A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, **March 10, 2010 at 3 p.m.** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. **Call to Order**

II. **Members**

Randal Lawson, Administration, Chair Designee  
Jeff Shimizu, Administration Representative  

Erica LeBlanc, Management Association President  
Al Vasquez, Management Association Representative  

Eric Oifer, Academic Senate President, Vice-Chair  
Richard Tahvildaran-Jesswein, Academic Senate Representative  

Mitra Moassessi, Faculty Association President  
Sandra Burnett, Faculty Association Representative  

Bernie Rosenloecher, CSEA President  
Leroy Lauer, CSEA Representative  

Cameron Henton, Associated Students President  
Rochelle Watkins, Associated Students Representative

III. **Review of Minutes:** February 24, 2010

IV. **Reports**

A. **Planning Subcommittees**

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs  
- College Services Planning: Mike Tuitasi and Rochelle Watkins, Co-Chairs  
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs  
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs  
- Technology Planning: Bob Dammer and Simon Balm, Co-Chairs

B. **Academic Senate Joint Committees**

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair  
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair  
- Student Affairs: Greg Brookins, Chair, and Kiersten Elliott, Vice-Chair  
- Student Learning Outcomes: Christine Schultz and Lesley Kawaguchi, Co-Chairs, and Caroline Sheldon, Vice-Chair
IV. Reports (continued)

D. Associated Students

E. Accreditation Update

F. ACUPCC (American College and University President’s Climate Commitment) Task Force

V. Agenda

Public Comments

Individuals may address the District Planning and Advisory Council (DPAC) concerning any subject that lies within the jurisdiction of DPAC by submitting an information card with name and topic on which comment is to be made. The Chair reserves the right to limit the time for each speaker.

A. SMC Distance Education Course Management System

Academic Senate Course Management System Recommendation:

The Academic Senate unanimously recommends that Santa Monica College remain with eCollege as its Course Management System, continue to stay current on other Course Management System offerings, address the limitations of our current Course Management System for users who have specific needs that are not being currently served.

http://www.smc.edu/Projects/37/Distance_Ed/CMS_final_2_1_2010.pdf

B. Winter/Spring 2010 Enrollment Update
C. Crisis Prevention Team/Resource Guide Update
D. Discussion: Exploration of future program possibilities
E. DPAC Planning Subcommittee Evaluations (attached)
   • Human Resources
   • Technology

VI. Adjournment

Meeting schedule through June, 2010 (second and fourth Wednesdays each month at 3 p.m.)

March 24
April 14, 28
May 12, 26
June 9, 23

VII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the March 24, 2010 DPAC meeting.
**DPAC Sub-Committee Evaluation Form**

Instructions: The form will be used to gather information about existing DPAC Sub-Committees. Following discussion within the sub-committee, Co-Chairs should forward their responses to Lisa Rose by February 28.

Committee: DPAC Human Resources Subcommittee

Meetings:

- **Agendas/Minutes Posted On The Committee Website:** ☒ Yes ☐ No
- **Participation:** ☒ Administration ☒ Classified ☒ Faculty ☒ Students
- **Number Of Meetings Held In Academic Year 08-09:** 11
- **Number Of Meetings Held In Academic Year 09-10 to-date:** 05

**Subcommittee Charge:**

<table>
<thead>
<tr>
<th>Make recommendations on human resources matters to the District Planning and Advisory Council that are consistent with the college's mission and goals.</th>
<th>☒ Still Applies ☐ Not Applicable</th>
<th>☐ Completed ☐ Ongoing ☐ Not Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.</td>
<td>☒ Still Applies ☐ Not Applicable</td>
<td>☐ Completed ☐ Ongoing ☐ Not Addressed</td>
</tr>
<tr>
<td><strong>Comments:</strong> Reviewed Diversity Report – hiring statistics only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Monitor trends in equity and diversity in order to include findings in human resources discussions.</td>
<td>☐ Still Applies ☒ Not Applicable</td>
<td>☐ Completed ☐ Ongoing ☐ Not Addressed</td>
</tr>
<tr>
<td><strong>Comments:</strong> DPAC HR reviews and interprets only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review mandated training requirements and their delivery and effectiveness.</td>
<td>☐ Still Applies ☒ Not Applicable</td>
<td>☐ Completed ☐ Ongoing ☐ Not Addressed</td>
</tr>
<tr>
<td><strong>Comments:</strong> The HR Office is responsible for this piece.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make recommendations for additional internal training and/or orientation programs.</td>
<td>☒ Still Applies ☐ Not Applicable</td>
<td>☐ Completed ☐ Ongoing ☐ Not Addressed</td>
</tr>
<tr>
<td>Support the goal to infuse Student Learning Outcomes throughout Santa Monica College.</td>
<td>☒ Still Applies ☐ Not Applicable</td>
<td>☐ Completed ☐ Ongoing ☐ Not Addressed</td>
</tr>
</tbody>
</table>

**Accomplishments:**

(Please briefly describe the work of the sub-committee over the past year stating various recommendations, motions, administrative regulations, projects or documents that have been approved)

- The review of the EEO Plan is in progress. Although not approved as of this date, this has been a major on-going project.
- Made recommendations and suggested language for the Anti-Bullying and Anti-Nepotism board policies.
- Completed and presented recommendations to DPAC and the CSEA President regarding Classified Training.

**Institutional Learning Outcomes:**

(If applicable, please briefly describe how the work of the sub-committee supports this outcome)

<table>
<thead>
<tr>
<th>Through their experiences at SMC, students will</th>
<th>☒ Applicable</th>
<th>The committee work will ensure a college</th>
</tr>
</thead>
</table>
acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives | ☐ Not Applicable | workforce that is diverse and representative of its students.

Through their experiences at SMC, students will obtain the knowledge and academic skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions and solve problems | ☑ Applicable ☒ Not Applicable

Through their experiences at SMC, students will respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events | ☑ Applicable ☒ Not Applicable | The committee models diversity in all its forms and promotes diversity, especially as we move forward in creating the EEO Plan and its affect on faculty, staff and students.

Through their experiences at SMC, students will take responsibility for their own impact on the earth by living a sustainable and ethical lifestyle | ☑ Applicable ☒ Not Applicable | Ethical lifestyle – yes

Institutional Strategic Initiatives:
(If applicable, please briefly describe how the work of the sub-committee supports this initiative)

| Hiring Full-Time Faculty and Permanent Staff | ☐ Completed ☐ Ongoing ☒ Not Addressed ☒ Not Applicable | |
| Training Priorities | ☐ Completed ☑ Ongoing ☒ Not Addressed ☒ Not Applicable | The committee continues to address the development of resources for classified staff.

| Student Support Services | ☐ Completed ☐ Ongoing ☒ Not Addressed ☒ Not Applicable | |
| Fiscal Stability | ☐ Completed ☐ Ongoing ☒ Not Addressed ☒ Not Applicable | |

Recommendations:
(Please describe any revisions to existing charges or new charges that should be added to this subcommittee or any ideas for new sub-committees that should be created for important new areas)

- Review the stated sub-committee charges. Some responsibilities may be under the purview of the Human Resources department, Personnel Policies or other specific departments, for example, Campus Police.
- The DPAC HR Sub-Committee will review human resources regulations and policies that have district-wide impact.
- Staffing needs should be removed from charge #2. The HR Office is responsible for this piece.
- Recommended new charge – Assist in the dissemination of equal employment opportunity program information and promote EEO and diversity throughout the campus and college community through various channels.
DPAC Sub-Committee Evaluation Form

Instructions: The form will be used to gather information about existing DPAC Sub-Committees. Following discussion within the sub-committee, Co-Chairs should forward their responses to Lisa Rose by February 28.

Committee: DPAC Technology Subcommitteee

Meetings: One a month on Fridays from 10:30-12:30 in the Library Conference Room (Fall/Spring semesters).
Agendas/Minutes Posted On the Committee Website: ☒ Yes ☐ No ☒
Participation: ☒ Administration ☒ Classified ☒ Faculty ☒ Students
Number Of Meetings Held In Academic Year 08-09: 11
Number Of Meetings Held In Academic Year 09-10 to-date: 5

Subcommittee Charge:

| Have recommending authority on technology planning matters to the District Planning and Advisory Council. | ☒ Still Applies ☐ Not Applicable | ☐ Completed ☒ Ongoing ☒ Not Addressed |
| ☒ Still Applies ☐ Not Applicable | ☒ Completed ☒ Ongoing ☒ Not Addressed |
| ☒ Still Applies ☐ Not Applicable | ☒ Completed ☒ Ongoing ☒ Not Addressed |
| ☒ Still Applies ☐ Not Applicable | ☒ Completed ☒ Ongoing ☒ Not Addressed |
| ☒ Still Applies ☐ Not Applicable | ☒ Completed ☒ Ongoing ☒ Not Addressed |

Accomplishments:
(Please briefly describe the work of the sub-committee over the past year stating various recommendations, motions, administrative regulations, projects or documents that have been approved)

During the past year the TPC has:

1. Reviewed and updated the Master Plan for Technology.

2. Reviewed and approved the recommendations made for instructional technology funding by the Information Services Committee.

3. During the summer of 2009 rapidly responded to an email security breach by submitting a recommendation to the DPAC outlining steps to be taken to prevent such a breach in the future.
4. Been working on updating the draft Information Security Guidelines document of 2006 with the goal of producing a robust information security policy for the College which reflects the rapid changes in the use of technology on and off-campus.

Institutional Learning Outcomes:
(If applicable, please briefly describe how the work of the sub-committee supports this outcome)

<table>
<thead>
<tr>
<th>Through their experiences at SMC, students will acquire the self-confidence and self-discipline to pursue their intellectual curiosities with integrity in both their personal and professional lives</th>
<th>☒ Applicable ☐ Not Applicable</th>
<th>The committee directs the deployment of technologies and training which give students the vital tools they need to succeed in their professional and personal lives.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through their experiences at SMC, students will obtain the knowledge and academic skills necessary to access, evaluate, and interpret ideas, images, and information critically in order to communicate effectively, reach conclusions and solve problems</td>
<td>☒ Applicable ☐ Not Applicable</td>
<td>Through the Master Plan for Technology, the TPC ensures that students have access to the latest technology and training resources which directly support this ILO.</td>
</tr>
<tr>
<td>Through their experiences at SMC, students will respect the inter-relatedness of the global human environment, engage with diverse peoples, and acknowledge the significance of their daily actions relative to broader issues and events</td>
<td>☒ Applicable ☐ Not Applicable</td>
<td>By providing access to and training on effective use of the internet, students are able to see themselves in the wider context of the global community with which we are all an integral part.</td>
</tr>
<tr>
<td>Through their experiences at SMC, students will take responsibility for their own impact on the earth by living a sustainable and ethical lifestyle</td>
<td>☒ Applicable ☐ Not Applicable</td>
<td>The committee is constantly directing the expansion of technologies which encourage students to communicate electronically and thus develop the skills to see technology as an integral part of a sustainable lifestyle.</td>
</tr>
</tbody>
</table>

Institutional Strategic Initiatives:
(If applicable, please briefly describe how the work of the sub-committee supports this initiative)

| Hiring Full-Time Faculty and Permanent Staff | ☐ Completed ☒ Ongoing ☐ Not Addressed ☐ Not Applicable | While the TPC does not make recommendations for the hiring of full-time faculty it does make recommendations for the hiring of staff to support the College’s technology delivery. |
| Training Priorities | ☐ Completed ☒ Ongoing ☐ Not Addressed ☐ Not Applicable | Through the Master Plan for Technology, the TPC makes technology resources available to provide training for students and staff. |
| Student Support Services | ☐ Completed ☒ Ongoing ☐ Not Addressed ☐ Not Applicable | Through the Master Plan for Technology, the TPC makes technology resources available to Student Support Services. |
| Fiscal Stability | ☐ Completed ☒ Ongoing ☐ Not Addressed ☐ Not Applicable | The committee works hard to encourage the deployment of emerging technologies like server virtualization which reduce or at least constrain costs. |
Recommendations:
(Please describe any revisions to existing charges or new charges that should be added to this subcommittee or any ideas for new sub-committees that should be created for important new areas)

None.