

2006-2007

DPAC

Santa Monica Community College District



District Planning and Advisory Council

Annual Report

2006-07



Santa Monica Community College District
District Planning and Advisory Council

**DPAC ANNUAL REPORT
2006-2007**

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Santa Monica Community College District
District Planning and Advisory Council

Board Policy 2250 District Planning and Advisory Council

The Board of Trustees establishes the District Planning and Advisory Council. The Board recognizes the Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Senate (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (Classified Senate and CSEA), students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

Adopted: 1/10/05

Santa Monica Community College District
District Planning and Advisory Council

AR 2250 District Planning and Advisory Council (DPAC)

The District Planning and Advisory Council is formally recognized in Board Policy 2250 as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Senate (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning.

DPAC Members

- I. The District Planning and Advisory Council membership shall comprise the following:

Superintendent/President (or designee)
Academic Senate President (or designee)
Faculty Association President (or designee)
CSEA President (or designee)
Classified Senate President (or designee)
Management Assoc. President (or designee)
Associated Students President (or designee)

2. Each Constituency Group President (or designee) shall be allowed one additional seat at DPAC meetings for a total of 14 people (President + One).
3. Privileges and Obligations of DPAC Members
 - Each member is expected to represent their group in discussions and deliberations
 - Each member of the Council will attend meetings
 - Each constituency president will participate in agenda setting

Chair and Vice Chair:

1. The Chair shall be selected by the Superintendent/President in June to serve a one-year term the following fiscal year.
2. The Vice-Chair shall be elected by a majority vote of DPAC members (8 votes total) in June to serve a one-year term for the following fiscal year.
3. The Vice Chair shall not come from the same constituency group as the Chair of DPAC.

Meetings

1. The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.
2. At the first meeting in July, DPAC will adopt rules for conducting meetings for the year by an absolute majority vote (5 of 8 votes).
3. A quorum will consist of a simple majority of DPAC members (8 of 14 members)
4. Voting
 - A. No voting will take place during the first ten minutes of a meeting.
 - B. Two votes per each constituency group or one vote per sub-constituency group.

Academic Senate	1 vote
Faculty Association	1 vote
CSEA	1 vote
Classified Senate	1 vote
Management Association	1 vote
Administration	1 vote
Associated Students	2 votes
5. There are 8 votes only on DPAC, none of which shall be proxy.
6. Agenda Setting Meeting: The Council of Presidents, or designees, shall set agendas for DPAC meetings.

Planning Subcommittees

The Planning Subcommittees shall consider issues relevant to their respective areas and make recommendations to the District Planning and Advisory Council that are consistent with the college's mission and goals. DPAC shall determine the scope and function, and provide direction for the Planning Subcommittees. Planning Subcommittees include, but are not limited to, the following:

- Budget Planning
- College Services Planning
- Facilities Planning
- Human Resources Planning
- Technology Planning

I. Membership:

Each of the Planning Subcommittees shall comprise four representatives of each constituency group or two representatives of each sub-constituency group.

- Faculty (2 Academic Senate/2 Faculty Assoc.)
- Classified (2 CSEA/2 Classified Senate)
- Managers (2 Administration/2 Management Assoc.)
- Students (4 AS)

2. Co-Chairs:
 - A. One Chair named by the Superintendent/President. The Superintendent/President may name any Santa Monica College employee or student as this co-chair and is not held to any particular universe.
 - B. One Chair elected by the work-group/subcommittee. This co-chair shall be selected from within the work-group/subcommittee membership.
 - C. Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.
 - D. All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings.

Academic Senate Joint Committees as Planning Resources

1. Chairs and Vice-Chairs of the following Academic Senate Joint Committees shall serve as planning resources to DPAC:
 - Program Review
 - Curriculum
 - Student Affairs
2. All Chairs and Vice Chairs of these Academic Senate Joint Committees are expected to attend all DPAC meetings.
3. These committees are not subcommittees to DPAC.

Resource Liaisons

1. Additional Resource Liaisons invited to participate in DPAC meetings include:
 - Chair of Chairs
 - Others as designated by DPAC

Approved by DPAC: 09/28/05

Santa Monica Community College District
District Planning and Advisory Council

Members, 2006-2007

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

Al DeSalles, Management Association President
Mona Martin, Management Association Representative

Richard Tahvildaran-Jesswein, Academic Senate President, Vice-Chair
Peter Morse Academic Senate Representative

Lantz Simpson, Faculty Association President
Kathy Sucher, Faculty Association Representative

Classified Senate President
Classified Senate Representative

Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative

Victoria Pregler, Associated Students President
Jason Van Buren, Associated Students Representative

Santa Monica Community College District
District Planning and Advisory Council

Resource Liaisons

Teresita Rodriguez, Co-Chair, Budget Planning Subcommittee
Sal Veas, Co-Chair, Budget Planning Subcommittee
Robert Adams, Co-Chair, College Services Planning Subcommittee
(to be named), Co-Chair, College Services Planning Subcommittee
Dianne Berman, Co-Chair, Facilities Planning Subcommittee
Ken Mason, Co-Chair, Facilities Planning Subcommittee
Sherri Lee-Lewis, Co-Chair, Human Resources Planning Subcommittee
Lesley Kawaguchi Co-Chair, Human Resources Planning Subcommittee
Al DeSalles, Co-Chair, Technology Planning Subcommittee
Simon Balm, Co-Chair, Technology Planning Subcommittee

Georgia Lorenz, Academic Senate Joint Curriculum Committee
David Zehr, Academic Senate Joint Curriculum Committee
Katharine Muller, Academic Senate Joint Program Review Committee
Patricia Burson, Academic Senate Joint Program Review Committee
Judy Penchansky, Academic Senate Joint Student Affairs Committee
Esau Tovar/Karen Legg, Academic Senate Joint Student Affairs Committee

Meetings

The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month*, at 3 p.m. in Drescher Hall 300-E. The schedule of meetings through June, 2007:

July 12, 26, 2006
August 23
September 13, 27
October 11, 25
November 8
December 1, 13

January 10, 24, 2007
February 14
March 14
May 9
June 13

** It was agreed at the DPAC meeting on December 13, 2006 that the Strategic Planning Task Force would meet on the fourth Wednesday of each month in place of DPAC.*

Santa Monica Community College District
District Planning and Advisory Council

Subcommittees

(DPAC action 4/27/05 and 6/8/05)

Budget Planning Subcommittee

College Services Planning Subcommittee

Facilities Planning Subcommittee

Human Resources Planning Subcommittee

Technology Planning Committee

All planning subcommittees shall meet at least once a month and report to the District Planning and Advisory Council on a monthly basis.

Santa Monica Community College District
District Planning and Advisory Council

Budget Planning Subcommittee

Members:

Managers

Teresita Rodriguez, Co-Chair
Chris Bonvenuto
Randy Lawson
Mona Martin

Faculty

Sal Veas, Co-Chair
Richard Tahvildaran-Jesswein
Mitra Moassessi
Lantz Simpson

Classified

Phil Hendricks
Steve Levine
Bernie Rosenloecher
Alex Siefert

Students

Lillian Cavalieri
Nehasi Lee
Cynthia Rullo

The Budget Planning Subcommittee shall:

- Have recommending authority on budget matters to the District Planning and Advisory Council.
- 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
- Review all financial resources available to Santa Monica College.
- Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and compliance with the college vision, mission, goals, and master plans and federal and state laws.
- Review and recommend funding requests and allocations that require institutional budget amendments.
- Report back to their respective constituencies on a regular basis.
- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College

Approved: 4/27/05; Revised 6/22/05

Santa Monica Community College District
District Planning and Advisory Council

College (Operational) Services Planning Subcommittee

Managers

Robert Adams, Co-Chair
Deyna Hearn
Maral Hyeler
Charlie Yen

Faculty

Josh Kanin
Jim Stramel
Maria Alvarado
Michael Strathearn

Classified

Connie Lemke
Poonam Pant

Students

The College (Operational) Services Planning Subcommittee shall:

- 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.
- 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.
- Assist those operational services areas in integrating Student Learning Outcomes in their reports to the Academic Senate Joint Program Review Committee.
- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College.

Approved 6/8/05; Revised 6/22/05

Santa Monica Community College District
District Planning and Advisory Council

Facilities Planning Subcommittee

Members:

Managers

Dianne Berman, Co-Chair
Greg Brown
David Muller
Judy Penchansky

Faculty

Dorothy Chin
Tina Feiger
Tracey Ellis
Dennis Frisch

Classified

Jonathan Cohanne
Jim Galligan
Roy Osterhout
Lee Peterson

Students

Yelena Barilo
Morgan Tinney
Radka Varimezova

The Facilities Planning Subcommittee shall:

- Have recommending authority on facilities planning matters to the District Planning and Advisory Council.
- 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.
- 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.
- Consider some constant factors in all new construction and remodeling.
- Serve in a review role to understand how various documents affect facilities planning, what the funding sources are for new construction, remodels and maintenance.
- Factor recommendations from other planning areas into facilities planning
- Develop plans for allocating funds for operational and maintenance costs of new facilities
- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College

Approved: 5/11/05; Revised 6/22/05

Santa Monica Community College District
District Planning and Advisory Council

Human Resources Planning Subcommittee

Members:

Managers

Sherri Lee-Lewis, Co-Chair
Ian Fraser
Ron Furuyama
Rhonda Hyatt

Faculty

Lesley Kawaguchi
Eleanor Singleton
Fran Chandler
Kym McBride

Classified

Vivian Rankin-Scales
Trena Johnson
Alex Siefert
Barbara Siegel

Students

Richard Goodman
Nairi Varteressian
Craig West

The Human Resources Planning Subcommittee shall:

- Make recommendations on human resources matters to the District Planning and Advisory Council that are consistent with the college's mission and goals.
- Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.
- Monitor trends in equity and diversity in order to include findings in human resources discussions.
- Review mandated training requirements and their delivery and effectiveness.
- Make recommendations for additional internal training and/or orientation programs.
- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College

Approved: 5/25/05; Revised 6/22/05

Santa Monica Community College District
District Planning and Advisory Council

Technology Planning Subcommittee

Members:

Managers

Al Desalles, Co-Chair
Bob Dammer
Jocelyn Chong
Teresita Rodriguez

Faculty

Simon Balm, Co-Chair
Teri Bernstein
Howard Stahl
Kathy Sucher

Classified

Leroy Lauer
Waleed Nasr
Miguel Reyes
Romano Vasquez

Students

Abhishek Karwa
Nehemiah Slaughter

The Technology Planning Subcommittee shall:

- Have recommending authority on technology planning matters to the District Planning and Advisory Council.
- Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.
- Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.
- Focus on technology integration and communication with other college planning areas.
- Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.
- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College.

Approved: 4/27/05; Revised 6/22/05



Santa Monica Community College District
District Planning and Advisory Council

**DPAC ANNUAL REPORT
 2006-07**

Sorted Chronologically

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
July 12, 2006	Election of Vice-Chair		Richard Tahvildaran-Jesswein was elected Vice-Chair by acclamation
July 12, 2006	Program Review	Program Reviews: Overarching Issues (three year trends) were reviewed: Overarching issues in 2005-06 included (1) signage, (2) occupational programs, (3) websites and technology, and (4) 508 compliance	It was agreed that overarching issues should be considered for inclusion in institutional objectives of the Master Plan for Education. A subcommittee will review the issues for the last three years and submit to DPAC the issues to be included in this year's planning for next year and/or referred to the appropriate planning subcommittee. It was suggested that those issues having a financial impact be included in budget planning.

July 12, 2006	Budget Planning Subcommittee	<p>The Budget Planning Subcommittee forwarded three recommendations to DPAC:</p> <ol style="list-style-type: none"> 1. The Budget Committee recommends that the District maintain an administrative assistant for the purpose of taking minutes, preparing agendas and to provide continuity for the committee. 2. Whereas the Budget Committee has not received information and data in a timely manner for committee meetings, the Budget Committee requests the College president to work with the Budget Committee co-chairs to insure that requested information and data is delivered to the Committee in a timely manner. 3. The Budget Committee will proceed in the following steps: <ul style="list-style-type: none"> • The Budget Committee will request and review the tentative, adopted and actual budgets for the last three fiscal years • The Budget Committee will review the tentative budgets and compare with the 2005-06 actuals <p>The Budget Committee will recommend adjustment based on priorities.</p>	<p><i>In response to #1 and #2, Randy Lawson stated that there will be a new chair for the Budget Planning Subcommittee which will determine its administrative support.</i></p> <p><i>In response to #3, it was stated that Dr. Tsang asked that the Budget Planning Subcommittee focus on policy issues rather than line item details</i></p>
July 12, 2006	Strategic Planning	<p>Strategies for developing a planning process and working with a consultant were discussed. An update will be presented at discussed at August 23rd meeting.</p>	

July 26, 2006	Strategic Planning	The subcommittee formed to research consultants will reconvene in August and report to DPAC on August 23 rd	
July 26, 2006	DPAC Annual Report	A draft of the 2005-06 DPAC Annual Report was reviewed. Comments and suggestions will be incorporated into the final version. The document will be attached to the Master Plan for Education and posted on the DPAC website.	
August 23, 2006	Strategic Planning	Bill Reckmeyer and Lois Lund, who be leading a workshop on strategic planning on opening day, provided an overview of a strategic planning process which will help the District address issues collaboratively, integratively and strategically.	DPAC unanimously recommended that the District contract with Bill Reckmeyer and Lois Lund as consultants to facilitate a strategic planning process at Santa Monica College.
August 23, 2006	Program Review	The subcommittee consisting of Program Review Committee leaders distributed a Program Review Synopsis, 2003-06.	It was agreed that some of the overarching issues identified in this summary should be incorporated into the objectives for 2006-07.
August 23, 2006	DPAC Annual Report	The final DPAC Annual Report 2005-06 was reviewed.	Consensus on the Annual Report 2005-06
September 13, 2006	Strategic Planning	Strategic Planning Process Update	The District will be contracting with Mithrandir's Ltd. (Bill Reckmeyer and Lois Lund) to launch the strategic planning process. As part of this discussion, it was agreed that there needs to be more visibility and communication about what DPAC is, its purpose and accomplishments. The idea was supported to develop a brochure-type document that can be used to inform the college community.

September 13, 2006	Master Plan for Education	DPAC reviewed the first draft of the Master Plan for Education 2006-2007 Institutional Objectives	Input was requested from members of DPAC, the planning subcommittees and the Academic Senate. The goal is to develop a final document with objectives that are general in nature to be supported by specific area/unit objectives.
September 27, 2006	DPAC Brochure	Richard Tahvilidaran-Jesswein reported that he is working on the brochure and will present a draft to DPAC at the next meeting.	
October 11, 2006	Website Redesign	The 2005-06 proposals for the SMC Website Redesign Project was resubmitted for DPAC's review.	There was consensus that DPAC resubmit to the Superintendent the recommendation to implement the SMC website redesign project. It was agreed that there is an urgent need to get this project underway.
October 11, 2006	Enrollment Development	Discussion of short-term and long-term strategies included the student activity hour scheduling issues, identifying the reasons for enrollment decline, marketing efforts to increase enrollment, the use of enrollment data, the effects of changes in admissions processes, and surveying students.	
October 25, 2006	Enrollment Development	Richard Tahvilidaran-Jesswein reported that the Academic Senate passed a resolution to support the extension for one year (through spring 2008) the agreement affirmed by DPAC on May 11, 2005 that a maximum of 70 classes be offered during the activity hour. Following is the action by DPAC on May 11, 2005: The District Planning and Advisory Council affirms the actions taken by the administration and supports a plan to move forward in expanding those offerings with the hopes of restoring FTE's, with an expiration date of spring 2007 unless otherwise articulated by this body to the administration.	Motion was made by Peter Morse and seconded by Mona Martin to extend the current agreement for one year (through spring 2008) using the language as approved on May 11, 2005. Ayes: Ayes: 4 (Academic Senate, Faculty Association, Administration, Management Association) Noes: 2 (Associated Students) Absent: 2 (CSEA)

October 25, 2006	Website Redesign	Superintendent/President Tsang expressed support of the website redesign project and asked Teresita Rodriguez to lead the effort and to prepare a plan with the first phase to be implemented for fall 2007 enrollment.	
November 8, 2006	Budget Planning Subcommittee	<p>The Budget Planning Subcommittee, at its November 1, 2006 meeting, unanimously recommended the adoption of “Scenario FTES-4”, as a revenue strategy, with the following two caveats:</p> <ul style="list-style-type: none"> a. That each constituent group work with its respective organization(s) (i.e., FACCC, AACCA, CCLC, and the Statewide Senate) to lobby the legislature to return to the 3-year stabilization formula. b. That the committee conduct an analysis of District expenditures by category with the objective of reducing expenditures by maximizing efficiency. The committee’s goal is to recommend an expenditure strategy in the future. 	It was agreed that the recommendation will be submitted to DPAC for ratification at the next regular meeting.
November 8, 2006	Smoking Policy		It was agreed that it was not DPAC’s responsibility to recommend a smoking policy. The students and each constituency need to review the issue and make a recommendation.

December 1, 2006	Strategic Planning	<p>Bill Reckmeyer facilitated the meeting. The goal of the strategic planning process is to identify issues that require significant attention by the campus as a whole for the greater good. What matters most is the thinking together strategically.</p>	<p>There was consensus on a recommended timeline.</p> <p><u>Recommended Timeline</u></p> <p>Spring 2007</p> <p>Create a Strategic Planning Task force (DPAC members and others)</p> <p>Follow an “accordion” process to ensure communication between the Task Force (TF) and the college community (CC) using a variety of campus-wide communication methods.</p> <ul style="list-style-type: none"> • There will be multiple opportunities for input from the campus, structure and unstructured. A summary should be prepared for each year to report progress and looking forward in the context of the big picture. • Determine key issues (3 to 5 priorities) • Present key issues to the Superintendent/President <p>Fall 2007</p> <ul style="list-style-type: none"> • Use the same accordion process to obtain collective input on strategies in order to have a consensus from the campus on how to address the issues. <p>Spring 2008</p> <ul style="list-style-type: none"> • Use the same accordion process to develop action plans for the first couple of priorities. Determine the tasks, activities, steps, people and resources needed to develop the action plans.
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December 13, 2006	Strategic Planning		<p><i>There was consensus that the schedule for DPAC meetings should be followed (two meetings per month), one for DPAC and one for the Task Force.</i></p> <p>Formation of Strategic Planning Task Force: The following elements of the formation of the Strategic Planning Task Force were approved:</p> <ol style="list-style-type: none"> a. The Task Force will consist of 20 members as follows: <ul style="list-style-type: none"> • One representative of each constituency group currently serving on DPAC (8) • One additional member to be selected by each constituency (8)* It was agreed that two representatives of CSEA and the two representatives of the Associated Students on DPAC will serve on the Task Force and each will appoint two others. • Ask the Board to consider appointing two trustees (2) • Ask the Board to consider appointing two community members (2) b. The Task Force will meet on the fourth Wednesday of each month in place of DPAC (<i>the first meeting will be on Wednesday, February 28th</i>) c. An orientation meeting will be held (<i>tentatively scheduled for Friday, February 9th</i>) <p><i>*The names of other representatives to be appointed by each constituency should be forwarded to Lisa Rose by Monday, January 8, 2007 in order to be approved by DPAC at the meeting of January 10th. It was agreed that CSEA and the Associated Students may present names at the meeting because of circumstances that may cause a delay.</i></p>
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December 13, 2006	Budget Planning Subcommittee		<p>DPAC ratified the Budget Planning Subcommittee's recommendation to adopt "Scenario FTES-4" (reporting 250 FTES from the first Compton summer session in an amended apportionment reports for the 2005-2006 fiscal year), as a revenue strategy, with the following two caveats:</p> <p>That each constituent group work with its respective organization(s) (i.e., FACCC, AACCA, CCLC, and the Statewide Senate) to lobby the legislature to return to the 3-year stabilization formula.</p> <p>That the committee conduct an analysis of District expenditures by category with the objective of reducing expenditures by maximizing efficiency. The committee's goal is to recommend an expenditure strategy in the future.</p>
December 13, 2006	Full-Time Faculty		<p>DPAC recommends that 12-20 new full-time faculty positions be funded for the 2007-2008 academic year (2006-2007 recruitment year) to avoid further erosion of the number of full-time faculty. DPAC further recommends that the District commit to the development of a plan to increase the ranks of full-time faculty toward the goal of 75 percent.</p>
December 13, 2006	Master Plan for Education	<p>Master Plan for Education: DPAC members were asked to review the Master Plan for Education and report back to Randy Lawson with comments and/or suggestions.</p>	<p>It was agreed that if no substantive changes are made, the report will be finalized and printed in January.</p>

January 10, 2007	Professional Development	DPAC reviewed a recommendation submitted by the Human Resources Planning Subcommittee that Santa Monica College reinstitute and establish continuous, ongoing training and educational opportunities for Santa Monica College employees; and find a way to fund and institutionalize the costs associated with ongoing professional development training for its employees.	DPAC endorsed the recommendation as presented. It was agreed that Sherri Lee-Lewis and Bernie Rosenloecher would pull together a group of classified employees to look at professional development needs of classified employees. A discussion also needs to take place with managers to determine what training is needed by classified employees from the manager's perspective. It was suggested that a session on professional development needs be included in flex day activities on March 8 th .
January 24, 2007	Strategic Planning		<p>Strategic Planning Task Force:</p> <p>DPAC approved the membership of Strategic Planning Task Force, as follows:</p> <p>Administration: Randy Lawson Katharine Muller</p> <p>Management Association: Al DeSalles Steve Myrow</p> <p>Academic Senate: Richard Tahvildaran-Jesswein Nancy Grass-Hemmert</p> <p>Faculty Association: Bill Price Kathy Sucher</p> <p>CSEA: Cecil Godbold Leroy Lauer Vivian Rankin-Scales Bernie Rosenloecher</p> <p>Associated Students (4): to be determined Board of Trustees (2): to be determined Community members (2): to be determined</p>

February 14, 2007	Full-Time Faculty	A report on comparative data on FTEs in other districts requested from the Chancellor's Office to assist with the discussion on this topic has not been received yet. A report was distributed that showed student and full-time faculty FTEs at SMC over the last eight years. When additional information is received, DPAC will continue these discussions to plan for increasing full-time faculty.	
February 14, 2007	Campus Farming Initiative	The Associated Students representatives presented a proposal for a campus farming project. The students were commended for the proposal and advised to proceed with due diligence and return to DPAC with a financial commitment by the Associated Students and support of the administration.	
February 14, 2007	Strategic Planning	<p>DPAC was informed of the Board's decision regarding participation on the Strategic Planning Task Force, as follows:</p> <p>The Board of Trustees voted that there be no official Board representation on the Strategic Planning Task Force and that the Task Force make regular reports to the Board of Trustees to allow all trustees to participate. Community representatives from the City of Santa Monica, Santa Monica-Malibu Unified School District and the City of Malibu will be invited to participate.</p>	It was agreed that the Task Force will need to focus on ways to involve the Board and the community in the process.

<p>February 28, 2007 SPTF Orientation</p>	<p>Strategic Planning</p>	<p>Facilitator Bill Reckmeyer presented the basics of the strategic planning process and outlined the plan for spring 2007. The initial strategic planning process will take three to five years..</p> <p>The process will start immediately with the development of a survey to be distributed college-wide. It will be developed incorporating important issues identified at two previous flex days and will solicit other important issues. The survey will be distributed on flex day and sent via college-wide email with responses due March 19th. The Task force will synthesize, summarize and cluster the responses and distribute college-wide Survey #2 for input. The third phase will be a college-wide forum.</p>	<p>It was suggested that a sub-group be assigned with reviewing the mission statement.</p>
<p>March 14, 2007</p>	<p>Technology</p>	<p>Funding: The technology needs of the college are not being met which is resulting in technological failures. A draft of an Academic Senate resolution was distributed that, if approved, will ask (1) DPAC to reprioritize Information Technology funding, and (2) the Superintendent/ President immediately address the shortcomings. The ISC is working on a budget plan which should be reviewed and discussed by the Budget Planning Subcommittee.</p>	

March 14,2007	Website Redesign	Four website design companies submitted proposals to redesign the SMC website. <i>School Web Services</i> was selected by the committee and approved by the Board of Trustees. <i>School Web Services</i> has provided website design for ten community colleges in California and will deliver the first phase for SMC by June 1, 2007. The college will drive the design process so that the site is unique and different from the other community college sites.	
March 14, 2007	Full-Time Faculty	Data provided by the Chancellor's Office on full-time faculty obligation and full-time equivalent students (FTES) for each California community college districts was distributed to assist with DPAC's continuing discussions about increasing full-time faculty and to develop a strategy to address this issue.	
March 14, 2007	Campus Farming Initiative	An area on campus has been located for the project – part of the lawn area adjacent to the Art Building.. The Associated Students are working on a master plan which will be presented to DPAC at a future meeting	
March 28, 2007	Strategic Planning	Survey #1 generated over 1,200 comments from 400+ members of the college community. A sub-group of Task Force members consisting of a representative of each constituency categorized the survey responses. A summary was prepared and presented at the meeting.	A draft of survey #2 was developed, based on the list of critical issues identified by survey #1. The college community will be encouraged to respond by rating the following eight categories on a scale of 0 to 3: 0 less important, 1 important, 2 more important, 3 most important:

April 25, 2007	Strategic Planning	<p><u>Responses to Survey #2</u> Facilitator Bill Reckmeyer totaled and ranked the responses to Survey #2*. The four issues that received more than two-thirds of the votes are: Attract and Retain Students, Parking and Transportation, Funding and Resources, and Educational Innovation and Leadership</p> <p><u>College-wide Forums</u> It was agreed that three college-wide forums would be scheduled to present to the campus what issues have been identified as critical and solicit input.</p> <p>Wednesday, May 9th at 5 p.m. Thursday, May 10th at 11:15 a.m. Friday, May 11th at 4 p.m.</p> <p>At least one representative of each constituency should be present at each forum. A Powerpoint presentation will be developed outlining the goal, process, what has been done so far, the results of surveys #1 and #2 and an overview of next year. A common script should be used at each forum.</p>	
May 9, 2007	Campus Farming Initiative	<p>A formal letter was submitted by the Associated Students stating that the A.S. Board of Directors unanimously expressed support for the SMC campus farming project and approved start up funds. The Associated Students also submitted the proposal for <i>Campus Community Farming</i> to DPAC for review, consideration and support.</p>	<p>DPAC unanimously supported the project and requested that all constituencies work together to identify an appropriate location.</p>

May 9, 2007	Budget Planning Subcommittee	<p>Budget Planning Subcommittee Resolutions: In response to the request that the Budget Planning Subcommittee participate in the budget process by developing guiding principles, the Subcommittee developed a series of recommendations for consideration by DPAC.</p>	<p>DPAC voted unanimously to approve the following Budget Planning Subcommittee recommendations:</p> <ul style="list-style-type: none"> • Non general funds, such as Measure U and Measure S dollars (but not limited to) be used to convert the college to self-sustaining energy using solar power and other renewable energy sources. The link to the COBC website is: http://www.smc.edu/admin/trustees/CitizensBondOversightCommittee/default.htm • Support the principle that non-general funds, such as Measure U and S dollars (but not limited to), be used to explore energy efficient technologies. • Adequately staff departments to reduce non-seasonal overtime, except in cases of emergency. • Conduct a cost benefit analysis of the college's fixed assets. • Create a centralized transparent mechanism or clearinghouse for the tracking and control of all contract services. • Prior to using staff attrition and/or existing vacancies of permanent employees, that the District reduce provisional and limited term employees, professional experts, and consultants.
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May 9, 2007	Budget Planning Subcommittee	Budget Planning Subcommittee Resolutions: In response to the request that the Budget Planning Subcommittee participate in the budget process by developing guiding principles, the Subcommittee developed a series of recommendations for consideration by DPAC.	<p>DPAC took separate action on the following recommendations from the Budget Planning Subcommittee:</p> <ul style="list-style-type: none"> • A three-year goal for the college to move to defined, internal benchmarks for a ratio of classified staff to classified managers and full-time faculty to academic managers. <i>Motion was made to refer the issue of benchmarks back to the Budget Planning Subcommittee for language that better identifies what benchmarks are needed.</i> Ayes: 5 (Academic Senate, Administration, Management Association, Associated Students) Noes: 3 (Faculty Association, CSEA) • Cut advertising expenditures by 50 percent for 2007-2008. Ayes: 3 (Faculty Association, CSEA) Noes: 5 (Academic Senate, Administration, Management Association, Associated Students) Motion fails • Cut all substitutes for all classes unless the instructor can no longer teach. <i>Motion was made to amend as follows: Cut all substitutes for all classes <u>except those with approval of the Vice-President of Academic Affairs</u>, unless the instructor can no longer teach.</i> Ayes: 8 Noes: 0
May 9, 2007	Smoking Policy	The Associated Students presented a formal recommendation that DPAC support the student vote for a smoke free campus.	Motion was made to support the Associated Students' resolution 6 (Academic Senate, Faculty Association, Administration, Management Association, Associated Students) Noes: 0 Abstain:2 (CSEA)

May 23, 2007	Strategic Planning	<p><u>Follow Up from Public Forums</u></p> <p>Three public forums were held on May 9th, 10th and 11th to obtain further input from the campus to help develop the major strategic issues at SMC. Variations of the themes already identified were suggested; there were no significant new ideas. It will be critical to continue public forums next year to include the campus constituencies in the strategic planning process.</p> <p><u>Finalize Strategic Issues</u></p> <p>Several critical issues that have been identified are linked, and there are efforts by the college already in progress in several areas.</p> <p>It was determined that the eight priorities identified by the college campus fall into four broad categories. A document will be prepared to present the eight priorities grouped into the four major categories, with a narrative to for each major category that describes the issues and how they are linked.</p>	<p>It was agreed that guiding principles be developed as the critical issues are identified to help shape the overall effort. The vision, mission and goals will most likely become the guiding principles. The mission statement will be reviewed and revised, and the goals may form the guiding principles.</p>
June 13, 2007	Election of Vice-Chair		Richard Tahvildaran-Jesswein was elected Vice-Chair by acclamation
June 13, 2007	Technology Objectives	The Technology Planning Subcommittee presented its technology plan and objectives for 2006-07 and 2007-08.	Technology Objectives for 2006-07 and 2007-08 were approved

June 13, 2007	Strategic Planning	Report from the Strategic Planning Task Force	DPAC affirmed by consensus the eight priorities identified by the college campus: Attract and Retain Student; Parking and Transportation; Funding and Resources; Educational Innovation and Leadership; Welcoming Campus; Technology Innovation and Leadership; Improve Collegiality; Green Campus
June 27, 2007	Strategic Planning	<p>Issues within four major strategic categories were identified and draft narratives developed.</p> <p><u>Activities for 2007-08</u></p> <p>In 2007-08, the Strategic Planning Task Force will focus on goals and action plans to address the strategic issues identified in 2006-07.</p> <p>In the fall 2007, the Task Force will utilize the same “accordion” process to communicate and collaborate with the campus community to develop a list of initiatives. The process will be accelerated and involve subcommittees and email communications. From this process, three to five initiatives will be identified by winter break.</p> <p>In spring 2008, the Task Force will develop action plans for the three to five initiatives identified in the fall. The implementation phases, timetables, stakeholders, and necessary resources will be determined by the end of the spring.</p> <p>The implementation phase of the strategic action plans will occur in 2008-09.</p>	It was agreed that the narratives should be consistent in terms of structure. The final version will be submitted to DPAC on July 25 th .



Sorted by Topic

Status/Results are indicated for some topics

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion
July 12, 2006	Budget Planning Subcommittee	<p>The Budget Planning Subcommittee forwarded three recommendations to DPAC:</p> <ol style="list-style-type: none"> 1. The Budget Committee recommends that the District maintain an administrative assistant for the purpose of taking minutes, preparing agendas and to provide continuity for the committee. 2. Whereas the Budget Committee has not received information and data in a timely manner for committee meetings, the Budget Committee requests the College president to work with the Budget Committee co-chairs to insure that requested information and data is delivered to the Committee in a timely manner. 3. The Budget Committee will proceed in the following steps: <ul style="list-style-type: none"> • The Budget Committee will request and review the tentative, adopted and actual budgets for the last three fiscal years • The Budget Committee will review the tentative budgets and compare with the 2005-06 actuals <p>The Budget Committee will recommend adjustment based on priorities.</p>	<p><i>In response to #1 and #2, Randy Lawson stated that there will be a new chair for the Budget Planning Subcommittee which will determine its administrative support.</i></p> <p><i>In response to #3, it was stated that Dr. Tsang asked that the Budget Planning Subcommittee focus on policy issues rather than line item details</i></p>

November 8, 2006	Budget Planning Subcommittee	<p>The Budget Planning Subcommittee, at its November 1, 2006 meeting, unanimously recommended the adoption of “Scenario FTES-4”, as a revenue strategy, with the following two caveats:</p> <ul style="list-style-type: none"> c. That each constituent group work with its respective organization(s) (i.e., FACCC, AACCA, CCLC, and the Statewide Senate) to lobby the legislature to return to the 3-year stabilization formula. d. That the committee conduct an analysis of District expenditures by category with the objective of reducing expenditures by maximizing efficiency. The committee’s goal is to recommend an expenditure strategy in the future. 	It was agreed that the recommendation will be submitted to DPAC for ratification at the next regular meeting.
December 13, 2006	Budget Planning Subcommittee		<p>DPAC ratified the Budget Planning Subcommittee’s recommendation to adopt “Scenario FTES-4” (reporting 250 FTES from the first Compton summer session in an amended apportionment reports for the 2005-2006 fiscal year), as a revenue strategy, with the following two caveats:</p> <p>That each constituent group work with its respective organization(s) (i.e., FACCC, AACCA, CCLC, and the Statewide Senate) to lobby the legislature to return to the 3-year stabilization formula.</p> <p>That the committee conduct an analysis of District expenditures by category with the objective of reducing expenditures by maximizing efficiency. The committee’s goal is to recommend an expenditure strategy in the future.</p>

<p>May 9, 2007</p>	<p>Budget Planning Subcommittee</p>	<p>Budget Planning Subcommittee Resolutions: In response to the request that the Budget Planning Subcommittee participate in the budget process by developing guiding principles, the Subcommittee developed a series of recommendations for consideration by DPAC.</p>	<p>DPAC voted unanimously to approve the following Budget Planning Subcommittee recommendations:</p> <ul style="list-style-type: none"> • Non general funds, such as Measure U and Measure S dollars (but not limited to) be used to convert the college to self-sustaining energy using solar power and other renewable energy sources. The link to the COBC website is: http://www.smc.edu/admin/trustees/CitizensBondOversightCommittee/default.htm • Support the principle that non-general funds, such as Measure U and S dollars (but not limited to), be used to explore energy efficient technologies. • Adequately staff departments to reduce non-seasonal overtime, except in cases of emergency. • Conduct a cost benefit analysis of the college's fixed assets. • Create a centralized transparent mechanism or clearinghouse for the tracking and control of all contract services. • Prior to using staff attrition and/or existing vacancies of permanent employees, that the District reduce provisional and limited term employees, professional experts, and consultants.
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May 9, 2007	Budget Planning Subcommittee	<p>Budget Planning Subcommittee Resolutions: In response to the request that the Budget Planning Subcommittee participate in the budget process by developing guiding principles, the Subcommittee developed a series of recommendations for consideration by DPAC.</p>	<p>DPAC took separate action on the following recommendations from the Budget Planning Subcommittee:</p> <ul style="list-style-type: none"> • A three-year goal for the college to move to defined, internal benchmarks for a ratio of classified staff to classified managers and full-time faculty to academic managers. <i>Motion was made to refer the issue of benchmarks back to the Budget Planning Subcommittee for language that better identifies what benchmarks are needed.</i> Ayes: 5 (Academic Senate, Administration, Management Association, Associated Students) Noes: 3 (Faculty Association, CSEA) • Cut advertising expenditures by 50 percent for 2007-2008. Ayes: 3 (Faculty Association, CSEA) Noes: 5 (Academic Senate, Administration, Management Association, Associated Students) Motion fails • Cut all substitutes for all classes unless the instructor can no longer teach. <i>Motion was made to amend as follows: Cut all substitutes for all classes <u>except those with approval of the Vice-President of Academic Affairs</u>, unless the instructor can no longer teach.</i> Ayes: 8 Noes: 0
Status/Results: The Budget Committee meets twice each month to address fiscal issues of the District			

February 14, 2007	Campus Farming Initiative	The Associated Students representatives presented a proposal for a campus farming project. The students were commended for the proposal and advised to proceed with due diligence and return to DPAC with a financial commitment by the Associated Students and support of the administration.	
March 14, 2007	Campus Farming Initiative	An area on campus has been located for the project – part of the lawn area adjacent to the Art Building.. The Associated Students are working on a master plan which will be presented to DPAC at a future meeting	
May 9, 2007	Campus Farming Initiative	A formal letter was submitted by the Associated Students stating that the A.S. Board of Directors unanimously expressed support for the SMC campus farming project and approved start up funds. The Associated Students also submitted the proposal for <i>Campus Community Farming</i> to DPAC for review, consideration and support.	DPAC unanimously supported the project and requested that all constituencies work together to identify an appropriate location.
Status/Results: The Campus Farming Initiative continues to be addressed by the Associated Students. Options for locations are being explored.			

July 26, 2006	DPAC Annual Report	A draft of the 2005-06 DPAC Annual Report was reviewed. Comments and suggestions will be incorporated into the final version. The document will be attached to the Master Plan for Education and posted on the DPAC website.	
August 23, 2006	DPAC Annual Report	The final DPAC Annual Report 2005-06 was reviewed.	Consensus on the Annual Report 2005-06
September 27, 2006	DPAC Brochure	Richard Tahvilidaran-Jesswein reported that he is working on the brochure and will present a draft to DPAC at the next meeting.	
Jul 12, 2006	Election of Vice-Chair 2006-07		Richard Tahvildaran-Jesswein was elected Vice-Chair by acclamation
June 13, 2007	Election of Vice-Chair 2007-08		Richard Tahvildaran-Jesswein was elected Vice-Chair by acclamation

October 11, 2006	Enrollment Development	Discussion of short-term and long-term strategies included the student activity hour scheduling issues, identifying the reasons for enrollment decline, marketing efforts to increase enrollment, the use of enrollment data, the effects of changes in admissions processes, and surveying students.	
October 25, 2006	Enrollment Development	<p>Richard Tahvildaran-Jesswein reported that the Academic Senate passed a resolution to support the extension for one year (through spring 2008) the agreement affirmed by DPAC on May 11, 2005 that a maximum of 70 classes be offered during the activity hour.</p> <p>Following is the action by DPAC on May 11, 2005: The District Planning and Advisory Council affirms the actions taken by the administration and supports a plan to move forward in expanding those offerings with the hopes of restoring FTE's, with an expiration date of spring 2007 unless otherwise articulated by this body to the administration.</p>	<p>Motion was made by Peter Morse and seconded by Mona Martin to extend the current agreement for one year (through spring 2008) using the language as approved on May 11, 2005.</p> <p>Ayes: Ayes: 4 (Academic Senate, Faculty Association, Administration, Management Association)</p> <p>Noes: 2 (Associated Students)</p> <p>Absent: 2 (CSEA)</p>

Status/Results: For Fall 2007, the schedule included 61 high demand classes at the 11:15-12:35 pm. TTh time slot on the main campus. 60 classrooms have been reserved for student clubs, workshops and faculty meetings.

December 13, 2006	Full-Time Faculty		DPAC recommends that 12-20 new full-time faculty positions be funded for the 2007-2008 academic year (2006-2007 recruitment year) to avoid further erosion of the number of full-time faculty. DPAC further recommends that the District commit to the development of a plan to increase the ranks of full-time faculty toward the goal of 75 percent.
February 14, 2007	Full-Time Faculty	A report on comparative data on FTEs in other districts requested from the Chancellor's Office to assist with the discussion on this topic has not been received yet. A report was distributed that showed student and full-time faculty FTEs at SMC over the last eight years. When additional information is received, DPAC will continue these discussions to plan for increasing full-time faculty.	
March 14, 2007	Full-Time Faculty	Data provided by the Chancellor's Office on full-time faculty obligation and full-time equivalent students (FTES) for each California community college districts was distributed to assist with DPAC's continuing discussions about increasing full-time faculty and to develop a strategy to address this issue.	
<p>Status/Results: The District hired 14 new faculty positions for Fall 2007 (2 new positions in Developmental Math and English started Spring 2007). The Joint District/Academic New Faculty Hiring Committee for 2008-09 has met to establish earlier timelines to forward recommendations to the Superintendent/President.</p>			

September 13, 2006	Master Plan for Education	DPAC reviewed the first draft of the Master Plan for Education 2006-2007 Institutional Objectives	Input was requested from members of DPAC, the planning subcommittees and the Academic Senate. The goal is to develop a final document with objectives that are general in nature to be supported by specific area/unit objectives.
December 13, 2006	Master Plan for Education	Master Plan for Education: DPAC members were asked to review the Master Plan for Education and report back to Randy Lawson with comments and/or suggestions.	It was agreed that if no substantive changes are made, the report will be finalized and printed in January.
January 10, 2007	Professional Development	DPAC reviewed a recommendation submitted by the Human Resources Planning Subcommittee that Santa Monica College reinstitute and establish continuous, ongoing training and educational opportunities for Santa Monica College employees; and find a way to fund and institutionalize the costs associated with ongoing professional development training for its employees.	DPAC endorsed the recommendation as presented. It was agreed that Sherri Lee-Lewis and Bernie Rosenloecher would pull together a group of classified employees to look at professional development needs of classified employees. A discussion also needs to take place with managers to determine what training is needed by classified employees from the manager's perspective. It was suggested that a session on professional development needs be included in flex day activities on March 8 th .

July 12, 2006	Program Review	Program Reviews: Overarching Issues (three year trends) were reviewed: Overarching issues in 2005-06 included (1) signage, (2) occupational programs, (3) websites and technology, and (4) 508 compliance	It was agreed that overarching issues should be considered for inclusion in institutional objectives of the Master Plan for Education. A subcommittee will review the issues for the last three years and submit to DPAC the issues to be included in this year's planning for next year and/or referred to the appropriate planning subcommittee. It was suggested that those issues having a financial impact be included in budget planning.
August 23, 2006	Program Review	The subcommittee consisting of Program Review Committee leaders distributed a Program Review Synopsis, 2003-06.	It was agreed that some of the overarching issues identified in this summary should be incorporated into the objectives for 2006-07.
November 8, 2006	Smoking Policy		It was agreed that it was not DPAC's responsibility to recommend a smoking policy. The students and each constituency need to review the issue and make a recommendation.
May 9, 2007	Smoking Policy	The Associated Students presented a formal recommendation that DPAC support the student vote for a smoke free campus.	Motion was made to support the Associated Students' resolution Ayes: 6 (Academic Senate, Faculty Association, Administration, Management Association, Associated Students) Noes: 0 Abstain: 2 (CSEA)
Status/Results: In July 2007, the Board of Trustees approved a revision to Board Policy 2440 for a Smoke Free Campus. Implementation of the Policy and its enforcement will occur in phases and will emphasize educational efforts.			

July 12, 2006	Strategic Planning	Strategies for developing a planning process and working with a consultant were discussed. An update will be presented at discussed at August 23 rd meeting.	
July 26, 2006	Strategic Planning	The subcommittee formed to research consultants will reconvene in August and report to DPAC on August 23 rd	
August 23, 2006	Strategic Planning	Bill Reckmeyer and Lois Lund, who be leading a workshop on strategic planning on opening day, provided an overview of a strategic planning process which will help the District address issues collaboratively, integratively and strategically.	DPAC unanimously recommended that the District contract with Bill Reckmeyer and Lois Lund as consultants to facilitate a strategic planning process at Santa Monica College.
September 13, 2006	Strategic Planning	Strategic Planning Process Update	The District will be contracting with Mithrandir's Ltd. (Bill Reckmeyer and Lois Lund) to launch the strategic planning process. As part of this discussion, it was agreed that there needs to be more visibility and communication about what DPAC is, its purpose and accomplishments. The idea was supported to develop a brochure-type document that can be used to inform the college community.

December 1, 2006	Strategic Planning	<p>Bill Reckmeyer facilitated the meeting. The goal of the strategic planning process is to identify issues that require significant attention by the campus as a whole for the greater good. What matters most is the thinking together strategically.</p>	<p>There was consensus on a recommended timeline.</p> <p><u>Recommended Timeline</u></p> <p>Spring 2007 Create a Strategic Planning Task force (DPAC members and others) Follow an “accordion” process to ensure communication between the Task Force (TF) and the college community (CC) using a variety of campus-wide communication methods.</p> <ul style="list-style-type: none"> • There will be multiple opportunities for input from the campus, structure and unstructured. A summary should be prepared for each year to report progress and looking forward in the context of the big picture. • Determine key issues (3 to 5 priorities) • Present key issues to the Superintendent/President <p>Fall 2007</p> <ul style="list-style-type: none"> • Use the same accordion process to obtain collective input on strategies in order to have a consensus from the campus on how to address the issues. <p>Spring 2008</p> <ul style="list-style-type: none"> • Use the same accordion process to develop action plans for the first couple of priorities. Determine the tasks, activities, steps, people and resources needed to develop the action plans.
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December 13, 2006	Strategic Planning		<p><i>There was consensus that the schedule for DPAC meetings should be followed (two meetings per month), one for DPAC and one for the Task Force.</i></p> <p>Formation of Strategic Planning Task Force: The following elements of the formation of the Strategic Planning Task Force were approved:</p> <ol style="list-style-type: none"> a. The Task Force will consist of 20 members as follows: <ul style="list-style-type: none"> • One representative of each constituency group currently serving on DPAC (8) • One additional member to be selected by each constituency (8)* <p><i>It was agreed that two representatives of CSEA and the two representatives of the Associated Students on DPAC will serve on the Task Force and each will appoint two others.</i></p> <ul style="list-style-type: none"> • Ask the Board to consider appointing two trustees (2) • Ask the Board to consider appointing two community members (2) b. The Task Force will meet on the fourth Wednesday of each month in place of DPAC <i>(the first meeting will be on Wednesday, February 28th)</i> c. An orientation meeting will be held <i>(tentatively scheduled for Friday, February 9th)</i> <p><i>*The names of other representatives to be appointed by each constituency should be forwarded to Lisa Rose by Monday, January 8, 2007 in order to be approved by DPAC at the meeting of January 10th. It was agreed that CSEA and the Associated Students may present names at the meeting because of circumstances that may cause a delay.</i></p>
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January 24, 2007	Strategic Planning		<p>Strategic Planning Task Force:</p> <p>DPAC approved the membership of Strategic Planning Task Force, as follows:</p> <p>Administration: Randy Lawson Katharine Muller</p> <p>Management Association: Al DeSalles Steve Myrow</p> <p>Academic Senate: Richard Tahvildaran-Jesswein Nancy Grass-Hemmert</p> <p>Faculty Association: Bill Price Kathy Sucher</p> <p>CSEA: Cecil Godbold Leroy Lauer Vivian Rankin-Scales Bernie Rosenloecher</p> <p>Associated Students (4): to be determined Board of Trustees (2): to be determined Community members (2): to be determined</p>
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February 14, 2007	Strategic Planning	<p>DPAC was informed of the Board's decision regarding participation on the Strategic Planning Task Force, as follows:</p> <p>The Board of Trustees voted that there be no official Board representation on the Strategic Planning Task Force and that the Task Force make regular reports to the Board of Trustees to allow all trustees to participate. Community representatives from the City of Santa Monica, Santa Monica-Malibu Unified School District and the City of Malibu will be invited to participate.</p>	<p>It was agreed that the Task Force will need to focus on ways to involve the Board and the community in the process.</p>
February 28, 2007 SPTF Orientation	Strategic Planning	<p>Facilitator Bill Reckmeyer presented the basics of the strategic planning process and outlined the plan for spring 2007. The initial strategic planning process will take three to five years..</p> <p>The process will start immediately with the development of a survey to be distributed college-wide. It will be developed incorporating important issues identified at two previous flex days and will solicit other important issues. The survey will be distributed on flex day and sent via college-wide email with responses due March 19th. The Task force will synthesize, summarize and cluster the responses and distribute college-wide Survey #2 for input. The third phase will be a college-wide forum.</p>	<p>It was suggested that a sub-group be assigned with reviewing the mission statement.</p>

March 28, 2007	Strategic Planning	Survey #1 generated over 1,200 comments from 400+ members of the college community. A sub-group of Task Force members consisting of a representative of each constituency categorized the survey responses. A summary was prepared and presented at the meeting.	A draft of survey #2 was developed, based on the list of critical issues identified by survey #1. The college community will be encouraged to respond by rating the following eight categories on a scale of 0 to 3: 0 less important, 1 important, 2 more important, 3 most important:
April 25, 2007	Strategic Planning	<p><u>Responses to Survey #2</u> Facilitator Bill Reckmeyer totaled and ranked the responses to Survey #2*. The four issues that received more than two-thirds of the votes are: Attract and Retain Students, Parking and Transportation, Funding and Resources, and Educational Innovation and Leadership</p> <p><u>College-wide Forums</u> It was agreed that three college-wide forums would be scheduled to present to the campus what issues have been identified as critical and solicit input.</p> <p>Wednesday, May 9th at 5 p.m. Thursday, May 10th at 11:15 a.m. Friday, May 11th at 4 p.m.</p> <p>At least one representative of each constituency should be present at each forum. A Powerpoint presentation will be developed outlining the goal, process, what has been done so far, the results of surveys #1 and #2 and an overview of next year. A common script should be used at each forum.</p>	

<p>May 23, 2007</p>	<p>Strategic Planning</p>	<p><u>Follow Up from Public Forums</u></p> <p>Three public forums were held on May 9th, 10th and 11th to obtain further input from the campus to help develop the major strategic issues at SMC. Variations of the themes already identified were suggested; there were no significant new ideas. It will be critical to continue public forums next year to include the campus constituencies in the strategic planning process.</p> <p><u>Finalize Strategic Issues</u></p> <p>Several critical issues that have been identified are linked, and there are efforts by the college already in progress in several areas.</p> <p>It was determined that the eight priorities identified by the college campus fall into four broad categories. A document will be prepared to present the eight priorities grouped into the four major categories, with a narrative to for each major category that describes the issues and how they are linked.</p>	<p>It was agreed that guiding principles be developed as the critical issues are identified to help shape the overall effort. The vision, mission and goals will most likely become the guiding principles. The mission statement will be reviewed and revised, and the goals may form the guiding principles.</p>
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June 13, 2007	Strategic Planning	Report from the Strategic Planning Task Force	DPAC affirmed by consensus the eight priorities identified by the college campus: Attract and Retain Student; Parking and Transportation; Funding and Resources; Educational Innovation and Leadership; Welcoming Campus; Technology Innovation and Leadership; Improve Collegiality; Green Campus.
June 27, 2007	Strategic Planning	<p>Issues within four major strategic categories were identified and draft narratives developed.</p> <p><u>Activities for 2007-08</u> In 2007-08, the Strategic Planning Task Force will focus on goals and action plans to address the strategic issues identified in 2006-07.</p> <p>In the fall 2007, the Task Force will utilize the same “accordion” process to communicate and collaborate with the campus community to develop a list of initiatives. The process will be accelerated and involve subcommittees and email communications. From this process, three to five initiatives will be identified by winter break.</p> <p>In spring 2008, the Task Force will develop action plans for the three to five initiatives identified in the fall. The implementation phases, timetables, stakeholders, and necessary resources will be determined by the end of the spring.</p> <p>The implementation phase of the strategic action plans will occur in 2008-09.</p>	It was agreed that the narratives should be consistent in terms of structure. The final version will be submitted to DPAC on July 25 th .

Status/Results: The strategic planning schedule will be accelerated to accomplish in two years what was initially a three-year process. By the end of the Fall 2007 semester, three to five strategic goals will be identified and action plans will be developed by the end of the Spring 2008 semester. The implementation phase will begin in Fall 2008.

March 14, 2007	Technology	Funding: The technology needs of the college are not being met which is resulting in technological failures. A draft of an Academic Senate resolution was distributed that, if approved, will ask (1) DPAC to reprioritize Information Technology funding, and (2) the Superintendent/ President immediately address the shortcomings. The ISC is working on a budget plan which should be reviewed and discussed by the Budget Planning Subcommittee.	
June 13, 2007	Technology Objectives	The Technology Planning Subcommittee presented its technology plan and objectives for 2006-07 and 2007-08.	Technology Objectives for 2006-07 and 2007-08 were approved
October 11, 2006	Website Redesign	The 2005-06 proposals for the SMC Website Redesign Project was resubmitted for DPAC's review.	There was consensus that DPAC resubmit to the Superintendent the recommendation to implement the SMC website redesign project. It was agreed that there is an urgent need to get this project underway.
October 25, 2006	Website Redesign	Superintendent/President Tsang expressed support of the website redesign project and asked Teresita Rodriguez to lead the effort and to prepare a plan with the first phase to be implemented for fall 2007 enrollment.	
March 14, 2007	Website Redesign	Four website design companies submitted proposals to redesign the SMC website. <i>School Web Services</i> was selected by the committee and approved by the Board of Trustees. <i>School Web Services</i> has provided website design for ten community colleges in California and will deliver the first phase for SMC by June 1, 2007. The college will drive the design process so that the site is unique and different from the other community college sites.	

Status/Results: The new website will be launched in November, 2007. It can be viewed at www-2.smc.edu.