



Santa Monica Community College District  
**District Planning and Advisory Council**  
**MEETING – JANUARY 12, 2011**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **January 12, 2011** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:7.m.

II. Members Present

Randy Lawson, Administration, Chair  
Eric Oifer, Academic Senate President, Vice-Chair  
Jeff Shimizu, Administration Representative  
Janet Harclerode, Academic Senate Representative  
Al Vasquez, Management Association President  
Katharine Muller, Management Association Representative  
Mitra Moassessi, Faculty Association President  
Sandra Burnett, Faculty Association Representative  
Leroy Lauer, CSEA Representative  
Tiffany Inabu, Associated Students President

Others Present

Bob Dammer  
Bob Isomoto  
JC Keurjian  
Erica LeBlanc  
Sherri Lee-Lewis  
Georgia Lorenz  
Mario Martinez  
Jennifer Merlic  
Lee Peterson  
Steve Peterson  
Howard Stahl

DPAC Staff Support

Lisa Rose

III. The minutes of the meeting on December 8, 2010 were accepted as corrected.

IV. Reports

A. Superintendent/President's Response to the following DPAC recommendation of December 8, 2010:

Motion was made by Mitra Moassessi and seconded by Leroy Lauer that DPAC accept the following seven revenue and savings recommendations presented by the Budget Planning Subcommittee: Open Air Market, Affinity Credit Card, Educational Tours, Distance Education, District Benefits Audit, Savings Awareness Workshops, and Improvement of Business Functions.

*The motion was unanimously approved and will be forwarded to the Superintendent/President.*

Randy Lawson responded on behalf of Superintendent/President Tsang stating that all the suggestions will be considered and discussed by senior staff. Dr. Tsang suggested that the recommendation for the affinity card be forwarded to the Alumni Association and thanked DPAC for the recommendations.

B. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: Vice-President Bob Isomoto provided an update to DPAC on the Governor's January 2011 budget proposal.
- College Services Planning: Mike Tuitasi and Jennifer Alcaraz, Co-Chairs: No report.
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs: There was no meeting, but a tour of the maintenance shops was arranged for interested parties. There was discussion about the subcommittee's schedule of meetings, attendance at the meeting and its purview.
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs: The EEO model plan is completed and will be forwarded to DPAC. The subcommittee is drafting a college-wide ethics statement. The Vice-President of Human Resources asked the subcommittee to review the administrative regulation on sexual harassment.
- Technology Planning: Bob Dammer and Wendy Parise, Co-Chairs: The focus this year is to shift to planning committee rather than a reactionary committee. It is working to create an inventory of services provided on campus and developing a process to tie technology planning to the other subcommittees.

C. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: The most recent list of new courses, degrees and certificates was presented to and approved by the Board of Trustees at its January meeting.
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: The Committee completed a full fall semester of reviews and is preparing the final Annual Report to be completed by February and submitted to DPAC in March.
- Student Affairs: Greg Brookins, Chair, and Denise Kinsella, Vice-Chair: No report.
- Student Learning Outcomes: Christine Schultz and Lesley Kawaguchi, Co-Chairs, and Erica LeBlanc, Vice-Chair: Discussed a process for assessment of the S/ILO pilot program pilot and how the resulting data should be reported.

D. Associated Students Report: Tiffany Inabu, A.S. President: There will be an Associated Students retreat on January 18<sup>th</sup> (location on campus to be determined).

V. Agenda

Public Comments

- A. Enrollment Planning for 2011-2012: Winter session 2011 was planned at the same level as winter 2010 and, as of census day, classes are 100 percent filled. Spring 2011 is planned at the same level as Spring 2010, and classes are 94 percent filled at this point. A large Summer 2011 session is being planned with a limited reduction of 3-5% compared to Summer 2010. Developing an FTES strategy for the remainder of 2011-2012 will be part of a larger planning discussion when the form of the state apportionment funding reduction (workload reduction vs. deficit funding) has been determined through the legislative process.
- B. Follow-Up on Institutional Effectiveness Report: It was agreed that the review of the Institutional Effectiveness report as it relates to the college's supporting goals will be accomplished by asking members of the DPAC to rate each measure to determine which ones are key to developing an institutional "report card." It was determined by the Council of Presidents that sections of the IE report will be distributed separately for DPAC's input. The results will be an important element in the development of the Master Plan for Education.

VI. Adjournment 5:02 p.m.

Meeting schedule through June, 2011 (second and fourth Wednesdays each month at 3 p.m.)

2011

January 26  
February 9, 23  
March 9, 23  
April 13, 27  
May 11, 25  
June 8, 22

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the January 26, 2011 DPAC meeting.

Agenda

- Follow-Up on Institutional Effectiveness Report

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.