A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, **May 26, 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
Jennifer Merlic, 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:** May 12, 2010

IV. **Reports**

A. **Planning Subcommittees**

   • Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs
     The Budget Committee passed the following motion on Wednesday, May 19, 2010: *The Budget Committee receives and affirms the 2010-2011 Tentative Budget.*

   • 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)

C. Associated Students

D. 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. Public Policy Institute

B. Draft Board Policy on Diversity

The Santa Monica Community College District is committed to building an inclusive and diverse environment. Diversity within the college environment provides opportunity to foster mutual awareness, knowledge, and sensitivity, to challenge ingrained stereotypes, and to promote mutual understanding and respect. Achieving these goals will require the creative imagination, unflagging commitment, and uncompromising effort of every member of the college community. The District is committed to a work and learning environment conducive to open discussion and the free exchange of ideas. Global awareness and exploring the diversity of the local communities served by the college are both important components of the College’s commitment to diversity. Promoting and celebrating diversity will inspire innovative ideas, practical solutions, and team-building and support the goal of professional and educational excellence.

C. Election of Vice-Chair for 2010-2011

D. Zimride Presentation

E. Discussion: DPAC Planning Subcommittee Structure and Charges

Reminder to Chairs and Co-Chairs of the DPAC planning subcommittees: Please discuss and analyze your subcommittee’s structure as it relates to the other planning subcommittees, and its charges, focusing on planning (not operations) and come prepared to present recommendations at this meeting.

VI. Adjournment

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

• June 9, 23

VII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the June 9, 2010 DPAC meeting.
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: Budget Planning Subcommittee

Meetings: First & Third Wednesdays at 2pm, Library 275
Agendas/Minutes Posted On The Committee Website: ☒ Yes ☐ No
Participation: ☒ Administration ☒ Classified ☒ Faculty ☒ Students
Number Of Meetings Held In Academic Year 08-09: 27
Number Of Meetings Held In Academic Year 09-10 to-date: 8

Subcommittee Charge:

<table>
<thead>
<tr>
<th>Task</th>
<th>Still Applies</th>
<th>Completed</th>
<th>Ongoing</th>
<th>Not Addressed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have recommending authority on budget matters to the District and Advisory Council</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Review, in a timely manner, tentative and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Review all financial resources available to Santa Monica College</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Review institutional expenditure practices, policies and categories – not specific budget items – for consistency and compliance with the college vision, mission, goals strategic initiatives and master plans and federal and state laws.</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Review and recommend funding requests and allocations that require institutional budget amendments.</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>As part of the budget planning process, regularly explore the adoption of environmentally sustainable practices that can reduce College expenditures or enhance college revenue.</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Report back to their respective constituencies on a regular basis.</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Support the goal to infuse institutional Student Learning Outcomes throughout Santa Monica College</td>
<td>☒</td>
<td>☐</td>
<td>☒</td>
<td>☐</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)

During 09-10 Academic Year, DPAC Actions # 73, 74, 75, 76 and 77 were resolutions from the Budget Committee
During 08-09 Academic Year, DPAC Actions # 34, 43, 44, 48, 50, 57, 60, 65, 68 and 69 were resolutions from the Budget
Committee
The Committee regularly reviews District financial statements and reports. Fiscal Services seeks the support and endorsement of the Committee before presenting any financial statements to the Board of Trustees. The working relationship on the committee is productive and collegial.

In the past academic year, significant cost reduction recommendations were made after seeking the input of the entire campus community.

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

| 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 | ☒ Applicable | Careful budget planning ensures the college serves its student to the fullest extent that its financial resources will allow. |
| 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 |
| Through their experiences at SMC, students will take responsibility for their own impact on the earth by living a sustainable and ethical lifestyle | ☒ Applicable | Through careful budget planning, the College models the sustainable and ethical practices it seeks to promote in its student body. |

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 | This committee regularly reviews the Vacancy List and promotes the value of full-time employment at the College. |
| Training Priorities | ☐ Completed | ☐ Ongoing | ☐ Not Addressed | ☒ Not Applicable |
| Student Support Services | ☐ Completed | ☒ Ongoing | ☐ Not Addressed | ☐ Not Applicable | This committee prioritizes Student Services by championing backfilling funds to maintain these services to the fullest extent that financial resources allow. |
| Fiscal Stability | ☐ Completed | ☒ Ongoing | ☐ Not Addressed | ☐ Not Applicable | This committee plays a vital role in developing a transparent budget that maintains an appropriate fund balance and supports the strategic implementation of institutional goals and objectives. |
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)

Utilizing an annual review process, DPAC should empower the Budget Committee to create a stronger link between planning and budgeting by having the committee participate in the Master Planning process.
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 College Services 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: 24
- Number Of Meetings Held In Academic Year 09-10 to-date: 14

Subcommittee Charge:

| Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students. | ☑ Still Applies ☑ Not Applicable | ☐ Completed ☑ Ongoing ☑ Not Addressed |
| Initiate discussions on defining Student Learning Outcomes for these areas and devise ways in which to measure their effectiveness in meeting student needs for use in making planning decisions. | ☑ Still Applies ☑ Not Applicable | ☐ Completed ☑ Ongoing ☑ Not Addressed |
| Assist those operational services areas in integrating Student Learning Outcomes in their reports to the Academic Senate Joint Program Review Committee. | ☑ Still Applies ☑ Not Applicable | ☐ Completed ☑ Ongoing ☑ Not Addressed |
| Support the goal to infuse Student Learning Outcomes throughout Santa Monica College. | ☑ 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)

Institutional Learning Outcomes:

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

| 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 | ☑ Applicable ☑ Not Applicable | To give recommendations to DPAC to improve the students experience and access to resources. |
| 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 | To evaluate campus services to ensure student success |
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

Through their experiences at SMC, students will take responsibility for their own impact on the earth by living a sustainable and ethical lifestyle

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

<table>
<thead>
<tr>
<th>Hiring Full-Time Faculty and Permanent Staff</th>
<th>Completed</th>
<th>Ongoing</th>
<th>Not Addressed</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Priorities</td>
<td>Completed</td>
<td>Ongoing</td>
<td>Not Addressed</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>Completed</td>
<td>Ongoing</td>
<td>Not Addressed</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Fiscal Stability</td>
<td>Completed</td>
<td>Ongoing</td>
<td>Not Addressed</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

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)

- more involvement in the RFP process
- 1 year review of vendors
  - full menu- stats on pricing/purchasing
- organic/sustainable practices
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 Facilities Subcommittee

Meetings:
Agendas/Minutes Posted On The Committee Website: ☐ Yes ☒ No Agendas & minutes available.
Participation: ☒ Administration ☐ Classified ☐ Faculty ☒ Students
Number Of Meetings Held In Academic Year 08-09: 
Number Of Meetings Held In Academic Year 09-10 to-date: 3

Subcommittee Charge:

| Have recommending authority on facilities planning matters to the District Planning and Advisory Council. | ☒ Still Applies ☐ Not Applicable | ☐ Completed ☒ Ongoing ☐ Not Addressed |
| Review the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor's Office. | ☒ Still Applies ☐ Not Applicable | ☑ Completed ☐ Ongoing ☐ Not Addressed |
| Factor into planning the impact of the Chancellor's Space Inventory Report (impact on eligibility for new construction). The Subcommittee needs to be informed about the formulas that impact facilities planning. | ☒ Still Applies ☐ Not Applicable | ☐ Completed ☒ Ongoing ☐ Not Addressed |
| Consider some constant factors in all new construction and remodeling. | ☒ Still Applies ☐ Not Applicable | ☐ Completed ☒ Ongoing ☐ Not Addressed |
| Serve in a review role to understand how various documents affect facilities planning, what the funding sources are for new construction, remodels and maintenance. | ☒ Still Applies ☐ Not Applicable | ☑ Completed ☐ Ongoing ☐ Not Addressed |
| Factor recommendations from other planning areas into facilities planning. | ☒ Still Applies ☐ Not Applicable | ☐ Completed ☒ Ongoing ☐ Not Addressed |
| Develop plans for allocating funds for operational and maintenance costs of new facilities. | ☐ Still Applies ☒ Not Applicable | ☐ Completed ☒ Ongoing ☐ Not Addressed |
| Support the goal to infuse Student Learning Outcomes throughout Santa Monica College. | ☒ 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)

- Provided input to the architectural firm producing the SMC Facilities Master Plan Update. Arranged presentations to other SMC groups as well as to the subcommittee. (2008-2009 Institutional Objective #37)
- Prioritized a list, using state funding criteria, of proposed construction projects in the Five-Year Construction Plan submitted to the state. Evaluated separate construction schedule for projects funded by local bond money.

- Monitored numerous construction projects throughout the District, learning the entire process for facilities assessment, proposing projects, selecting architects, developing an architectural program (including square footage allotment among multiple SMC departments or functions, etc.), designing the new or modified facility, and completing construction.

- Reviewed plan for SMC solar power installation on parking structure roofs. (2008-2009 Institutional Objective #38)

- Adopted bicycle parking recommendation (approved by Superintendent/President). Coordinated with Associated Students for funding and with Facilities departments for rack installation that significantly increased main campus bicycle parking capacity. Met with City of Santa Monica employees involved in transit demand management, city planning, and other functions to review city bicycle parking facility design, bicycle routes, and other transportation issues. (Increasing use of non-automotive transportation was included in 2008-2009 Institutional Objective #42)

- Adopted smoking area relocation recommendation (approved by Superintendent/President), which relocated a designated smoking area out of a construction zone before construction began.

- Reviewed Facilities Maintenance Department response to air ventilation issues in main campus buildings (heat build-up, air pressure that makes opening doors difficult, etc.)

- Reviewed the facilities maintenance scale developed by APPA (Association of Physical Plant Administrators) to evaluate conditions objectively, with the scale now being used by SMC Facilities Management to evaluate and recommend possible budget levels for maintenance and staffing of new facilities. (Objective 34 in the Report on Institutional Objectives for 2008-2009)

- Started initial review of obsolete and proposed Board Policies and Administrative Regulations related to facilities, but unable to complete project due to turnover among interested senior administrative staff.

- Most of the subcommittee members participated in the Accreditation Self-Study committee related to Facilities.

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

| 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 | ☒ Applicable ☐ Not Applicable | Learning spaces (facilities) make in-person interactions and experience at SMC possible. Committee orients student members and actively encourages participation. |
| 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 | Committee’s student members engage in regular reading of material before meetings and generate questions and policy recommendations which they must present and defend in an organized way. |
| 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 | ☐ Applicable ☒ Not Applicable | |

actions relative to broader issues and events

<table>
<thead>
<tr>
<th>Through their experiences at SMC, students will take responsibility for their own impact on the earth by living a sustainable and ethical lifestyle</th>
<th>☒ Applicable</th>
<th>Committee links with Green and Clean Task Group, ACUPCC Climate Commitment group, Sustainability Project Manager, and all Facilities departments to support SMC sustainability efforts.</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Hiring Full-Time Faculty and Permanent Staff</th>
<th>☐ Completed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Priorities</td>
<td>☐ Completed</td>
<td></td>
</tr>
<tr>
<td>Student Support Services</td>
<td>☒ Ongoing</td>
<td>This is supported by planning and making spaces usable for learning and support functions.</td>
</tr>
<tr>
<td>Fiscal Stability</td>
<td>☐ Completed</td>
<td>Proper and scheduled maintenance limits exposure to larger problems and therefore limits total costs over time.</td>
</tr>
</tbody>
</table>

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)

The existing charge should change the function of “Develop plans for allocating funds for operational and maintenance costs of new facilities” to “Evaluate funding for facilities, including new construction, remodels, maintenance, grounds, and campus operations.” Facilities can be maintained at any of several different levels, from shabby to showpiece. Once a facility is constructed, it simply becomes part of a set of facilities that must be taken care of. The quality of results will vary from year to year based on funding provided. Funding allocations are going to be made by other decision-makers, not the subcommittee. The subcommittee can, however, evaluate funding provided and the results.

The clause “what the funding sources are for new construction, remodels and maintenance” should be dropped from the row where it currently appears (“Serve in a review role…”). The remaining clause should say simply, “Review the documents used in facilities planning.” This is what the subcommittee spends the bulk of its time doing.

Two rows of the charge:
- “Factor into planning the impact of the Chancellor's Space Inventory Report (impact on eligibility for new construction). The Subcommittee needs to be informed about the formulas that impact facilities planning.” and
- “Consider some constant factors in all new construction and remodeling”
should be consolidated into: “Factor into planning the impact of local funds available, state funding criteria, space allocation formulas, facility utilization standards, capacity/load ratios, enrollment forecasts, and the inventory of existing facilities.”
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:

Make recommendations on human resources matters to the District Planning and Advisory Council that are consistent with the college’s mission and goals. ☒ Still Applies □ Not Applicable □ Completed □ Ongoing □ Not Addressed

Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.

Comments: Reviewed Diversity Report – hiring statistics only.

Review mandated training requirements and their delivery and effectiveness.

Comments: The HR Office is responsible for this piece.

Monitor trends in equity and diversity in order to include findings in human resources discussions.

Comments: DPAC HR reviews and interprets only.

Make recommendations for additional internal training and/or orientation programs.

Support the goal to infuse Student Learning Outcomes throughout Santa Monica College.

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)

Through their experiences at SMC, students will ☒ Applicable The committee work will ensure a college
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 Subcommittee**

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:

<table>
<thead>
<tr>
<th>Have recommending authority on technology planning matters to the District Planning and Advisory Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Still Applies  ☐ Not Applicable  ☐ Completed  ☒ Ongoing  ☐ Not Addressed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Still Applies  ☐ Not Applicable  ☐ Completed  ☒ Ongoing  ☐ Not Addressed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Still Applies  ☐ Not Applicable  ☐ Completed  ☒ Ongoing  ☐ Not Addressed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Focus on technology integration and communication with other college planning areas.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Still Applies  ☐ Not Applicable  ☐ Completed  ☒ Ongoing  ☐ Not Addressed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Still Applies  ☐ Not Applicable  ☐ Completed  ☒ Ongoing  ☐ Not Addressed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Support the goal to infuse Student Learning Outcomes throughout Santa Monica College.</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Still Applies  ☐ Not Applicable  ☐ 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)

**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)

<table>
<thead>
<tr>
<th>Hiring Full-Time Faculty and Permanent Staff</th>
<th>☐ Completed ☑ Ongoing ☐ Not Addressed ☐ Not Applicable</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Priorities</td>
<td>☐ Completed ☑ Ongoing ☐ Not Addressed ☐ Not Applicable</td>
<td>Through the Master Plan for Technology, the TPC makes technology resources available to provide training for students and staff.</td>
</tr>
<tr>
<td>Student Support Services</td>
<td>☐ Completed ☑ Ongoing ☐ Not Addressed ☐ Not Applicable</td>
<td>Through the Master Plan for Technology, the TPC makes technology resources available to Student Support Services.</td>
</tr>
<tr>
<td>Fiscal Stability</td>
<td>☐ Completed ☑ Ongoing ☐ Not Addressed ☐ Not Applicable</td>
<td>The committee works hard to encourage the deployment of emerging technologies like server virtualization which reduce or at least constrain costs.</td>
</tr>
</tbody>
</table>
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.