allocation <input type="checkbox"/> Human Resource plan which supports student success <input type="checkbox"/> Improve facilities and technology infrastructure, integration and staffing <input type="checkbox"/> Ensure long-term fiscal stability 			
<p>Map to Institutional Planning Documents</p> <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Board of Trustees Core Priorities (#10) <input type="checkbox"/> Program Review Observations <input type="checkbox"/> Institutional Effectiveness Observations <input type="checkbox"/> Academic Senate Objective #1 <input checked="" type="checkbox"/> Accreditation Recommendations <ol style="list-style-type: none"> 1. Indicate Standard Number _____ 2. Quality Focus Essay <input checked="" type="checkbox"/> Institutional Learning Outcomes Supporting Goals <ol style="list-style-type: none"> 1. Innovative and Responsive Academic Environment 2. Supportive Learning Environment 3. Stable Fiscal Environment 4. Stable Physical Environment 5. Supportive Collegial Environment </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <input type="checkbox"/> CCC Chancellor's Office Vision for Success <ol style="list-style-type: none"> 1. Focus on students' end goals 2. Design and decide with the student in mind 3. Pair high expectations with high support 4. Foster the use of data, inquiry and evidence 5. Take ownership of goals and performance 6. Enable action and thoughtful innovation 7. Leader the work of partnering across systems <input checked="" type="checkbox"/> Other (specify): Award for Innovation California Community Colleges Guided Pathways Grant </td> </tr> </table>		<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Board of Trustees Core Priorities (#10) <input type="checkbox"/> Program Review Observations <input type="checkbox"/> Institutional Effectiveness Observations <input type="checkbox"/> Academic Senate Objective #1 <input checked="" type="checkbox"/> Accreditation Recommendations <ol style="list-style-type: none"> 1. Indicate Standard Number _____ 2. Quality Focus Essay <input checked="" type="checkbox"/> Institutional Learning Outcomes Supporting Goals <ol style="list-style-type: none"> 1. Innovative and Responsive Academic Environment 2. Supportive Learning Environment 3. Stable Fiscal Environment 4. Stable Physical Environment 5. Supportive Collegial Environment 	<ul style="list-style-type: none"> <input type="checkbox"/> CCC Chancellor's Office Vision for Success <ol style="list-style-type: none"> 1. Focus on students' end goals 2. Design and decide with the student in mind 3. Pair high expectations with high support 4. Foster the use of data, inquiry and evidence 5. Take ownership of goals and performance 6. Enable action and thoughtful innovation 7. Leader the work of partnering across systems <input checked="" type="checkbox"/> Other (specify): Award for Innovation California Community Colleges Guided Pathways Grant
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<p>Methods to Accomplish the Annual Action Plan (<i>include timeline</i>)</p> <p>Fall 2019 - Curriculum Committee will discuss and create a process to include Areas of Interest and program maps as part of approval procedure for all new programs; Marketing department will explore technology solutions for publishing the maps</p> <p>Spring 2020 – Infrastructure will be built to implement Areas of Interest and program maps into curriculum software; Program maps will be published on the SMC website</p>			
<p>Describe the anticipated outcomes that will result from the completion of the action plan, including how its completion might further the college's goal of eliminating equity gaps:</p> <p>All new programs will be assigned to an Area of Interest and will have a clear program map that will be readily available to students. Program maps are intended to reduce time to completion, as well as increase rates of completion of students achieving their self-defined goals.</p>			



Santa Monica Community College District

**2019-2020 ACTION PLANS TO SUPPORT THE
INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES**

<p>ACTION PLAN 2</p> <p>Develop and implement a systematic method for assessing the effectiveness of existing learning resources and embedded supports, to better inform best future practices to serve racially marginalized students.</p>	<p>Lead Person: Irena Zugic</p> <p>Responsible Area(s): Redesign Team Academic Affairs Academic Senate Student Instructional Support Committee</p>		
<p>Map to 2017-2022 Strategic Initiatives</p> <ul style="list-style-type: none"> ■ Close Gaps in educational outcomes ■ Educational and career opportunities and pathways <input type="checkbox"/> Long-term and integrated planning linked to resource allocation <input type="checkbox"/> Human Resource plan which supports student success <input type="checkbox"/> Improve facilities and technology infrastructure, integration and staffing <input type="checkbox"/> Ensure long-term fiscal stability 			
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<p>Methods to Accomplish the Annual Action Plan (<i>include timeline</i>)</p> <p>Fall 2019 - Student Instructional Support Committee will create an assessment tool to measure the effectiveness of existing learning resources and embedded supports</p> <p>Spring 2020 – Use the tool to assess the effectiveness of existing learning resources and embedded supports</p>			
<p>Describe the anticipated outcomes that will result from the completion of the action plan, including how its completion might further the college's goal of eliminating equity gaps:</p> <p>A report will be prepared demonstrating the effectiveness of learning resources and embedded supports disaggregated by race.</p>			



Santa Monica Community College District

**2019-2020 ACTION PLANS TO SUPPORT THE
INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES**

<p>ACTION PLAN 3</p> <p>Launch the Starfish Early Alert solution in English and math.</p>	<p>Lead Person: Stacey Jones Dan Nannini Brenda Benson</p> <p>Responsible Area(s): Student Affairs, Academic Affairs, IT</p>
<p>Map to 2017-2022 Strategic Initiatives</p>	
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<p>Methods to Accomplish the Annual Action Plan (<i>include timeline</i>)</p> <p>Starfish is a student success retention tool that will assist with the implementation of Guided Pathways at scale. Starfish features various student retention solutions and SMC has elected to focus on the implementation of the Starfish Early Alert solution in 2019-20.</p> <p>In September 2019 two different Starfish Work Groups were formed each of which is led by a Starfish consultant. One work group is focused exclusively on building the technology infrastructure so that Starfish can integrate with webISIS and Canvas, and the other Work Group is focused on the actual implementation of the tool. Both groups meet weekly with the goal of launching the Starfish Early Alert solution in Spring 2020 in English and Math. A campus-wide roll out of the Starfish Early Alert solution is planned for Fall 2020. Implementation of additional Starfish solutions to include training and campus-wide promotion are planned for 2020-21 and beyond.</p> <p>Activities will include:</p> <ul style="list-style-type: none"> • training for faculty, staff and students, • promotion/marketing of the tool (and possible re-branding), • regular updates to Dept Chairs and at Senate meetings (which have already begun), and • the creation of a Starfish website. 	
<p>Describe the anticipated outcomes that will result from the completion of the action plan, including how its completion might further the college's goal of eliminating equity gaps:</p> <p>By implementing the Starfish Early Alert solution in English and Math in Spring 2020, we plan to see:</p> <p>1) increased usage of Early Alert notifications (flags and kudos) among English and math faculty, 2) increased retention in English and Math courses, particularly among racially marginalized students, and 3) increases in degree and transfer completion over time.</p>	



Santa Monica Community College District
**2019-2020 ACTION PLANS TO SUPPORT THE
 INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES**

<p>ACTION PLAN 4</p> <p style="text-align: center;">Implement the STEM Area of Interest (AoI) Student Care Teams</p>	<p>Lead Person: Vice President of Student Affairs</p> <p>Responsible Area(s):</p> <ul style="list-style-type: none"> • Counseling • Career Services • Welcome Center • Financial Aid • STEM Program • Institutional Redesign Team
<p>Map to 2017-2022 Strategic Initiatives</p>	
<ul style="list-style-type: none"> ■ Close Gaps in educational outcomes ■ Educational and career opportunities and pathways <input type="checkbox"/> Long-term and integrated planning linked to resource allocation <input type="checkbox"/> Human Resource plan which supports student success <input type="checkbox"/> Improve facilities and technology infrastructure, integration and staffing <input type="checkbox"/> Ensure long-term fiscal stability 	
<p>Map to Institutional Planning Documents</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Board of Trustees Core Priorities (#10) <input type="checkbox"/> Program Review Observations <input type="checkbox"/> Institutional Effectiveness Observations <input type="checkbox"/> Academic Senate Objective #1 <input type="checkbox"/> Accreditation Recommendations <ol style="list-style-type: none"> 1. Indicate Standard Number _____ 2. Quality Focus Essay ■ Institutional Learning Outcomes Supporting Goals <ol style="list-style-type: none"> 1. Innovative and Responsive Academic Environment 2. Supportive Learning Environment 3. Stable Fiscal Environment 4. Stable Physical Environment 5. Supportive Collegial Environment 	<ul style="list-style-type: none"> ■ CCC Chancellor’s Office Vision for Success <ol style="list-style-type: none"> 1. Focus on students’ end goals 2. Design and decide with the student in mind 3. Pair high expectations with high support 4. Foster the use of data, inquiry and evidence 5. Take ownership of goals and performance 6. Enable action and thoughtful innovation 7. Leader the work of partnering across systems ■ Other (specify): Award for Innovation California Community Colleges Guided Pathways Grant
<p>Methods to Accomplish the Annual Action Plan (<i>include timeline</i>)</p> <p>Establish a pilot Student Care Team for the STEM Area of Interest.</p> <p>Hire a Project Manager to lead the implementation of Student Care Teams. The first phase will include developing a team that consists of Academic Counselors, a Career Counselor, a financial aid representative, a Program Specialist (Coach), and peer navigators (student mentors) for the STEM Areas of Interest.</p> <p>Students in the AoI will be part of an academic and career community, as well as be assigned to a specific counselor and support team member. Student enrollment patterns and progress towards goals will be monitored and used to provide appropriate support services.</p>	
<p>Describe the anticipated outcomes that will result from the completion of the action plan, including how its completion might further the college’s goal of eliminating equity gaps:</p> <p>The anticipated outcome is to pilot a Student Care Team for the STEM Area of Interest and develop a list of recommendations on effective ways to improve and expand the STEM pilot Students Care Teams to all STEM students and all AoIs.</p>	



Santa Monica Community College District

2019-2020 ACTION PLANS TO SUPPORT THE INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES

<p>ACTION PLAN 5</p> <p>Complete the Facilities Master Plan</p>	<p>Lead Person: Charlie Yen</p> <p>Responsible Area(s): Executive Vice-President Vice-President, Business/Adm.</p>
<p>Map to 2017-2022 Strategic Initiatives</p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Close Gaps in educational outcomes <input type="checkbox"/> Educational and career opportunities and pathways <input type="checkbox"/> Long-term and integrated planning linked to resource allocation <input type="checkbox"/> Human Resource plan which supports student success <input checked="" type="checkbox"/> Improve facilities and technology infrastructure, integration and staffing <input type="checkbox"/> Ensure long-term fiscal stability 	
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<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Board of Trustees Core Priorities (#10) <input type="checkbox"/> Program Review Observations <input type="checkbox"/> Institutional Effectiveness Observations <input type="checkbox"/> Academic Senate Objective #1 <input type="checkbox"/> Accreditation Recommendations <ol style="list-style-type: none"> 1. Indicate Standard Number _____ 2. Quality Focus Essay <input checked="" type="checkbox"/> Institutional Learning Outcomes Supporting Goals <ol style="list-style-type: none"> 1. Innovative and Responsive Academic Environment 2. Supportive Learning Environment 3. Stable Fiscal Environment 4. Stable Physical Environment 5. Supportive Collegial Environment 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> CCC Chancellor's Office Vision for Success <ol style="list-style-type: none"> 1. Focus on students' end goals 2. Design and decide with the student in mind 3. Pair high expectations with high support 4. Foster the use of data, inquiry and evidence 5. Take ownership of goals and performance 6. Enable action and thoughtful innovation 7. Leader the work of partnering across systems <input type="checkbox"/> Other (specify): Award for Innovation California Community Colleges Guided Pathways Grant
<p>Methods to Accomplish the Annual Action Plan (<i>include timeline</i>)</p> <p><u>Background:</u></p> <p>On March 5, 2019, the Board of Trustees approved an agreement with DLR Group to prepare a facilities Master Plan for the Main Campus. The Master Plan will generate and articulate the long-term vision for SMC. With input from partners and stakeholders, the plan will create a practical, data-driven, and visionary road map for SMC that looks to develop strategies to enhance the user experience, promote academics, and address land use, buildings, transportation, parking, utilities, sustainability, and open space. The plan will have four phases:</p> <ol style="list-style-type: none"> 1. Analysis and Assessment 2. Concepts and Alternatives 3. Planning for Implementation 4. Documentation and Final Presentations <p>During 2018-2019, DLR met with:</p> <ul style="list-style-type: none"> • Board of Trustees – April 17, 2019 • Management Association – May 9 • Associated Students – May 17 • M&O Managers – June 24 • SM Community – June 24 • M&O night staff – June 24 • M&O day staff – June 25 • Senior Staff – June 25 <p><u>Activities during 2019-2020 (up to September 15, 2019)</u></p>	

- Department Chairs – July 12
- Academic Affairs – July 12
- City of Santa Monica staff – August 20
- Fall Flex Day – August 22
- Facilities Condition Assessment – summer 2019

DLR will be conducting:

- Traffic study – September 16

DLR will be meeting with:

- General Advisory Board– September 19
- SMC Associates – November 13
- Academic Senate
- CSEA
- Management Association
- College community
- Neighborhood groups

Describe the anticipated outcomes that will result from the completion of the action plan, including how its completion might further the college's goal of eliminating equity gaps:

The Facilities Master Plan will be completed in 2019-2020. It is an assessment of the outlook of SMC's facilities for the next 20 years to meet the education need and better serve our students and staff. It will be designed and implemented with the students and the staff serving students in mind.



Santa Monica Community College District

2019-2020 ACTION PLANS TO SUPPORT THE INSTITUTIONAL STRATEGIC INITIATIVES AND OBJECTIVES

<p>ACTION PLAN 6</p> <p>Conduct a district-wide technology assessment, create an IT Staffing Plan and draft a five-year Technology Master Plan.</p>	<p>Lead Person: Marc Drescher, Chief Director IT</p> <p>Responsible Area(s): Information Technology in coordination with TPC</p>		
<p>Map to 2017-2022 Strategic Initiatives</p> <ul style="list-style-type: none"> <input type="checkbox"/> Close Gaps in educational outcomes <input type="checkbox"/> Educational and career opportunities and pathways <input checked="" type="checkbox"/> Long-term and integrated planning linked to resource allocation <input type="checkbox"/> Human Resource plan which supports student success <input checked="" type="checkbox"/> Improve facilities and technology infrastructure, integration and staffing <input type="checkbox"/> Ensure long-term fiscal stability 			
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<p>Methods to Accomplish the Annual Action Plan (<i>include timeline</i>)</p> <p>Berry Dunn Consulting was selected from an RFP process to conduct the district-wide technology assessment, IT Staffing Plan and the drafting of a five-year Technology Master Plan. Funding for the project will be provided by the awarded IEPI Seed Grant.</p> <p>The drafting of the five-year Technology Master Plan will kick-off at the June 21, 2019 Technology Planning Committee meeting. During the meeting, Berry Dunn consulting will discuss their process for developing the plan. A timeline to conduct the technology assessment, staffing plan and drafting of the plan will be established. The process will consist of several site visits from Berry Dunn and will include discussions with college constituents. The final delivery of the plan is expected in December of 2019.</p>			
<p>Describe the anticipated outcomes that will result from the completion of the action plan, including how its completion might further the college’s goal of eliminating equity gaps:</p> <p>The five year Technology Master Plan will provide a roadmap and direction of technology resources to support the Mission and Goals of Santa Monica College. The plan will be updated annually by IT and reviewed by TPC.</p>			