



*Santa Monica Community College District*  
**District Planning and Advisory Council**  
**MEETING – NOVEMBER 12, 2014**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **November 12, 2014** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:02 p.m.

II. Members Present

Teresita Rodriguez, Administration Representative, Chair  
Eve Adler, Academic Senate President, Vice-Chair  
Georgia Lorenz, Administrative Representative  
Fran Chandler, Academic Senate Representative  
Bob Dammer, Management Association President  
Katharine Muller, Management Association Representative  
Mitra Moassessi, Faculty Association President  
Peter Morse, Faculty Association Representative  
Leroy Lauer, CSEA Representative  
Ali Khan, Associated Students President  
Caitlin Corker, Associated Students Representative

Others Present

Genevieve Bertone  
Greg Brown  
Matt Hotsinpiller  
Hannah Lawler  
Walter Meyer  
Lee Peterson  
Christine Schultz  
Howard Stahl  
Mike Tuitasi  
Marcy Wade  
Representatives of the Associated Students

DPAC Coordinator

Lisa Rose

III. The minutes of the DPAC meeting on October 22, 2014 were accepted.

IV. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs. Discussion included the P-1 financial statement.
- College Services Planning: Caitlin Corker, Co-Chair. A representative from each constituency was selected to work on the RFP for the food vendor space formerly occupied by the Bread Factory.

- Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs: The following three recommendations were submitted to DPAC for information:

Electric vehicle stations

The DPAC Facilities Planning Subcommittee recommends the installation of fast-charging electric vehicle stations in SMC parking lots. The users of the service shall be responsible for paying the cost of the electricity. (Adopted October 9, 2014)

Obsolete language in AR 4430 (Use of Open Space on Campus by Student Organizations)

The DPAC Facilities Planning Subcommittee recommends that Administrative Regulation 4430 be updated by the appropriate campus committees to reflect the new building names, the construction of the Quad, changed department names, and changed job titles. (Adopted October 9, 2014)

Air conditioning in campus buildings without air conditioning

This air conditioning proposal for Liberal Arts and Letters and Science shall be forwarded to DPAC with this subcommittee's endorsement:

Estimate for air conditioning at Liberal Arts and Letters & Science, classrooms only, no offices:

Engineering:	\$193,500
Construction: 27 classrooms at \$55,000 per room =	\$1,485,000
Upgrade electrical for the entire complex	\$450,000
DSA Fees, Project Management, Inspection and Testing:	\$103,950
Total	\$2,232,450

(Adopted October 23, 2014)

The recommendations will be presented to DPAC for consideration at its next meeting.

- Human Resources Planning: Sandy Chung and Patricia Burson, Co-Chairs: No report.
- Technology Planning: Lee Johnston and Walter Meyer, Co-Chairs: Discussion included the virtual desktop, the cost of increasing broadband width, developing a budget that doesn't depend upon state funding, and developing language for the vision of technology on campus.

C. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: The Curriculum Committee approved a new hybrid course and an addition to the dance AA degree, discussed prerequisite changes, SB 850, and ways to adjust the curriculum to meet the AA transfer degree.
- Program Review: Jamey Anderson, Chair and Katharine Muller, Vice-Chair: The committee reviewed Enrollment Services (Enrollment Development, Admissions/Records, Assessment Center, Bursar's Office).
- Student Affairs: Karen Legg, Chair, and Esau Tovar, Vice-Chair: The committee is reviewing two administrative regulations.
- Institutional Effectiveness: Christine Schultz, Chair and Hannah Lawler, Vice-Chair: The committee is developing a checklist to guide programs, working with programs to list their outcomes in the college catalog, and creating learning outcomes for degrees and certificates.

- D. Accreditation Update: The Standard Committees have been meeting and making progress. The Steering Committee received updates from the Co-Chairs of the four standards and also discussed the writing style to be used for the document. The editors will be starting in summer 2015. A new format is being discussed that would result in shorter reports with the addition of a goal-focused essay at the conclusion of the report.
- E. ACUPCC (American College and University President's Climate Committee): A 92 percent response rate was achieved on the AQMD survey. Santa Monica College is part of the City's grant for a bike share center and will receive five stations. The Environmental Affairs Committee is reviewing a number of courses to classify as sustainability-related/focused classes. The Energy subcommittee is working on Proposition 39 and STEM projects.
- F. Associated Students: Associated Students President Ali Khan and Vice-President Caitlin Corker:
- Discussing upgrading its conference room
  - Homecoming was last week
  - Sending 27 students to UC Davis convergence
  - Discussing possibility of A.S. Banquet
  - Approved funding of BPA-friendly bottles

V. Agenda

Public Comment – None

- A. Update - President's Title IX Task Force: The Task Force has met twice and has reviewed its charge and set up a meeting schedule. It will meet regularly and review the District's current Title IX related policies and practices and will work with the Institutional Effectiveness Committee to develop the campus climate survey. It was reported that Daniel Kolko has been added to the membership to bring his perspective as a male student. In the process of its work, the Task Force will occasionally report to the college community and solicit input. It will recommend needed changes to bring the college into compliance with the newly-enacted laws and regulations related to sexual violence and sexual assault. It is anticipated that the Task Force will conclude its work and make recommendations by the end of the spring 2015 semester.
- B. Report - Baccalaureate Degree Pilot Program: According to SB 850, the offering of the baccalaureate degree needs to come from a CTE program and be in response to workforce demand. Because of this, much of the discussion about a possible baccalaureate degree being offered at SMC has taken place in the CTE Committee. The CTE Committee unanimously supported the development of a Bachelor's degree program at SMC, and two programs expressed interest in submitting proposals. A discussion about the criteria for selection of a pilot baccalaureate degree program took place.

Some of the criteria discussed were:

- The program cannot be offered at any of the UCs or CSUs
- There must be demonstrated workforce demand
- SMC must have the physical resources, human resources, and student interest
- The program must have effective collaborations with local industry partners including a strong advisory board
- The program should be in alignment with existing college priorities and commitments for workforce preparation.

A draft rubric was created using the criteria and approved by CTE committee. The CTE Committee heard proposal presentations from two programs and approved the Interaction Design program to recommend to Academic Affairs. Interaction Design shapes digital things for people's use and would be housed in the graphic design program of the design technology department.

The Certification of Interest of SMC's intent to submit an application to develop and offer a Pilot Baccalaureate Degree Program in the discipline of Interaction Design has been submitted to the Chancellor's Office. The application is due to the Chancellor's Office on December 19<sup>th</sup>.

- C. Status: The DPAC ad hoc work group developing criteria for determining issues to be considered by DPAC presented a draft to for review and discussion. Suggestions made at the meeting will be incorporated and considered by the ad hoc work group at its next meeting on November 19<sup>th</sup>.
- D. The DPAC meeting November 26, 2014 has been cancelled.

VI. Adjournment: 4:55 p.m.

Meeting schedule through June, 2015 (second and fourth Wednesdays each month at 3 p.m.)

<u>2014</u> December 10
<u>2015</u> January 14, 28 February 11, 25 March 11, 25 April 8, 22 May 13, 27 June 10, 24

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the December 10, 2014 DPAC meeting.

Agenda

- A. Reports
  - Planning Subcommittees
  - Academic Senate Joint Committees
  - ACUPCC Task Force
  - Associated Students
  - Accreditation Update
- B. Recommendations from DPAC Facilities Planning Subcommittee
- C. Update: Baccalaureate Degree Pilot Program
- D. Report: DPAC ad hoc work group developing criteria for determining issues presented to DPAC for consideration

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.