



*Santa Monica Community College District*  
**District Planning and Advisory Council**  
**MEETING – MARCH 22, 2017**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **March 22, 2017** at Santa Monica College, Drescher Hall 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:03 p.m.

II. Members Present

Georgia Lorenz, Administration, Chair Designee  
Fran Chandler, Academic Senate President, Vice-Chair  
Mitra Moassessi, Academic Senate Representative  
Katharine Muller, Administration Representative  
Chris Bonvenuto, Management Association President  
Lisa Rose, Management Association Representative  
Peter Morse, Faculty Association Representative  
Robert Villanueva, CSEA President  
Martha Romano, CSEA Representative  
Terrance Ware, Associated Students President  
Laura Zwicker, Associated Students Representative

Others Present

Greg Brown  
Nate Donahue  
Tre'Shawn Hall-Baker  
Erica LeBlanc  
Bea Magallon  
Elisa Meyer  
Walter Meyer  
Lee Peterson  
Dan Rojas  
Emil Zordilla

III. Motion was made by Mitra Moassessi and seconded by Katharine Muller to approve the minutes of the DPAC meeting on February 22, 2017. *Unanimously approved as amended.*

VI. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: The subcommittee discussed borrowing scenarios. The District implemented a plan to borrow 300 FTES back to 2015-2016, expecting to lose 200 FTES. However, the loss was closer to 450 FTES which speeds up the possibility of stabilization two years out. Suggestions to boost enrollment included increasing class sizes and/or offerings during the summer for classes that are in high demand; collecting data on “class swapping” and “request a class;” developing an enrollment development plan to encourage students to enroll in more classes, targeting students at other community colleges and high school students; and adding on-line testing for math.

Motion was made by Mitra Moassessi and seconded by Chris Bonvenuto to approve the following recommendation submitted by the DPAC Budget Planning Subcommittee:

Given the potential budgetary implications, the DPAC Budget Subcommittee recommends that DPAC discuss the implications and opportunities of growing the upcoming Summer Session. The discussion item will be placed on the agenda for the next DPAC meeting.

- College Services Planning: Mike Tuitasi and Joan Kang, Co-Chairs: No report.
  - Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs: Reports included an update on the Business Building roof which is now leak-free and the one-day sauna-like condition caused by a new digital control system that was not functioning properly. As a result of these issues, it was suggested that in the future occupants of buildings with major repair projects be relocated for the duration of the project; however, there may be major opposition to taking classrooms out of service in this way. There was extensive discussion on the Facilities Master Plan. The District is in escrow on the YWCA property.
  - Human Resources Planning: Tre-Shawn Hall-Baker and Kym McBride, Co-Chairs: An employee satisfaction survey is in the preliminary stages of development.
  - Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs. The subcommittee is in the initial steps of developing a transformative technology plan.
- B. Academic Senate Joint Committees
- Curriculum: Guido Davis Del Piccolo, Chair and Jennifer Merlic, Vice-Chair: The committee and department chairs are reviewing courses that have not been offered for many years. Actions included approval of two new courses and several course revisions.
  - Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair: Two of six scheduled program reviews have been completed. Annual programs reviews are due April 1<sup>st</sup>.
  - Student Affairs: Bea Magallon, Chair, and Esau Tovar, Vice-Chair: The committee continues to review and update administrative regulations on a five-year cycle.
  - Institutional Effectiveness: Elisa Meyer, Chair, and Hannah Lawler, Vice-Chair: Two measures will be included on the dashboard: (1) Percentage of weekly teacher hours taught by full-time faculty (instructional) and (2) percentage of weekly teacher hours taught by full-time faculty (non-instructional). A draft of the report should be forwarded to DPAC by the end of May.
- C. Strategic Planning: Katharine Muller thanked everyone for their participation in the strategic planning process. During a three-day period in March, the CBT team had 39 sessions with college constituents in a variety of formats. There was a strategic planning presentation at Flex Day. The Strategic Planning Task Force and the workgroups will be meeting again in April. Following that, a report will be prepared and made available to the college community for input. It will then be forwarded to Superintendent/ President Jeffery.
- D. Associated Students: Laura Zwicker, Student Trustee, reported the Associated Students outgoing Board of Directors is providing interactive bulletin boards in key locations.
- E. Responses from Superintendent/President on DPAC recommendation: None

V. Agenda

*Public Comments - None*

1. Institutional Objectives, 2016-2017, Mid-Year Status: A draft of the report was distributed at the meeting. The final report will be presented for review and discussion at the next DPAC meeting.
2. Master Plan for Education Update, 2017-2018: Tentative Schedule (*updated schedule is attached*)

VI. Adjournment: 4:05 p.m.

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

2016-2017

April 26 (*the meeting on April 12<sup>th</sup> was cancelled*)

May 10, 24

June 14, 28

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the April 26, 2017 DPAC meeting.

- Reports
  - a. DPAC Planning Subcommittees
  - b. Academic Senate Joint Committees
  - c. Strategic Planning Update
  - d. Response from Superintendent/President on DPAC recommendation, if any
- Recommendation from Budget Planning Subcommittee:

Given the potential budgetary implications, the DPAC Budget Subcommittee recommends that DPAC discuss the implications and opportunities of growing the upcoming Summer Session.
- Institutional Objectives, 2016-2017: Mid-Year Status
- Quarterly Budget Report, 2016-2017
- Recommendation from Technology Planning Committee – Cyberspace Awareness

**Master Plan for Education Update, 2017-2018**  
 Planning Process/Schedule for DPAC

Documents for DPAC to review:

- Responses to 2016-2017 Institutional Objectives
- Senior Staff Discussion of Potential Institutional Objectives
- Strategic Planning Report
- Institutional Effectiveness Committee Observations
- Technology Objectives, 2017-2018
- Program Review 2017 Planning Summary
- Accreditation Recommendations
- Board Goals and Priorities, 2017-2018
- Institutional Objectives, 2017-2018
- Master Plan for Education, 2017-2018

Date	Activity	Comments
May 2017	Prepare response forms for 2016-2017 Institutional Objectives to send to senior staff to prepare responses  Senior Staff Meeting, May 23 <sup>rd</sup> . Discuss potential institutional objectives for 2017-2018	Due June 10 <sup>th</sup>
May 24 DPAC Meeting	Discuss Strategic Planning Report, ongoing college priorities and strategic initiatives and identify possible Institutional Objectives for 2017-2018	
June 14 DPAC Meeting	Review Institutional Effectiveness Annual Report and identify possible Institutional Objectives for 2017-2018	Prepare responses for 2016-2017 Institutional Objectives
June 28 DPAC Meeting	Review 2017-2018 Technology Objectives  Review and discuss responses for 2016-2017 Institutional Objectives	
July 12 DPAC Meeting	Program Review Planning Summary will be presented for review and discussion to start process of identifying overarching recommendations to be included as institutional objectives	Prepare chart listing Program Review Planning Summary
July 26 DPAC Meeting	Continue review of Program Review Planning Summary and assign recommendations to DPAC Subcommittees, Academic Senate Joint Committees and/or staff.  Review and discuss Accreditation Recommendations for potential Institutional Objectives	
August 9	Possible Meeting	

Date	Activity	Comments
August 23 DPAC Meeting	Discuss possible Institutional Objectives for 2017-2018 and assign writing to appropriate parties	Prepare draft of Institutional Objectives, 2017-2018
	Review Board of Trustees Goals and Priorities, 2017-2018 and identify possible Institutional Objectives for 2017-2018	If applicable, revise the draft of Institutional Objectives, 2017-2018 to incorporate Board Goals and Priorities
September 13 DPAC Meeting	Review, discuss and finalize draft of Institutional Objectives for 2017-2018	Prepare final Institutional Objectives
September 27 DPAC Meeting	Review and Discuss Master Plan for Education Update, 2017-2018	
October 3 Board of Trustees Meeting	Present Master Plan for Education Update 2017-2018 to Board of Trustees (information)	