



Santa Monica Community College District
District Planning and Advisory Council
MEETING -JUNE 25, 2008
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **June 25, 2008** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

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

II. Members Present

Randy Lawson, Administration, Chair Designee
Jeff Shimizu, Administration Representative
Richard Tahvildaran-Jesswein, Academic Senate President, -Vice-Chair (*participated telephonically*)
Eric Oifer, Academic Senate Representative
Lantz Simpson, Faculty Association President
Mona Martin, Management Association President
Kiersten Elliott, Management Association Representative
Bernie Roseloecher, CSEA President
Leroy Lauer, CSEA Representative
David Chun, Associated Students President

Others Present

Simon Balm
Howard Stahl
Lesley Kawaguchi
Georgia Lorenz
Lee Peterson
Christine Schultz
Charlie Yen

DPAC Staff Support

Lisa Rose

III. The minutes of the June 11, 2008 DPAC meeting were accepted.

IV. Reports

- A. Strategic Planning Task Force: An editing subcommittee of the Strategic Planning Task Force developed a document that incorporates the recommended action plans discussed at the last meeting. The Task Force will be holding its final meeting on Friday, June 27th and will have a recommendation to present to DPAC at the next meeting.
- B. Superintendent/President - Response to DPAC Recommendations: None

C. Planning Subcommittees

1. Budget Planning: Mona Martin and Leroy Lauer, Co-Chairs: Mona Martin and Howard Stahl will serve as Co-Chairs for 2008-09. The subcommittee is discussing designated reserves and has presented a recommendation for consideration by DPAC (see Agenda V-A)
3. College Services Planning: Charlie Yen and Connie Lemke, Co-Chairs.
The results of the survey that was conducted on the timing of the Madison shuttle were distributed to DPAC. Most of the comments were positive. An additional survey of the faculty at the Madison site will be conducted to determine if faculty members perceive a problem with students who take the shuttle having to leave class early.
2. Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs. The subcommittee will be meeting during the summer without a quorum and will be discussing the Master Plan update, proposed bond measure under consideration by the Board of Trustees, an anti-littering campaign and smoking areas.
4. Human Resources Planning: Pat Brown and Lesley Kawaguchi, Co-Chairs. No report
5. Technology Planning: Bob Dammer and Simon Balm, Co-Chairs. The 2007-08 ISC Technology Funding Recommendations were distributed for review. The priorities for funding were software, licensing agreements, and maintaining the Media Center.

D. Academic Senate Joint Committees

1. Curriculum: Mary Colavito, Chair and Georgia Lorenz, Vice-Chair: No report
2. Program Review: Janet Harclerode/Melody Nightingale, Chairs and Katharine Muller, Vice-Chair: No report.
3. Student Affairs: Jose Cue, Chair and Judy Penschansky, Vice-Chair: No report

E. Associated Students: No report.

V. Agenda

- A. Development of College Priorities to be Funded in the 2008-09 Fiscal Year: The following recommendation was presented by the Budget Planning Subcommittee for consideration by DPAC:

The Budget Planning Subcommittee recommends that DPAC identify a list of College budget priorities immediately to be forwarded to Superintendent/President Chui Tsang for consideration of items to be included in the 2008-09 budget.

Comment: The Budget Planning Subcommittee believes that DPAC is the correct committee to develop this list of priorities since all resource people report to DPAC (e.g., Sub-Committee co-chairs, Curriculum Committee, Program Review representatives, etc.). In addition, members of DPAC develop the Master Plan for Education and review the Strategic Planning Initiatives.

DPAC unanimously approved the recommendation from the Budget Planning Subcommittee with the understanding that the Master Plan for Education needs to be completed before the discussion takes place.

- B. Determination of Criteria for Enrollment Reports: The enrollment reports previously distributed and discussed indicate that students who enroll late (during the week prior to the beginning of a semester, after the semester begins through "dynamic enrollment," or after the semester begins via instructor add code) tend to do less well in a class than students who enroll earlier in the enrollment cycle. However, concern had been expressed at a previous meeting that these reports had included all student enrollments, and certain enrollment situations (such as short-term classes beginning later in the semester) needed to be excluded from the data. It was agreed that DPAC needs to determine what is trying to be accomplished with the information derived from the enrollment reports before requesting additional data and that a broader discussion needs to take place. Caroline Sheldon, Dean of Institutional Research, and Jocelyn Chong, Dean of Information Technology, will be invited to a future DPAC meeting to participate in the discussion so they can provide ideas and information on data already being collected.
- C. Board of Trustees Goals and Priorities, 2008-09: This Goals and Priorities document adopted by the Board at the June 21st Retreat was shared with DPAC.
- D. Master Plan for Education Update: A draft was reviewed and discussed. The document will continue to be reviewed and discussed by DPAC throughout the summer.

VI. Adjournment: 4:32 p.m.

Meeting schedule through June, 2008 (second and fourth Wednesdays each month at 3 p.m.)

July 9, 23, 2008
August 13, 27
September 10, 24
October 8, 22
November 12, 26
December 10
January 14, 28, 2009
February 11, 25
March 11, 25
April 8, 22
May 13, 27
June 10, 24

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the July 9, 2008 DPAC meeting.

- Master Plan for Education Update
- Recommended Action Plans from Strategic Planning Task Force
- Criteria for Enrollment Reports

Recommendations from DPAC Planning Subcommittees to be included on agenda for consideration by DPAC need to be submitted to Lisa Rose one week before the meeting.

Index of DPAC Actions

- A - Approval
 C - Consensus/Agreement

Number	Topic	Date
#1-A	Budget Planning Subcommittee Approval of five recommendations	July 11, 2007
#2-A	Strategic Planning Task Force Approval of Narratives	July 20, 2007
#3-A	Strategic Planning Task Force Approval of Strategic Issues and Narratives	August 8, 2007
#4-A	Institutional Student Learning Outcomes (SLOs) Approval of SLOs	September 26, 2007
#5-A	Budget: Designated Reserves Scheduling of Special Meeting to review recommendations from the Budget Planning Subcommittee pertaining to stabilization	September 26, 2007
#6-A	Budget: Designated Reserves GASB 45 (1) Recommendation to not set aside funds, (2) Formation of Task Force	September 26, 2007
#7-A	Budget: Designated Reserves Commitment to honor the promise for retirement benefits	September 26, 2007
#8-A	Budget: Designated Reserves Scenario #3 to be forwarded to Superintendent/President	October 3, 2007
#9-A	Budget: Designated Reserves Commend faculty and staff for providing instruction at Compton Commend all constituencies for working together as a team on FTES scenarios	October 3, 2007
#10-A	Budget: Designated Reserves Budget stabilization item not be included as a designated reserve	October 3, 2007
#11-C	Task Force: Unfunded Retiree Health Benefits Formation and members	October 3, 2007
#12-A	DPAC Annual Report Final Report approved	October 24, 2007
#13-C	Litter on Campus Suggestions to address problem	October 24, 2007
#14-C	Textbook Rental Program Consensus to review and proceed	October 24, 2007

#15-C	Website Coordinator Referred back to Technology Planning Subcommittee	October 24, 2007
#16-C	Facilities Agreement to develop a mechanism for prioritizing projects	October 24, 2007
#17-C	Master Plan for Education Final Report approved	November 14, 2007
#18-A	Global Citizenship Approval of Definition	November 14, 2007
#19-C	Superintendent/President's Response to DPAC Recommendations Agreement on response to be reported and reflected in minutes	November 14, 2007
#20-A	DPAC Planning Subcommittee Meeting Schedule Agreement to standardize and publicize scheduled meetings	November 28, 2007
#21-A	Budget Planning Subcommittee Recommendation Agreement to schedule senior staff to meet with BPSC at least once per semester	November 28, 2007
#22-C	Vision, Mission and Goals Consensus to approve Vision, Mission and Goals. DPAC will present the document to their constituents for support and ratification.	January 23, 2008
#23-A	GASB 45 Task Force Recommendation Approval (5-3) of the GASB 45 Task Force that the District begin to pre-fund its retiree health benefits obligation	February 27, 2008
#24-A	DPAC Charter Unanimous approval of revised DPAC Charter	February 27, 2008
#25-A	Mission, Vision and Goals Approval of final statement	March 12, 2008
#26-C	Enrollment Reports Consensus to request enrollment information	March 12, 2008
#27-A	College Services Planning Subcommittee (Food Service Vendor) DPAC affirmed the work of the CSPA and endorsed the values and criteria articulated in the Scope of Work for food vendor (location A)	March 26, 2009
#28-C	College Services Planning Subcommittee (Food Service Vendor) Consensus that two representatives of each constituency be selected from the CSPA to work with the consultant and the Purchasing Department	March 26, 2008

#29-A	Organic Garden Initiative DPAC approved the Organic Garden Initiative presented by the Associated Students	March 26, 2008
#30-A	Election of Vice-Chair Richard Tahvildaran-Jesswein was elected Vice-Chair for 2008-09; Randy Lawson will continue as Chair Designee	June 11, 2008
#31-A	Support of Bond Measure and List of Facilities Unanimous approval of the District to pursue a bond measure in the November 2008 election that would include support for the projects:	June 11, 2006
#32-A	Development of College Priorities to be Funded in the 2008-09 Year Unanimous approval of the Budget Planning Subcommittee's recommendation that DPAC identify a list of College budget priorities to be forwarded to the Superintendent/President for consideration to be included in the 2008-09 budget.	June 25, 2008