



Santa Monica Community College District
District Planning and Advisory Council
MEETING – JUNE 12, 2013
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **June 12, 2013** 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

Randy Lawson, Administration, Chair
Janet Harclerode, Academic Senate President, Vice-Chair
Jeff Shimizu, Administration Representative
Eve Adler, Academic Senate Representative
Georgia Lorenz, Management Association Representation
Katherine Muller, Management Association Representative
Mitra Moassessi, Faculty Association President
Sandra Burnett, Faculty Association Representative
Leroy Lauer, CSEA Representative
Chioma Ojini, Associated Students Representative

Others Present

Hannah Alford
Mary Colavito
Eric Oifer
Lee Peterson
Christine Schultz

DPAC Coordinator

Lisa Rose

III. Report on Recent Events Related to Shooting Incident on Campus: The Santa Monica community and Santa Monica College have been dealing with a very sad time. College leadership will continue to update the college community with pertinent information. The college has received an outpouring of support from legislators, educational leaders and state agencies. The college campus, including the library, will open as planned for summer session on Monday, June 17th. A college-wide task force will be developing recommendations to the Superintendent/President on emergency preparedness and response.

IV. The minutes of the DPAC meeting on May 22, 2013 were accepted.

V. Agenda

Public Comments: None

A. Election of Vice-Chair, 2013-2014: Incoming Academic Senate President Eve Adler was elected DPAC Vice-Chair, 2013-2014.

B. Information:

- College Services Survey: A campus-wide survey commissioned by the DPAC College Services Subcommittee was administered in Fall 2012 to assess the student and employee satisfaction levels with key college services, including food vendors, college bookstore and Bursar's Office. A summary of the results of the survey was shared with DPAC.
- Institutional Learning Outcome #5: The Academic Senate approved ILO #5, as follows: *Students will demonstrate a level of engagement in the subject matter that enables and motivates the integration of acquired knowledge and skills beyond the classroom.*

C. Master Plan for Education Update – DPAC continued reviewing the following documents to identify the Institutional Objectives for 2013-2014:

- Program Review Recommendations
- Institutional Dashboard (*review and discussion to be continued at next meeting*)

The following Institutional Objectives were suggested:

- Develop mechanisms and/or processes to integrate GRIT throughout the institution.
- Develop a plan for integrating GRIT into the curriculum and the educational experience of students.

It was also suggested that an institutional objective be developed related to the theme of Safety/Emergency Preparedness.

VI. Adjournment - 5:01 p.m.

Meeting schedule through June, 2014 (second and fourth Wednesdays each month at 3 p.m.)

2013
June 26
July 10, 24
August 14, 28
September 11, 25
October 9, 23
November 13, 27
December 11

2014
January 8, 22
February 12, 26
March 12, 26
April 9, 23
May 7, 21
June 11, 25

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the June 26, 2013 DPAC meeting.

Agenda

A. Reports

- Planning Subcommittees
- Academic Senate Joint Committees
- ACUPCC Task Force
- Associated Students

B. Master Plan for Education Update 2013-2014 - Review the following:

- Institutional Dashboard
- Strategic Initiatives: GRIT and Institutional Imagination Initiative (I³)
- College Priorities: Basic Skills, Career Technical Education (formerly Vocational Education), Global Citizenship and Sustainability

C. Emergency Preparedness Task Force

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.

DPAC REVIEW OF PROGRAM REVIEW PLANNING SUMMARY
COMMITTEE RECOMMENDATIONS BASED ON OVERARCHING TRENDS
2013

Items with an asterisk ** have previously been identified by the Program Review Committee as overarching issues and continue to surface as significant concerns.

Report Section	RECOMMENDATION	INSTITUTIONAL OBJECTIVE REFERRED/ASSIGNED
Institutional Effectiveness	1. Develop a template for consistent reporting of outcomes assessment among processes and reports. 2. Identify a process or body to serve as a resource for ensuring more consistent alignment of data interpretation among institutional and program reports.	<u>1 and 2</u> Institutional Objective
Technology	3. **Ensure an appropriate level of technology, equipment and facilities maintenance and support is included in the district budgeting process every year. 4. **Include technology maintenance for CTE programs in the annual Technology Plan (CTEA funds cannot be used for maintenance). 5. Investigate methods for providing students access to laptops and mobile technology pre-loaded with program applications for reasonable purchase or lease. 6. **Identify the best strategies for assisting programs to maintain a web and social media presence.	<u>3 and 4</u> Institutional Objective (Technology Maintenance theme) <u>5</u> Refer to Technology Subcommittee <u>6</u> Institutional Objective (related to communication)
Curriculum	7. **Develop a plan for communicating the differences in courses that teach the same software applications. 8. **Explore course numbering options that would allow for a greater and more logical numbering structure.	<u>7 and 8</u> Refer to Curriculum Committee to continue discussions
Support Services	9. **Review the operational and scheduling guidelines for student support services to ensure a level of consistency that encourages students to use the appropriate service. 10. Ensure the annual institutional research plan includes assessment of effective practices for student and instructional support. 11. Ensure facilities planning and resource allocation for student and instructional support services includes built in flexibility to allow for nimble responses to future changes. 12. Encourage discussion of effective practices for delivering student and instructional support that maximizes resource allocation, aligns with emerging research, expands access while addressing new mandates, and encourages flexibility.	<u>9</u> Refer to Student Affairs/Enrollment Development <u>10</u> Institutional Objective (include with 1 and 2) <u>11</u> Institutional Objective <u>12</u> Institutional Objective (include with 1, 2, and 10)

Report Section	RECOMMENDATION	INSTITUTIONAL OBJECTIVE REFERRED/ASSIGNED
Budget	<p>13. Include in budget planning the additional staffing, training, and equipment needed to adequately maintain new buildings with more complex systems and increased square footage as they come on line.</p> <p>14. **Ensure an appropriate level of technology, equipment, and facilities maintenance and support is included in the district budgeting process every year.</p> <p>15. Investigate methods for assessing total cost of ownership.</p> <p>16. Inventory ongoing contracts for services that are critical to maintain and budget.</p>	<p>13 Refer to Facilities Management and Facilities Committee</p> <p>14 Relates to 3</p> <p>15 and 16 Refer to Fiscal Departments, Budget Subcommittee</p>
Other	<p>17. **Develop a plan to promote CTE programs, including helping programs update and enhance their social media presence.</p> <p>18. **Develop promotional pieces for aggregated types of programs (ex. arts programs) that can serve multiple programs in a variety of ways.</p>	Refer to Academic and Student Affairs. Include CTE Committee representative, Marketing, Career Pathways
	19. Explore methods for capturing more accurate information on the reasons students enroll.	Refer to Enrollment Services, suggest a focus group of students
	20. Develop parameters for allocating a portion of grant funds to support functions such as fiscal and research support required for full administration of grants.	Refer to Business Services
	21. ** Explore all possible options for increasing parking capacity at the Performing Arts Center (PAC) site.	Refer to Facilities Planning Department
	22. ** Provide resources to support section 508 compliance; assign someone to serve as the 508 compliance officer to ensure the college meets federal compliance regulations.	Refer to Enrollment Development (web content area)
	23. **Storage, both of documents and of materials and supplies, is an ongoing problem for multiple programs. Many old records are inaccessible and/or inappropriately stored. Units whose functions and responsibilities require records to be kept should have a plan to sort, weed out, digitize and appropriately store records. The institution should explore options for document scanning and storage as well as off-site storage of items which require only intermittent access.	Refer to VP, Business/Administration, senior staff to discuss
	24. **Explore strategies for encouraging and training future leadership at all levels of the institution.	All organizations
	25. **Explore the efficacy of and the efficiencies to be achieved by creating a student account system.	Workgroup with reps from Enrollment Development, Information Technology, Business/Administration
	26. **Revisit the idea of college credit cards (for selected staff and functions) to improve efficiency and timeliness as not everything can be effectively accomplished within current processes (ex: on-line purchases).	Business/Administration Purchasing



Santa Monica Community College District

Master Plan for Education – Institutional Objectives, 2012-2013

Number	Proposed Institutional Objective to be Developed
#1	To identify and implement strategies to assist programs in maintaining a web and social media presence.
#2	To provide training in the assessment of outcomes and in documenting how the assessment results are used in program planning.
#3	To ensure that there are consistent student lab use tracking systems to document the required student lab hours and to provide data for studying the correlation between student achievement and use of lab resources, both in the lab and through remote access to the online materials.
#4	To identify additional strategies, based on student equity data, to improve the success and retention of Latino and African-American students, as well as students from other historically underrepresented groups.
#5	To develop planning criteria for determining the allocation of dedicated resources to specific programs and whether these resources are sustainable.
#6	To develop a plan for defining, organizing and institutionalizing the GRIT (Growth, Resilience, Integrity and Tenacity) strategic initiative. This initiative should facilitate student achievement through a College-wide focus on non-cognitive skills (e.g. integrity, perseverance, goal-setting, and help-seeking behaviors), on supplementing competencies supporting ILO #1, and on supporting students' aspirations for their futures.
#7	To develop a plan for how to assess the strategic initiative GRIT, with a focus on assessing students' acquisition of non-cognitive skills. The assessment should be tied to traditional metrics used to measure student success, e.g. grades, transfer, completion, improved academic honesty, etc. The College will run a pilot ETS study on the acquisition and assessment of students' non-cognitive skills as one mechanism to inform this plan.
#8	To develop a plan for organizing and institutionalizing a strategic initiative called I ³ (Institutional Imagination Initiative) to harness the creative power of the college community to rethink how the college can analyze and address issues through responsive engagement and facilitate continuous dialogue among the college community. The intent is to solicit and implement innovative ideas for improving and supporting student achievement.
#9	To develop and begin implementation of a plan for the SMC Teaching and Learning Center in order to expand institutional capacity to support creative efforts that generate innovative pedagogies, foster professional development, and increase student success.
Institutional Objectives – Continued from 2011-2012	
#10	To reduce the operating deficit through expenditure savings and increased revenues while maintaining, as a minimum, a 5 percent unrestricted general fund balance.
#11	To create a workgroup/subcommittee comprising representatives of the Academic Senate Joint Professional Development Committee, the CSEA Professional Development Committee, and the Management Association to prepare a college-wide plan that includes all staff development activities, including mandatory training.