



Santa Monica Community College District
District Planning and Advisory Council
MEETING – OCTOBER 26, 2011
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **October 26, 2011** at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:06 p.m.

II. Members Present

Janet Harclerode, Academic Senate President, Vice-Chair
Katharine Muller, Administration Representative
Mike Tuitasi, Management Association Representative
Erica LeBlanc Management Association Representative
Eric Oifer, Academic Senate Representative
Sandra Burnett, Faculty Association Representative
Bernie Rosenloecher, CSEA Representative
Leroy Lauer, CSEA Representative
Harrison Wills, Associated Students President
Jasmine Delgado, Associated Students Representative

Others Present

Hannah Alford
Guido Davis Del Piccolo
Lee Johnston
Sherri Lee-Lewis
Jennifer Merlic
Lee Peterson
Teresita Rodriguez
Christine Schultz

DPAC Coordinator

Lisa Rose

III. The minutes of the DPAC meeting on October 12, 2011 were accepted.

IV. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: The Subcommittee was presented the quarterly 311Q report.
- College Services Planning: Mike Tuitasi and Hao Diao, Co-Chairs: The subcommittee received information on the water refill stations and will be discussing the Request for Proposals (RFP) for cafeteria vendors to include specific criteria for organic, local, healthy foods.
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs: The subcommittee received an update on summer projects and discussed its charges from DPAC for this year. The following two administrative reports will be forwarded to the subcommittee for review: (I) the ability to operate buildings upon completion,

and (2) relocation plan for Library Village offices. The Student Services project has been transferred to the Department of State Architect (DSA) San Diego office, and it is hoped that approval will be granted by February or March, 2012.

- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs: The first meeting of the semester was primarily for orientation of new members. Future discussions will include the Equal Opportunity (EEO) plan and ADA regulations; administrative regulations that pertain to all District employees and students; and professional development events and activities. The subcommittee thanked DPAC for moving forward on the District-Wide Code of Ethics Policy.
- Technology Planning: Lee Johnston and Jamie Cavanaugh, Co-Chairs: Discussion included the network infrastructure upgrade in each building, technology trends for the next couple of years, and the need to assess media equipment in classrooms to develop a refresh plan. A network master plan will be developed for the next three years to include more wireless capabilities and virtual desktop technology. The subcommittee will review Administrative Regulations 2512, 2513, 2514 and 2515, to reflect new social media, mobile cloud and new training media.

B. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: The Curriculum Committee Annual Report is posted on the website. Discussion included the enforcement of prerequisites for physics to begin next semester, CurricUNET will be officially launched next semester, and all courses submitted to the Chancellor's Office for transferability were approved except for P.S. 95. New courses were approved in Cosmetology, CS, Photo, Anthropology, Medical Laboratory Technician (MLT).
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: Two programs were reviewed this fall, and workshops are continuing on the on-line process.
- Student Affairs: Beatriz Magallon, Chair, and Denise Kinsella, Vice-Chair: The committee will be reviewing the administrative regulation on dual enrollment.
- Institutional Effectiveness: Christine Schultz and Esau Tovar, Co-Chairs, and Erica LeBlanc, Vice-Chair: The committee discussed the Student Success Task Force. There was unanimous consent to recommend to the Academic Senate the definitions for global-related focus courses and sustainability-related focus courses.

C. ACUPCC Task Force: The Task Force is working on the Climate Action Plan (CAP), specifically in the areas of energy and transportation.

D. Associated Students:

- The students just returned from a meeting in San Jose where they networked with other students leaders around the state to encourage political action
- The A.S. is focusing primarily on three areas (1) getting books in the library on hold; (2) funding bike racks and working with the city on a bikeshare plan, and (3) forming a food policy to provide healthy, local, affordable food on campus.
- The A.S. is discussing getting new computers in the Cayton Center, volunteer fair, extended hours in the library during finals, and Club Row on October 27th.
- Students need to be involved in the Student Success Task Force and be informed on the 22 recommendations from the Chancellor's Office regarding student success and funding for community colleges.

- E. Strategic Planning Task Force: Concern was expressed about the structure of the Task Force since additional appointments were made by the Academic Senate and the Administration. It was explained that the appointments were made because the DPAC Chair and Vice-Chair are serving as Co-Chairs to facilitate the work of the Task Force. Following discussion, it was agreed that each constituency add one more representative to the Strategic Planning Task Force, bringing the total to 22 members.

V. Agenda

Public Comments – None

- A. Institutional Effectiveness: 2011 Performance Indicators: Teresita Rodriguez and Hannah Alford presented a summary of the 2011 Performance Indicators that will be used to develop the college's dashboard. The set of performance indicators relied on data that are systematically and regularly collected as they need to be monitored and tracked on an annual basis and were designed to measure the college's supporting goals. The full report, Institutional Effectiveness Data 2011, will be presented to the Board of Trustees at its November 1, 2011 meeting and will be posted on the SMC website.

http://www.smc.edu/ACG/Documents/Board%20of%20Trustees%20Meetings/Board_of_Trustees_Meetings/2011/2011%20IE-ARCC-Report.pdf

VI. Adjournment- 4:52 p.m.

Meeting schedule through June, 2012 (second and fourth Wednesdays each month at 3 p.m.)

2011

November 9, 23
December 14

2012

January 11, 25
February 8, 22
March 14, 28
April 11, 25
May 9, 23
June 13, 27

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the November 9, 2011 DPAC meeting.

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.