



Santa Monica Community College District
District Planning and Advisory Council
MEETING – SEPTEMBER 23, 2015
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **September 23, 2015** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:05 p.m.

II. Members

Teresita Rodriguez, Administration, Chair Designee
Fran Chandler, Academic Senate President, Vice-Chair
Mitra Moassessi, Academic Senate Representative
Georgia Lorenz, Administration Representative
Bob Dammer, Management Association President
Katharine Muller, Management Association Representative
Peter Morse, Faculty Association President
Howard Stahl, Faculty Association Representative
Jesse Randel, Associated Students President

Others Present

Greg Brown
Ferris Kawar
Erica LeBlanc
Lee Peterson
Dan Rojas
Christine Schultz
Mike Tuitasi

DPAC Coordinator

Lisa Rose

- III. Minutes of the DPAC meeting on September 9, 2015. Motion was made by Jesse Randel and seconded by Katharine Muller to approve the minutes. *Unanimously approved.*

IV. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs. Fiscal Services presented information about how the college might address increased costs of CalSTRS and PERS. A continued discussion at the next meeting will hopefully result in some possible recommendations.
- College Services Planning: Mike Tuitasi and Joan Kang, Co-Chairs: Last spring, the subcommittee agreed to focus on nutrition for this year. Some ideas include providing education on nutrition via workshops for the college community, providing vouchers for healthy food, interns/consultants for the health center, including information in the student planner and marketing more affordable and nutritious options in the community.

- Facilities Planning : Greg Brown and Lee Peterson, Co-Chairs: A facilities update on all current construction projects was provided. Strategies to address extreme heat in the classrooms were discussed. It was reported that the Facilities Department is in the process of getting proposals from vendors for large scale temporary air conditioning. Another idea was to temporarily move classes to the Bundy site once AET moves into its new facility next summer.
- Human Resources Planning: Tre'Shawn Hall-Baker and Patricia Burson, Co-Chairs: The subcommittee discussed last year's goals, objectives and achievements and will be reviewing administrative regulations to determine priorities for 2015-2016.
- Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs: The subcommittee discussed last year's objectives and will present some recommendations to DPAC at a future meeting.

B. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Jennifer Merlic, Vice-Chair: The committee held an orientation with an overview of activities at future meetings, which will include approval of courses related to the baccalaureate degree.
- Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair: The committee held an orientation and discussed program reviews coming up in October – KCRW, Transportation and Parking, and the Personnel Commission. DPAC subcommittee co-chairs will be receiving the *Program Review 2015 All Fields* report to be used as a resource.
- Student Affairs: Alexandra Tower, Chair, and Esau Tovar, Vice-Chair: Objectives for the year include review of several administrative regulations.
- Institutional Effectiveness: Christine Schultz, Chair and Hannah Lawler, Vice-Chair: The committee is discussing job placement and completion rates for CTE programs.

C. Accreditation Update: The Steering Committee is almost done with Standard 1. The chairs are working on collecting evidence.

D. ACUPCC (American College and University President's Climate Committee):

- RideAmigos Unity Platform for employees and students was launched the first week of school.
- Bike Share program is coming up
- Energy Management System software upgrade is completed.
- Coastal Cleanup Day was Sept 19th
- A 90 percent response is needed on the annual AQMD survey was sent out this week.

E. Associated Students: Two vacant positions on the A.S. Board have been filled; two more are needed to complete the Board. Student representatives are being assigned to District committees. An ad hoc committee is being formed to discuss the homeless student population on campus and food vouchers. Events for homecoming are being planned to encourage student involvement on campus.

F. Response from Superintendent/President: None

- G. Superintendent/President Search Process: The Superintendent/President Search Committee held its initial meeting on September 17th on campus. Nicki Harrington and all members of the committee were present for an intense review of the search process procedures, EEO training, examination of the Board’s charge to the committee, focus on expectation and maintenance of confidentiality; committee member protocol, candidate review process and rating forms, identification of questions and the development of presentation topic options for the candidates. Committee members are committed to the process and are prepared to review the qualified candidates via Dropbox set up by Ralph Andersen & Associates from September 29th through 4:00 p.m. on October 7th.

The committee will identify semi-finalists to be invited for interview at its next meeting on October 14th. Initial interviews with the candidates will be scheduled for October 30-31, 2015 off campus.

V. Agenda

Public Comments – None

- A. Master Plan for Education Update, 2015-2016: DPAC approved Institutional Objective #11, thereby completing the Institutional Objectives for 2015-2016.

OBJECTIVE 11

Develop and implement a long-term plan to increase the percentage and net number of full-time faculty. The plan will include a target percentage, timelines, and benchmarks.

- B. The Academic Senate 2015-2016 Goals and Objectives were presented for review (see attached).

VI. Adjournment: 4:10 p.m.

The DPAC meeting on October 14th was cancelled due to a conflict with a meeting of the Superintendent/President Search Committee.

Meeting schedule through June, 2016 (second and fourth Wednesdays each month at 3 p.m.)

<u>2015-2016</u>	
October 28	January 13, 27, 2016
November 18	February 10, 24
December 9	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 October 28, 2015 DPAC meeting.

Agenda

- A. Reports
 - Planning Subcommittees
 - Academic Senate Joint Committees
 - ACUPCC Task Force
 - Associated Students
 - Accreditation Update
 - Response from Superintendent/President on DPAC recommendation(s), if any
 - Superintendent/President Search Process
- B. Final Master Plan for Education Update, 2015-2016
- C. DPAC Charter and Organization, 2015-2016

Academic Senate of Santa Monica College 2015-2016 Goals and Objectives

GOAL 1. FOSTER A CAMPUS CULTURE OF LIVELY, INFORMATIVE DEBATE ON IMPORTANT ISSUES.

Strategic Objectives

- 1a. Revise Senate committee meeting policies to invite constituent comments as regulations and other policies are under development.
- 1b. Report frequently to the Academic Senate as regulations and other policies are being developed, submitting same to a vote when appropriate.
- 1c. Free up time for debate in the Academic Senate Body of the Whole by experimenting with a consent agenda.
- 1d. Free up time for debate in the Senate Executive Committee by giving the committee an advisory role in establishing agendas and, when appropriate, enabling committees to move forward to the Body of the Whole without a formal vote in Exec.
- 1e. Encourage and welcome different perspectives on agenda issues and make pros and cons integral to discussions and part of the minutes.
- 1f. Revise Senate bylaws to make it easier for senators to agendize issues.
- 1g. Invite and celebrate a diversity of perspectives on all Senate-related issues of interest to faculty and students—controversial and otherwise—making room for such in professional development presentations, workshops, and other venues.
- 1h. Strengthen the role of department-elected senators and elected-at-large senators.

GOAL 2. PROVIDE LEADERSHIP ON ALL 10+1 ISSUES.

Strategic Objectives

- 2a. Revise the bylaws and, if necessary, create standing rules.
- 2b. Improve the program review process.
- 2c. Ensure appropriate faculty participation in the accreditation process.
- 2d. Institutionalize and secure District funding for important faculty activities such as the Center for Teaching Excellence, Professional Development Staff, Retirement-Longevity Event, and attendance at state Academic Senate conferences and meetings.
- 2e. Promote the conversion of the library faculty leader position to a department chair position.
- 2f. Promote the conversion of the health sciences faculty leader position to a department chair position.
- 2g. Investigate augmenting professional development funding for faculty attending conferences.
- 2h. In the process of adopting and implementing Canvas as the college's course management system, ensure that faculty are central to the decision-making process.

GOAL 3. SECURE FINANCIAL INDEPENDENCE AND STABILITY FOR THE ACADEMIC SENATE.

Strategic Objectives

- 3a. Increase dues participation.
- 3b. Achieve line-item program status for the Academic Senate in the District's annual budget.
- 3c. Stabilize office employment environment via augmentation and enrichment.
- 3d. Increase reassigned time for Senate responsibilities to enable better leadership development.
- 3e. Augment all Senate budget categories, particularly travel to state conferences and meetings to enable better leadership development.

GOAL 4. PROVIDE LEADERSHIP IN ENSURING PROGRESS OVER TIME TOWARD THE 75/25 FULL-TIME HIRING GOAL.

Strategic Objectives

4a. Work with DPAC, the Budget Subcommittee, District senior management and the Board of Trustees to establish appropriate yearly benchmarks and commit adequate funding to ensure improvement over time in the percentage of credit hours taught by full-time faculty.

4b. Protect counselors and other non-instructional faculty by encouraging the spending of SSSP, Student Equity, and other funds on full-time counselors and other non-instructional faculty.

GOAL 5. IMPROVE SHARED GOVERNANCE ON JOINT COMMITTEES, ON DPAC, AND ON DPAC SUBCOMMITTEES.

Strategic Objectives

5a. Secure training for faculty and administrators serving on joint committees, on DPAC, and on DPAC subcommittees in reaching mutual agreement. Topics should include empowering committee members to make decisions, expectations of constituency members, and communication responsibilities.

5b. Establish committee ground rules for empowering joint and DPAC committees to enable them to reach mutual agreement.