



Santa Monica Community College District
District Planning and Advisory Council
MEETING – MAY 28, 2014
AGENDA

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, **May 28, 2014** at 3:00 p.m. at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order

II. Members

Randal Lawson, Administration, Chair Designee
Jeff Shimizu/Marcy Wade, Administration Representative

Greg Brown, Management Association President
Katharine Muller/Erica LeBlanc, Management Association Representative

Eve Adler, Academic Senate President, Vice-Chair
Janet Harclerode, Academic Senate Representative

Mitra Moassessi, Faculty Association President
Peter Morse, Faculty Association Representative

Robert Hnilo, CSEA President Representative
Leroy Lauer, CSEA Representative

Ty Moura, Associated Students President
Associated Students Representative

III. Review of Minutes: May 14, 2014

IV. Agenda

Public Comments

Individuals may address the District Planning and Advisory Council (DPAC) concerning any subject that lies within the jurisdiction of DPAC by submitting an information card with name and topic on which comment is to be made. The Chair reserves the right to limit the time for each speaker.

A. Budget Update

- 2014-2015 Tentative Budget
- May Revise

B. Five-Year Construction Plan

C. Master Plan for Education Update – Continue Review of Program Review Planning Summary to Develop Institutional Objectives for 2014-2015

V. Adjournment

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

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|---------------------|
| 2014 June 11, 25 |
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VII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the June 11, 2014 DPAC meeting.

District Projects In Order of Construction Start

Santa Monica CCD

| Priority | Project Occupancy | | Schedule of Funds | | | | | Status | |
|-----------|--|-----------|-------------------|--------------|--------------|--------------|--------------|-------------|----------------|
| | Total Cost | Source | 2014/2015 | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | | 2019/2020 |
| 1 | Replacement Math and Science Extension Building | | | | | | | | |
| | 2020 | | | | (P)(W) | | (C) | (E) | IPP Pending |
| | \$32,484,141 | State | | | \$2,769,545 | | \$28,534,596 | \$1,180,000 | |
| | \$48,726,211 | Non-State | | | \$4,154,317 | | \$42,801,894 | \$1,770,000 | |
| 2 | Media and Technology Complex – Academy Site | | | | | | | | |
| | 2015 | | (C) | (E) | | | | | Locally Funded |
| | \$90,582,111 | Non-State | \$67,906,151 | \$7,348,193 | | | | | |
| 3 | Madison Site East Wing Seismic Upgrade | | | | | | | | |
| | 2015 | | (C) | (E) | | | | | Locally Funded |
| | \$21,450,727 | Non-State | \$18,378,000 | \$400,000 | | | | | |
| 4 | Replacement Health, Fitness, P.E., Dance Building including Central Plant | | | | | | | | |
| | 2016 | | (C) | (E) | | | | | Locally Funded |
| | \$48,846,896 | Non-State | \$41,247,210 | \$1,500,000 | | | | | |
| 5 | Environmental Performance – Building Retrofits for Chilled Water from Central Plant | | | | | | | | |
| | 2016 | | | (C, E) | | | | | Locally Funded |
| | \$8,649,984 | Non-State | | \$7,885,983 | | | | | |
| 6 | Student Services | | | | | | | | |
| | 2017 | | (P)(W) | | (C) | (E) | | | Locally Funded |
| | \$95,371,988 | Non-State | \$6,500,000 | | \$73,271,988 | \$3,600,000 | | | |
| 7 | Early Childhood Education Center | | | | | | | | |
| | 2017 | | (P)(W) | (C)(E) | | | | | Locally Funded |
| | \$12,667,245 | Non-State | \$1,168,147 | \$11,481,098 | | | | | |
| 8 | Malibu Center | | | | | | | | |
| | 2017 | | (P)(W) | (C) | (E) | | | | Locally Funded |
| | \$19,279,415 | Non-State | \$1,368,447 | \$17,160,862 | \$750,000 | | | | |
| 9 | Drescher Hall - Academic Modernization, Pico Promenade and Transit Plaza | | | | | | | | |
| | 2018 | | (P)(W) | (C)(E) | | | | | Locally Funded |
| | \$9,262,057 | Non-State | \$750,000 | \$7,915,000 | | | | | |
| 10 | Career Opportunity and Advancement Center – Bundy Campus | | | | | | | | |
| | 2019 | | | | (P)(W) | (C) | (E) | | Locally Funded |
| | \$27,728,447 | Non-State | | | \$2,018,900 | \$24,759,547 | \$950,000 | | |

A – PROPERTY ACQUISITION; P – PRELIMINARY PLANS; W – WORKING DRAWINGS; C – CONSTRUCTION; E – EQUIPMENT

IPP – INITIAL PROJECT PROPOSAL

IPP – INITIAL PROJECT PROPOS

DPAC REVIEW OF PROGRAM REVIEW PLANNING SUMMARY
COMMITTEE RECOMMENDATIONS BASED ON OVERARCHING TRENDS
2014

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

Institutional Objective
Referr/Assign

| Report Section | RECOMMENDATION | REFERRAL |
|---|--|--|
| Recommendations for Institutional Support for Specific Programs | <ol style="list-style-type: none"> 1. Explore ways to serve the CalWORKS population without the onus of the reporting requirements linked to current funding contracts. (CalWORKS) 2. Include “living campus signage” in the college signage plan, where appropriate, to explain the environmental and sustainable practices employed throughout the college. (Center for Environmental & Urban Studies) 3. Support the need for additional technology resources to address the mandates of SB 1456. (Counseling) 4. Develop a means for electronic capture of positive attendance and arranged hours to replace paper rosters for non-credit classes and reduce the possibility of incomplete data for FTES reporting. (ESL) <i>Note: this recommendation applies to all non-credit programs</i> 5. Investigate the value of maintaining the SMC cable station. (Media & Reprographics Services) 6. Explore discussions with UCLA, at a higher administrative level, regarding the large number of international students interested in committing to a Scholars transfer program. (Scholars) | <p>#1-#5 In Progress</p> <p>#6 Refer to Academic Affairs</p> |
| Recommendations Based on Overarching Trends | | |
| Outcomes and Assessment | <ol style="list-style-type: none"> 7. Determine the efficacy centralizing the documentation of administrative program unit outcomes. 8. Refine the ISIS SLO portal to allow programs to sort SLO data more specifically. 9. Consider ways in which broad SLO information can be aggregated for utilization by appropriate planning bodies. 10. Implement training in the new on-line program review process. 11. Review the methods by which committees and planning bodies document processes and outcomes and make this information available. | <p>#7 Refer to IEC</p> <p>#8 Refer to IR, IT, dept chairs</p> <p>#9 Refer to IR</p> <p>#10 Done</p> <p>#11 ?</p> |

| Report Section | RECOMMENDATION | REFERRAL |
|------------------|---|--|
| Technology | <p>12. **Ensure an appropriate level of technology and instructional equipment maintenance and support is included in the district budgeting process every year.</p> <p>13. **Include technology maintenance for CTE programs in the annual Technology Plan (CTEA funds cannot be used for maintenance).</p> <p>14. **Investigate methods for providing students access to laptops and mobile technology pre-loaded with program applications for reasonable purchase or lease.</p> <p>15. **Develop training and implement strategies for assisting programs to maintain a web and social media presence.</p> <p>16. Consider adding web and social media maintenance to job descriptions, where appropriate.</p> <p>17. Develop a plan for monitoring and oversight of updates to and links between all college social media sites.</p> | <p>#14 In progress</p> <p>#15-#17 ??</p> |
| Curriculum | <p>18. Identify a process for engaging the broader college community in dialogue focused on means to improve the success rates of Black and Hispanic students and identify research questions to inform this dialogue.</p> | <p>I.O. Update former I.O and focus on student equity (referred to Georgia Lorenz)</p> |
| Support Services | <p>19. **Identify proven effective practices implemented with target populations and evaluate scalability to the larger college population.</p> <p>20. Explore modifications and additions to the tutoring tracking system desired by the tutoring staff.</p> <p>21. Identify spaces that can be consistently allocated for SI sessions.</p> <p>22. Review and refine the parameters used to determine the impact of student and instructional support services on student success.</p> | <p>#19 Include in I.O. #18</p> <p>#20-#21 I.O. for Learning Resources</p> <p>#22 Refer to IR</p> |
| Budget | <p>23. **Ensure an appropriate level of facilities maintenance and support is included in the district budgeting process every year.</p> <p>24. Assess older buildings expected to remain in use for the foreseeable future and upgrade where possible.</p> <p>25. **Investigate methods for assessing total cost of ownership.</p> <p>26. **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>27. **Inventory ongoing contracts for services that are critical to maintain and identify as non-discretionary.</p> | |
| Other | <p>28. **Develop a marketing plan that includes targeted marketing such as to promote CTE programs.</p> <p>29. **Develop promotional pieces for aggregated types of programs (ex. arts programs) that can serve multiple programs in a variety of ways.</p> | |
| | <p>30. Investigate development of an electronic positive attendance system.</p> | |
| | <p>31. **Explore methods for capturing more accurate information on the reasons students enroll in specific courses.</p> | |
| | <p>32. **Explore a broader institutional approach to creating databases for tracking student achievement and success after SMC.</p> | |

| Report Section | RECOMMENDATION | REFERRAL |
|----------------|--|----------|
| | <p>33. **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 that require only intermittent access.</p> | |
| | <p>34. ** Provide resources to support section 508 compliance; assign someone to serve as the 508 compliance officer to ensure the college meets federal compliance regulations.</p> <p>35. **Explore strategies for succession planning, especially in areas where the loss of long-time staff can be anticipated, as well as encouraging and training future leadership at all levels of the institution.</p> <p>36. **Explore the efficacy of and the efficiencies to be achieved by creating a student account system.</p> | |