Santa Monica College

Follow Up Report

Submitted by:

Santa Monica College
1900 Pico Blvd.
Santa Monica, CA 90405

Submitted to:

Accrediting Commission for Community and Junior Colleges

Western Association of Schools and Colleges

Date Submitted:
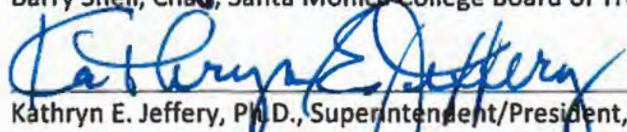
March 28 2018

Certification of Follow-Up Report

To: Accrediting Commission for Community and Junior Colleges
            Western Association of Schools and Colleges

From: Kathryn E. Jeffery, Ph.D.
            Santa Monica College Superintendent/President
            1900 Pico Blvd.
            Santa Monica, CA 90405

I certify there was broad participation in the preparation of the Report and the Report is an accurate reflection of the nature and substance of the institution.

Signatures:

| | March 20, 2018 |
| Barry Snell, Chair, Santa Monica College Board of Trustees | Date |

| | March 20, 2018 |
| Kathryn E. Jeffery, Ph.D., Superintendent/President, Santa Monica College | Date |

| | March 20, 2018 |
| Georgia Lorenz, Ph.D., Vice President, Academic Affairs & Accreditation Liaison Officer | Date |

| | March 20, 2018 |
| Nathaniel Donahue, President, Santa Monica College Academic Senate | Date |

| | March 20, 2018 |
| Chris Bonvenuto, President, Santa Monica College Management Association | Date |

| | March 20, 2018 |
| Robert Villanueva, President, SMC Classified School Employees Association | Date |

| | March 20, 2018 |
| Jennifer Chen, President, Santa Monica College Associated Students | Date |

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Report Preparation

As documented in the Accrediting Commission's February 3, 2017 action letter, Santa Monica College's accreditation was reaffirmed for 18 months (Evidence RP-1). The College's Follow-Up Report provides evidence that the College has addressed the four recommendations for compliance outlined in the letter (specifically Recommendations 1, 4, 5 and Commission Recommendation 1).

A group of faculty, staff, and administrators was convened to address the four recommendations to meet the Standards. The work was divided among the group based on areas of expertise. Each member of the group has collaborated with departments and individuals as needed to obtain the information and evidence required, including the Superintendent/President's Office, the Academic Senate, the District Planning and Advisory Council (DPAC), Academic Affairs, and the Strategic Planning Task Force. These meetings and activities are summarized below:

Primary Parties Involved	Activities	Outcomes
Recommendation 1: Mission Revision		
Strategic Planning Task Force Vice President, Academic Affairs Dean, Academic Affairs	Working meetings and workshops to revise the language of the Mission Statement	Revised mission statement includes description of the population served by the College.
District Planning and Advisory Council	Meeting	Approval of the revised mission statement
Board of Trustees	Meeting	Final approval of the revised mission statement
Recommendation 4: Board of Trustees Policies (regular reviewing/updating)		
Community College League of California, consultant Superintendent/President Board of Trustees Board Recording Secretary	Presentation	Understanding of the process for updating the Board Policies.
Board Recording Secretary Vice Presidents	Meetings	Schedules for updating the Board Policies
Board Recording Secretary Accreditation Liaison Accreditation Co-Chairs	Meetings	Documenting process (evidence) and Follow-Up Report preparation
Recommendation 5: Delegation of Authority by the Board of Trustees		
Board of Trustees Superintendent/President Consultant	Workshops	Examination of roles, responsibilities, relationship and communication
Board of Trustees	Discussions	Self-Assessment

Primary Parties Involved	Activities	Outcomes
Commission Recommendation 1: Baccalaureate Degree Program		
IxD Program Faculty Lead IxD Counselor Dean, Instructional Programs Dean, Institutional Research Graphic Design Department Chair	Meetings	Discussions about the Accreditation standards that need to be addressed.
Curriculum Committee Board of Trustees	Meetings	New/Revised curriculum discussions and approval
Design Technology Department	Department Meetings	Program Review preparation including discussions about SLO results and how to use them to improvements for the program.

The response to each recommendation was developed by members of the original Accreditation Steering committee. Drafts were distributed to constituency group leadership and to the members of the Board of Trustees for review. The full report was presented for certification at the March 20, 2018 Board study session (Evidence RP-2).

Evidence

RP-1: Accrediting Commission Letter, February 3, 2017
RP-2: Board of Trustees Study Session Agenda, March 20, 2018

Response to the Commission Action Letter

Recommendation 1: In order to meet the Standards, the team recommends the College incorporate into its mission statement a clear description of its intended student population. (Standard I.A.1)

Standard I.A.1: *The mission describes the institution's broad educational purposes, its intended student population, the types of degrees and other credentials it offers, and its commitment to student learning and student achievement. (ER 6)*

Narrative

At the time of the 2016 Accreditation Visit, the College's Mission Statement had been recently modified to address the then-planned baccalaureate degree. The Mission Statement, at the time the Self-Evaluation Report was submitted, read as follows:

> *Santa Monica College provides a safe and inclusive learning environment that encourages personal and intellectual exploration, and challenges and supports students in achieving their educational goals. Students learn to contribute to the global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes the critical importance of each individual's contribution to the achievement of this mission.*

> *Santa Monica College provides open and affordable access to high quality undergraduate degrees and certificates and participates in partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.*

The visiting team concluded that the mission statement lacked a description of the "intended student population" with no specific mention of the students coming from the community college district and language specific to the baccalaureate degree.

In response to this finding, the College included the effort to revise the mission statement as part of the scope of the College's Strategic Planning effort, in alignment with regular college practice every five years. The Strategic Planning Task Force, which included members from all campus constituent groups, met several times during the Spring 2017 semester to review the mission, vision, and goals of the College.

During these meetings, concurrent with and separate from the process of developing new Strategic Initiatives, Dr. Georgia Lorenz, Vice President of Academic Affairs, facilitated an ongoing discussion regarding the revision of the Mission Statement to meet the accreditation recommendation. Dr. Lorenz brought draft revisions of the Mission Statement to the Strategic

Planning Task Force's March, April, and May 2017 meetings. Task Force members provided valuable input and feedback during the course of these discussions (Evidence R1-1, R1-2, R1-3).

At its June 14, 2017 meeting, the District Planning and Advisory Council, the central planning body for the District, approved the following final version of the revised Mission Statement, which was adopted by the Board of Trustees at the July 11, 2017 meeting (Evidence R1-4, R1-5):

> *Santa Monica College provides a safe, inclusive, and dynamic learning environment that encourages personal and intellectual exploration – one that challenges and supports students in achieving their educational goals. Students learn to contribute to the local and global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes that each individual makes a critical contribution to the achievement of this mission.*

> *Santa Monica College's academic programs and support services are intended to serve diverse individuals from local, national, and global communities who are seeking high-quality, affordable undergraduate education. The College offers certificates, Associate degrees, a baccalaureate degree, and streamlined pathways for transfer to university and for career training. The College promotes a commitment to lifelong learning among students and the communities it serves.*

The language that addresses the team's findings includes the first sentence of the second paragraph which specifies the intended student population as "individuals from local, national, and global communities," and the inclusion of the degrees offered ("The College offers certificates, Associate degrees, a baccalaureate degree, and streamlined pathways to university and for career training").

The process for revising the mission statement was also documented in the Strategic Planning and Facilitation Report submitted to the College by the Collaborative Brain Trust (Evidence R1-6).

Evidence

- R1-1 Strategic Planning Task Force Minutes March 8, 2017
- R1-2 Strategic Planning Task Force Agenda April 18, 2017
- R1-3 Strategic Planning Task Force Minutes May 24, 2017
- R1-4 DPAC Minutes June 14, 2017 (Motion to approve revised Mission)
- R1-5 Board of Trustees Minutes July 11, 2017
- R1-6 Strategic Planning Report (page SI-2 and SI-3)

Conclusion

The actions undertaken by the College and the related evidence demonstrate that the College has resolved the deficiencies noted by the visiting team. The College's mission now specifically addresses the intended student populations served by the College and includes the baccalaureate degree that it offers. Therefore, the College meets Standard I.A.1 and will sustain the improvements described above.

Recommendation 4: In order to meet the Standards, the team recommends the College create a schedule to regularly review Board policies and regulations to assure integrity in all representations of the college mission, programs, and services. (Standard IV.C.7)

Standard IV.C.7: The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

Narrative

At the time of the Fall 2016 accreditation visit, the College's process for regular reviews of Board Policies and Administrative Regulations relied on updates from the Community College League of California (CCLC) as policies and regulations changed, but the process did not include a regular, periodic review and update to the board policies and administrative regulations when no changes were required. The visiting team concluded that this did not fulfill the Accreditation Standard IV.C.7 which requires regular assessment.

To ameliorate this, the Board of Trustees approved a contract with CCLC in January 2017 to assist the District with updating, revising, and aligning the College's current Board Policies and Administrative Regulations with the templates provided by CCLC Policy and Procedure Subscriber Services and to develop a continuous review cycle (Evidence R4-1 and R4-2). This effort includes renaming the College's board policy "sections" to "chapters" as shown in the chart below, and aligning them to match the CCLC format.

In February 2017, a CCLC consultant, Jane Wright, presented an oral report to the Board of Trustees on the process for revising board policies (Evidence R4-3). Recording Secretary Lisa Rose was assigned the responsibility of coordinating with the consultant to oversee this effort.

Chapters 1 and 2 were presented for a first reading at the May 2, 2017 Board of Trustees meeting (Evidence R4-4). On June 6, 2017, the Board of Trustees approved Board Policy Chapters 1 and 2 (Evidence R4-5 and R4-6). Chapters 3, 4, 5, 6 and 7 are still in the process of being reviewed. These chapters have been prepared and distributed to responsible staff and committees, who will review and update the policies contained in these chapters.

Chapter 3 is expected to be completed by April 2018 with the first Board of Trustees reading at the May 2018 meeting. Following that effort, Chapter 6, Business and Fiscal Affairs will be addressed, with the first reading and approval to take place in summer 2018. The remaining three chapters will be addressed by the respective vice presidents in charge of each area and, by end of 2018, all board policies will have been reviewed and approved by the Board.

The total volume of work includes 168 Board Policies and 219 Administrative Regulations, a total of 387 documents reviewed over a continuous review cycle, as shown in the chart below:

Tentative Board Policy Update Schedule

Chapters	Subject Area	Update Schedule	Next Update (with regular reviews thereafter)
Chapters 1 and 2 (formerly Section 1000)	District/Board of Trustees	Approved June 2017	Summer 2020
Chapter 3 (formerly Section 2000)	General Institution	First reading May 1, 2018 Second reading/approval June 5, 2018	Summer 2021
Chapter 6 (formerly Section 6000)	Business/Fiscal	First reading July 10, 2018 Second reading/approval August 7, 2018	Summer 2022
Chapter 7 (formerly Section 3000)	Human Resources	First reading September 4, 2018 Second reading/approval October 2, 2018	Summer 2023
Chapter 4 (formerly Section 5000)	Academic Affairs	First reading November 6, 2018 Second reading/approval December 4, 2018	Summer 2024
Chapter 5 (formerly Section 4000)	Student Services	First reading January 15, 2019 Second reading/approval February 5, 2019	Summer 2025

Evidence

R4-1 SMCCD Agreement with Community College League of California

R4-2 Board Minutes showing approval of contract with Community College League of California, January 17, 2017

R4-3 Board Minutes for Oral Report by Consultant Jane Wright, February 7, 2017

R4-4 Board Minutes for First Reading of Board Policy Chapters 1 and 2, May 2, 2017

R4-5 Board Minutes for Second Reading and Approval of Board Policy Chapters 1 and 2, June 6, 2017

R4-6 Revised Board Policy Chapters 1 and 2, presented at the June 2017 Board of Trustees Meeting

Conclusion

The actions undertaken by the College and the related evidence demonstrate that the College has resolved the deficiencies noted by the visiting team. The College meets Standard IV.C.7 and will sustain the improvements described above.

Recommendation 5: In order to meet the Standards, the team recommends the Board follow its policies regarding delegation of authority related to the president/superintendent and ensure the president/superintendent is able to implement and administer Board policies without Board interference in college operations. (Standards IV.C.7, IV.C.12)

Standard IV.C.7: The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

Standard IV.C.12: The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.

Narrative

As noted above in response to Recommendation 4 to meet Standard IV.C.7, the College has created a schedule to regularly assess policies and bylaws for their effectiveness in fulfilling the mission and will revise them as necessary.

The Santa Monica College Board of Trustees delegates administrative authority to the chief administrator in Board Policy 3100 (formerly 2110), "Organizational Structure" as follows:

> "The Superintendent/President shall establish and operate an organization structure for the administration of the District. The Superintendent/President shall be directly responsible and accountable to the Board of Trustees. All other District personnel shall be responsible and accountable, either directly or indirectly, to the Superintendent/President unless through Board action an employee is specifically hired who will report directly to the Board of Trustees. The Superintendent/President shall establish organizational charts that delineate lines of responsibility and fix the general duties of employees within the District."

This delegation of authority is clear to all parties, and the Board members include this in the annual self-assessment which is described in greater detail below.

The governing board sets clear expectations for regular reports on institutional performance from the Superintendent/President. A schedule of reports is set at the beginning of each year in consultation between the Board Chair, Vice Chair, and the Superintendent/President. Reports are added to this schedule on an as needed basis during the course of the year. These reports provide sufficient information to ensure the Board can fulfill its responsibilities for educational quality, legal matters, and financial integrity.

The members of the Santa Monica College Board of Trustees have engaged in several activities in response to the recommendation to meet Standard IV.C.12 made by the visiting team. First, the Board approved a contract with an external consultant to conduct an all-day workshop for the Superintendent/President and the Board of Trustees to examine their roles, responsibilities,

relationships, mode of operating, and communication (Evidence R5-1). This consultant was familiar with the College and all parties involved as a result of her work on the recent search process for the Superintendent/President. The closed session workshop was held on March 4, 2017 (Evidence R5-2) and topics included the following:

- Board role in accreditation and the ACCJC standards
- Board role in the strategic planning process
- Board and staff relations and communication
- Measuring and assessing Board effectiveness

In the summer of 2017 the Board engaged in its annual self-assessment process. The results of the self-assessment are not distributed, but a blank copy of the self-assessment tool is provided within this report as evidence (Evidence R5-3). Overall, the Board members rendered a positive but critical self-assessment, always striving to improve their performance as a Board. Compliance with Standard IV.C.12 was addressed in the study session on August 22, 2017 (Evidence R5-4) as part of the overall discussion of the self-assessment.

In Part One, item 5 addresses whether the Board has clearly defined expectations and protocols for trustees communications with each other, the CEO, employees and community members and whether members of the Board understand and follow them. There was consensus among Board members that they indeed have such expectations and follow them. One Trustee's comment reflected the opinion of the full Board responding, "Yes, the Board does have clear defined expectations and protocols for Trustees communication with each other, the CEO and the college community. Yes, I believe that the Board members understand and follow proper protocols."

Part Two of the self-assessment relates to "Board Performance Standards." Item 4 states, "The Board clearly delegates the administration of the college to the CEO" and a direct reference to the team recommendation is made. All of the Trustees agreed that the Board meets this performance standard.

Part Three of the self-assessment is focused upon the Accreditation Standards. Item 26 relates directly to standard IV.C.12 stating, "The Board of Trustees delegates full responsibility and authority to the Superintendent/President to implement and administer Board policies without Board interference and holds him/her accountable for the operation of the District." Six Trustees responded that the Board fully meets the standard, and one Trustee indicated that the Board partially meets the standard.

To engage in ongoing professional development and continuous improvement, members of the Board of Trustees also attended the following workshops and conferences. Each of these provided opportunities to participate in workshops focused on role clarification and best practices to enhance Board effectiveness.

- Community College League of California 2016 Legislative Conference

- Community College League of California 2016 Annual Trustees Conference
- The Association of Community College Trustees 2016 Leadership Congress
- Community College League of California 2016 Annual Convention
- Community College League of California 2017 Legislative Conference
- Community College League of California 2017 Annual Trustees Conference
- Second Annual College Promise Conference
- The Association of Community College Trustees Leadership Congress
- Community College League of California 2017 Annual Convention

There has been clear improvement by members of the Board of Trustees in meeting Standard IV.C.12 and acting consistently with Board Policy regarding delegation of authority to the Superintendent/President. This is a result of the Trustees' commitment to their role at the College, to the accreditation standards, and to their ongoing professional development as members of the Board of Trustees. Board members now direct all of their questions and communications about the College to the Superintendent/President as their sole employee. In Board meetings the Trustees direct any requests for additional information to the Superintendent/President. Board members also hold each other accountable to adhering to these protocols.

Evidence

R5-1   Board of Trustees Minutes January 17, 2017 (Contract with Nicki Harrington to conduct a workshop with Board of Trustees)
R5-2   Board of Trustees Study Session Agenda March 4, 2017
R5-3   Board of Trustees Self-Assessment Form
R5-4   Board of Trustees Study Session agenda August 22, 2017

Conclusion

The actions undertaken by the College and the related evidence demonstrate that the College has resolved the deficiencies noted by the visiting team. The College meets Standard IV.C.7 and Standard IV.C.12 and will sustain the improvements described above.

Commission Recommendation 1: In order to meet Standards related to the baccalaureate program, the College needs to come into compliance with Standards. (Standards II.A.5, II.A.9, II.A.12, II.A.13, II.A.14, and II.A.15, plus standards mentioned in Team Recommendation #6 (Standards I.C.1 and ER 10))

Standard I.C.1: The institution assures the clarity, accuracy, and integrity of information provided to students and prospective students, personnel, and all persons or organizations related to its mission statement, learning outcomes, educational programs, and student support services. The institution gives accurate information to students and the public about its accreditation status with all of its accreditors. (ER 20)

Standard II.A.5: The institution's degrees and programs follow practices common to American higher education, including appropriate length, breadth, depth, rigor, course sequencing, time to completion, and synthesis of learning. The institution ensures that minimum degree requirements are 60 semester credits or equivalent at the associate level, and 120 credits or equivalent at the baccalaureate level.

Standard II.A.9: The institution awards course credit, degrees and certificates based on student attainment of learning outcomes. Units of credit awarded are consistent with institutional policies that reflect generally accepted norms or equivalencies in higher education. If the institution offers courses based on clock hours, it follows Federal standards for clock-to-credit-hour conversions.

Standard II.A.12: The institution requires of all of its degree programs a component of general education based on a carefully considered philosophy for both associate and baccalaureate degrees that is clearly stated in its catalog. The institution, relying on faculty expertise, determines the appropriateness of each course for inclusion in the general education curriculum, based upon student learning outcomes and competencies appropriate to the degree level. The learning outcomes include a student's preparation for and acceptance of responsible participation in civil society, skills for lifelong learning and application of learning, and a broad comprehension of the development of knowledge, practice, and interpretive approaches in the arts and humanities, the sciences, mathematics, and social sciences.

Standard II.A.13: All degree programs include focused study in at least one area of inquiry or in an established interdisciplinary core. The identification of specialized courses in an area of inquiry or interdisciplinary core are based upon student learning outcomes and competencies, and include mastery, at the appropriate degree level, of key theories and practices within the field of study.

Standard II.A.14: Graduates completing career-technical certificates and degrees demonstrate technical and professional competencies that meet employment standards and other applicable standards and preparation for external licensure and certification.

Standard II.A.15*: When programs are eliminated or program requirements are significantly changed, the institution makes appropriate arrangements so that enrolled students may complete their education in a timely manner with a minimum of disruption.*

ER 10 *Academic Credit: The institution awards academic credit based on generally accepted practices for degree-granting institutions of higher education and in accordance with statutory or system regulatory requirements. The institution provides appropriate information about the awarding of academic credit.*

Narrative

Santa Monica College is one of the fifteen California Community College's selected for participation in the state's Baccalaureate Degree Pilot (BDP) program. To comply with the short timeline prescribed by the legislation for the pilot, SMC, together with the other 14 BDP partner colleges, the California Community Colleges Chancellor's Office (CCCCO) and the Academic Senate of California Community Colleges, immediately proceeded to develop the BDP Handbook and the program curriculum. The College received authorization to offer the degree from the CCCCO in October 2015, and approval of its Substantive Change Proposal from ACCJC in December 2015.

In the 2015-2016 academic year, SMC created a Bachelor's Degree Task Force to oversee development of the Bachelor of Science in Interaction Design (IxD) degree program. The curriculum was authored and received local and state approval that year. It was designed in compliance with the BDP Handbook which required, among other constraints, a minimum of six units of upper division general education curriculum.

In June 2016, shortly after receiving state approval of the IxD curriculum and at a time when the College's Curriculum Committee was on summer hiatus, ACCJC issued new requirements for the baccalaureate degree. The new requirements were for 37 upper division units including nine upper division general education units. That fall, a new upper division course was authored (Communication Studies 310: Organization and Small Group Communication) and the baccalaureate IxD program requirements were modified, including the addition of the recommended notation that the upper division general education courses be at the 300 level or above. (Standard II.A.12)

The new course and program modifications received approval by the Curriculum Committee on November 2, 2016 (Evidence CR1-1), by the SMC Board of Trustees on December 6, 2016 (Evidence CR1-2), and by the CCCCO on February 7, 2017 (Evidence CR1-3). The College's Accreditation Visiting Team Visit occurred during this period, when the degree was being modified to meet the newly revised requirements. The Accreditation Visiting Team found discrepancies between different documents describing the degree requirements. Those discrepancies were resolved with publication of the revised degree Program of Study (Evidence CR1-4) and related student advising sheet (Evidence CR1-5). (Standards I.C.1, II.A.12 and ER10)

The team also noted that the 2016-2017 printed academic catalog did not include the new degree program requirements per se, but only offered a link to the IxD website where those requirements were defined. The latest version of the college catalog (2017-18) does include the program degree requirements (Evidence CR1-6). (Standards I.c.1, A.II.12 and ER10)

It should also be noted that while SMC recommends that students applying to the Bachelors of Science IxD program complete the Associate of Science in Graphic Design with the User Experience emphasis, this 63-unit degree is not required for admission to the baccalaureate program. To allow students from other colleges or with work experience in the field to enter the program, students may be accepted into the program if they have completed only 60 lower division units provided they meet the other admission requirements. For this reason, some students may complete the Bachelor of Science degree in Interaction Design with only 120 units, while those who followed the recommended lower division preparation will have 123 units. (Standards I.C.1, II.A.5 and II.A.9 and ER10)

Santa Monica College welcomed its first cohort of upper division IxD students in the fall 2016 semester. It was also during that semester that the 2016 Accreditation Visit occurred. Since no students had yet completed any course in the IxD program, no assessment of learning outcomes had yet occurred for these students taking the new upper division curriculum, but the assessment system in place for all SMC courses was also in place for the upper division courses.

As of spring 2018 (the current term), three semesters of upper division course offerings have undergone learning outcome assessment, and the results recorded, compiled, and disaggregated (Evidence CR1-7). The department hosting the IxD program, Design Technology, has conducted an analysis of these data. Their conclusions are reported in their Program Review report (Evidence CR1-8).

The first IxD cohort is scheduled to graduate in June of this year. At that time, the Office of Institutional Research will compile program level outcomes assessment results, also to be forwarded to the IxD faculty for analysis and recommendations for action, if warranted. In addition to program level outcomes, the College is working on a survey instrument for employers of IxD program graduates and internship providers (Evidence CR1-9). This instrument will be piloted with internship providers later this spring, and administered to employers this fall after the initial IxD cohort of students has graduated and entered the workplace. In addition, a survey of students in cohorts 1 and 2 is also being administered later this spring semester to gather additional information on the students' experience (Evidence CR1-10). Results will be used alongside outcomes assessment results for program improvement.

The assessment of learning outcomes for the IxD courses, the assessment of program level outcomes and the planned assessment of graduates and employers brings the College into compliance with Standards II.A.9, II.A.13, and II.A.14.

While the College anticipates continued growth and success of the IxD program, the College will follow its process for program discontinuance should the need arise. This process is outlined in Administrative Regulation 5113 (Evidence CR1-11). Prior to implementing discontinuance, SMC will ensure that all active student cohorts are supported through the completion of their respective program cycle. (Standard II.A.15)

Evidence

CR1-1   SMC Curriculum Committee Minutes, November 2, 2017 (Approval of new upper division GE course and modification to Bachelor of Science IxD degree)

CR1-2   SMC Board of Trustee Minutes, December 6, 2016 (Approval of new upper division GE course and modifications to Bachelor of Science IxD degree)

CR1-3   CCCCO Approval of IxD Curriculum and Program, February 7, 2017

CR1-4   Bachelor of Science IxD Program of Study

CR1-5   Interaction Design Student Advising Sheet

CR1-6   SMC 2017-18 Catalog – IxD Degree Requirements (pp 110-111)

CR1-7   Course SLO Assessment Results Data tables for IxD Courses, Fall 2016, Spring 2017, and Fall 2017

CR1-8   IxD Excerpts from the Design Technology Department Six Year Program Review Report, March 2018

CR1-9   Instrument Surveying Internship Providers and Employers of IxD Students/Graduates

CR1-10 Instrument for Surveying IxD Students

CR1-11 Administrative Regulation 5113: Program Discontinuance Process

Conclusion

The actions undertaken by the College and the related evidence demonstrate that the College has resolved the deficiencies noted by the visiting team. The College meets the Standards called out in the recommendation and will sustain the improvements described above.

ACCREDITING COMMISSION for COMMUNITY and JUNIOR COLLEGES
Western Association of Schools and Colleges

Richard Winn, Interim President
Raúl Rodríguez, Chair

February 3, 2017

Dr. Kathryn Jeffery
Superintendent/President
Santa Monica College
1900 Pico Boulevard
Santa Monica, CA 90405

Dear President Jeffrey:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting January 11-13, 2017, reviewed the Institutional Self-Evaluation Report (ISER) and evidentiary materials submitted by Santa Monica College and the External Evaluation Team Report (Team Report) prepared by the evaluation team that visited October 3-6, 2016. College leadership, including the chair of the governing board and the College president, certified the College's report, which was submitted in application for reaffirmation of accreditation. The purpose of the Commission's review was to determine whether the College continues to meet Eligibility Requirements, Accreditation Standards, and Commission policies (hereafter called Standards).

After considering the material noted above, the Commission acted to **reaffirm accreditation for 18 months**, and to require a **Follow-Up Report** on the issues identified in the team's findings of noncompliance at the College. The Follow-Up Report will be followed by a visit by Commission representatives.[1] Reaffirmation for 18 months indicates that the Commission has determined that the institution is in substantial compliance with Standards.

The Commission applauds the College for introducing a baccalaureate program and notes that the issues of not having assessed student learning outcomes for the program is attributed to not having run a full cycle of the program. Once that is accomplished, the College has plans to assess programmatic outcomes for its baccalaureate students.

The Commission finds Santa Monica College out of compliance with the following Standards: I.A.1 (Recommendation 1); IV.C.7 (Recommendation 4); IV.C.7, IV.C.12 (Recommendation 5); and I.C.1, II.A.5, II.A.12, and ER 10 (Recommendation 6). In addition the Commission finds the College out of compliance with Standards II.A.5, II.A.9, II.A.12, II.A.13, and II.A.14 (Commission Recommendation 1).

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[1] Institutions preparing and submitting Midterm Reports, Follow-Up Reports, and Special Reports to the Commission should review, *Guidelines for the Preparation of Reports to the Commission*, found on the ACCJC website at: www.accjc.org/college-reports-accjc.

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Dr. Kathryn Jeffery
Santa Monica College
February 3, 2017

Need to Resolve Deficiencies
Standards represent practices that lead to academic quality and institutional effectiveness and
sustainability. Deficiencies in institutional policies, practices, procedures, and outcomes which
lead to non-compliance with any Standard will impact institutional quality and, ultimately, the
educational environment and experience of students. The evaluation team has provided
recommendations that give guidance for how the institution may come into compliance with
Standards.

Recommendation 1: In order to meet the Standards, the team recommends the College
incorporate into its mission statement a clear description of its intended student population.
(I.A.1)

Recommendation 4: In order to meet the Standards, the team recommends the College create a
schedule to regularly review Board policies and regulations to assure integrity in all
representations of the College mission, programs, and services. (IV.C.7)

Recommendation 5: In order to meet the Standards, the team recommends the Board follow its
policies regarding delegation of authority related to the president/superintendent and ensure the
president/superintendent is able to implement and administer Board policies without Board
interference in college operations. (IV.C.7 and IV.C.12)

Commission Recommendation 1: In order to meet Standards related to the baccalaureate
program, the College needs to come into compliance with Standards. (II.A.5, II.A.9, II.A.12,
II.A.13, and II.A.15)

Improving Institutional Effectiveness
The Team Report noted Recommendations 7 and 8 for improving institutional effectiveness
(improvement recommendations). These recommendations do not identify current areas of
deficiency in institutional practice, but highlight areas of practice for which College attention
may be needed. Consistent with its policy to foster continuous improvement through the peer-
review process, the Commission expects institutions to consider the advice for improvement
offered. In the Midterm Report, the College will include any actions taken in response to the
evaluation team's improvement recommendations.

In addition, the Commission adds the following improvement recommendation.

Dr. Kathryn Jeffery
Santa Monica College
February 3, 2017

Commission Recommendation 2: In order to increase institutional effectiveness, the College needs to complete the migration of its course data to ensure that all course outlines and syllabi include student learning outcomes. (II.A.3)

Two-Year Plan
Under U.S. Department of Education enforcement regulations, the Commission is required to take immediate action to terminate the accreditation of an institution which is out of compliance with any standards, or, alternatively, may provide an institution with additional notice and a deadline for coming into compliance that is no later than two years from when the institution was first informed of the non-compliance. With this letter, Santa Monica College is being provided with notice of the Standards for which it is out of compliance and is being provided time to meet the Standards.

Next Steps
The Team Report provides details of the team's findings with regard to the College's work to meet the Standards. The guidance and recommendations contained in the Team Report represent the best advice of the evaluation team at the time of the visit but may not describe all that is necessary for the College to come into compliance (or to improve).

A **final copy** of the Team Report is attached. Commission changes to the Team Report are noted on a separate page for inclusion with the Team Report. The College may now duplicate and post copies of the enclosed Team Report with this added page.

The Commission requires the College give the ISER, the Team Report, and this letter appropriate dissemination to those who were signatories of the ISER and to make these documents available to all campus constituencies and to the public by posting them to the College website. Please note that in response to public interest in accreditation, the Commission requires institutions to post accreditation information on a page no more than one click from the institution's home page.

On behalf of the Commission, I wish to express appreciation for the collaborative work that Santa Monica College undertook to prepare for institutional self-evaluation, and to support the work of the external evaluation team. Thank you for sharing the values and the work of accreditation to ensure educational quality and to support student success. Accreditation and peer review are most effective when the College and the ACCJC work together to focus on student outcomes and continuous quality improvement in higher education.

Dr. Kathryn Jeffery
Santa Monica College
February 3, 2017

If you should have any questions concerning this letter or the Commission action, please don't hesitate to contact me or one of the ACCJC Vice Presidents. We would be glad to help you.

Sincerely,

Richard Winn, Ed.D.
Interim President

RW/tl

Attachment

A G E N D A

SANTA MONICA COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

SPECIAL MEETING/STUDY SESSION

TUESDAY,
MARCH 20, 2018
5:30 p.m.

Santa Monica College Board Room
Business Building Room 117
1900 Pico Boulevard
Santa Monica, California

Written requests for disability-related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of the Superintendent/President as soon in advance of the meeting as possible.

A GENDA

The Santa Monica Community College District Board of Trustees will hold a Study Session on Tuesday, March 20, 2018 at 5:30 p.m. in Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.

I. *ORGANIZATIONAL FUNCTIONS*

    A   CALL TO ORDER - 5:30 p.m.

    B   ROLL CALL
            Barry Snell, Chair
            Dr. Margaret Quiñones-Perez, Vice-Chair
            Dr. Susan Aminoff
            Dr. Nancy Greenstein
            Dr. Louise Jaffe
            Rob Rader
            Dr. Andrew Walzer
            Chase Matthews, Student Trustee

II. *CLOSED SESSION*

    REAL PROPERTY (Government Code Section 54956.8)
    Property Address: 1819 Pico Blvd., Santa Monica, California
    Under Negotiation: Terms and Conditions of Purchase
    College Negotiator: Dr. Kathryn E. Jeffery
    Owner's Representatives   Vince Muselli

III. *PUBLIC SESSION* – 6 p.m.
    Public Comments
    Members of the public may address the Board of Trustees by oral presentation **concerning an item on the Study Session agenda** provided the requirements and procedures herein set forth are observed.

IV. *MAJOR ITEMS OF BUSINESS*

    ACTION
    #1   Certification of Accreditation Follow-Up Report   4
    #2   Memorandum of Understanding with Shakespeare Center Los Angeles ("SLCA") –
            Outdoor Classroom and Amphitheater   5

    PRESENTATION AND DISCUSSION
    3   Budget – Post Supplemental Retirement Plan (SRP)
    4   Update: SMC's Emergency Preparedness Activities
         • Crisis Prevention Team and Wellness and Wellbeing Services

V. *ADJOURNMENT*
    The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, April 3, 2017** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

3

BOARD OF TRUSTEES	ACTION
Santa Monica Community College District	March 20, 2018

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 1

SUBJECT: **CERTIFICATION OF ACCREDITATION FOLLOW-UP REPORT**

REQUESTED ACTION: It is recommended that the Board of Trustees certify the SMCCD Accreditation Follow-Up Report to be considered by the Accrediting Commission for Community and Junior Colleges (ACCJC) at its June 2018 meeting.

SUMMARY: Santa Monica College (SMC) finalized the Follow-Up Report on the issues identified in the accreditation evaluation team report in February 2017. SMC 's accreditation was reaffirmed for 18 months in January 2017 because it was determined that "the institution is in substantial compliance with Standards." The report will be considered by the Accrediting Commission for Community and Junior Colleges (ACCJC) at its June 2018 meeting.

A group of faculty, staff, and administrators was convened to address the four recommendations to meet the Standards. The work was divided among the group based on area of expertise. Each member of the group has collaborated with departments and individuals as needed to obtain the information and evidence required. The responses to each recommendation have been distributed to the members of the Board of Trustees for review.

The full report is presented for certification and will be submitted to ACCJC on March 28, 2018. SMC will be visited by Dr. Gari Browning, another member of the original evaluation team, and Steven Reynolds from ACCJC on April 4, 2018.

The report is attached as Appendix A.

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY:
AYES:
NOES:

4

Santa Monica Community College District
Collaborative Brain Trust - Workgroup | SPTF
MEETING PROCEEDINGS – MARCH 8, 2017

Date: March 8, 2017
Time: 3-5 pm
Room: LOFT 300-E

Workgroup Members Present:
Martha Romano, Nate Donahue, Mitra Moassessi, Howard Stahl, Peter Morse, Laura Zwicker, Terrence Ware Jr., Erica LeBlanc for Georgia Lorenz, Teresita Rodriguez, Christopher Bonvenuto, Katharine Muller, Fran Chandler, Connie Lemke

1. **Welcome and Overview**

John Spevak gave an overview and introduction which included the tasks/duties for the SPTF. Discussion have been had with various SMC members regarding creation of the final draft and final deadlines.

2. **PowerPoint Presentation**

John Spevak provide a PowerPoint presentation, which included an over-view of CBT: Past, present and future. The over-all process, and current dates and timeline. He further emphasized the vital role that the SPTF workgroup will play in developing the final draft. Furthermore, he discussed the group's communication regarding the process. He also discussed with the groups the SPTF website, DropBox, and any other technical issues regarding communication.

3. **Updates From Work Groups**

The workgroups provided specific updates.

  A. Organizational Structure
      a. The group took a historical view of the structure. And analyzed comparable districts and analyzed numerous bench marks. They discussed what works efficiently for SMC and compared staffing data. There were two drop-in sessions and also a survey that is structured to inquire about the organizational structure. The over-arching theme of the sessions was the internal vs. external structure and the overall clarity needed.
  B. Student Success and Equity
      a. Will be meeting and finalizing specific matrices provided by Fran White. Individuals have volunteer to specific concerns aspects of SS/E. The group will provide an update by March 20th and CBT will create a first Draft by end of March.
  C. Integrated Planning
      a. Like the other groups individual interviews have been conducted and a review of documentation. Specific gaps have been identified focusing on planning vs. resource allocation. Some key findings point to improvement of planning and creating a better link between planning and resource allocation. Draft to be finalized by end of May.

4. **Mission, Vision and Goals**

    a. Georgia Lorenz and Erica LeBlanc presented the group with the mission, vision and goals and group will revisit and wordsmith a version before the April meeting.

5. **Important Dates ahead for the SPTF**
   a. Week of April 17-21 there will be an all day work shop April 18. During this time the Data Portfolio that will have been uploaded prior to Spring Break will be discussed and furthermore, the internal/external scans. Additionally the survey results and quantitative and qualitative information will be discussed.
   b. BOT Study session date (mid May)
      i. The work group expressed hesitancy with the timing of the BOT study session, as it currently stands. They would like the SPTF final meeting to be after the BOT study session as they feel that the BOT "may shred the report." Furthermore, some group members discussed ACCJC recommendation regarding the BOT policies.
   c. The committee will also update Technology Initiative as described in QFE.
   d. Reflection on the most recent Strategic Initiatives (4+2) and initiatives in Quality Focus Essay
   e. Brainstorming regarding the current needs of the College and the community
      i. List as many needs as possible
      ii. Prioritize the most important needs
6. Wordsmithing the 2017-22 Strategic Initiatives and a few objectives under each
7. Prepare to send out draft SI's and objectives to college community for review
   a. B. Week of May 15 (specific date TBD)
      i. Two-to-three-hour meeting a. Review comments from college community
         1. Make revisions as needed to the 2017-22 Strategic Initiatives and objection
8. When to expect elements of the data portfolio to be put in the SPTF Drop Box
   a. Before Spring Break (early April)

Attachment D

Santa Monica College
Strategic Planning Task Force
Agenda for April 18, 2017 Workshop

8:00 -- 8:30 a.m.:   Gather: Coffee, rolls, and informal conversation

8:30 -- 8:45 a.m.:   Introduction: Welcome, brief icebreaker, review of the agenda, and expected outcomes
Outcomes: Three to six Strategic Initiatives and several objectives under each
Review of what is a strong Strategic Initiative and strategic objective

9:00 –11:15 a.m.:   Review of Planning Data Portfolio, organized by Planning Implications, infused with reports from work groups and update on technology initiative from QFE, and interspersed with discussion

P.I. 1: The SMC communities, internal and external, expressed remarkable pride and satisfaction with Santa Monica College, as well as agreement that student success is the primary focus of college efforts.
Discussion

P.I. 2: The SMC service area presents a challenging set of demographic characteristics for a community college. Students have a very different demographic profile from the geographic service area.
Discussion

P.I. 3: It is critical for the College to develop a cohesive enrollment plan and corresponding strategies, including coordinated budget and human resources plans.
Discussion

P.I. 4: SMC needs to re-imagine and re-craft its identity, internal and external, from historically being a "transfer college," with a large international enrollment, to an identity for the 21st century
Discussion

P.I. 5: Important feedback about selected campus and facilities include comments about the physical attributes of the College.
Discussion

P.I. 6: The recent thinking about a "guided pathways" focus for students and program planning will be very constructive for enhancing student success and the integration of programs and services.
Discussion

P.I. 7: Internal planning processes need to be streamlined.
Discussion

11:15 -- 11:30 a.m.:   Note on Mission, Vision, and Goals, with update on most recent version of revised Mission Statement

11:30 a.m -- Noon: Non-working grab-and-eat lunch

Noon --1:00 p.m.:   Challenges and Opportunities in the Next Five Years
- Brainstorm challenges and opportunities for SMC for the next five years.
- Identify the most important challenges and opportunities

1:00 -- 2:00 p.m.:   Creating three to six five-year Strategic Initiatives with objectives
- Brainstorm possible strategic initiatives
- Determine (the most important) three to six Strategic Initiatives, with several objectives for each

2:00 -- 2:50 p.m.:   Wordsmith Initiatives and Objectives, while viewing on computer screen

2:50 -- 2:59 p.m.:   Next Steps
- Posting on College web site
- Soliciting feedback from college community
- Feedback and input from the Board of Trustees (at May 16 meeting)
- Next meeting of SPTF—May 24
- Submission of written report by CBT--By June 30

2:59 -- 3:00 p.m.:   Quick anonymous evaluation of the workshop on index cards

Date: May 24, 2017
Time: 3-5 pm
Room: LOFT 300-E

Workgroup Members Present:

Martha Romano, Nate Donahue, Mitra Moassessi, Howard Stahl, Peter Morse, Laura Zwicker, Terrence Ware Jr., Georgia Lorenz, Teresita Rodriguez, Christopher Bonvenuto, Katharine Muller, Fran Chandler, Connie Lemke, Jennifer Chen, Chase Matthews, Charlene (Alex) Boyd.

Presenters: Julie Slark, John Spevak
Coordinator: Ramin Nematollahi

1.   Welcome and Overview

John Spevak called the meeting to order at 3:02 p.m. and gave an overview and introduction which included agenda for the meeting.

2.   Update on the Mission, Vision and Goals

Georgia Lorenz presented a draft of the latest revision to the College's Mission Statement. A brief discussion followed. Georgia Lorenz and Katharine Muller asked that all further feedback should be forwarded to them so that they can present the revised Mission Statement to DPAC.

3.   Reflections on input from the Santa Monica College

Items from internal community (verbatim wording projected on the screen) were reviewed and discussed. The input from the Board of Trustees at its May 16 meeting, as summarized by CBT consultants, was reviewed and discussed. Suggestions from the CBT consultants were presented and discussed.

4.   Strategic Initiatives and Objectives

The Task Force reviewed the draft Strategic Initiatives and Objectives the Task Force had developed April 18 and then, in light of all the input they had received and reviewed, engaged in extensive collaborative discussion. By the end of the meeting the Task Force arrived by consensus at the final version of the 2017 Santa Monica College Strategic Initiatives and Objectives, which will be included in the final project report to be submitted by CBT to President Jeffery by the end of June.

Meeting Adjourned at 5:23 p.m.

	Santa Monica Community College District
	District Planning and Advisory Council **MEETING – JUNE 14, 2017** **MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **June 14, 2017** at Santa Monica College, Drescher Hall 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I.   Call to Order – 3:05 p.m.

II.   Members Present
      Georgia Lorenz, Administration, Chair Designee
      Katharine Muller, Administration Representative
      Mitra Moassessi, Academic Senate Representative
      Chris Bonvenuto, Management Association President
      Lisa Rose, Management Association Representative
      Katharine Muller, Management Association Representative
      Peter Morse. Faculty Association President
      Martha Romano, CSEA Representative

      Others Present
      Hannah Lawler
      Elisa Meyer
      Lee Peterson

III. Motion made by Peter Morse, seconded by Mitra Moassessi to approve the minutes of the DPAC meeting on May 31, 2017.

V.   Agenda

      Public Comments - None

      A. Election of DPAC Vice-Chair for 2017-2018: Motion was made by Mitra Moassessi and seconded by Katharine Muller to elect **Nate Donahue** as DPAC Vice-Chair for 2017-2018, effective June 28, 2017. *Unanimously approved.*

      B. Recommendation from Budget Planning Subcommittee: The following motion was unanimously approved at the Budget Planning Subcommittee meeting on June 7, 2017.

          In support of the Board goal to save money through attrition, the Budget Committee recommends to DPAC that the District investigate offering retirement incentives to all employee groups beginning as early as December 2017.

      Motion was made by Mitra Moassessi and seconded by Howard Stahl that DPAC accept the recommendation approved by the Budget Planning Subcommittee on June 7, 2017 and forward it to the Superintendent/President for consideration. *There was consensus on the motion.*

C. Institutional Effectiveness Committee Report: Elisa Meyer and Hannah Lawler, Chair and Vice-Chair of the Institutional Effectiveness Committee, presented the report highlighting significant data trends, observations, and recommendations of the Institutional Effectiveness Committee, 2016-2017. The report included the following topics:

- Review and Revision of the Scope of the Committee
- Committee Objectives for the 2016-2017 Academic Year
- Review of the IE Dashboards
- Recommendations of the IE Committee

Motion was made by Katharine Muller and seconded by Peter Morse to accept the Institutional Effectiveness Committee Report. *Unanimously accepted.*
The recommendations in the report will be considered during the development of the MPE 2017-2018 institutional objectives.

D. Strategic Initiatives, 2017-2022 (attached): These initiatives will drive the Master Plan for Education institutional objectives for the next five years.

Motion was made by Howard Stahl and seconded by Martha Romano to accept the Strategic Initiatives, 2017-2022. *Unanimously accepted.*

E. Vision/Mission Statement: DPAC reviewed the Mission Statement and made revisions in text to improve clarity and style, but not content.

Santa Monica College provides a safe, inclusive, and dynamic learning environment that encourages personal and intellectual exploration – one that challenges and supports students in achieving their educational goals. Students learn to contribute to the local and global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes that each individual makes a critical contribution to the achievement of this mission.

Santa Monica College's academic programs and support services are intended to serve diverse individuals from ~~the~~ local, national, and global communities who are seeking high-quality, affordable undergraduate education. The College offers certificates, Associate degrees ~~and certificates~~, a baccalaureate degree, and streamlined pathways for transfer to university and for career training. The College promotes a commitment to life-long learning among students and the communities it serves.

Motion was made by Chris Bonvenuto and seconded by Mitra Moassessi to adopt the Mission Statement as revised. *Unanimously adopted.*
The revised Mission Statement will be submitted to the Board of Trustees for approval at its July meeting.

VI.   Adjournment: 4:00 p.m.

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

                2016-2017
                June 28

                2017-2018
                July 12, 26, 2017
                August 9, 23
                September 13, 27
                October 11, 25
                November 8, 22
                December 13
                January 10, 24, 2018
                February 14, 28
                March 14, 28
                April 11, 25
                May 9, 23

VII.   Council of Presidents Meeting
        The Council of Presidents set the agenda for the June 28, 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

        Agenda
            1. Master Plan for Education Update: Possible Institutional Objectives
                a. Institutional Effectiveness Committee Report, 2016-2017
                b. Strategic Initiatives

M I N U T E S

SANTA MONICA COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

JULY 11, 2017

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

*The complete minutes may be accessed on the
Santa Monica College website:*
http://www.smc.edu/admin/trustees/meetings/

III.   *PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS – 7:05 p.m.*

- PLEDGE OF ALLEGIANCE – Ford Lowcock

- CLOSED SESSION REPORT - None

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

MOTION MADE BY:	Rob Rader
SECONDED BY:	Louise Jaffe
STUDENT ADVISORY:	Aye
AYES:	4
NOES:	0
ABSENT:	3 (Greenstein, Quiñones-Perez, Snell)

IV.   *SUPERINTENDENT'S REPORT*

V.   *PUBLIC COMMENTS*
       David Burak

VI.   *ACADEMIC SENATE REPORT*

VII.   **REPORTS FROM DPAC CONSTITUENCIES**
- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII.   *MAJOR ITEMS OF BUSINESS*
    #1   Appointments to Citizens' Bond Oversight Committee
    2   Facilities Master Plan Update
    #3   Contract for Consultant Services – Outdoor Classroom and Amphitheater
    #4   SMC Mission Statement
    5   Grants Office Annual Report, 2016-2017

IX.   *CONSENT AGENDA*
    Any recommendation pulled from the Consent Agenda will be held and discussed in Section X, Consent Agenda – Pulled Recommendations

    Approval of Minutes
    #6   Approval of Minutes: June 6, 2017 (Regular Meeting)

    Academic and Student Affairs
    #7   New Courses and Degrees

    Contracts and Consultants
    #8   2017-2018 Annual Contracts and Consultants
    #9   Contracts for KCRW
    #10   Contract for AACC Pathways Project 2.0
    #11   Ratification of Contracts and Consultants

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 4

SUBJECT: **SMC MISSION STATEMENT**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees approve the revised Santa Monica College Mission Statement, as follows:

> Santa Monica College provides a safe, inclusive, and dynamic learning environment that encourages personal and intellectual exploration – one that challenges and supports students in achieving their educational goals. Students learn to contribute to the local and global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes that each individual makes a critical contribution to the achievement of this mission.
>
> Santa Monica College's academic programs and support services are intended to serve diverse individuals from local, national, and global communities who are seeking high-quality, affordable undergraduate education. The College offers certificates, Associate degrees, a baccalaureate degree, and streamlined pathways for transfer to university and for career training. The College promotes a commitment to lifelong learning among students and the communities it serves.

SUMMARY: Review of the SMC Mission Statement was part of the Strategic Planning process that took place in 2017. The Strategic Planning Task Force reviewed and revised the mission statement and requested that it be forwarded to constituent groups for review and input. Suggestions and comments from the constituent groups were considered by the Strategic Planning Task Force, and a revised version of the mission statement was forwarded to DPAC for approval. DPAC made changes in text to improve clarity and style, but not content.

MOTION MADE BY: Louise Jaffe
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 4
NOES: 0
ABSENT: 3 (Greenstein, Quiñones-Perez, Snell)

- Respect the inter-relatedness of the global human environment, engage with diverse peoples, acknowledge the significance of their daily actions relative to broader issues and events;
- Assume responsibility for their own impact on the earth by living a sustainable and ethical life style; and
- Demonstrate a level of engagement in the subject matter that enables and motivates the integration of acquired knowledge and skills beyond the classroom.

Supporting Goals

Innovative and Responsive Academic Environment
- Continuously develop curricular programs, learning strategies, and services to meet the evolving needs of students and the community

Supportive Learning Environment
- Provide access to comprehensive student learning resources such as library, tutoring, and technology;
- Provide access to comprehensive and innovative student support services such as admissions and records, counseling, assessment, outreach, and financial aid.

Stable Fiscal Environment
- Respond to dynamic fiscal conditions through ongoing evaluation and reallocation of existing resources and the development of new resources.

Sustainable Physical Environment
- Apply sustainable practices to maintain and enhance the College's facilities and infrastructure including grounds, buildings, and technology.

Supportive Collegial Environment
- Employ decision-making and communication processes that respect the diverse needs of the entire college community.

There was a general consensus within the College that current Vision, Mission, and Goals were an appropriate context for creating a new five-year Strategic Plan, especially since the College's Institutional Learning Outcomes, a key part of this context, were relatively recently reviewed. The one exception was the Mission Statement, in order to respond to a recent accreditation recommendation directing a revision to more clearly articulate the student population the College serves.

During the spring 2017 semester, concurrent with and separate from the process of developing new Strategic Initiatives, the Vice President of Academic Affairs, Georgia Lorenz, facilitated an ongoing discussion of revising the Mission Statement to meet the accreditation recommendation. Dr. Lorenz brought to the Strategic Planning Task Force, at its March, April, and May meetings, draft revisions which were discussed with suggestions from the Task Force members. At its June 14, 2017, meeting, DPAC approved this final version of the revised Mission Statement.

Revised Mission Statement

Santa Monica College provides a safe, inclusive, and dynamic learning environment that encourages personal and intellectual exploration − one that challenges and supports students in achieving their education goals. Students learn to contribute to the local and global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes that each individual makes a critical contribution to the achievement of this mission.

Santa Monica College's academic programs and support services are intended to serve diverse individuals from local, national, and global communities who are seeking high-quality, affordable undergraduate education. The College offers certificates, Associate degrees, a baccalaureate degree, and streamlined pathways for transfer to university and for career training. The College promotes a commitment to life-long learning among students and the communities it serves.

AGREEMENT BETWEEN THE

SANTA MONICA COMMUNITY COLLEGE DISTRICT

AND THE

COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

This agreement made and entered into on the **7th day of February 2017** to cover the period of **February 2017 through January 31, 2018**, by and between the **Santa Monica Community College District**, hereafter referred to as "District," and the **Community College League of California** hereafter referred to as the "League."

WHEREAS, the District is desirous of bringing its board policies and administrative procedures up-to-date with state/federal statutes and regulations as well as the Accrediting Commission for Community and Junior Colleges (ACCJC) new (as of June 2014) accreditation standards, and

WHEREAS, the League is qualified by experience, knowledge, and materials to assist with the coordination and supervision of updating board policies and administrative procedures, and

WHEREAS, Pursuant to Government Code Section 53060, the governing board of the District may contract with persons experienced and competent to perform special services and provide advice in financial, economic, accounting, engineering, legal, or administrative matters,

NOW, THEREFORE, the District and the League, for the considerations hereinafter named, agree as follows:

> FIRST: The League agrees to perform the professional, technical, and management services hereinafter set forth when and as assigned by the District, and

> SECOND: The District agrees to pay the League a fee, together with such other payments and reimbursements as are hereinafter provided.

LEAGUE CONSULTANT'S SERVICES

ARTICLE 1:

The League agrees to assign a League-approved Consultant, Dr. Jane B. Wright, to provide professional services and consultation to assist the District in the revision of its board policies and administrative procedures. The Consultant's services will include, but may not be limited to, the following:

- Presenting a work plan to the District, including a proposed timeline for review of each chapter of board policies and administrative procedures;

- Drafting and/or confirming that the Board Policies are up-to-date with the state/federal statutes and regulations as well as the ACCJC accreditation standards using, as a starting

Page 1 of 4

point, the League's sample **168 board policy templates** and the District's current board policies;

- Drafting and/or confirming that the administrative regulations are up-to-date with the state/federal statutes and regulations as well as the ACCJC accreditation standards using, as a starting point, the League's sample **219 administrative procedure templates** and the District's current administrative regulations;

- Providing the District designee(s) draft board policies and administrative regulations for review by appropriate groups of employees;

- Finalizing the recommended board policies for review and adoption by the District's Board of Trustees;

- Finalizing the recommended administrative regulations for review through the District process and approval by the Superintendent/President; and

- Providing the District with the board policies and administrative regulations in an electronic format that can be easily updated and uploaded on the District's website.

The League reserves the right to choose the Consultant and change the Consultant if necessary with the approval of the District. Such approval shall not be unreasonably withheld.

FEE STRUCTURE

ARTICLE 2:
The fee structure for the work conducted under this Agreement shall be not to exceed **$35,000*** for the Consultant's work and travel expenses from **February 2017** to **January 31, 2018**, inclusive of a ten percent fee to cover League administrative costs. If the work of the Consultant exceeds 265 hours during the specified contract period, additional hours will be billed to the District at the rate of $100 an hour for research, creation of documents, or meeting with District personnel (in person or via conference call), and at $25 an hour for transportation time.

*The fee includes travel expenses incurred by the consultant such as airfare, rental car, meals, gasoline, and airport parking.

The District reserves the right to approve the additional professional costs prior to the expenditure of those costs. If the work extends beyond January 31, 2018, this contact may be extended at the discretion of both the District and the League.

METHOD OF PAYMENT

ARTICLE 3:
Quarterly payments to the League will be made with the approval of the District, upon presentation of the League's invoice. Each invoice shall be documented in such detail and demonstrate such progress on each portion of the work as the District may reasonably deem appropriate, as determined by the District.

Page 2 of 4

INDEMNIFICATION

ARTICLE 4:

To the extent allowed by law, the League must save, keep, bear harmless, and fully indemnify the District and any of its officers or agents from all damages, or claims for damages, costs or expenses in law or equity arising out of any of the League's activities in the performance of the Agreement.

To the extent allowed by law, the District must save, keep, bear harmless, and fully indemnify the League and any of its officers or agents from all damages, or claims for damages, costs or expenses in law or equity arising out of any of the District's activities in the performance of the Agreement.

EMPLOYEE RELATIONSHIP

ARTICLE 5:

The League and Consultant are not employees of the District. It is understood that the Consultant is responsible for his/her actions and that the Consultant is not an employee or servant of the District regardless of the nature or extent of the acts performed by the Consultant. Therefore, since the Consultant has been deemed not to be an employee of the District, the District does not assume liability under the law for any act or performance pursuant to this Agreement.

CANCELLATION

ARTICLE 6:

Either party giving written notice to the other may cancel this Agreement at any time, with or without cause. In the event of such cancellation, the League shall be paid for authorized services. In ascertaining the services actually rendered hereunder up to the date of the termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete reports and other documents whether delivered to the District or in the possession of the Consultant or League.

OWNERSHIP OF DOCUMENTS OR REPORTS

ARTICLE 7:

Services as represented on documents or reports are to become the property of the District whether the work is completed or not and may be used by them in any fashion they see fit. Notwithstanding the foregoing, however, the League reserves the right to use any documents or data prepared or collected during the course of this work for other purposes as it sees fit, provided, however, that no such use shall allow the District to be identified without the consent of the District.

CONSULTANT PERSONAL SERVICES

ARTICLE 8:

It is agreed that the District is relying on the personal services of the Consultant and upon his/her technical ability and professional integrity. Such reliance is one of the chief considerations for the execution of this Agreement by the District.

It is further understood and agreed that the Consultant shall not assign nor transfer his/her duties under this Agreement, nor shall this Agreement be assignable or transferable by operation of law or otherwise without the written consent of the District.

CONFLICT OF INTEREST

ARTICLE 9:

The Consultant agrees to perform services exclusively for the District under this Agreement, and expressly agrees not to undertake any conflicting duties to others, with or without compensation, which could in any way compromise that responsibility. The Consultant shall not disclose to others any confidential information gained from this relationship without the prior, written permission from the District. Further, the Consultant shall not seek to use his/her position, the information gained thereby, nor any other aspect of the project or his/her relationship with others involved in it, for personal gain or other remuneration or benefit, beyond the compensation provided for herein.

TERM OF AGREEMENT

ARTICLE 10:

This Agreement shall be effective when signed by all parties. Services shall commence upon execution of this Agreement.

This Agreement may be amended but only by an instrument in writing signed by all parties.

By: _____
Santa Monica Community College District

Date January 10, 2017

By: _____
Community College League of California

Date: 1/10/17

Page 4 of 4

M I N U T E S

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

JANUARY 17, 2017

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

*The complete minutes may be accessed on the
Santa Monica College website:*
http://www.smc.edu/admin/trustees/meetings/

IX. *CONSENT AGENDA*
   Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations

   Approval of Minutes
   #8   Approval of Minutes: December 6, 2016 (Regular Meeting)

   Academic and Student Affairs
   #9   New Courses and Degrees, Fall 2016

   Contracts and Consultants
   #10   Subcontractual Agreement with L.A. County Department of Community and Senior Services
   #11   Ratification of Contracts and Consultants

   Human Resources
   #12   SMCCD Calendars 2018-2019 and 2019-2020
   #13   Academic Personnel
   #14   Classified Personnel – Regular
   #15   Classified Personnel – Limited Duration
   #16   Classified Personnel – Non Merit

   Facilities and Fiscal
   #17   Facilities
         A   Project Close Out – Temporary Air Conditioning
         B   Award of Bid – AET, KCRW and Performing Arts Center – East Wing
               Security Systems Re-Bid
         C   Owner Controlled Insurance Program Extension – AET Campus & Parking
               Structure A
   #18   Authorization of Signatures to Approve Invoices, 2017
   #19   Acceptance of Grants and Budget Augmentation
   #20   Budget Transfers
   #21   Payroll Warrant Register
   #22   Reissue of Payroll Warrants
   #23   Commercial Warrant Register
   #24   Auxiliary Payments and Purchase Orders
   #25   Providers for Community and Contract Education
   #26   Organizational Memberships, 2016-2017
   #27   Purchasing
         A   Award of Purchase Orders

X. *CONSENT AGENDA – Pulled Recommendations*

XI. *BOARD COMMENTS AND REQUESTS*

XII. *ADJOURNMENT*
   The next regular meeting of the Santa Monica Community College District Board of Trustees will be **Tuesday, February 7, 2017** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

#11-J: Community College League of California, Consultant Dr. Jane B. Wright
MOTION MADE BY: Barry Snell
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

#11-L: Human Resources/Personnel Commission
MOTION MADE BY: Barry Snell
SECONDED BY: Rob Rader
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Recommendation No. 13 – Academic Personnel
MOTION MADE BY: Louise Jaffe
SECONDED BY: Barry Snell
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

RECOMMENDATION NO. 8   APPROVAL OF MINUTES

Approval of the minutes of the following meeting of the Santa Monica Community College District Board of Trustees: December 6, 2016

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11   **RATIFICATION OF CONTRACTS AND CONSULTANTS** *(continued)*

	Provider/Contract	Term/Amount	Service	Funding Source
H	Dr. Nicki Harrington Education Specialist/ Senior Consultant	March 4, 2017 Professional fee of $3,800, plus expenses estimated at $1,000, for a total not to exceed $4,800.	Dr. Nicki Harrington will facilitate an all-day workshop for the Superintendent/Board of Trustees to examine the roles, responsibilities, relationship and communication of both to provide the highest quality of leadership and governance to Santa Monica College. The session will cover the following four topics: • Board/CEO relationship over this past/first year • Board role as described in ACCJC standards: Maximizing trustee effectiveness • Board/staff relations and communications: appropriate and effective strategies for trustees • Review of CEO Evaluation process	District Budget/ Board of Trustees
I	Community College League of California (CCLC) Consultant: Dr. Jane B. Wright Director, CCLC Policy and Procedure Subscriber Service	2017 Not to exceed $35,000 (billed quarterly)	The District is contracting with Dr. Jane B. Wright, Director, CCLC Policy and Procedure Subscriber Service, to assist with the following: • Updating, revising, and aligning SMC's current Board Policies and Administrative Regulations with the templates provided by CCLC Policy and Procedure Subscriber Service; • Developing a continuous review cycle • Developing a new webpage for SMC's updated policies and regulations.	District Budget/ Board of Trustees
	H and I *Requested by: Kathryn E. Jeffery, Superintendent/President*			

M I N U T E S

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

FEBRUARY 7, 2017

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

*The complete minutes may be accessed on the
Santa Monica College website:*
http://www.smc.edu/admin/trustees/meetings/

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CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION (Government Code Section 54956.9)
- C.W. Driver, Inc. v. Santa Monica Community College District, Los Angeles Superior Court Case No. BC630289

CONFERENCE WITH LEGAL COUNSEL - PENDING LITIGATION (Government Code Section 54956.9)

EMPLOYEE APPOINTMENT/DISCIPLINE/DISMISSAL/RELEASE (Government Code Section 54957)

III.   *PUBLIC SESSION - ORGANIZATIONAL FUNCTIONS*
- PLEDGE OF ALLEGIANCE – Melanie Mitchell

- CLOSED SESSION REPORT
    The Board, in closed session, approved a Stipulated Settlement Agreement with Cathy Crosby in Crosby v. Santa Monica Community College District, Los Angeles Superior Court Case No. SC118080 in the amount of $30,000 and authorized payment of the District's $10,000.00 share of settlement be made payable to "Attorney Client Trust Account of Donald Karpel and CMS Medicare."
    AYES: 6
    NOES: 0
    ABSENT: 1 (Quiñones-Perez)

IV.   *SUPERINTENDENT'S REPORT*

V.   *ACADEMIC SENATE REPORT*

VI.   **REPORTS FROM DPAC CONSTITUENCIES**
- Associated Students
- CSEA
- Faculty Association
- Management Association

VII*.*   *PUBLIC COMMENTS*
    David Burak
    Heather Haro
    Carissa Avina-Beltran
    Abraham Paz
    Melissa Avina-Beltran
    Jessica Zapat

VIII.   *MAJOR ITEMS OF BUSINESS*
    #1   Receipt of 2015-2016 Audit Reports
    2   Board Policy Manual Update Project
    #3   2016-2017 Quarterly Budget Report and 311Q Report
    #4   Second Reading and Approval: College and Career Access Pathways, A Dual Enrollment Partnership   Agreement, 2017-2019
    #5   Resolution to Grant Sidewalk Easement to City of Santa Monica
    #6   Second Reading and Approval – Board Policy Section 6116, Debt Issuance

IX.   *CONSENT AGENDA*

    Approval of Minutes
    #7   Approval of Minutes: January 17, 2017 (Regular Meeting)

BOARD OF TRUSTEES	**INFORMATION**
Santa Monica Community College District	February 7, 2017

MAJOR ITEMS OF BUSINESS

INFORMATION ITEM NO. 2

SUBJECT: **BOARD POLICY MANUAL UPDATE PROJECT**

SUBMITTED BY: Superintendent/President

SUMMARY: Dr. Jane B. Wright, Director. Community College League of California (CCLC) Policy and Procedure Services, provided an overview of the Board Policy Manual Update project. Dr. Wright will be assisting the District with the following:

- Updating, revising, and aligning SMC's current board policies and administrative regulations with the 387 templates provided by the CCLC Policy & Procedure Subscriber Service.

- Developing a continuous review cycle to serve as an on-going, systematic plan for maintaining and ensuring accuracy and legal compliance for all of the college's policies and regulations in the future

- Developing a new webpage for SMC's updated policies and regulations

COMMENT: The Board of Trustees approved the contract with CCLC/Dr. Jane B. Wright at its meeting in January. Dr. Wright has worked under a special consulting contract with 23 other districts around the state including the following single college districts: Cabrillo College, Cerritos College, Chaffey College, Citrus College, College of Marin, Hancock College, MiraCosta College, Mt. San Antonio College, Palomar College, Santa Barbara City College, and several others.

M I N U T E S

SANTA MONICA COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

MAY 2, 2017

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

The complete minutes may be accessed on the Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

MOTION MADE BY:	Barry Snell
SECONDED BY:	Rob Rader
STUDENT ADVISORY:	Aye
AYES:	7
NOES:	0

IV. *SUPERINTENDENT'S REPORT*

V*. PUBLIC COMMENTS*

      Nancy Morse
      Linda Sinclair
      Martha Romano

VI. *ACADEMIC SENATE REPORT*

VII. **REPORTS FROM DPAC CONSTITUENCIES**
- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. *MAJOR ITEMS OF BUSINESS*
- 1 Information: Results of Sale of General Obligation Bonds
- #2 Classified School Employees Week
- #3 Resolution: Poppy Month
- #4 Salary Schedule Adjustments for Employees Represented by CSEA, Chapter #36, and SMC Police Officers Association
- #5 Collective Bargaining Unit Proposal for Reopener Negotiations for 2016-2017 by the CSEA Chapter #36 to Santa Monica College
- #6 2017 Institutional Effectiveness Update/Student Success Scorecard
- #7 Agreement for Program and Construction Management Services for District Bond Construction Program
- #8 2016-2017 Quarterly Budget Report and 311Q
- #9 Public Hearing and Adoption of Education Protection Account (EPA-Prop 30) Funding and Expenditures
- #10 Receipt of Personnel Commission 2016-2017 Proposed Budget
- #11 Santa Monica Big Blue Bus Three-Year Contract, 2017-2020
- #12 Licensing of Name "KCRW" to Berlin Radio Station
- #13 Annual Authorization of Privileges for Student Trustee
- #14 First Reading: Board Policy Chapter 2 – Board of Trustees

IX. **INFORMATION/DISCUSSION**
- 15 Discussion: Board of Trustees' Budget Objectives and Principles **(Tabled)**

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	May 2, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 14

SUBJECT:	**FIRST READING: BOARD POLICY CHAPTERS 1 AND 2**
SUBMITTED BY:	Superintendent/President
REQUESTED ACTION:	It is recommended that the Board of Trustees conduct a first reading of updated Board Policies Chapter 1, The District, and Chapter 2, Board of Trustees.
COMMENT:	Jane Wright, the consultant working with the District to revise and update the Board Policy Manual, provided templates for Chapters 1 and 2, which incorporated all current policy language and revisions reflecting legally required, legally advised and good practices. Trustee Susan Aminoff, Student Trustee Laura Zwicker, and Board Recording Secretary Lisa Rose reviewed all documents, made necessary adjustments and revisions, and present Chapters 1 and 2 to the Board of Trustees for a first reading.

It was recommended that the Board's subcommittee meet again to consider suggestions, incorporate them where appropriate and present Chapter 2 for a second reading.

MOTION MADE BY:	Barry Snell
SECONDED BY:	Nancy Greenstein
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT:	1 (Quiñones-Perez)

M I N U T E S

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

JUNE 6, 2017

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

The complete minutes may be accessed on the
Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/

- REVISIONS/SUPPLEMENTAL STAFF REPORTS: A two-thirds vote of the members present is required to include revisions and/or supplemental staff reports in the agenda as submitted. These are items received after posting of the agenda and require action before the next regular meeting. (Government Code Section 54954.b.2)

MOTION MADE BY:	Barry Snell
SECONDED BY:	Rob Rader
STUDENT ADVISORY:	Aye
AYES:	6
NOES:	0
ABSENT:	1 (Quiñones-Perez)

IV. *SUPERINTENDENT'S REPORT*

V. *PUBLIC COMMENTS*

Ben Kolodny
Nate Brown
Matthew Linsky
David Burak

VI. *ACADEMIC SENATE REPORT*

VII. **REPORTS FROM DPAC CONSTITUENCIES**

- Associated Students
- CSEA
- Faculty Association
- Management Association

VIII. *MAJOR ITEMS OF BUSINESS*

#1 2017-2018 Tentative Budget
#2 Salary Schedule Adjustments for Academic Administrators, Classified Managers, and Classified Confidential Employees
#3 Temporary Air Conditioning
#4 Five-Year Construction Plan 2017-2018 through 2022-2023
#5 Second Reading and Approval: Board Policy Chapter 1 – The District, and Chapter 2 – Board of Trustees

IX. *CONSENT AGENDA*

Approval of Minutes
#6 Approval of Minutes: May 2, 2017 (Regular Meeting)
May 16, 2017 (Special Meeting)

Annual Recommendations
#7 Election of Personnel, 2017-2018
#8 Resolution Fixing the Employer's Contribution Under the Public Employees' Medical and Hospital Care Act
#9 Destruction of Class 3 Records
#10 Year-End Appropriations Transfers
#11 Disposal of Surplus Property
#12 Authorization of Signatures for JP Morgan Chase Bank, 2017-2018
#13 Annual Resolution – Temporary Inter-Fund Cash Borrowing
#14 Annual Resolution – Cash Borrowing from the County Treasury
#15 2017-2018 Annual Contracts and Consultants

BOARD OF TRUSTEES	ACTION
SANTA MONICA COMMUNITY COLLEGE DISTRICT	June 6, 2017

MAJOR ITEMS OF BUSINESS

RECOMMENDATION NO. 5

SUBJECT: **SECOND READING AND APPROVAL: BOARD POLICY CHAPTERS 1 AND 2**

SUBMITTED BY: Superintendent/President

REQUESTED ACTION: It is recommended that the Board of Trustees conduct a second reading of and approve updated Board Policies Chapter 1, The District, and Chapter 2, Board of Trustees.

COMMENT: Trustee Susan Aminoff, former Student Trustee Laura Zwicker, and Board Recording Secretary Lisa Rose reviewed all documents, made necessary adjustments and revisions, and present Chapters 1 and 2 to the Board of Trustees for a first reading on May 2, 2017. Additional revisions since the first reading have been incorporated.

Public Comment
Laura Zwicker

Motion to approve Board Policies Chapter 1 and 2, excluding BP 2015, 2340, 2345, 2350, 2610, 2715 which were pulled for separate consideration (see below)
MOTION MADE BY: Susan Aminoff
SECONDED BY: Louise Jaffe
STUDENT ADVISORY: Aye
AYES: 7
NOES: 0

Board Policy 2015- Approved as presented		Board Policy 2350 – Approved as presented	
MOTION MADE BY:	Susan Aminoff	MOTION MADE BY:	Susan Aminoff
SECONDED BY:	Louise Jaffe	SECONDED BY:	Margaret Quiñones-Perez
STUDENT ADVISORY:	Aye	STUDENT ADVISORY:	Aye
AYES:	7	AYES:	7
NOES:	0	NOES:	0
Board Policy 2340 – Approved as presented		Board Policy 2610 – Approved as amended	
MOTION MADE BY:	Louise Jaffe	MOTION MADE BY:	Susan Aminoff
SECONDED BY:	Barry Snell	SECONDED BY:	Louise Jaffe
STUDENT ADVISORY:	Aye	STUDENT ADVISORY:	Aye
AYES:	7	AYES:	7
NOES:	0	NOES:	0
Board Policy 2345 – Approved as amended		Board Policy 2715 – Approved as amended	
MOTION MADE BY:	Louise Jaffe	MOTION MADE BY:	Susan Aminoff
SECONDED BY:	Barry Snell	SECONDED BY:	Louise Jaffe
STUDENT ADVISORY:	Aye	STUDENT ADVISORY:	Aye
AYES:	7	AYES:	7
NOES:	0	NOES:	0

Board Policy and Administrative Regulations

Red   Legally Required

Green   Legally Advised

Orange   Best/Good Practice

Blue   Suggested

Light Blue   Accreditation Standard

Revisions since first reading

Board Policy
Chapter 1 – The District

BP 1100   THE SANTA MONICA COMMUNITY COLLEGE DISTRICT

The District has been named the Santa Monica Community College District and uses the name "Santa Monica College."

These names are the property of the District. No person shall, without the permission of the Board, use these names or the names or other facilities of the District, or any abbreviation of them, to imply, indicate, or otherwise suggest that an organization, product, or service is connected or affiliated with, or is endorsed, favored, supported, or opposed by, the District.

The Santa Monica Community College District consists of Santa Monica College, its campuses and educational centers.

District Offices – 2714 Pico Boulevard, Santa Monica, CA 90405
SMC Main Campus – 1900 Pico Boulevard, Santa Monica, CA 90405
Airport Arts Campus – 2800 Airport Avenue, Santa Monica, CA 90405
Bundy Campus – 3171 S. Bundy Drive, Los Angeles, CA 90066
Center for Media & Design – 1660 Stewart Street, Santa Monica, CA 90404
Emeritus Campus – 1227 2nd Street, Santa Monica, CA 90401
Performing Arts Center – 1310 11th Street, Santa Monica, CA 90401

Reference:
Education Code Section 72000(b)

Adopted: April 6, 2009
Revised:
(Replaces SMC BP 2100)

Board Policy
Chapter 1 – The District

BP 1200   DISTRICT MISSION

The mission of the Santa Monica Community College District is:

Santa Monica College provides a safe and inclusive learning environment that encourages personal and intellectual exploration, and challenges and supports students in achieving their education goals. Students learn to contribute to the global community as they develop an understanding of their relationship to diverse social, cultural, political, economic, technological, and natural environments. The College recognizes the critical importance of each individual's contribution to the achievement of this mission.

Santa Monica College provides open and affordable access to high-quality undergraduate degrees and certificates, and participates in partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.

The District's mission is evaluated and revised on a regular basis.

Reference:
    ACCJC Accreditation Standard I.A

Adopted:
(This is a new policy)

Board Policy
Chapter 2 – Board of Trustees

BP 2010   BOARD MEMBERSHIP

The Board of Trustees shall consist of seven members elected by the qualified voters of the District (residents of Santa Monica and Malibu) as provided by law. Members shall be elected at large.

Any person who meets the criteria contained in law is eligible to be elected or appointed a member of the Board.

An employee of the District may not be sworn into office as an elected or appointed member of the governing board unless he/she resigns as an employee.

No member of the Board of Trustees shall, during the term for which he/she is elected, hold an incompatible office.

No member of the Board of Trustees shall, during the term for which he/she was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district.

References:
> Education Code Sections 72023, 72103, and 72104;
> ACCJC Accreditation Standard IV.C.6

Adopted: May 1, 2000
Revised: December 1, 2003

(Replaces SMC BP 1110)

1

Board Policy
Chapter 2 – Board of Trustees

BP 2015   STUDENT TRUSTEE

The Board of Trustees shall include one non-voting student member. The Student Trustee shall be enrolled in and maintain a minimum of five semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain minimum standards of scholarship of at least a 2.0 grade point average during his/her term.

The Student Trustee shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The Student Trustee is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session).

Rights and Responsibilities
1. The Student Trustee shall serve a one-year term, commencing June 1st of each year. No person shall serve as Student Trustee for more than one term. A person who serves for less than one term as Student Trustee shall not be barred from being elected to a full term as Student Trustee.

2. The Student Trustee shall have the right and responsibility to attend all public meetings of the Board of Trustees, including those held during summer and winter sessions. The Student Trustee shall not have the right to attend closed sessions unless specifically invited by action of the Board of Trustees to attend closed sessions, but the Student Trustee may not attend closed sessions on personnel or collective bargaining matters.

3. The Student Trustee shall be entitled to mileage allowance for travel within the District to the same extent as regular members of the Board of Trustees for attendance at Board meetings. The Student Trustee is not entitled to the District's health benefit package.

4. The Student Trustee shall serve as a liaison between the Board of Trustees and the Associated Students Board of Directors. He/she shall attend meetings of the Associated Students Board of Directors as a non-voting member no less than once a month and provide a report to the Board of Trustees. He/she shall also report to the Associated Students Board of Directors on activities and issues concerning the Board of Trustees.

1

Board Authorized Privileges

The Board of Trustees shall by May 15th of each year, as required by the Education Code, take action to authorize any of the following privileges for the Student Trustee for the coming year:

1. The Student Trustee may make and second motions.

2. The Student Trustee is entitled to an advisory vote which may shall be cast before the rest of the Board of Trustees and be recorded as such in the official minutes. The advisory vote shall not be included in determining the vote required to carry any measure before the Board.

3. The Student Trustee will may receive compensation up to the amount prescribed by Education Code Section (see BP 2725 Board Member Compensation 1413). The term of compensation for the Student Trustee shall be from June through May.

Reference:

Education Code Section 72023.5

Note: The District must abide by the language in the Education Code which does not require the Student Trustee to be a resident. There is a Chancellor's Office opinion dated May 23, 2001 that indicates districts cannot impose more restrictions than those found in Education Code 72023.5

Adopted: May 1, 2000 (for BP 1411 and BP 1412)
Revised: July 6, 2005 (for BP 1412)

(Replaces SMC BP 1110, BP 1411, and BP 1412)

Board Policy
Chapter 2 – Board of Trustees

BP 2100   BOARD ELECTIONS

Eligibility
A member of the Board of Trustees must be a qualified elector of the District as provided by law. Any person, regardless of sex, who is 18 years of age or older, a citizen of the State of California, a resident of the Santa Monica Community College District, a registered voter, and who is not disqualified by the Constitution or laws of the State from holding a civil office, is eligible to be elected or appointed a member of the Board of Trustees without further qualifications. An employee of the District may not be sworn into office as an elected or appointed member of the governing board until he/she resigns as an employee.

Statement Costs for Board of Trustees Candidates
To encourage broad participation in District governance, the District will bear the costs of Board of Trustees candidate statements up to 200 words to be included in the voter's sample ballot pamphlet provided said candidate complies with the County of Los Angeles Registrar-Records/County Clerk requirement and procedures.

Election
Election to the Board of Trustees shall be held in conjunction with the general election on Tuesday after the first Monday in November in each even-numbered year. The terms of all members shall commence on the first Friday in December next succeeding his or her election and upon certification by the County of Los Angeles. Each member shall serve until his/her successor is elected and qualified.

When three or more members are to be elected, the three or more candidates receiving the highest number of votes shall be elected. Any tie in voting shall be settled by the casting of lots by the Board of Trustees.

Before any person elected or appointed as a member of the Board of Trustees enters upon the performance of his/her duties, he/she shall execute the specified oath of office in triplicate. One of the forms shall be filed in each of the following places: The office of the Los Angeles County Superintendent of Schools, the Los Angeles County Clerk's Office, and the Superintendent/President's Office. A copy of the form shall be given to retained by the Board member.

Term

The term of office of an elected member of the Board of Trustees shall be four years except when he/she is seeking election to complete the unexpired term of a vacated position. The term of all members shall commence on the first Friday in December next succeeding his/ or her election and upon certification by the County of Los Angeles except when appointed.

The terms of office of the members shall be staggered so that some of the terms expire in December of each even-numbered year. The County Superintendent of Schools shall make any determinations and assignments necessary for these purposes.

Also see BP 2010 Board Membership

References:
 Education Code Sections 5000 et seq., 72000, 72023, 72034, 72036, and 72103

Adopted: May 1, 2000 (for BP 1120 and BP 1130) and August 7, 2000 (for BP 6120)
Revised: December 1, 2003 (for BP 1120 and BP 1130); _____

(Replaces SMC BP 1120, BP 1130, and BP 6120)

Board Policy
Chapter 2 – Board of Trustees

BP 2105   ELECTION OF STUDENT TRUSTEE

The student member of the Board of Trustees shall be chosen by the students enrolled in the District as follows:

Election
The Student Trustee shall be elected by all the students of the student body in a general election held for that purpose. Normally, an election will be held in the spring semester so that the office is filled by June 1. The Student Trustee may be recalled by all the students of the student body in an election held for that purpose in accordance with administrative procedures established by the Superintendent/President.

Vacancy
If the seat of a student member becomes vacant during his/her term, the Board may authorize the officers of the Associated Students established pursuant to Education Code Section 76060 to appoint a student to serve the remainder of the term in accordance with procedures established by the Board.

BP 2015 Student Trustee describes the qualifications, rights and responsibilities, and the Board authorized privileges for the Student Trustee.

Recall
If the Student Trustee becomes ineligible, is recalled, cannot serve, or the position becomes vacant, the Board of Trustees may request that the Associated Students Board of Directors conduct an election or open an application process for an appointment to fill the vacancy.

Also see BP 2015 Student Trustee and AR 2105 Election of Student Trustee

References:
    Education Code Sections 72023.5 and 72103;
    Associated Students Constitution and Bylaws

(This is a new policy)

Board Policy
Chapter 2 – Board of Trustees

BP 2110   VACANCIES ON THE BOARD

Vacancies on the Board of Trustees may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Vacancies in Office

A vacancy in office shall occur on the happening of any of the following events before the expiration of the term of office:

1. The death of the incumbent.

2. An adjudication pursuant to a quo warranto proceeding declaring that the incumbent is physically or mentally incapacitated due to disease, illness or accident and that there is reasonable cause to believe that he/she will not be able to perform the duties of his/her office for the remainder of his/her term.

3. Resignation. A vacancy resulting from resignation occurs when the written resignation is filed with the Los Angeles County Superintendent of Schools, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become effective on that date.

4. Removal from office (willful or corrupt misconduct in office).

5. Ceasing to be resident of the Santa Monica Community College District.

6. Absence from the State of California without the permission required by law beyond the period allowed by law.

7. Ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.

8. Conviction of a felony or of any offense involving a violation of his/her official duties. A Board member shall be deemed to have been convicted under this subdivision when trial court judgment is entered.

9. Refusal or neglect to file his/her required oath or bond within the time prescribed.

10. The decision of a competent tribunal declaring void his/her election or appointment.

11. The making of an order vacating his or her office and declaring the office vacant when he/she fails to furnish an additional or supplemental bond.

12. Commitment to a hospital or sanitarium by a court of competent jurisdiction as a drug addict, dipsomaniac, inebriate or stimulant addict; but in that event the office shall not be deemed vacant until the order of commitment has become final.

Filling Vacancies

Whenever a vacancy occurs, or whenever a resignation has been filed with the Los Angeles County Superintendent of Schools containing a deferred effective date, the Board of Trustees shall, within 60 days of the vacancy or the filing of the deferred resignation, either make a provisional appointment to fill the vacancy or order an election.

When the Board of Trustees determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made within the 60 day period, the registered voters of the District may, within 30 days from the date of appointment, petition for the conduct of a special election to fill the vacancy pursuant to Education Code Section 5091. The provisional appointment will be made by a majority public vote of the Board members at a public meeting.

A provisional appointment confers all powers and duties of a member of the Board of Trustees upon the appointee immediately following his/ or her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for the Board of Trustees, whereupon an election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.

Special Provisions - Vacancies Occurring During Regular Board of Trustees Election Year

- There shall be no special election or appointment to fill a vacancy on the Board of Trustees if the vacancy occurs within four months of the end of the term.

- There shall be no special election or appointment on the Board of Trustees if the vacancy occurs during the period between six months and 130 days prior to a regularly scheduled election and the position is not scheduled to be filled at such election. In such a case, the position shall be filled at a special election for that position to be consolidated with the regular election.

The Superintendent/President shall establish administrative regulations to solicit applications that assure ample publicity to and information for prospective candidates. The Board will determine the schedule and appointment process, which may include interviews at a public meeting.

Also see BP 2010 Board Membership and BP 2750 Board Member Absence from the State.

References:
Education Code Sections 5090 et seq.;
Government Code Sections 1770, and 3060 et seq.

Adopted: May 1, 2000
Revised:

(Replaces SMC BP 1150 and BP 1151)

Board Policy
Chapter 2 – Board of Trustees

BP 2200   BOARD DUTIES AND RESPONSIBILITIES

The Board of Trustees of the Santa Monica Community College District derives its powers from the Constitution of the State of California (Article IX; Section 14), and laws enacted by the Legislature of the State of California (Education Code).

The Board of Trustees has the Power(s) and Responsibility to:

1. determine the educational program of the Santa Monica Community College District and to ensure the quality, integrity, improvement of student learning programs and services and the resources necessary to support them.

2. hire, evaluate and terminate the Superintendent/President.

3. make rules and regulations for the operation of the District; generally it delegates that authority to the Superintendent/President, retaining the right to review rules and regulations for harmony with Board of Trustees policies.

4. call or cause to call the elections for certain purposes among the voters of the District.

5. hold and convey property for the use and benefit of the District.

6. impose the authorization of eminent domain.

7. contract for goods and services necessary for the operation of the District.

8. be fiscally independent from the County Department of Education for the purpose of processing payroll, retirement and payment of expenditures, or of causing special assessments to be levied on property within the District.

9. fix and prescribe duties to be performed by employees of the District.

10. establish its own procedures.

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11. sue and be sued.

12. appraise and review its actions and policies.

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902.

The Board is committed to fulfilling its responsibilities to:
- Represent the public interest;
- Establish policies that define the institutional mission and set prudent, ethical, and legal standards for college operations;
- Hire and evaluate the Superintendent/President;
- Delegate power and authority to the chief executive to effectively lead the District;
- Assure fiscal health and stability;
- Monitor institutional performance and educational quality; and
- Advocate and protect the District.

Also see BP 2715 Code of Ethics/Standards of Practice.

References:
Education Code Sections 5304, 70902, 72000, and 72400;
ACCJC Accreditation Standard IV

Adopted: May 1, 2000
Revised: July 5, 2016; _____

(Replaces SMC BP 1210)

Board Policy
Chapter 2 – Board of Trustees

BP 2210   OFFICERS

At the annual organizational meeting, the Board of Trustees shall elect from among its members a Chair and Vice-Chair of the Board.

The terms of officers shall be for one year.

The Board does not have an official system of rotation of officers; it elects the officers each year from among all its members.

Duties of the Chair of the Board of Trustees
It shall be the duty of the Chair to preside at all meetings of the Board of Trustees, to enforce parliamentary rules, and to appoint all special committees for which no provision has been made in other District policies. He/she shall sign all papers and documents as required by law or as authorized by action of the Board of Trustees. He/she shall be authorized to call emergency and special meetings of the Board of Trustees and it shall be his/her duty to do so upon the written request of a majority of the members as required by law.

The Board Chair shall determine the seating of the Board of Trustees at the annual organizational meeting by choosing either drawing of numbers or alphabetical assignments of seating for trustees other than the Board Chair seated in the middle, the Vice-Chair seated to the left of the Chair, the Superintendent/President seated to the right of the Chair, and the Student Trustee seated in the designated Student Trustee position. This new seating will take effect at the next meeting of the Board of Trustees.

It shall be the duty of the Chair to review the agenda for meetings of the Board of Trustees. The agenda will be prepared in advance by the Superintendent/President and reviewed at a regularly scheduled agenda meeting.

Duties of the Vice-Chair of the Board of Trustees
It shall be the duty of the Vice-Chair, in the absence of the Chair, to preside at meetings of the Board of Trustees or when the Chair is absent from the dais during the meeting.

The Vice-Chair may be included by the Chair to review the agenda for meetings of the Board of Trustees at scheduled agenda meetings.

Duties of the Secretary to the Board of Trustees
The Superintendent/President shall serve as Secretary to the Board of Trustees and shall cause the following duties to be performed:

1. Keep a full, accurate, and indexed record of the proceedings of the Board of Trustees;

2. Have charge of all records and files of the Board of Trustees;

3. Conduct all official correspondence of the Board of Trustees and shall sign all official documents as required by law or by action of the Board of Trustees;

4. Notify all members of the Board of Trustees of all regular, special, emergency, and adjourned meetings, formulate and serve all required notices for the Board of Trustees;

5. Secure information, opinions, rulings, and decisions from the offices of the County Superintendent of Schools, the County Auditor, and County Counsel;

6. Prepare and execute all contracts authorized by the Board of Trustees;

7. Keep an index of the Board of Trustees policies and shall prepare revisions and additions to such policies for possible adoption by the Board of Trustees;

8. Prepare and keep current a set of administrative regulations which implement the policies of the Board of Trustees;

9. Prepare and post the agenda for each meeting of the Board of Trustees which shall be forwarded with all necessary documentation to each trustee 72 hours prior to a regular meeting and 24 hours prior to special meetings;

10. Have prepared the minutes of Board meetings for adoption;

11. Sign, when authorized by law or by Board action, any documents that require the signature of the Secretary or the Clerk of the Board; and

12. Attend all Board meetings and closed sessions, unless excused, ~~and in such cases to assign a designee~~.

Secretary's Duties to Communicate with the Board of Trustees
The Board of Trustees holds the Superintendent/President accountable for the conduct of District business, which not only includes administration of the educational program, but also includes a process for keeping the Board of Trustees informed of college-related proceedings, activities and events.   As the authorized representative of the Board of Trustees, the Superintendent/President, Secretary to the Board of Trustees, is responsible for following a process to communicate with the Board of Trustees, as follows:

1. The Superintendent/President should regularly communicate with and/or ~~contact by telephone and regularly~~ meet with each member of the Board of Trustees to review District business.

2. All printed, college-related materials (correspondence, reports, flyers, invitations) generated by college constituents should be forwarded to the Superintendent/President's Office for distribution to the Board of Trustees. These materials are included in the regular delivery to the Board of Trustees.

    a. The Superintendent/President should assure that all trustees receive the same materials. (Note: The Student Trustee does not receive confidential materials.)

    b. ~~At the request of the Board of Trustees, a copy of~~ Any communication directed to all trustees should be forwarded to the Superintendent/President.

    c. Correspondence from college constituents and Board-related organizations should be circulated/distributed to all trustees.

Also see BP 2305 Annual Organizational Meeting

Reference:
Education Code Section 72000

Adopted: May 1, 2000 (for BP 1260, BP 1261, BP 1262, and BP 1263)
Revised:

(Replaces SMC BP 1260, BP 1261, BP 1262, and BP 1263)

Board Policy
Chapter 2 – Board of Trustees

BP 2220   COMMITTEES OF THE BOARD

The Board of Trustees may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the Brown Act and with policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board of Trustees that are advisory are not required to comply with the Brown Act, or with policies regarding open meetings, unless they are standing committees.

Committee of the Whole
The Board of Trustees shall take action in all matters only as a Committee of the Whole, with all meetings to be public except as permitted by state law.

Standing Committees
The Board of Trustees shall not appoint standing committees, but shall act as a Committee of the Whole in all matters, with all meetings to be public except as permitted by state law.

Appointment/Election of Trustees to College Task Forces
The Board of Trustees may appoint or elect a member of the Board of Trustees to serve on a college task force. Authorization of the Board of Trustees is required before a trustee may serve on a college task force.

Temporary Advisory Committees
The Board of Trustees shall appoint such temporary advisory committees as may be deemed necessary or advisable, and the Chair and the Superintendent/President shall be ex-officio members of each committee. The duties of the committee shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

Board committees that are only advisory have no authority or power to act on behalf of the Board of Trustees. Findings or recommendations shall be reported to the Board for consideration.

Reference:
Government Code Section 54952

Adopted: May 1, 2000
Revised:

(Replaces SMC BP 1160)

Board Policy
Chapter 2 – Board of Trustees

BP 2305   ANNUAL ORGANIZATIONAL MEETING

The annual organizational meeting shall be held within a 15 day period that commences with the first Friday in December next succeeding election and upon certification of the election by the County of Los Angeles.

The purpose of the annual organizational meeting is to elect a Chair and Vice-Chair of the Board and conduct any other business as required by law or determined by the Board of Trustees.

The Secretary of the Board shall, within 15 days prior to the date of the annual organizational meeting, notify in writing all members and members-elect of the date and time selected for the meeting. The Chair and Vice-Chair of the Board of Trustees shall be elected for a term of one year.

The Board of Trustees may, by a vote of at least four of its members, remove any of its officers from office. When the office is declared vacated, the Board may elect a successor to that office. In such an event, the newly-elected officer shall be eligible to complete his/her predecessor's term and be eligible to be elected to another term in that office.

The Superintendent/President shall serve as Secretary to the Board of Trustees. The Executive Vice-President, Business and Administration shall serve as Assistant Secretary to the Board of Trustees. The Superintendent/President shall appoint a recording secretary to the Board of Trustees.

Also see BP 2210 Officers

Reference:
    Education Code Section 72000(c)(2)(A)

Adopted:

(Replaces SMC BP 1170)

Board Policy
Chapter 2 – Board of Trustees

BP 2310   REGULAR MEETINGS OF THE BOARD

Regular meetings of the Board of Trustees shall be held on the first Tuesday of the month. Regular meetings of the Board shall normally be held at 1900 Pico Boulevard, Santa Monica, California.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted at least ten days prior to the meeting and shall remain posted until the day and time of the meeting.

Regular meetings of the Board of Trustees shall be held in accordance with the adopted annual schedule of meetings unless changed by the Board in a subsequent regular meeting.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District.

All regular meetings of the Board shall be open to the public, be accessible to persons with disabilities, and otherwise comply with Brown Act provisions, except as required or permitted by law.

All actions authorized or required by law of the Board of Trustees shall be taken at the meetings. An agenda shall be distributed according to BP 2340 Agendas. Closed sessions are restricted from public attendance (See BP 2315 Closed Sessions).

Adjourned Meetings
The Board of Trustees may adjourn any regular or adjourned meeting to a time and place specified in the order of adjournment. The adjourned meeting is a regular meeting for all purposes. A meeting without a quorum (four members) may adjourn. If all members are absent from any regular or adjourned meeting, the Secretary of the Board may declare the meeting adjourned to a stated place and time.

Parliamentary Procedure

The rules contained in the current edition of Robert's Rules of Order, newly revised, shall govern the procedures of all meetings of the Board of Trustees unless otherwise stated in these policies.

Also see BP/AR 2320 Special and Emergency Meetings as well as BP/AR 2340 Agendas

References:

Education Code Section 72000(d);
Government Code Sections 54952.2, 54953 et seq., and 54961

Adopted: May 1, 2000 (for BPs 1510, 1511, 1513, and 1530)
Revised: December 1, 2003 (for BP 1510); December 2005 (for BP 1511); October 7, 2008 (for BP 1511)

(Replaces SMC BP 1510, BP 1511, BP 1513, and BP 1530)

Board Policy
Chapter 2 – Board of Trustees

BP 2315   CLOSED SESSIONS

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including, but not limited to, the Ralph M. Brown Act, California Government Code, and California Education Code.

Closed sessions, with one exception, are called only during or following a regular or special Board of Trustees meeting. Before or after going into closed session, the Board shall include in the agenda or announce publicly the reasons for the closed session (e.g., to "discuss personnel issues and litigation") and identify the statutory authority for the closed session (e.g., "Government Code Sections 54957 (personnel) and 54956.9(a)(b) and (c) (litigation).") If the litigation relates to pending litigation the name or number of the case must be given.

The exception noted in the above paragraph is that contained in Government Code Section 3549.1(d). A closed session may be scheduled by the public college employer for the purpose of discussion with the public college employer's representative on collective bargaining items that are within the scope of representation under Government Code Section 3543.2, and for the purposes of instructing the designated representative on the Board's position concerning such items.

Closed sessions, with the exception of those for the purpose set forth above regarding items under the scope of representation, must be held in connection with an item appearing on the agenda, either at regular or special meetings, and must be held at the location of regularly scheduled meetings.

Matters discussed shall be kept confidential, unless a majority of Board members present in the closed session agree not to hold such matters confidential.

Closed sessions, according to law, may be held for the following reasons:

Real Estate Negotiations (Government Code Section 54956.8)

> To discuss the purchase, sale, exchange, or lease of real property by or for the local agency. The purpose is to grant authority to the negotiator on price and terms of payment.

Pending Litigation (Government Code Section 54956.9)

To seek the advice of counsel on pending litigation, as defined by law. Pending litigation when discussion in open session concerning those matters would prejudice the position of the District in the litigation. Litigation is pending when any of the following circumstances exist:

(a) Proceedings before a court, administrative body, hearing officer, or arbitrator to which the District is a party, have been formally initiated.

(b) Legal counsel determines based on existing facts that there is a significant exposure to litigation.

(c) When deciding whether to litigate, closed session is proper.

The Board must state indicate the authority for the closed session and, when known, the title of the case.

Personnel (Government Code Section 54957)

Consideration of the appointment, employment, evaluation of performance, discipline, or dismissal of an employee (Government Code Section 54957). The Board shall publicly report at a next public meeting the action taken and the roll call vote thereon in a prior closed session relative to the matter in this section.

To hear complaints or charges against an employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session.

Public Security (Government Code Section 54957)

For consideration of matters affecting the national security.

For discussion with attorney general, district attorney, sheriff, or chief of police, or their respective deputies on matters posing a threat to the security of public buildings, public services, or facilities. (Government Code Section 54957)

Labor Negotiations (Government Code Section 54957.6)

To review the District's position regarding labor negotiations and give instructions to the District's designated negotiator.

For discussion with a representative of the public college employer for the purposes of considering collective bargaining items considered within the scope of representation under Government Code Section 3543.2, and for the purpose of instructing the designated representative concerning the governing board's position on those items.

For discussion of a state conciliator (mediator) who has intervened as authorized by law in matters affecting employer/employee relations.

Student Discipline (Education Code Section 72122)

~~For the consideration of the suspension of, or disciplinary action or any other action except expulsion in connection with any student in the public college of the District, if a student hearing would lead to giving out of information concerning the student. (Education Code Sections 49073 and 49076) However, the discussion of student disciplinary action must include final action taken in public.~~

For the consideration of the suspension of, or other disciplinary action or any other action in connection with any student, if a public hearing would lead to the giving out of information concerning students which would be violation of state or federal law regarding the privacy of student records, a student may request to have the hearing conducted in public in accordance with the procedures set forth in Education Code Section 72122. The final action of the Board shall be taken at a public meeting.

Honorary Degrees (Education Code Section 72122)

To consider the conferring of an honorary degree.

Anonymous Donor (Education Code Section 72122)

To consider gifts from a donor who wants to remain anonymous.

Tort Liability Claims (Government Code Section 54956.95)

To consider tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling.

Audit Report from the Bureau of State Audits (Government Code Section 54956.75)

To consider the Board's response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present in accordance with the provisions of Government Code Section 54957.1.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records, or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

References:
    Education Code Section 72122;
    Government Code Sections 3543.2, 3549.1, 54956.8, 54956.9, 54957, 54957.1, 54957.6, and 11125.4

Adopted: May 1, 2000
Revised:

(Replaces SMC BP 1540)

Board Policy
Chapter 2 – Board of Trustees

BP 2320   SPECIAL AND EMERGENCY MEETINGS

Special Meetings
A special meeting of the Board of Trustees may be ordered at any time by the Chair of the Board, the Superintendent/President, or by a written request of a majority of the members of the Board of Trustees.

Notice of such meetings shall be posted at least 24 hours before the time of the meeting and shall be noticed in accordance with Brown Act. Notices of special meetings must be delivered and received at least 24 hours in advance, either personally or by mail, to each member of the Board of Trustees, local newspapers of general circulation, and radio or television stations requesting such notices, and posted in appropriate areas for faculty, staff, students and the public. The notice shall specify the time and place of the special meeting and the business to be transacted. No business other than that included in the notice may be transacted or discussed.

Special meetings shall be open to the public in the same manner as are regular and adjourned meetings. The only exception to this requirement occurs when the Board of Trustees meets in closed session, in which case the statutes which apply to closed sessions will become effective.

Emergency Meetings
Emergency meetings may be called by the Chair of the Board when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety. No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Superintendent/President shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

References:
    Education Code Section 72129;
    Government Code Sections 54956, 54956.5, 54957, and 54962

Adopted: May 1, 2000
Revised: December 1, 2003

(Replaces SMC BP 1512)

Board Policy
Chapter 2 – Board of Trustees

BP 2330   QUORUM AND VOTING

A majority (four) of the elected members of the Board of Trustees shall constitute a quorum. The Board shall act by majority vote of all of the membership of the Board, except as noted below. The Student Trustee's vote is advisory and is not included in the majority.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each member present.

When required by law, the following actions shall be approved by a two-thirds majority of all members of the Board:

- Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- Resolution of intention to dedicate or convey an easement;
- Resolution authorizing and directing the execution and delivery of a deed;
- Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- Appropriation of funds from an undistributed reserve;
- Resolution to condemn real property.

When required by law, the following actions ~~require~~ shall be approved by a unanimous vote of all members of the Board:

- Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- Resolution authorizing lease of District property under a lease for the production of gas.

References:
    Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81511, and 81432;
    Government Code Sections 53094 and 54950 et seq.;
    Code of Civil Procedure Section 1245.240

Adopted: May 1, 2000
Revised: December 1, 2003

(Replaces SMC BP 1520)

Board Policy
Chapter 2 – Board of Trustees

BP 2340   AGENDAS

The Superintendent/President, as Secretary of the Board of Trustees, shall prepare an agenda for each regular meeting of the Board of Trustees. The agenda shall be reviewed in advance by the Board Chair at regularly scheduled agenda review meetings. The Chair may include the Vice-Chair in the agenda review meetings.

Any member of the Board of Trustees may call the Board Chair and/or the Superintendent/President and request any item to be placed on the agenda no later than one week before the meeting of the Board of Trustees.

An agenda shall be posted adjacent to the place of meeting as well as on the District's internet website at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:
- a majority decides there is an "emergency situation" as defined for emergency meetings;
- two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- an item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board of Trustees.

The Superintendent/President shall establish administrative regulations that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Members of the public may request to place matters on the agenda for meetings of the Board of Trustees according to the following provisions:

1. Such requested agenda item shall be related to the business of the District.

2. The item shall be submitted to the Superintendent/President's Office two weeks ten days prior to the time a regularly scheduled Board meeting is to commence. Individuals who wish to place an item on the agenda should complete a form available in the Superintendent/President's Office which includes name, address, subject of agenda item, rationale for agenda item, and a contact telephone number.

3. If the item submitted is presented for Board consideration, a summary of the item shall be placed on the agenda during Communication and Public Comments.

4. The number of items presented for a Board meeting may be limited by the Superintendent/President in consultation with the Board Chair.

A summary of the items submitted by the public shall be placed on the agenda during Public Comments.

Also see BP 2310 Regular Meetings of the Board, BP/AR 2320 Special and Emergency Meetings, AR 2430 Agendas, and BP/AR 3300 Public Records.

References:
    Education Code Sections 72121 and 72121.5;
    Government Code Sections 6250 et seq. and 54954 et seq.

Adopted: May 1, 2000 (for BP 1550, BP 1551, and BP 1560)
Revised: December 1, 2003 (for BP 1550 and BP 1560); _____

(Replaces SMC BP 1550, BP 1551, and BP 1560)

Board Policy
Chapter 2 – Board of Trustees

BP 2345   PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Trustees shall provide opportunities for members of the general public to participate in the business of the Board.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of three two ways:

1. There will be a time at each regularly scheduled Board meeting for the general public to make comments to the Board:
   a. Items not on the agenda, during Public Comments.
   b. Items on the agenda, at the time the Board reaches the item on the agenda

   Members wishing to comment on such items shall submit a written request at the beginning of the meeting to the Recording Secretary to the Board of Trustees that summarizes the item and provides his/her name and organizational affiliation, if any. No action may be taken by the Board on such items.

2. Members of the public may also submit written communications to the Board of Trustees on items on the agenda and speak to agenda items at the Board meeting. Written communication regarding items on the Board's agenda should be sent to the reach the Superintendent/President's Office in advance of the meeting not later than five working days prior to the meeting at which the matter concerned is to be before the Board. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

3. Members of the public may request to place items on the prepared agenda in accordance with BP 2340 Agendas.

A written summary of the item must be submitted to the Superintendent/President at least two weeks prior to the Board meeting. The summary must be signed by the initiator, contain his/her residence or business address, and organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board of Trustees under this rule but shall be submitted to the District.

Also see BP 2340 Agendas, BP 2350 Speakers, and BP 2355 Decorum.

References:
        Education Code Section 72121.5;
        Government Code Sections 54954.3 and 54957.5

NOTE: *The language in* **red ink** *is* **legally required** *(unless noted otherwise) and recommended by the Policy & Procedure Service and its legal counsel (Liebert Cassidy Whitmore). The Policy & Procedure Service issued legal updates to this policy in February 2003, March 2012, and Spring 2017.*

Adopted:

Board Policy
Chapter 2 – Board of Trustees

BP 2350   SPEAKERS

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called on the item.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

Those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board of Trustees or if their remarks are unduly repetitive.

- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.

- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy, but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Addressing the Board of Trustees

Regular Meetings of the Board of Trustees
Members of the public may address the Board of Trustees by oral presentation concerning any subject that lies within the jurisdiction of the Board of Trustees provided the requirements and procedures herein set forth are observed.

Special Meetings of the Board of Trustees
Members of the public may address the Board of Trustees by oral presentation on any item included on the agenda for consideration by the Board of Trustees, provided the requirements and procedures herein set forth are observed.

Procedure for Addressing the Board of Trustees

1. Individuals wishing to speak to the Board at a Board of Trustees meeting during Public Comments or regarding item(s) on the agenda must complete an information card with name, address, name of organization (if applicable), and the topic or agenda item on which comment is to be made.

   No member of the public may speak without being recognized by the Chair of the Board.

   Generally, each speaker may be allowed a maximum of five minutes per topic. If there are more than four speakers on any topic or item, the Board reserves the option of limiting the time for each speaker. Each speaker is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters. A speaker's time may not be transferred to another speaker.

General Public Comments and Consent Agenda

- The card to speak during Public Comments or on a Consent Agenda item must be submitted to the recording secretary at the meeting before the Board reaches the Public Comments section in the agenda.

- Five minutes may be allotted to each speaker per topic for general public comments or per item in the Consent Agenda. The speaker must adhere to the topic. Individuals wishing to speak during Public Comments or on a specific item on the Consent Agenda will be called upon during Public Comments.

Major Items of Business

- The card to speak during Major Items of Business must be submitted to the recording secretary at the meeting before the Board reaches that specific item in the Major Items of Business in the agenda.

- Five minutes may be allotted to each speaker per item in Major Items of Business. The speaker must adhere to the topic. Individuals wishing to speak on a specific item in Major Items of Business will be called upon at the time that the Board reaches that item in the agenda.

Exceptions: The time allotment does not apply to individuals who address the Board at the invitation or request of the Board or the Superintendent/President.

2. Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Board of Trustees by uttering loud, threatening, or abusive language or engaging in disorderly conduct shall, at the discretion of the presiding officer or majority of the Board, be requested to be orderly and silent and/or removed from the meeting. (See BP 2355 Decorum)

3. The Board of Trustees urges that charges and complaints against any District employee be submitted to the Board in writing. This allows the Board to more carefully examine the complaint and initiate an investigation when necessary. However, no one will be prevented from making a charge or complaint to the Board because they decline to do so in writing. If a complaint is made orally, the Board may request that the individual making the complaint provide additional information to facilitate an investigation. The Board may also afford the District employee, about whom a complaint is made, the opportunity to respond either orally or in writing at the same or subsequent meeting.

Also see BP 2345 Public Participation at Board Meetings and BP 2355 Decorum.

References:

Education Code Section 72121.5;
Government Code Sections 54950 et seq.

Adopted: May 1, 2000
Revised: December 1, 2003

(Replaces SMC BP 1570)

Board Policy
Chapter 2 – Board of Trustees

BP 2355   DECORUM

The following will be ruled out of order by the presiding officer:

- Remarks or discussion in public meetings on charges or complaints which the Board has scheduled to consider in closed session.
- Profanity, obscenity, and other offensive language.
- Physical violence and/or threats of physical violence directed toward any person or property.

In the event that any meeting is willfully interrupted by the actions of one or more persons so as to render the orderly conduct of the meeting unfeasible, the person(s) may be removed from the meeting room.

Speakers who engage in such conduct may be removed from the podium and denied the opportunity to speak to the Board for the duration of the meeting.

If order cannot be restored by the removal in accordance with these rules of individuals who are willfully interrupting the meeting, the Board may order the meeting room cleared and may continue in session. The Board shall only consider matters appearing on the agenda. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this rule.

Also see BP 2345 Public Participation at Board Meetings and BP 2350 Speakers

References:
　　Education Code Section 72121.5;
　　Government Code Section 54954.3(b)

Adopted:
(This is a new policy)

Board Policy
Chapter 2 – Board of Trustees

BP 2360   MINUTES

The Superintendent/President shall cause minutes to be taken of all meetings of the Board. The minutes shall record all actions taken by the Board of Trustees.

The minutes of the Board of Trustees meetings shall include only those matters disposed of by motions regularly made and seconded and the recommendations made by the Superintendent/President. All recommendations of the Board of Trustees meetings shall be numbered serially.

The minutes shall be public records and shall be available to the public. If requested, the minutes shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

The minutes shall also record names of those present, all motions, names of those making and seconding motions, and votes.

References:
    Education Code Sections 72000, and 72121(a);
    Government Code Section 54957.5

Adopted: May 1, 2000
Revised: December 1, 2003

(Replaces SMC BP 1580)

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Board Policy
Chapter 2 – Board of Trustees

BP 2365   RECORDING

Any audio or video recording of an open and public Board meeting made by or at the direction of the Board of Trustees shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq.

Meetings of the Board of Trustees shall be audio recorded. The Superintendent/President shall ensure that any such recordings are maintained for at least 30 days following the taping or recording.

Persons attending an open and public meeting of the Board of Trustees may, at their own expense, record the proceedings, in the public seating area or an area approved in advance by the Board Chair, with an audio or video recording or a still photo camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the Board Chair to stop.

References:
    Education Code Section 72121(a);
    Government Code Sections 6250 et seq., 54953.5, and 54953.6

Adopted: February 2, 2009
Revised:

(Replaces SMC BP 1590)

Board Policy
Chapter 2 – Board of Trustees

BP 2410   BOARD POLICIES AND ADMINISTRATIVE REGULATIONS

The Board of Trustees shall be the policy-making body of the Santa Monica Community College District and shall establish general policies governing the operations of the college in accordance with its Vision, Mission, Supporting Goals, and Institutional Learning Outcomes. Implicit in the adoption of policies is the understanding that the Superintendent/President is delegated the authority to carry them out.

The Board of Trustees may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies adopted by the Board of Trustees are consistent with the provisions of the law, but do not encompass all laws relating to the District's activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

The Board of Trustees shall determine the general scope and nature of the operation of the District, but shall not make specific administrative regulations, unless:

1. law requires the Board of Trustees to do so, or
2. a particular matter is of such magnitude that the Superintendent/President should not bear the responsibility alone and needs specific action of the Board of Trustees on such matter.

The Board of Trustees shall seek the recommendation of the Superintendent/President prior to adopting, amending, repealing, or suspending any policy. The formal adoption of policies shall be recorded in the minutes of the Board of Trustees. Only those written statements so adopted and so recorded shall be regarded as official Board policy.

Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended.

However, revisions of a technical nature that do not affect the intent of the bylaws may be adopted, amended, or repealed at a meeting in which the proposal has been submitted in writing.

The Board of Trustees shall regularly assess its policies for effectiveness in fulfilling the District's mission.

The bylaws and the policies of the Board of Trustees shall be subject to temporary suspension upon the affirmative vote of four or more members of the Board of Trustees.

Administrative regulations are to be issued by the Superintendent/President as statements of method to be used in implementing board policy. Such administrative regulations shall be consistent with the intent of board policy. Administrative regulations may be revised as deemed necessary by the Superintendent/President.

The Board of Trustees does not adopt administrative regulations unless specifically required to do so by law, or unless requested to do so by the Superintendent/President. Adoption and amendment of such adopted regulations shall be by the same procedure as that specified for policies.

The Board of Trustees reserves the right to review and suggest ~~direct~~ revisions of administrative regulations should they, in the judgment of the Board, be inconsistent with the policies adopted by the Board.

Copies of all board policies and administrative regulations shall be readily available to District employees through the Superintendent/President.

References:
  Education Code Section 70902;
  ACCJC Accreditation Standards I.B.7, I.C.5, and IV.C.7

Adopted: May 1, 2000
Revised: July 5, 2016

(Replaces SMC BP 1220)

Board Policy
Chapter 2 – Board of Trustees

BP 2430   DELEGATION OF AUTHORITY TO THE SUPERINTENDENT/PRESIDENT

The Board of Trustees delegates to the Superintendent/President the executive responsibility for administering the policies adopted by the Board and executing all decisions of the Board requiring administrative action.

The Superintendent/President may delegate any powers and duties entrusted to him/her by the Board, but will be specifically responsible to the Board for the execution of such delegated powers and duties.

The Superintendent/President is empowered to reasonably interpret board policy. In situations where there is no board policy direction, the Superintendent/President shall have the power to act but such decisions shall be subject to review by the Board of Trustees. It is the duty of the Superintendent/President to inform the Board of such action and to recommend written board policy if one is required.

The Superintendent/President is expected to perform the duties contained in the Superintendent/President job description and fulfill other responsibilities as may be determined in annual goal-setting or evaluation sessions. The job description and goals and objectives for performance shall be developed by the Board in consultation with the Superintendent/President.

The Superintendent/President shall ensure that all relevant laws and regulations are complied with, and that required reports are submitted in timely fashion.

The Superintendent/President shall make available any information or give any report requested by the Board as a whole. Individual trustee requests for information shall be met if, in the opinion of the Superintendent/President, they are not unduly burdensome or disruptive to District operations.

The Superintendent/President shall act as the professional advisor to the Board in policy formation.

References:
   Education Code Sections 70902(d) and 72400;
   ACCJC Accreditation Standards IV.B.5 and IV.C.12

Adopted: November 15, 2004
Revised:

(Replaces SMC BP 2120)

Board Policy
Chapter 2 – Board of Trustees

BP 2431   SUPERINTENDENT/PRESIDENT SELECTION

In the event of vacancy in the position of Superintendent/President, the Board of Trustees shall establish a search process to fill the vacancy. The process shall be fair and open and comply with relevant regulations.

References:
    Title 5 Sections 53000 et seq.;
    ACCJC Accreditation Standards IV.B and IV.C.3

Adopted: December 1, 2003
Revised:

(Replaces SMC BP 1266)

Board Policy
Chapter 2 – Board of Trustees

BP 2432   SUPERINTENDENT/PRESIDENT SUCCESSION

1. The Board of Trustees delegates authority to the Superintendent/President to appoint an acting Superintendent/President to serve in his/her absence for short periods of time, not to exceed 30 calendar days at a time.

2. In the absence of the Superintendent/President and when an acting Superintendent/President has not been named, administrative responsibility shall reside with:

    > Executive Vice-President
    > Vice-President, Business and Administration
    > Vice-President, Academic Affairs
    > Vice-President, Human Resources
    > Vice-President, Student Affairs

3. If the absence exceeds three consecutive months, the Board shall appoint an acting or interim Superintendent/President.

4. In the case of resignation, retirement, or death of the Superintendent/President, the Board shall establish a search process. The Board may appoint an interim Superintendent/President for up to one year. It shall appoint an interim if the time available to conduct a search is less than six months.

References:
  Education Code Sections 70902(d) and 72400;
  Title 5 Section 53021(b)

Adopted: December 1, 2003
Revised:

(Replaces SMC BP 1265)

Board Policy
Chapter 2 – Board of Trustees

BP 2435   EVALUATION OF THE SUPERINTENDENT/PRESIDENT

The Board of Trustees shall conduct an evaluation of the Superintendent/President at least annually at a special meeting scheduled on a mutually agreed upon date. Such evaluation shall comply with any requirements set forth in the contract of employment with the Superintendent/President as well as this policy.

The Board shall evaluate the Superintendent/President using an evaluation process developed and jointly agreed to by the Board and the Superintendent/President. Each member of the Board will individually rate the Superintendent/President's performance ~~on the following criteria:~~

~~Standard Leadership Criteria~~
- ~~Educational Advancement and Quality~~
- ~~Fiscal Health and Internal Operations~~
- ~~Community and Government Relations (Local/State/National)~~
- ~~Facilities and Sustainability~~
- ~~Partnership with the Board of Trustees~~

Annual Performance Criteria
The performance criteria will be drawn each year from goals and priorities identified by the Board of Trustees.

The criteria for evaluation shall be based on board policy, the Superintendent/ President's job description, and performance goals and objectives developed in accordance with BP 2430 Delegation of Authority to the Superintendent/President.

Reference:
ACCJC Accreditation Standard IV.C.3

Adopted: May 1, 2000
Revised: December 1, 2003; May 6, 2014; and July 5, 2016
(Replaces SMC BP 1280)

Board Policy
Chapter 2 – Board of Trustees

BP 2510   PARTICIPATION IN LOCAL DECISION-MAKING

The Board of Trustees is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board of Trustees is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative regulations for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Academic Senate (Title 5 Sections 53200-53206)
The Board of Trustees or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Regulations to implement this section are developed collegially with the Academic Senate.

Classified Staff (Title 5 Section 51023.5)
Staff shall be provided with opportunities to participate in the formulation and development of policies and regulations that have a significant effect on staff. The opinions and recommendations of the classified staff will be given every reasonable consideration.

Students (Title 5 Section 51023.7)
The Associated Students shall be given an opportunity to participate effectively in the formulation and development of policies and regulations that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board of Trustees shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

Participatory Governance at SMC
Santa Monica College is a community composed of students, faculty, staff, administration, and the Board of Trustees who are committed to the implementation of the Participatory Governance Policy (AB 1725). The Board of Trustees honors the concept of participatory governance in all areas defined by State laws and regulations as policy of the Santa Monica Community College District, while retaining its own rights and responsibilities as the ultimate authority.

The Board of Trustees has adopted the following participatory governance policies developed by the Academic Senate (See BP 2511 Participatory Governance: Academic Senate), Classified Staff (See BP 2512 Participatory Governance: Classified Staff), Associated Students (See BP 2513 Participatory Governance: Associated Students), and Management Association (See BP 2514 Participatory Governance: Management Association).

Also see BP/AR 2410 Board Policies and Administrative Regulations, BP/AR 2511 Participatory Governance: Academic Senate, BP/AR 2512 Participatory Governance: Classified Staff, BP/AR 2513 Participatory Governance: Associated Students, BP/AR 2514 Participatory Governance: Management Association, BP/AR 2610 Presentation of Initial Collective Bargaining Proposals, BP/AR 3250 Institutional Planning, BP/AR 5400 Associated Students, and BP 7140 Collective Bargaining.

References:
Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);
ACCJC Accreditation Standard IV.A

Adopted: November 15, 2004
Revised: May 4, 2009; _____

(Replaces SMC Board Policy Article 2200)

Board Policy
Chapter 2 – Board of Trustees

BP 2511   PARTICIPATORY GOVERNANCE: ACADEMIC SENATE

The Board of Trustees recognizes and endorses the rights and responsibilities assigned to faculty by Assembly Bill 1725 (1988) and in order that the faculty may have formal and effective procedures for participating in the formation and implementation of District policies on academic and professional matters, an Academic Senate is hereby established at Santa Monica College.

The Board recognizes the Academic Senate (The Senate) as the body which represents the faculty in collegial governance relating to academic and professional matters. The Academic Senate President or designee shall be accorded an opportunity on the Board's regular agenda to address the Board regarding its concerns. The Board of Trustees shall consider and respond to such views and recommendations.

Formation, Procedures, Membership
The Board of Trustees of the Santa Monica Community College District hereby authorizes the faculty of the college to:

1. Fix and amend by vote of the faculty the composition, structure, and procedures of the Academic Senate.
2. Provide for the selection, in accordance with accepted democratic election procedures, of the members of the Academic Senate.
3. Provide for the membership of part-time faculty members in the Academic Senate.

Powers
The Board shall rely primarily upon the advice and judgment of the Academic Senate in the areas listed below. Rely primarily means that the recommendations of the Academic Senate will normally be accepted and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted.

1. Grading Policies
2. Faculty roles and involvement in accreditation processes, including self-study and annual reports
3. The assessment of faculty professional development needs

If a Senate recommendation in the above areas is not accepted, the Board or its designee shall promptly communicate its reasons in writing to the Senate.

The process for mutual agreement shall be used for all other academic and professional matters and shall occur primarily through the Academic Senate's joint committee process. Mutual agreement means that the policy and implementation recommendations shall be prepared by an Academic Senate joint committee and/or the joint Educational Policies Committee of the Academic Senate and ratified by the Academic Senate and the Superintendent/President.

1. The Board of Trustees designates and directs the Superintendent/President or designee to meet and confer with representatives of the Academic Senate with respect to recommendations made or proposed to be made by the Senate.

2. The list of academic and professional matters which are to be resolved by mutual agreement, includes but is not limited to:

    A. Curriculum, including establishing prerequisites and placing courses within disciplines.
    B. Degree and certificate requirements.
    C. Educational program development.
    D. Standards or policies regarding student preparation and success.
    E. District and college governance structures, as related to faculty roles.
    F. Policies for faculty professional development activities.
    G. Processes for program review.
    H. Processes for institutional planning and budget development.
    I. Policies for academic personnel matters.
    J. Other academic and professional matters as mutually agreed upon between the Board of Trustees and the Academic Senate.

3. The Educational Policies Committee consists of Senate Executive Committee members and senior staff.

4. The structure and composition of the Academic Senate joint committees will be based on the tradition of joint committees at the college. Each Academic Senate joint committee shall be constructed as follows:

    A. Faculty members shall be appointed by the Academic Senate.
    B. Administrators shall be appointed by the Superintendent/President.
    C. The committee chair shall be a faculty member appointed by the Academic Senate President after consultation with the Superintendent/President or designee.
    D. The committee secretary shall be an administrator appointed by the Superintendent/President or designee after consultation with the Academic Senate President.

E. All Academic Senate joint committees shall be comprised in such a manner so that the ratio of the faculty appointees to administrative appointees is approximately 2:1.

F. The Academic Senate and the Superintendent/President shall mutually agree on the addition of any classified staff and students to the designated joint committees.

5. If, within one month, during the Fall and Spring semesters when the Academic Senate is in session, either party fails to ratify the policy development and implementation recommendation, the Academic Senate President and the Superintendent/President shall decide, within ten working days from the date, which of the following options shall be used to resolve the impasse.

   A. Send the recommendations back to the committee of origin and direct them to develop a new recommendation.

   B. The Academic Senate and the Superintendent/President shall both delegate their ratification authority to the committee of origin and the committee's final recommendation shall become the recommendation on the issue.

   C. The Academic Senate President and the Superintendent/President shall resolve the issue independent of the committee of origin.

6. The Senate reserves the right, after consultation with the administration, to present its concerns and recommendations directly to the Board and the Board shall respond to the Senate.

7. District standing committees (e.g., District Planning and Advisory Council and its planning subcommittees, matriculation advisory committee, staff diversity advisory committee) shall be structured to include appropriate representation of the Academic Senate, administrators, and classified staff when matters being considered are within their purview. Student representation shall be included on such groups whenever appropriate and possible.

8. The appointment of faculty members to serve on college or District committees, task forces, or other groups dealing with academic and professional matters shall be made by the Senate, after consultation with the Superintendent/President or designee.

Duties Assigned by Administration and the Board of Trustees
The Academic Senate may assume such responsibilities and perform such functions as may be requested of it by the administration or by the Board of Trustees.

Scope of Regulations
Nothing in this Board policy shall be construed to impinge upon the due process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

It is the intent of the Board of Trustees to respect agreements between the Academic Senate and the Faculty Association as to how they will consult, collaborate, share, or delegate among themselves the responsibilities that are or may be delegated to the Academic Senate pursuant to these recognitions.

Also see BP/AR 2410 Board Policies and Administrative Regulations, BP/AR 2510 Participation in Local Decision-Making, BP/AR 2610 Presentation of Initial Collective Bargaining Proposals, BP/AR 3250 Institutional Planning, and BP 7140 Collective Bargaining.

References:
    Education Code Sections 66700, 70901, and 70902;
    Title 5 Sections 53200 et seq.

Adopted: May 1, 2000
Revised: July 9, 2007; _____

(Replaces SMC BP 2210)

Board Policy
Chapter 2 – Board of Trustees

BP 2512   PARTICIPATORY GOVERNANCE: CLASSIFIED STAFF

The Board of Trustees recognizes and endorses the rights and responsibilities assigned to non-management classified staff by Title 5 Section 51023.5. Classified staff includes permanent non-management, non-confidential, full-time and part-time non-academic employees. Further, the Board recognizes the technical, professional, and skilled expertise of the classified staff whose functions are critical to the successful operation of the District and to the success of the faculty and students.

Participation
In view of the management structure of the District as it pertains to classified staff, and pursuant to Title 5, Section 51023.5 subsection 4, classified staff shall be afforded opportunities to participate in the formation and development of District and college policies and procedures, and in processes which have or will have a significant effect on classified staff.

When a classified staff representative is to serve on a District task force, committee, or other governance group, California School Employees Association (CSEA) Chapter 36, the exclusive representative of classified employees of the District, shall appoint the representative for the respective bargaining unit members. The exclusive representative of the classified employees and the Board of Trustees may mutually agree to an alternative appointment process through a memorandum of understanding.

Scope of Regulations
Nothing in this Classified Staff Participatory Governance Policy shall be construed to impinge upon the due process rights of non-management classified staff, nor to detract from any negotiated agreements between collective bargaining representatives and the Board of Trustees.

Also see BP/AR 2410 Board Policies and Administrative Regulations, BP/AR 2510 Participation in Local Decision-Making, BP/AR 2610 Presentation of Initial Collective Bargaining Proposals, BP/AR 3250 Institutional Planning, and BP 7140 Collective Bargaining.

References:
    Education Code Section 70901.2;
    Title 5 Section 51023.5

(Replaces SMC BP 2220)

Board Policy
Chapter 2 – Board of Trustees

BP 2513   PARTICIPATORY GOVERNANCE: ASSOCIATED STUDENTS

The Board of Trustees recognizes the Associated Students as the duly elected representatives of the student body of Santa Monica College, as provided by Education Code Section 76060. The Associated Students are encouraged to voice opinions and make recommendations to the administration of the college and the Board of Trustees with regard to District and college policies and procedures that have or will have a significant effect on the student body.

The Board of Trustees of Santa Monica Community College District hereby authorizes the students of the college to establish the Associated Students and charges them with the responsibility to:

    A.   Fix and amend by vote of the A.S. Board of Directors the composition, structure, and procedures of the Associated Students.

    B.   Provide for the selection, in accordance with accepted democratic election procedures, of the members of the Associated Students.

1. District policies and procedures that have or will have a significant effect on students include the following:

    A.   grading policies
    B.   codes of student conduct
    C.   academic disciplinary policies
    D.   curriculum development
    E.   courses or programs which should be initiated or discontinued
    F.   processes for institutional planning and budget development
    G.   standards and policies regarding student preparation and success
    H.   student services planning and development
    I.   student fees the adoption of which are within the authority of the District
    J.   any other District and college policy, procedure, or related matter the Board of Trustees (and the Associated Students) determine(s) will have a significant effect on the student body

This list does not preclude the opportunity for students to request participation in other District committees as appropriate.

2. The Associated Students of Santa Monica College shall be provided an opportunity to participate in the formulation and development of District and college policies and procedures that have or will have a significant effect on the student body, as defined in item 3. This right includes the opportunity to participate in processes for developing recommendations for the Board of Trustees regarding such policies and procedures in collaboration with the appropriate college organization(s).

3. The Board of Trustees, except in an unforeseeable emergency, shall not take action on a matter having significant effect on the student body until it has provided the Associated Students with an opportunity to participate in the formulation of the policy or the procedure or the joint development of recommendations regarding the action.

4. The Board of Trustees shall ensure that at the District and college levels, recommendations and positions developed by the Associated Students are given every reasonable consideration.

5. The selection of all student representatives to serve on all appropriate college committees, appropriate Academic Senate Joint Committees, task forces, or other governance groups shall be made by the Associated Students after consultation with the Superintendent/President and the President of the Academic Senate.

   A. In order that the recommendations and opinions of students are given every reasonable consideration, the Associated Students will designate students to participate in each of the appropriate college committees: Academic Senate Joint committees, task forces, or other governance groups, according to item number 3 and in the spirit of AB 1725.

   B. To facilitate student attendance, the prior commitments of all student members of any given committee should receive equal consideration in scheduling meetings. Students should have ready access to campus resources to carry out adequately committee responsibilities.

   C. Student members on committees will annually review, evaluate, and make recommendations for any changes in the governance structure, if needed, to insure an adequate voice. The recommendations will be given to the appropriate committee chairs, organizational leaders, administrators and the Board of Trustees.

6. Administration, faculty, and staff should provide appropriate means and understanding of governance issues in order to increase student preparedness, self-confidence, and credibility in the collegial governance process.

   A. Administration, faculty, and committee chairs will provide training and orientation at the beginning of each academic year for the purpose of building trust, fostering teamwork, and preparing for meaningful participation in the governance process.

B.   Both faculty and administration will provide ongoing consultative services such as regular, timely meetings with committee chairpersons, the development of mentorships, or other alternative means of sharing with students.

7. The A.S. President, or a designee, regularly shall be accorded the opportunity to present positions and recommendations of the Associated Students to the Board of Trustees.

8. The Board of Trustees shall give reasonable consideration to recommendations and positions developed by the Associated Students regarding District and college policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.

9. The Associated Students embrace the philosophy of participatory governance by encouraging faculty, staff, and administration to participate effectively on appropriate Associated Student boards, committees, and task forces. Appointment of faculty and staff to A.S. Committees shall be made by appropriate representative organizations after consultation with the President of the Associated Students.

10. Nothing in this section shall be construed to impinge upon the due process rights of faculty, staff, and administration, nor to detract from any negotiations or negotiated agreements between collective bargaining agents and the Board of Trustees.

Also see BP/AR 2410 Board Policies and Administrative Regulations, BP/AR 2510 Participation in Local Decision-Making, BP/AR 3250 Institutional Planning, and BP/AR 5400 Associated Students.

References:
Education Code Section 76060;
Title 5 Section 51023.7

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Adopted: May 1, 2000
Revised:

(Replaces SMC BP 2230)

ordance with this Section.

Board Policy
Chapter 2 – Board of Trustees

BP 2514 PARTICIPATORY GOVERNANCE: MANAGEMENT ASSOCIATION

The Board of Trustees recognizes the Santa Monica College Management Association as a professional organization chartered to promote the success and professional development of all academic managers, classified administrators and managers, and confidential staff. The goal is to assist and support managers and confidential employees in developing their skills to promote professional achievement and support student success. Through mentoring and professional development, the goal and objectives further the college's mission and vision statements. This provision does not confer any collective bargaining rights.

Formation and Membership
Members of the Management Association comprises academic managers (Superintendent/ President, Vice-Presidents, Deans, Associate Deans, Assistant Deans, Directors, Assistant Directors and Project Managers) and classified administrators, managers, and confidential employees.

The officers of the SMC Management Association are: president, president-elect, a secretary and a treasurer. The officers are nominated by the managers at large and elected by a majority vote to serve a term of one year. Elections shall be held in May of each year for the following fiscal year.

Participation
The process of participatory governance shall be used for all professional matters on which managers have expertise and shall occur through the representation on college-wide committees exclusive of collective bargaining issues.

The appointment of managers and confidential employees to represent the Management Association on the District Planning and Advisory Council (DPAC) and its planning subcommittees shall be made by the Management Association after consultation with the Superintendent/President or designee.

The Management Association may present proposals to the Superintendent/President regarding policies, administrative regulations and procedures. The Management Association may assume such responsibilities and perform such functions as may be requested by the Superintendent/President.

Also see BP/AR 2410 Board Policies and Administrative Regulations, BP/AR 2510 Participation in Local Decision-Making, and BP/AR 3250 Institutional Planning.

Reference:
    Government Code Section 3540.1(c)

Adopted: November 15, 2004
Revised: May 2010; _____

(Replaces SMC BP 2240)

Board Policy
Chapter 2 – Board of Trustees

BP 2610   PRESENTATION OF INITIAL COLLECTIVE BARGAINING PROPOSALS

The Superintendent/President is directed to enact administrative procedures that assure compliance with the requirements of Government Code Section 3547 regarding the presentation to the Board of Trustees of initial proposals for collective bargaining.

Collective bargaining begins when either an exclusive representative or the District itself presents an initial proposal for consideration in accordance with the following timelines:

The Board of Trustees will be represented by a chief negotiator in the collective bargaining process with employee organizations. The collective bargaining process will be directed by the Board of Trustees and communicated by the chief negotiator.

Also see AR 2610 Presentation of Initial Collective Bargaining Proposals and BP 7140 Collective Bargaining

References:
Government Code Sections 3540-3549.3, and 54957.6

Adopted: May 1, 2000 (for BP 1171) and July 9, 2001 (for BP 3134)
Revised: December 1, 2003 (for BP 1171); _____

(Replaces SMC BP 1171 and BP 3134)

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Board Policy
Chapter 2 – Board of Trustees

BP 2710   CONFLICT OF INTEREST

Board members and employees shall not be financially interested in any contract made by them in their official capacity, or in any body or board of which they are members.

A Board member shall not be considered to be financially interested in a contract if his/her interest is limited to those interests defined as remote under Government Code Section 1091 or is limited to interests defined by Government Code Section 1091.5.

A Board member who has a remote interest in any contract considered by the Board of Trustees shall disclose his/her interest during a Board meeting and have the disclosure noted in the official Board minutes. The Board member shall not vote or debate on the matter or attempt to influence any other Board member to enter into the contract.

A Board member shall not engage in any employment or activity that is inconsistent with, incompatible with, in conflict with or inimical to his/her duties as an officer of the District.

In compliance with law and regulation, the Superintendent/President shall establish administrative regulations to provide for disclosure of assets of income of Board members who may be affected by their official actions, and prevent members from making or participating in the making of Board decisions which may foreseeably have a material effect on their financial interest.

Board members shall file statements of economic interest with the filing officer identified by the administrative regulations.

Limits of Authority
Individually, a member of the Board of Trustees may not commit the District to any policy, act, or expenditure. The Board member cannot do business with the District or have an interest in any contract with the District in general. The Board member does not represent any factional segment of the community as a whole.

No individual member of the Board, by virtue of holding office, shall exercise any administrative responsibility with respect to the District.

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The Board of Trustees shall adopt a Conflict of Interest Code BP 2712 Conflict of Interest Code). In addition, the Superintendent/President shall establish an AR 2712 Conflict of Interest Code. Nothing contained in this code is intended to modify or abridge the provisions of the Political Reform Act of 1974. The provisions of this Code are additional to Government Code and other laws pertaining to conflicts of interest. Except as otherwise indicated the definitions of said Act and regulations adopted pursuant thereto are incorporated herein and this Code shall be interpreted in a manner consistent therewith.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

Also see BP 2200 Board Duties and Responsibilities, AR 2710 Conflict of Interest, BP/AR 2712 Conflict of Interest Code, BP 2715 Code of Ethics/Standards of Practice, BP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board

References:
   Education Code Sections 72530, and 72533;
   Government Code Sections 1090 et seq., 1126, 81000 et seq., and 87200 et seq.;
   Title 2 Sections 18730 et seq.

Adopted: May 1, 2000 (for BP 1240 and BP 1250)
Revised:

(Replaces SMC BP 1240 and BP 1250)

2

Board Policy
Chapter 2 – Board of Trustees

BP 2712   CONFLICT OF INTEREST CODE

The purpose of the Conflict of Interest Code is to provide for the disclosure and disqualification of Board members and designated employees of the District. The Conflict of Interest Code shall apply to all Board members and designated employees of the District, as specifically required by the Political Reform Act. The Political Reform Act (Government Code Sections 81000 et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. This Code has the force and effect of law. Any Board member or designated employee, violating any provision of the code, or Political Reform Act, are subject to the administrative, criminal, and civil sanctions provided in the Act.

The Fair Political Practices Commission has adopted a regulation (2 ~~Cal.~~ California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code. After public notes and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the Board Policy sections designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Also see BP 2200 Board Duties and Responsibilities, BP/AR 2710 Conflict of Interest, AR 2712 Conflict of Interest Code, BP 2715 Code of Ethics/Standards of Practice, BP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board.

References:
   Government Code Sections 8100et seq., 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Section 18730

Adopted: November 15, 2004 (for BP 2160 and BP 2161); September 15, 2009 (for BP 2163); and August 6, 2013 (for BP 2162)
Revised: August 6, 2013 (for BP 2163); October 4, 2016 (for BP 2162 and BP 2163);

(Replaces SMC BP 2160, BP 2161, BP 2162, and BP 2163)

Board Policy
Chapter 2 – Board of Trustees

BP 2715   CODE OF ETHICS/STANDARDS OF PRACTICE

Santa Monica College is committed to the principle that higher education and lifelong learning should be available to every person who can benefit. Given this basic condition, the activities and deliberations of the Board of Trustees will be guided by this code of ethics.

The Board of Trustees:
- has as its basic function the establishment of the policies by which the District is to be administered.
- holds the Superintendent/President accountable for the administration of the educational program and the conduct of District business.
- is made up of individuals who will strive to work with fellow Board members in a spirit of harmony and cooperation even when values and beliefs are divergent.
- is a unit of authority; Board members have no individual authority outside of official meetings.
- assures the orderly operation of the District by encouraging employees to make use of appropriate procedures before bringing their concerns to the Board.
- has the authority and responsibility to encourage the administration, faculty, and staff to be original and creative in responding to the needs of the college community.

The Board of Trustees maintains high standards of ethical conduct for its members. Members of the Board are responsible to:

- support and assist in fostering the most effective relations between the college and the community.
- never use his/her position for material gain.
- not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board of Trustees. Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may, by resolution, express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding ballot measures.

- not use or permit others to use public resources for personal purposes or any other purpose not authorized by law.
- devote time, thought, and study for effective participation and contribution in the decision-making process of the Board.
- comply with pertinent laws and regulations that deliberations in closed session are confidential and not for public discussion or disclosure.
- make decisions only after all facts have been presented and discussed. Statements or promises as to how one will vote prior to regular meetings are inappropriate.
- Abide by majority decisions of the Board.
- participate in state and national community college trustees' associations and in educational conferences, workshops, and training sessions offered by local, state, and national organizations to enhance his/her potential as a Board member.

The Board will promptly address any violation of the Code of Ethics by a Board member or Board members in the following manner:

The Superintendent/President and Board Chair are authorized to consult with legal counsel when they become aware of or are informed about actual or perceived violations of pertinent laws and regulations, including but not limited to conflict of interest, open and public meetings, confidentiality of closed session information, and use of public resources. Violations of law may be referred to the District Attorney or Attorney General as provided for in law.

Violations of BP 2715 Code of Ethics/Standards of Practice will be addressed by the Chair of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved and further action is deemed necessary, the Chair of the Board may appoint an ad hoc committee to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board officers and may include a recommendation to the Board to censure the Board member. If the Chair of the Board is perceived to have violated the code, the Vice Chair of the Board is authorized to pursue resolution.

Also see BP 2200 Board Duties and Responsibilities, BP 2310 Regular Meetings of the Board, BP 2315 Closed Sessions, BP/AR 2710 Conflict of Interest, BP/AR 2712 Conflict of Interest Code, BP 2716 Board Political Activity, and BP 2717 Personal Use of Public Resources – Board.

References:
    Education Code Sections 7054 and 7056;
    Government Code Sections 8314 and 54963;
    Penal Code Section 424;
    ACCJC Accreditation Standard IV.C.11

Adopted: May 1, 2000
Revised: March 2, 2009; _____

(Replaces SMC BP 1230)

Board Policy
Chapter 2 – Board of Trustees

BP 2716   BOARD POLITICAL ACTIVITY

Members of the Board of Trustees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

Also see BP/AP 7370 Employee Political Activity

References:
    Education Code Sections 7054, 7054.1, and 7056;
    Government Code Section 8314

Adopted:

(This is a new policy)

Board Policy
Chapter 2 – Board of Trustees

BP 2717   PERSONAL USE OF PUBLIC RESOURCES – BOARD

No trustee shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

Also see AR 7371 Personal Use of Public Resources - Employees

References:
Government Code Section 8314;
Penal Code Section 424

Adopted:

(This is a new policy)

Board Policy
Chapter 2 – Board of Trustees

BP 2720   COMMUNICATIONS AMONG BOARD MEMBERS

Members of the Board shall not communicate among themselves by the use of any form of communication (*e.g.*, personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board of Trustees. ~~In addition, no other person shall make serial communications to Board members.~~

Reference:
   Government Code Section 54952.2

Adopted:

(This is a new policy)

Board Policy
Chapter 2 – Board of Trustees

BP 2725   BOARD MEMBER COMPENSATION

Members of the Board of Trustees, including the Student Trustee, who attend all Board meetings may receive as compensation the maximum amount permissible by law. A member of the Board who does not attend all meetings held by the Board of Trustees in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board of Trustees, including the Student Trustee, may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board of Trustees.

Reference:
    Education Code Section 72024

Adopted: May 1, 2000
Revised:

(Replaces SMC BP 1330 and BP 1413)

Board Policy
Chapter 2 – Board of Trustees

BP 2730   BOARD MEMBER HEALTH BENEFITS

Members of the Santa Monica Community College District Board of Trustees shall be permitted to participate in Santa Monica Community College District's health benefit programs The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

The Student Trustee is not entitled to the District's health benefit package.

Former Board Members

Former members of the Board of Trustees may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met:

- the member must have begun service on the Board after January 1, 1981;
- the member must have been first elected to the Board before January 1, 1995; and
- the member must have served at least 12 years.

All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.

References:
Government Code Sections 53201 and 53208.5

Adopted: May 1, 2000 (for BP 1320)
Revised: December 1, 2003 (for BP 1320)

(Replaces SMC BP 1310 and BP 1320)

1

Board Policy
Chapter 2 – Board of Trustees

BP 2735   BOARD MEMBER TRAVEL

Attendance at meetings and conferences related to educational or college matters shall be encouraged for the professional growth of members of the Board of Trustees and benefit to the District. Members of the Board shall have travel expenses paid whenever they travel as representatives of and perform services ~~directed by~~ as a member of the Board of Trustees. Members of the Board of Trustees are hereby authorized to attend the following meetings and conferences and be reimbursed for related actual and necessary expenses.

Within the State of California
- Meetings called by the Chancellor of the California Community Colleges
- Regular or committee meetings of the California Legislature
- Meetings or conferences of any society, association, or organization for which the Board of Trustees has approved membership
- Meetings of accreditation, councils, or commissions of California public agencies or related federal agencies
- Visits to colleges in the State of California for the discussion of any college matter of interest to the District
- Any meeting within the state deemed by the Board to relate to community college matters

Out of State
- Meetings with representatives of the United States Government to discuss District business
- Attendance at conferences concerned with educational legislation of federal appropriations to community colleges
- Any deemed by the Board to relate to community college matters
- Meetings recommended by the Superintendent/President

All necessary actual and necessary expenses of attending such meetings, including transportation, meals, lodging and registration fees shall be a charge against District funds up to the limit of funds provided for the Board. An advance of these funds may be authorized, with the advance to be repaid or adjusted upon the filing of a regular claim for actual expenses incurred.

The Superintendent/President shall be notified of all such meetings to be attended by members of the Board of Trustees. Board members will share information regarding the meetings with the Superintendent/President and/or the Board of Trustees as appropriate, for the benefit of the Board of Trustees, the college, and the public.

An excused absence from a regular or special meeting of the Board of Trustees because of attendance at such meetings and/or conferences shall be requested no later than the next regular meeting of the Board of Trustees.

Student Trustee
The Student Trustee is authorized to attend and be reimbursed for expenses incurred for attendance at the following conferences:

- CCCT Student Trustee Orientation
- CCCT Annual Conference
- CCCT Legislative and New Trustee Orientation Conference,
- Other trustee conferences as approved in advance by the Superintendent/ President

Board members will be covered under the District travel insurance policy while engaging in District business.

Also see BP/AR 6540 Insurance and BP/AR 7400 Employee Travel

Reference:
    Education Code Section 72423

Adopted: May 1, 2000
Revised:

(Replaces SMC BP 1340 and BP 1414)

Board Policy
Chapter 2 – Board of Trustees

BP 2740 BOARD EDUCATION

The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

Orientation of New Members
The Board of Trustees, the Superintendent/President, and the staff shall assist each new member-elect/appointee to understand the Board of Trustees functions, policies, and procedures before he/she takes office. The following methods shall be employed:

1. The electee/appointee shall be invited to meet with the Superintendent/President and other administrative personnel to discuss services being performed by the Board of Trustees.

2. The electee/appointee shall be notified of Board of Trustees meetings prior to his/her taking office officially. The Superintendent/President or designate shall supply material pertinent to meetings and shall explain its use.

3. The electee/appointee shall be given selected material concerning his/her responsibility as a member of the Board of Trustees.

4. A Board of Trustees Policy Manual shall be given to each new member by the Superintendent/President.

The Board will engage in study sessions, provide access to reading materials, and support conference attendance and other activities that foster trustee education.

Study Sessions

The Board of Trustees shall schedule two annual study sessions; the dates to be adopted by the Board in the annual calendar of meetings.

At the Study Sessions, the Board will have the opportunity to discuss individual concerns and ideas with other members of the Board and the administration and give direction. Discussion topics may include, but not be limited to, proposed administrative plans, Board policies/goals, future agenda items, agenda format, et cetera.

Reference:
ACCJC Accreditation Standard IV.C.9

Adopted: May 1, 2000 (for BP 1140 and BP 1514)
Revised: December 1, 2003 (for BP 1140) and
February 2, 2009 (for BP 1514)

(Replaces SMC BP 1140 and BP 1514)

Board Policy
Chapter 2 – Board of Trustees

BP 2745   BOARD SELF-EVALUATION

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

To that end, the Board has established the following processes:

The Board of Trustees shall hold an annual self-evaluation ~~as part of the summer Study Session~~ on a mutually agreed upon date.

Purpose
No less than once a year, the Board shall evaluate the functioning, strengths, and weaknesses of the Board and identify specific functions working well and those needing improvement.

Methodology
The methodology will be determined by the Board of Trustees each year based on the priorities of the institution. The process for evaluation shall be recommended to and approved by the Board. If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Recording Secretary.

Elements of Consideration
- To assess the strengths and weaknesses of the Board as a whole.
- To determine the effectiveness of the performance of the trustees in achieving the District's goals.
- To determine the effectiveness of the policies established by the Board.
- To assess accomplishments relative to the *Vision, Mission, and Goals* of the District.

A summary of the evaluations will be presented and discussed at a Board session scheduled for that purpose. The results of the discussion will be used to identify accomplishments in the past year and provide the basis for the Board to develop its goals and priorities to address the needs of the college for the next year.

Reference:
    ACCJC Accreditation Standard IV.C.10

Adopted: May 1, 2000
Revised: December 1, 2003 and May 6, 2014
(Replaces SMC BP 1270)

Board Policy
Chapter 2 – Board of Trustees

BP 2800   LEGAL SERVICES

The Board of Trustees may, at its discretion appoint an attorney(s) to perform desired legal services. The attorney shall serve at the Board of Trustees' pleasure and be compensated at a mutually agreed-upon rate.

References:
   No specific references

Adopted: May 1, 2000
Revised:

(Replaces SMC BP 1172)

M I N U T E S

SANTA MONICA COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

JANUARY 17, 2017

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

*The complete minutes may be accessed on the
Santa Monica College website:*
http://www.smc.edu/admin/trustees/meetings/

IX. ***CONSENT AGENDA***
*Any recommendation pulled from the Consent Agenda will be held and discussed in
Section VIII, Consent Agenda – Pulled Recommendations*

Approval of Minutes
#8   Approval of Minutes: December 6, 2016 (Regular Meeting)

Academic and Student Affairs
#9   New Courses and Degrees, Fall 2016

Contracts and Consultants
#10   Subcontractual Agreement with L.A. County Department of Community and Senior Services
#11   Ratification of Contracts and Consultants

Human Resources
#12   SMCCD Calendars 2018-2019 and 2019-2020
#13   Academic Personnel
#14   Classified Personnel – Regular
#15   Classified Personnel – Limited Duration
#16   Classified Personnel – Non Merit

Facilities and Fiscal
#17   Facilities
    A   Project Close Out – Temporary Air Conditioning
    B   Award of Bid – AET, KCRW and Performing Arts Center – East Wing
       Security Systems Re-Bid
    C   Owner Controlled Insurance Program Extension – AET Campus & Parking
       Structure A
#18   Authorization of Signatures to Approve Invoices, 2017
#19   Acceptance of Grants and Budget Augmentation
#20   Budget Transfers
#21   Payroll Warrant Register
#22   Reissue of Payroll Warrants
#23   Commercial Warrant Register
#24   Auxiliary Payments and Purchase Orders
#25   Providers for Community and Contract Education
#26   Organizational Memberships, 2016-2017
#27   Purchasing
    A   Award of Purchase Orders

X. ***CONSENT AGENDA – Pulled Recommendations***

XI. ***BOARD COMMENTS AND REQUESTS***

XII. ***ADJOURNMENT***
The next regular meeting of the Santa Monica Community College District Board of Trustees will
be **Tuesday, February 7, 2017** at 7 p.m. (5:30 p.m. if there is a closed session) Santa Monica
College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard,
Santa Monica, California.

VIII.   CONSENT AGENDA

Any recommendation pulled from the Consent Agenda will be held and discussed in Section VIII, Consent Agenda – Pulled Recommendations

RECOMMENDATION:
The Board of Trustees take the action requested on Consent Agenda Recommendations #8-#27.

Recommendations pulled for separate action and discussed in
Section VIII, Consent Agenda – Pulled Recommendations: #9, #11-D, #11-G, #11-H, #11-J, #11-L, #13

> Action on Consent Agenda Excluding #9, #11-D, #11-G, #11-H, #11-J, #11-L, #13
> MOTION MADE BY: Andrew Walzer
> SECONDED BY: Barry Snell
> STUDENT ADVISORY: Aye
> AYES: 7
> NOES: 0

IX.   *CONSENT AGENDA – Pulled Recommendations*

> Recommendation No. 9 – New Courses and Degrees, Fall 2016
> MOTION MADE BY: Nancy Greenstein
> SECONDED BY: Louise Jaffe
> STUDENT ADVISORY: Aye
> AYES: 7
> NOES: 0

> Recommendation No. 11 – Ratification of Contracts and Consultants
> #11-D: Chris Swain
> MOTION MADE BY: Rob Rader
> SECONDED BY: Louise Jaffe
> STUDENT ADVISORY: Aye
> AYES: 7
> NOES: 0

> #11-G: Early Warning Labs, LLC
> MOTION MADE BY: Nancy Greenstein
> SECONDED BY: Rob Rader
> STUDENT ADVISORY: Aye
> AYES: 7
> NOES: 0

> #11-H: Dr. Nicki Harrington, Education Specialist/Senior Consultant
> MOTION MADE BY: Barry Snell
> SECONDED BY: Rob Rader
> STUDENT ADVISORY: Aye
> AYES: 7
> NOES: 0

CONSENT AGENDA: CONTRACTS AND CONSULTANTS

RECOMMENDATION NO. 11   RATIFICATION OF CONTRACTS AND CONSULTANTS (continued)

	Provider/Contract	Term/Amount	Service	Funding Source
H	Dr. Nicki Harrington Education Specialist/ Senior Consultant	March 4, 2017 Professional fee of $3,800, plus expenses estimated at $1,000, for a total not to exceed $4,800.	Dr. Nicki Harrington will facilitate an all-day workshop for the Superintendent/Board of Trustees to examine the roles, responsibilities, relationship and communication of both to provide the highest quality of leadership and governance to Santa Monica College. The session will cover the following four topics: • Board/CEO relationship over this past/first year • Board role as described in ACCJC standards: Maximizing trustee effectiveness • Board/staff relations and communications: appropriate and effective strategies for trustees • Review of CEO Evaluation process	District Budget/ Board of Trustees
I	Community College League of California (CCLC) Consultant: Dr. Jane B. Wright Director, CCLC Policy and Procedure Subscriber Service	2017 Not to exceed $35,000 (billed quarterly)	The District is contracting with Dr. Jane B. Wright, Director, CCLC Policy and Procedure Subscriber Service, to assist with the following: • Updating, revising, and aligning SMC's current Board Policies and Administrative Regulations with the templates provided by CCLC Policy and Procedure Subscriber Service; • Developing a continuous review cycle • Developing a new webpage for SMC's updated policies and regulations.	District Budget/ Board of Trustees

H and I
Requested by: Kathryn E. Jeffery, Superintendent/President

BOARD OF TRUSTEES	SPECIAL MEETING WORKSHOP
SANTA MONICA COMMUNITY COLLEGE DISTRICT	March 4, 2017

AGENDA

There will be a special meeting/workshop of the Santa Monica Community College District Board of Trustees on Saturday, March 4, 2017 at 10 a.m. in the Santa Monica College Alumni Office Conference Room, 1510 Pico Boulevard, Santa Monica, California.

I.   ORGANIZATIONAL FUNCTIONS

A   CALL TO ORDER

B   ROLL CALL
Dr. Andrew Walzer, Chair
Dr. Susan Aminoff
Dr. Nancy Greenstein
Dr. Louise Jaffe
Dr. Margaret Quiñones-Perez
Rob Rader
Barry Snell

II.   PUBLIC COMMENTS
Members of the public may address the Board of Trustees by oral presentation **concerning an item on the special meeting agenda**.

III.   BOARD DISCUSSION
- Board Role: ACCJC Standards
- Board Role: Strategic Planning Process
- Board/Staff Relations and Communications - Board Effectiveness; Trustee Strategies

IV.   CLOSED SESSION
- PUBLIC EMPLOYEE – EVALUATION (Government Code Section 54957)
  Evaluation of the Superintendent/President

V.   ADJOURNMENT: The next regular meeting of the Santa Monica Community College District Board of Trustees will be Tuesday, March 7, 2017 at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

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Santa Monica Community College District
BOARD OF TRUSTEES SELF-ASSESSMENT
2016-2017

</div>

Part One: Open Ended Questions

1. What are the major accomplishments of the Board in the past year?

2. What are the Board's strengths?

3. What are the Board's weaknesses?

4. Do the agendas and conduct of the meeting effectively meet the purposes of Board meetings? Why or why not?

5. Does the Board have clearly defined expectations and protocols for trustees communications with each other, the CEO, employees and community members? Do all Board members understand and follow these protocols?

6. What are areas where the Board can improve?

Part Two: Board Performance Standards

Please mark the box to indicate how you rate the Board of Trustees
in relation to Policy Role and Direction, Board-CEO Relations and Board Leadership

1 = strongly disagree
2 = somewhat disagree
3 = somewhat agree
4 = agree
5 = strongly agree
UE = Unable to Evaluate

	1	2	3	4	5	UE
1. The Board assures a systematic, comprehensive review of Board policies and the procedures that implement them. *Reference Accreditation Recommendation #4: The team recommends the College create a schedule to regularly review Board policies and regulations to assure integrity in all representations of the college mission, programs and services.*						
2. The Board requires long-range strategic planning.						
3. The Board follows protocols for communicating with staff that include the CEO.						
4. The Board clearly delegates the administration of the college to the CEO. *Reference Accreditation Recommendation #6: The team recommends the Board follow its policies regarding delegation of authority related to the Superintendent/President and ensure the Superintendent/President is able to implement and administer Board policies without Board interference in college operations.*						
5. Board members keep the CEO informed about contacts with the community and staff.						
6. Board members respect the role of the CEO as the link between the Board and staff.						
7. The Board encourages the professional growth of the CEO.						
8. The Board and CEO work cooperatively to maintain a broad perspective.						
9. Board members are prepared for Board meetings.						
10. The Board accommodates the differences of opinion that arise during debates of issues.						
11. Board members avoid conflicts of interest and the perception of conflicts of interests.						
12. The Board maintains confidentiality of privileged information.						
13. The Board actively encourages creativity and innovation.						
14. The Board is willing to take a stand for what it believes is right for students and the community.						
15. The Board works to build positive relationships with all stakeholders.						

Part Three: Accreditation Standards

Please mark the box to indicate how you rate the Board of Trustees performance in relation to criteria from Accreditation Standard IV.C
*1 = The Board **does not meet** the standard*
*2 = The Board **partially meets** the standard*
*3 = The Board **fully meets** the standard*

	1	2	3
16. The Board of Trustees has authority over and takes responsibility for policies to assure that academic quality, integrity and effectiveness of the student learning programs and services and the financial stability of the institution.			
17. Once the Board of Trustees reaches a decision, it acts as a whole.			
18. The Board of Trustees adheres to a clearly defined policy for selecting and evaluating the Superintendent/President.			
19. The Board of Trustees is an independent policy-making body. The public interest in Board activities and decisions is reflected in Board activities and decisions.			
20. The Board of Trustees establishes policies consistent with the mission statement to ensure the quality, integrity, and improvement of student learning programs and services.			
21. The District publishes the Board's bylaws and policies specifying the Board's size, duties, responsibilities, structure and operating procedures. The Board acts in a manner consistent with its bylaws and policies, regularly evaluates its policies and practices, and revises them as necessary.			
22. The Board of Trustees regularly reviews key indicators of student learning and achievement and institutional plan for improving academic quality.			
23. The Board of Trustees has a program for Board development and new member orientation. It has a mechanism for providing for continuity of Board membership and staggered terms of office.			
24. The self-evaluation process for assessing Board performance is clearly defined, implemented and published in its bylaws and policies.			
25. The Board of Trustees has a code of ethics that includes a clearly defined policy for dealing with behavior that violates its code.			
26. The Board of Trustees delegates full responsibility and authority to the Superintendent/President to implement and administer Board policies without Board interference and holds him/her accountable for the operation of the District.			
27. The Board of Trustees is informed about and involved in the accreditation process.			
28. The Board of Trustees has adopted personnel policies that are available for information and review. Such policies are equitably and consistently administered.			
29. The Board of Trustees has a written policy providing for faculty, staff, administrator and student participation in the decision-making process.			
30. The Board of Trustees has adopted policies on academic freedom and responsibility student academic honesty.			

Additional comments regarding the Board and how well it functions:

_____

_____

A G E N D A

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

SPECIAL MEETING/STUDY SESSION

TUESDAY,
AUGUST 22, 2017
6 p.m.

Santa Monica College Board Room
Business Building Room 117
1900 Pico Boulevard
Santa Monica, California

Written requests for disability-related modifications or accommodations, including for auxiliary aids or services that are needed in order to participate in the Board meeting are to be directed to the Office of the Superintendent/President as soon in advance of the meeting as possible.

A GENDA

The Santa Monica Community College District Board of Trustees will hold a Special Meeting/Study Session on Tuesday, August 22, 2017 at 6 p.m. in Santa Monica College Board Room (Business Building Room 117), 1900 Pico Boulevard, Santa Monica, California.

I.   *ORGANIZATIONAL FUNCTIONS*

    A   CALL TO ORDER

    B   ROLL CALL
       Andrew Walzer, Chair
       Barry Snell, Vice-Chair
       Dr. Susan Aminoff
       Dr. Nancy Greenstein
       Dr. Louise Jaffe
       Dr. Margaret Quiñones-Perez
       Rob Rader
       Chase Matthews, Student Trustee (for public session)

II.   *PUBLIC COMMENTS*

III.   *MAJOR ITEMS OF BUSINESS*

    1.   Board of Trustees Self-Assessment

    2.   Board of Trustees Core Priorities, 2017-2018

IV.   *CLOSED SESSION*

    PUBLIC EMPLOYEE – EVALUATION (Government Code Section 54957)
    Evaluation of the Superintendent/President

V.   *ADJOURNMENT*
    The next regular meeting of the Santa Monica Community College District Board of Trustees will be held on **Tuesday, September 5, 2017** at 7 p.m. (5:30 p.m. if there is a closed session) in the Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900 Pico Boulevard, Santa Monica, California.

Members Present:

Guido Davis Del Piccolo, *Chair*   Maral Hyeler   Emin Menachekanian   Gita Runkle
Jennifer Merlic, *Vice Chair*   Sasha King   Estela Narrie   David Shirinyan
Eve Adler   William Konya   Darryl-Keith Ogata   Mark Tomasic
Brenda Antrim (non-voting)   Jing Liu   James Pacchioli   Odemaris Valdivia
Christina Gabler   Emily Lodmer   Adrian Restrepo (AS)   Audra Wells
Saori Gurung (AS)   Georgia Lorenz   Elaine Roque   Joshua Withers

Others Present:

Luis Andrade   Jamie Cavanaugh   Elisa Meyer

M I N U T E S

(Items for information are listed numerically; items for action are listed alphabetically)

I.   Call to order:
The meeting was called to order at 3:10pm.

II.   Public Comments:
Emily announced Honor Council Open House. Adrian announced Voter engagement event. Joshua invited anyone who would like to have a business portrait taken by Photography students to email him.

III.   Approval of Minutes:
The minutes of October 19, 2016 were approved as presented.

IV.   Chair's report:
- Guido reported that all approved action items from the previous meeting were approved by the Academic Senate on November 1, 2016.
- Guido informed the committee that TH ART 23 and ENGR 1 (after resubmission) have been approved as UC transferable.

V.   Information Items:

(Course Updates)
1.   GR DES 34 Publication And Page Design 1
2.   GR DES 44 Publication and Page Design 2
3.   GR DES 51 Graphic Design Studio 3

(SLO Update Only)
4.   NUTR 7 Food And Culture In America

VI. **Action Items:**
(New Courses; Upper Division)
 a. COM ST 310 Organizational and Small Group Communication (prerequisite: ENGL 2 and Admission to SMC baccalaureate degree program) – presented by Luis Andrade
 (Approved with prerequisite change (see attached) and minor edits)
  Motion made by: Georgia Lorenz **Seconded by:** Eve Adler
  The motion passed unanimously. (Mark Tomasic, Maral Hyeler, and Joshua Withers not present for vote)
  Prerequisite: ENGL 2 and Admission to SMC baccalaureate degree program
  Motion made by: Estela Narrie **Seconded by:** James Pacchioli
  The motion passed unanimously.

(Global Citizenship)
 b. COM ST 310 Organizational and Small Group Communication – presented by Luis Andrade
  Motion made by: Elaine Roque **Seconded by:** Darryl-Keith Ogata
  The motion passed unanimously. (Mark Tomasic, Maral Hyeler, and Joshua Withers not present for vote)

(Distance Education)
 c. GR DES 50 Graphic Design Portfolio and Professional Practices – presented by Jamie Cavanaugh
  Motion made by: Mark Tomasic **Seconded by:** Elaine Roque
  The motion passed unanimously.
 d. GR DES 61 User Experience Design 1– presented by Jamie Cavanaugh
  Motion made by: Mark Tomasic **Seconded by:** Elaine Roque
  The motion passed unanimously.
 e. GR DES 62 User Experience Design 2– presented by Jamie Cavanaugh
  Motion made by: Mark Tomasic **Seconded by:** Elaine Roque
  The motion passed unanimously.
 f. GR DES 75 Mobile Design 1– presented by Jamie Cavanaugh
  Motion made by: Mark Tomasic **Seconded by:** Elaine Roque
  The motion passed unanimously.
 g. GR DES 76 Mobile Design 2– presented by Jamie Cavanaugh
  Motion made by: Mark Tomasic **Seconded by:** Elaine Roque
  The motion passed unanimously.

(Program Revisions)
 h. Interaction Design Bachelor of Science (increase in units; addition of MEDIA 4 as an option to COM ST 16; addition of COM ST 310) – presented by Guido
  Motion made by: Elaine Roque **Seconded by:** Georgia Lorenz
  The motion passed unanimously. (Mark Tomasic, Maral Hyeler, and Joshua Withers not present for vote)

(Policy Revisions)
 i. AR 5110: Curriculum Committee Structure, Functions, Responsibilities, Meetings – presented by Guido
  Several edits to the revision were made, including the removal of the Institutional Effectiveness Chair from 6B5. Other edits were non-substantial.
  Motion made by: William Konya **Seconded by:** Eve Adler
  The motion passed unanimously.

VII. **Adjournment**
The meeting adjourned at 5:12pm.

Prerequisite / Corequisite Checklist and Worksheet

COM ST 310
Prerequisite: English 2: Critical Analysis and Intermediate Composition
Other prerequisites, corequisites, and advisories also required for this course: Admission to the SMC baccalaureate program

SECTION 1 - CONTENT REVIEW: If any criterion is not met, the prerequisite will be disallowed.

Criterion	Met	Not Met
1. Faculty with appropriate expertise have been involved in the determination of the prerequisite, corequisite or advisory.	X	
2. The department in which the course is (will be) taught has considered course objectives in accordance with accreditation standards.	X	
3. Selection of this prerequisite, corequisite or advisory is based on tests, the type and number of examinations, and grading criteria.	X	
4. Selection of this prerequisite, corequisite or advisory is based on a detailed course syllabus and outline of record, related instructional materials and course format.	X	
5. The body of knowledge and/or skills which are necessary for success before and/or concurrent with enrollment have been specified in writing.	X	
6. The course materials presented in this prerequisite or corequisite have been reviewed and determined to teach knowledge or skills needed for success in the course requiring this prerequisite.	X	
7. The body of knowledge and/or skills necessary for success in the course have been matched with the knowledge and skills developed by the prerequisite, corequisite or advisory.	X	
8. The body of knowledge and/or skills taught in the prerequisite are not an instructional unit of the course requiring the prerequisite.	X	
9. Written documentation that steps 1 to 8 above have been taken is readily available in departmental files.	X	

SECTION II - ADDITIONAL LEVEL OF SCRUTINY:

In addition to the affirmation of content review listed in section I, an additional level of scrutiny is also required. The level of scrutiny depends on which type of prerequisite is involved. There are six types and each is listed below. Please identify which one is being used to justify the proposed prerequisite. The additional level of scrutiny corresponding to each type of prerequisite is identified below.

X Type 3: Course in communication or computational skills as prerequisite for course other than another skills course (e.g., English 1 prerequisite for Anatomy 1)
Complete the Prerequisite Worksheet

Complete Data Analysis

Prerequisite Worksheet

ENTRANCE SKILLS FOR **COM ST 310**
(What the student needs to be able to do or understand BEFORE entering the course in order to be successful)

A)	Write clear, effective essays designed to address critical positions.
B)	Define and address specific audiences.
C)	Recognize common logical errors or fallacies of language and thought.
D)	Distinguish and use both deductive and inductive reasoning.
E)	Distinguish factual from interpretive statements.
F)	Identify the interpretive communities to which they belong, that define their social, historical, moral, psychological, and philosophical assumptions.
G)	Describe the ways in which narratives (fiction and non-fiction), expository writings and arguments attempt to persuade an audience through appeals to reason and emotion.
H)	Identify the ways in which narratives, expository pieces and arguments (including literary analyses) are shaped by an author's social, historical, moral, psychological, and philosophical assumptions.
I)	Draw sound inferences from data.
J)	Distinguish and use effectively both denotative and connotative aspects of language.
K)	Locate and evaluate outside sources for use in developing their own analysis.
L)	Effectively use such writing strategies as analysis, synthesis, interpretation, and definition.
M)	Develop an ability to refine positions or seek new ones when they recognize weaknesses in their own arguments.
N)	Demonstrate an awareness of a broad range of cultural experiences and voices.

EXIT SKILLS (objectives) FROM **English 2**
(What the student has the demonstrated ability to do or understand AFTER successful completion of this course)

1.	Write clear, effective essays designed to address critical positions.
2.	Define and address specific audiences.
3.	Recognize common logical errors or fallacies of language and thought.
4.	Distinguish and use both deductive and inductive reasoning.
5.	Distinguish factual from interpretive statements.
6.	Identify the interpretive communities to which they belong, that define their social, historical, moral, psychological, and philosophical assumptions.
7.	Describe the ways in which narratives (fiction and non-fiction), expository writings and arguments attempt to persuade an audience through appeals to reason and emotion.
8.	Identify the ways in which narratives, expository pieces and arguments (including literary analyses) are shaped by an author's social, historical, moral, psychological, and philosophical assumptions.
9.	Draw sound inferences from data.
10.	Distinguish and use effectively both denotative and connotative aspects of language.
11.	Locate and evaluate outside sources for use in developing their own analysis.
12.	Effectively use such writing strategies as analysis, synthesis, interpretation, and definition.

| 13. | Develop an ability to refine positions or seek new ones when they recognize weaknesses in their own arguments. |
| 14. | Demonstrate an awareness of a broad range of cultural experiences and voices. |

		ENTRANCE SKILLS FOR COM ST 310												
		A	B	C	D	E	F	G	H	I	J	K	L	M	N
EXIT SKILLS FOR English 2	1	X													
	2		X												
	3			X											
	4				X										
	5					X									
	6						X								
	7							X							
	8								X						
	9									X					
	10										X				
	11											X			
	12												X		
	13													X	
	14														X

M I N U T E S

SANTA MONICA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

DECEMBER 6, 2016

Santa Monica College
1900 Pico Boulevard
Santa Monica, California

Board Room (Business Building Room 117)

The complete minutes may be accessed on the Santa Monica College website:
http://www.smc.edu/admin/trustees/meetings/

Approval of Minutes
#7   Approval of Minutes: November 1, 2016 (Regular Meeting)

Academic and Student Affairs
#8   New Courses and Degrees, Fall 2016

Grants and Contracts
#9   Subcontractual Agreement with UCLA
#10   Ratification of Contracts and Consultants

Human Resources
#11   Academic Personnel
#12   Classified Personnel – Regular
#13   Classified Personnel – Limited Duration
#14   Classified Personnel – Non Merit

Facilities and Fiscal
#15   Facilities
         A   Change Order No. 25 – AET Campus
         B   Change Order No. 16 – Performing Arts Center, East Wing
         C   Change Order No. 14 – Health, PE, Fitness, Dance and Central Plant
         D   Change Order No. 4 – Connection of Existing Facilities to Central Plant Loop
         E   Amendment No. 5 to Agreement for Engineering Services – Security and
                  Fire Alarm Upgrade
         F   Amendment No. 2 to Agreement for Architectural Services – Malibu Campus
         G   Amendment No 15 to Agreement for Architectural Services – AET
         H   Pool Payments Under Joint Use Facilities Agreement
#16   Acceptance of Grants and Budget Augmentation
#17   Budget Transfers
#18   Commercial Warrant Register
#19   Payroll Warrant Register
#20   Reissue of Warrants
#21   Auxiliary Payments and Purchase Orders
#22   Providers for Community and Contract Education
#23   Organizational Memberships, 2016-2017
#24   Purchasing
         A   Award of Purchase Orders

X.   *CONSENT AGENDA – Pulled Recommendations*

XI.   *ORGANIZATIONAL FUNCTIONS*

      #25   Election of Officers of the Board of Trustees, 2017
       26   Seating Arrangement of the Board of Trustees
      #27   Designation of Board Representative to LACSTA
      #28   Authorized Signature Resolution

XII.   **BOARD COMMENTS AND REQUESTS**

XIII. **ADJOURNMENT**
       The next regular meeting of the Santa Monica Community College District Board of Trustees will
       be held on **Tuesday, January 17, 2017** at 7 p.m. (5:30 p.m. if there is a closed session) in the
       Santa Monica College Board Room and Conference Center, Business Building Room 117, 1900
       Pico Boulevard, Santa Monica, California.

CONSENT AGENDA: ACADEMIC AND STUDENT AFFAIRS

RECOMMENDATION NO. 8   **NEW COURSES AND DEGREES, FALL 2016**
Requested Action: Approval/Ratification
Requested by: Curriculum Committee
Approved by: Georgia Lorenz, Vice-President, Academic Affairs

New Courses
    CS 79A Introduction to Cloud Computing
    CS 79B Database Essentials in Amazon Web Services
    CS 79C Compute Engines in Amazon Web Services
    CS 79D Security in Amazon Web Services

New Courses: Upper Division
    COM ST 310 Organizational and Small Group Communication

Distance Education
    CS 79A Introduction to Cloud Computing
    CS 79B Database Essentials in Amazon Web Services
    CS 79C Compute Engines in Amazon Web Services
    CS 79D Security in Amazon Web Services
    GR DES 50 Graphic Design Portfolio and Professional Practices
    GR DES 61 User Experience Design 1
    GR DES 62 User Experience Design 2
    GR DES 75 Mobile Design 1
    GR DES 76 Mobile Design 2

Global Citizenship
    COM ST 310 Organizational and Small Group Communication
    WOM ST 20 Women, Feminisms, and Social Movements: A Global Approach

New Programs
    Business Information Worker I Associate in Science / Certificate of Achievement
    Cloud Computing Department Certificate

STATE OF CALIFORNIA   **ERIK SKINNER, ACTING CHANCELLOR**

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**
1102 Q Street, Suite 4550
Sacramento, CA 95811-6549
(916) 445-8752
http://www.cccco.edu

July 12, 2016

Dear Colleague

In compliance with California Education Code section 70901 and California Code of Regulations, title 5, subchapter 2. Approval by the Chancellor, the California Community Colleges Chancellor's Office Academic Affairs Division has reviewed and approved the following instructional program:

Curriculum Inventory Record
College: 781
Credit Status: Credit
Program Title: Interaction Design
Program Award: B.S. Degree
Program Control Number: 34008
TOP Code: 1099.00
CIP Code: 50.9999
Program Goal: Baccalaureate of Science

For a program to be recognized by the U.S. Department of Education, the Accrediting Commission for California and Junior Colleges/Western Association of Schools and Colleges (ACCJC/WASC) must approve the program as a substantive change. Once a program is approved by the California Community Colleges Chancellor's Office (CCCCO), colleges must follow the steps outlined in the ACCJC Manual (www.accjc.org). Please note: colleges are not eligible to collect state apportionment of federal support for granting this award without first receiving approval from the Chancellor's Office and the ACCJC.

For questions regarding this review please submit your written inquiry to curriculum@cccco.edu.

Sincerely,

Academic Affairs Division
California Community Colleges Chancellor's Office

SANTA MONICA COLLEGE
PROGRAM OF STUDY
Interaction Design
Bachelor of Science (BS)

The Interaction Design Bachelor of Science degree program blends the fields of design, user experience (UX), and technology. The proliferation of innovations such as e-commerce, mobile apps, smartphones, medical devices, wearable technology, connected appliances, and self-driving cars is creating strong demand for a new breed of designer who understands the user and employs a user-centered approach. The success of a new product or service in the competitive, fast-paced world of high technology hinges upon the quality of the user's first experience with the product. Interaction Designers ensure that products and services are appealing, effective and intuitive for their users by designing the behavior, organization, and aesthetics of the system to create successful end-to-end experiences. This is a four-year program with the lower division Graphic Design courses providing students with the skills necessary to enter the upper division courses in this exciting field.

BACCALAUREATE DEGREE REQUIREMENTS:

- completion of at least 120 semester units including:
  - the Area of Emphasis with a grade of C or higher in each course
  - at least 50% of Area of Emphasis units at SMC
  - one of the following general education patterns: CSU GE or IGETC (see www.smc.edu/articulation or visit the Transfer/Counseling Center)
  - nine (9) semester units of upper division general education coursework (300 level or above)
  - the SMC Global Citizenship graduation requirement
- overall GPA of 2.0 or higher

PILOT PROGRAM STATUS: Santa Monica College is a participant in the California Community College Bachelor Degree Pilot Program. This program was created by the state legislature (Senate Bill 850) as a pilot program currently scheduled to expire in June of 2023. Students participating in the baccalaureate degree pilot program must complete their degrees by the end of the 2022–23 academic year.

CATALOG RIGHTS: A student may satisfy the requirements of a Degree or Certificate that were in effect at any time of the student's *continuous* enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

Program Learning Outcomes:

Upon completion of the program, students will demonstrate knowledge of Interaction Design/User Experience Design history, practices, methodologies, tools, and project-based processes in designing for the user. Graduates will utilize human-centered design principles, user-testing outcomes, and ethnographic research insights, and will employ critical thinking, sketching, and iterative processes to define, develop, conceptualize, and solve problems. They will design and prototype correct affordances, interaction paradigms, and patterns for a range of platforms including web, mobile, and tangible systems. They will also collaborate effectively with customers and clients, and in team projects, brainstorming sessions, and in-class critiques. They will exhibit proficient visual, verbal, and written communication skills, particularly presentation skills necessary in the design industry.

Area of Emphasis

Lower Division Preparation for the IxD Major. (These courses, or equivalent, are required prior to enrollment in the IXD courses. SMC has several articulation agreements with other institutions for these courses. See smc.edu/StudentServices/TransferServices/AreasofStudy/Pages/Interaction-Design-Transfer-Agreements.aspx)		**Units**
GR DES 31	Graphic Design Studio 1	2
GR DES 33	Typography Design 1	2
GR DES 35	Sketching For Graphic Design	2
GR DES 41	Graphic Design Studio 2	2
GR DES 43	Typography Design 2	2

GR DES 50	Graphic Design Portfolio and Professional Practices	2
GR DES 60	Design Research	2
GR DES 61	User Experience Design 1	3
GR DES 62	User Experience Design 2	3
GR DES 64	Digital Imaging For Design I	3
GR DES 65	Web Design 1	2
GR DES 66	Web Design 2	3
GR DES 67	Web Design 3	3
GR DES 71	Motion Graphics 1	3
GR DES 75	Mobile Design 1	3
GR DES 76	Mobile Design 2	3

Required Lower Division Courses (25 units):		**Units**
AHIS 3	Western Art History III	3
or		
AHIS (any AHIS course satisfies requirement; AHIS 3 highly recommended)		3
BUS 20	Principles Of Marketing	3
or		
BUS 63	Principles Of Entrepreneurship	3
COM ST 16 [*]	Fundamentals of Small Group Discussion	3
or		
MEDIA 4	Introduction to Game Studies	3
CIS 54	Web Development And Scripting	3
ENGL 1	Reading and Composition 1	3
ENGL 2	Critical Analysis And Intermediate Composition	3
MATH 54	Elementary Statistics	4
PSYCH 1	General Psychology	3

Upper Division Major Requirements (28 units):		**Units**
IXD 310	Interaction Design Studio 1	3
IXD 330	Interaction Design Studio 2	3
IXD 350	Interactive Storytelling	3
IXD 360	Product Design	3
IXD 370	Design for Community Change	3
IXD 410	Project Management for Design	2
IXD 430	Interaction Design Studio 3	3
IXD 450	Interaction Design Portfolio	2
IXD 460	Tangible Interaction	3
IXD 470	Interaction Design Senior Studio	3

IXD Internship (select a minimum of 3 units from the courses below):		**Units**
IXD 491	Interaction Design Internship	1
IXD 492	Interaction Design Internship	2
IXD 493	Interaction Design Internship	3

Upper Division General Education (9 units):		**Units**
COM ST 310	Organizational and Small Group Communication	3
ENGL 300	Advanced Writing and Critical Thinking in the Disciplines	3
PSYCH 320	Cognitive Psychology	3

Total Units for Area of Emphasis: 65

*if taken Fall 2016 or prior

SANTA MONICA COLLEGE

Advisement Guide Sheet
INTERACTION DESIGN BACHELOR OF SCIENCE

The Interaction Design (IxD) Bachelor of Science degree program blends the fields of design, user experience (UX), and technology. Interaction Designers ensure that products are appealing, effective and intuitive for their users. They create the experiences we have every day with smart objects, devices, and the web. There is strong demand for more UX/interaction designers in today's high technology industries. The Interaction Design degree will provide students with the skills necessary to enter this exciting field

For additional career possibilities, visit the Career Services Center on the main campus to utilize computerized career information systems and other valuable career resources.

PROGRAMS OFFERED
- Interaction Design Bachelor Degree

BACHELOR OF SCIENCE DEGREE REQUIREMENTS
The Bachelor's degree involves satisfactory completion of a minimum of 120 semester units with a C average or higher including the required units below, fulfillment of the Global Citizenship requirement, and fulfillment of the CSUGE or IGETC general education patterns.

Catalog rights dictate that a student may satisfy the requirements of a degree or certificate by completing the general education and major requirements in effect at any time of their continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

At least 50% of the major units must be completed at Santa Monica College.

Each major course must be completed with a grade of C or higher.

FRESHMAN/SOPHMORE PREPARATION
Students who complete the AS in Graphic Design with the User Experience Design Concentration at Santa Monica College, maintain a 2.8 GPA overall and 3.0 in Graphic Design classes, and have taken English 2 and transferable math (preferably Math 54) the semester prior to beginning the program are automatically qualified to apply for admission to the Bachelors of Science (BS) in Interaction Design program. The student is still required to complete the application including the portfolio to be considered.

SUBJECT TO CHANGE WITHOUT NOTICE. ADDITIONAL INFORMATION ON REVERSE.

ADMISSION

Admission decisions are made at the junior level

The SMC Graphic Design AS with the User Experience Design concentration provides excellent preparation for the program, but is not required for admission. The skills demonstrated in the portfolio are a more important factor in admissions decisions than the graphic design courses a student has taken. Some strong applicants have built their skills in the workplace and/or industry. SMC also welcomes applicants for transfer from other community college graphic design programs. The admissions committee will review all college or university transcripts and each student's portfolio.

Academic requirements for junior admission (must be completed prior to beginning the upper division course work):

- Completion of 60 CSU transferable units
- Completion of two college English composition courses (SMC English 1 and 2 or 31)
- Completion of a math class from the CSU or IGETC general education pattern (prefer statistics-SMC Math 54)
- Graphic Design 61, 62, 67, 75, 76 (Highly Recommended)
- Minimum 2.0 GPA

Additional preparation (may be completed after admission to the program):

- General Psychology (SMC Psychology 1)
- Statistics (SMC Math 54) or Psychology 7
- SMC Media 4
- An Art History class (prefer SMC AHIS 3 or equivalent)
- Completion of CSUGE or IGETC/CSU pattern (US History/American Government not required) NOTE: The required upper division General Education courses of the degree will satisfy the following GE area requirements: Critical Thinking, Oral Communication, and one of the required Social Science area courses in Psychology.

PORTFOLIO

The portfolio should be a curated body of work that demonstrates understanding and interest in design. The portfolio should be edited to highlight the best and most relevant design work. Specifically, submissions should demonstrate interest in web and mobile design, motion graphics, user experience and interaction design, along with understanding of the problem/concept, design process, and evaluation of the outcome and solutions.

Interaction Design candidates are required to provide three – five projects that incorporate the following:

Design Development

Sketches and other documentation that show the development of your ideas and your design process including your understanding of the user and user research.

Mockup and/or Prototype

Mockups or design comps, including a prototype of your final design concept if possible.

Project Description

A brief explanation of your project including your contribution to the project.

Additional information (please be sure to follow the portfolio requirements as outlined here):
http://www.smcixd.org/pdf/smcixd-supplemental-materials-requirements.pdf

Link to Slideroom for portfolio submission: https://smcixd.slideroom.com

Santa Monica College is a participant in the California Community College Bachelor Degree Pilot Program. This program was created by the state legislature (Senate Bill 850) as a pilot program currently scheduled to expire in June of 2023. Students participating in the baccalaureate degree pilot program must complete their degrees by the end of the 2022-23 academic year.

APPLICATION DEADLINES
Fall Admission, priority consideration deadline: January 15th of the same calendar year
Fall Admission, rolling admission as space available: May 15th of the same calendar year

There is additional information on the www.smcixd.org website, including a video which explains the application process.

Students should sign up for email updates: http://www.smcixd.org/subscribe .

GRAPHIC DESIGN, ASSOCIATE IN SCIENCE DEGREE

Suggested course sequence for freshman (63 units)

(User Experience Design Concentration)

Advisory (Not Required)

GR DES 18, Introduction to Graphic Design Applications (3)

Year 1 - Semester 1 (16 units)	Year 2 - Semester 1 (16 units)
GR DES 31, Graphic Design Studio 1 (2)	GR DES 41, Graphic Design Studio 2 (2)
GR DES 33, Typography Design 1 (2)	GR DES 43, Typography Design 2 (2)
GR DES 35, Sketching for Graphic Design (2)	GR DES 66, Web Design 2 (3)
GR DES 64, Digital Imaging for Design (3)	GR DES 76, Mobile Design 2 (3)
ENGL 1, Reading and Composition 1 (3)	ENGL 2, Critical Analysis and Intermediate Composition (3)
MATH 54, Elementary Statistics (4)	General Education-lower division (3)

Year 1 - Semester 2 (16 units)	Year 2 - Semester 2 (15 units)
GR DES 60, Design Research (2)	GR DES 50, Graphic Design Portfolio and Professional Practices (2)
GR DES 61, User Experience Design 1 (3)	GR DES 71, Motion Graphics 1 (3)
GR DES 65, Web Design 1 (2)	GR DES 62, User Experience Design 2 (3)
GR DES 75, Mobile Design 1 (3)	GR DES 67, Web Design 3 (3)
AHIS Art History (3) *(AHIS 3 is recommended)*	General Education, lower division Science with lab (4)
PSYCH 1, General Psychology (3)	

Suggested course sequence after admission at the junior level (55-62 units)

Year 3 - Semester 1 (15 units)	Year 4 - Semester 1 (17 units)
IXD 310, Interaction Design Studio 1 (3)	IXD 370, Design for Community Change (3)
IXD 350, Interactive Storytelling (3)	IXD 430, Interaction Design Studio 3 (3)
CIS 54, Web Development and Scripting (3)	IXD 460, Tangible Interaction (3)
MEDIA 4, Introduction to Game Studies (3)	IXD 410, Project Management for Design (2)
General Education-lower division (3)	BUS 20, Principles of Marketing (3)
	or
	BUS 63, Principles of Entrepreneurship (3)
	PSYCH 320, Cognitive Psychology (3) (UD GE)

Year 3 - Semester 2 (15 units)	Year 4 - Semester 2 (8-15 units)
IXD 330, Interaction Design Studio 2 (3)	IXD 450, Interaction Design Portfolio (2)
IXD 360, Product Design (3)	IXD 470, Interaction Design Senior Studio (3)
ENGL 300, Advanced Writing and Critical Thinking in the Disciplines (3) (UD GE)	General Education-lower division (if needed)
COM ST 310, (3) Upper Division GE (UD GE)	Choose min 3 units from following:
General Education-lower division (3)	IXD 491, Interaction Design Internship (1)
	IXD 492, Interaction Design Internship (2)
	IXD 493, Interaction Design Internship (3)

SUBJECT TO CHANGE WITHOUT NOTICE. ADDITIONAL INFORMATION ON REVERSE.

Academic Programs

All programs offered at Santa Monica College are designed to provide students with the necessary skills to compete successfully in related job markets and/or for transfer to a four-year college or university. Each career program has an advisory board composed of industry representatives to insure that the curricula are current and that they meet industry needs and standards.

Requirements for Degrees, Certificates of Achievement, and Department Certificates as well as requirements/recommendations for transfer preparation are available in the Transfer/Counseling Center and online. Students should note that completion of degree and/or certificate requirements may not adequately satisfy transfer major requirements. Students are **STRONGLY** encouraged to meet with a counselor to develop an academic program best suited for their transfer institution and intended major.

DEGREE AND CERTIFICATE REQUIREMENTS

General requirements for Degrees and Certificates can be found on pages 59.

CATALOG RIGHTS

A student may satisfy the requirements of a degree or certificate that were in effect at any time of the student's continuous enrollment. Continuous enrollment is defined as enrollment in consecutive Fall and Spring semesters until completion.

CURRICULAR OFFERINGS

Below is SMC's curricular offerings. This can also be found online at *smc.edu* for easier and up-to-date access.

Areas of Study	Transfer Preparation, Degrees, and Certificates Offered (NOTE: Associate degrees require a minimum of 60 units including the Area of Emphasis and General Education)	Primary Academic Department(s)
Accounting	• Transfer Preparation • Accounting Associate Degree • General Accountant Certificate of Achievement (22 units) • Professional Accountant Certificate of Achievement (35 units) • Computer Accounting Department Certificate (14 units)	• Business
Administration of Justice	• Transfer Preparation	• Business
African and Middle Eastern Studies	• African and Middle Eastern Studies Department Certificate (16 units) • *See also Modern Languages*	• Modern Languages and Cultures
American Sign Language	*See Modern Languages*	• Modern Languages and Cultures
Anatomy	*See Biological Sciences*	• Life Sciences
Animation	*See Entertainment Technology*	• Design Technology
Anthropology	• Transfer Preparation • Anthropology Associate Degree for Transfer	• Earth Sciences
Arabic	*See Modern Languages*	• Modern Languages and Cultures
Art	• Transfer Preparation • Studio Arts Associate Degree for Transfer • Art Associate Degree	• Art
Art History	• Transfer Preparation • Art History Associate Degree for Transfer	• Art
Asian Studies	• Asian Studies Department Certificate (16 units) • *See also Modern Languages*	• Modern Languages and Cultures
Astronomy	• Transfer Preparation	• Earth Sciences
Athletic Coaching	• Athletic Coaching Associate Degree • Athletic Coaching Certificate of Achievement (24 units) • *See also Kinesiology/Physical Education*	• Kinesiology
Automotive Technology	• Transfer Preparation • Automotive Technician – Introductory Department Certificate (12 units)	• Business
Bicycle Maintenance – Noncredit		• Business
Biological Sciences	• Transfer Preparation • Environmental Science Associate Degree • Environmental Science Certificate of Achievement (39 units)	• Life Sciences
Biology	*See Biological Sciences*	• Life Sciences
Botany	*See Biological Sciences*	• Life Sciences
Broadcasting	*See Media Studies*	• Communication and Media Studies

Transfer and program requirements are subject to change. For the most up-to-date information regarding transfer preparation visit assist.org and regarding degree and certificate requirements visit smc.edu/articulation.

Areas of Study	Transfer Preparation, Degrees, and Certificates Offered (NOTE: Associate degrees require a minimum of 60 units including the Area of Emphasis and General Education)	Primary Academic Department(s)
Health Education – Noncredit		• Kinesiology • Health Sciences
		•
Hebrew	*See Modern Languages*	• Modern Languages and Cultures
History	• Transfer Preparation • History Associate Degree for Transfer	• History
Humanities		• English
Interaction Design	• Interaction Design **Bachelor Degree** • *See also Graphic Design*	• Design Technology
Interior Architectural Design	• Transfer Preparation • Interior Architectural Design Associate Degree • Interior Architectural Design Certificate of Achievement (48 units) • Digital Production and Design Department Certificate (15 units) • Set Design and Art Direction for Film And TV Department Certificate (15 units)	• Design Technology
Italian	*See Modern Languages*	• Modern Languages and Cultures
Japanese	*See Modern Languages*	• Modern Languages and Cultures
Journalism	• Transfer Preparation • Journalism Associate Degree for Transfer • Journalism – Multimedia Storytelling Associate Degree • *See also Communication Studies* • *See also Media Studies*	• Communication and Media Studies
Kinesiology/Physical Education	• Transfer Preparation • Kinesiology Associate Degree for Transfer • Athletic Coaching Associate Degree • Athletic Coaching Certificate of Achievement (24 units)	• Kinesiology
Korean	*See Modern Languages*	• Modern Languages and Cultures
Latin American Studies	• Latin American Studies Department Certificate (16 units) • *See also Modern Languages*	• Modern Languages and Cultures
Liberal Arts	• Transfer Preparation • Liberal Arts – Arts and Humanities Associate Degree • Liberal Arts – Social and Behavior Science Associate Degree	• Interdepartmental
Library Studies		• Library
Linguistics	• Transfer Preparation	• Modern Languages and Cultures
Mathematics	• Transfer Preparation • Mathematics Associate Degree for Transfer	• Mathematics
Media Studies	• Broadcast Programming and Production Associate Degree • Broadcast Sales and Management Associate Degree • Entertainment Promotion/Marketing Production Associate Degree • Broadcast Programming and Production Certificate of Achievement (20 units) • Broadcast Sales and Management Certificate of Achievement (21 units) • Entertainment Promotion/ Marketing Production Certificate of Achievement (24 units) • *See also Communication Studies* • *See also Journalism*	• Communication and Media Studies
Microbiology	*See Biological Sciences*	• Life Sciences

critical analysis to factual evidence. The courses address the value of historical study for understanding change and continuity over time.

Upon completion of the Associate in Arts in History for Transfer (AA-T), students will have a strong academic foundation in the field and be prepared for upper division baccalaureate study. Completion of the degree indicates that the student will have satisfied the lower division requirements for transfer into history or similar majors for many campuses in the California State University system.

Program Learning Outcomes: Upon completion of the program, students will demonstrate, through written and oral academic work, critical examination of historical material, including primary sources, attending to such concepts as historical agency, context, perspective, and multi-causation. Students will further demonstrate an understanding of history as a discipline characterized by the application of critical analysis to factual evidence.

Required Core US History Courses: (6 units)
HIST 11, History of the United States Through Reconstruction (3)
HIST 12, History of the United States Since Reconstruction (3)

World History Courses; Select 1 pair of courses from the following: (6 units)
HIST 1, History of Western Civilization I (3)
or
HIST 33, World Civilizations I (3)

HIST 2, History of Western Civilization II (3)
or
HIST 34, World Civilizations II (3)

AREA 1: Select 1 course from the following: (3 units)
ASL 1, 2; ANTHRO 20, 21; ARABIC 1; AHIS 15, 17, 18, 71, 72; CHNESE 1, 2, 3, 4, 9; COM ST 14 *(formerly Speech 4)*, 37 *(formerly Speech 7)*; DANCE 2; ECE 11, 18 *(same as PSYCH 18)*; ECON 5 *(same as GLOBAL 5 and POL SC 5)*; ENGL 9, 10, 32, 39, 40, 41, 45, 53, 54, 57, 58; ENVRN 32 *(same as HIST 32)*; FILM 6, 7; FRENCH 1, 2, 3, 4; GEOG 11 *(same as GLOBAL 11)*, 14; GERMAN 1, 2, 3, 4; GLOBAL 5 *(same as ECON 5 and POL SC 5)*, 11 *(same as GEOG 11)*; HEBREW 1, 2, 8; HIST 5, 6, 10, 16, 19, 21, 22, 24, 25, 26, 28, 29, 30, 32, 33 *(if not used above)*, 34 *(if not used above)*, 37, 38, 39, 41, 42, 43, 53, 62; ITAL 1, 2, 3; JAPAN 1, 2, 3, 4; KOREAN 1, 2, 3, 4; MEDIA 10; MUSIC 35, 37; NUTR 7; PERSIN 1, 2; PHILOS 22 *(same as REL ST 22)*, 23; POL SC 5 *(same as ECON 5 and GLOBAL 5)*, 7, 8, 11, 14, 21; PSYCH 18 *(same as ECE 18)*; RUSS 1, 2; SOCIOL 30, 31, 32, 34; SPAN 1, 2, 3, 4, 9, 11, 12, 20; TURK 1; WOM ST 10, 20, 30

AREA 2: Select 1 course not already completed above: (3 units)
ANTHRO 2, 3, 7, 19; AHIS 1, 2, 3, 21, 22, 52 *(same as PHOTO 52)*; ECON 1, 2, 5 *(same as GLOBAL 5 and POL SC 5), 15 (same as HIST 15)*; ENVRN 7 *(same as GEOG 7)*, 14 *(same as HIST 14), 32 (same as HIST 32)*; GEOG 2, 7 *(same as ENVRN 7)*, 8 *(same as URBAN 8)*, 11 *(same as GLOBAL 11)*; GLOBAL 5 *(same as* ECON *5 and POL SC 5)*, 10, 11 *(same as GEOG 11)*; HIST 1 *(if not used above)*, 2 *(if not used above)*, 3, 4, 5, 6, 10, 13, 14 *(same as ENVRN 14)*, 15 *(same as ECON 15)*, 16, 19, 20, 21, 22, 24, 25, 26, 29, 30, 32 *(same as ENVRN 32)* *(if not used above)*, 34 *(if not used above)*, 38, 39, 41, 42, 43, 45, 46, 47, 48, 52, 53, 55, 62; MEDIA 1 *(formerly Communication 1)*, 10 *(formerly Communication 10)*; MUSIC 33, 36; NUTR 7; PHILOS 48 *(formerly same as HIST 48)*; PHOTO 52 *(same as AHIS 52)*; POL SC 1, 3 5 *(same as ECON 5 and GLOBAL 5)*; PSYCH 1; SOCIOL 1, 1s, 2, 2s; URBAN 8 *(same as GEOG 8)*; WOM ST 10

Interaction Design (IxD)

Interaction Design blends the fields of design and technology, with a focus on ensuring that products are appealing, effective, and intuitive for their users. Interaction designers work closely with programmers to create smart objects and systems that optimize the user experience. There is strong demand for more interaction designers in today's high technology industries.

Selected to participate in the pilot California Community College Baccalaureate degree program, Santa Monica College now offers courses that meet the requirements for its new Bachelor of Science (BS) degree in the field of Interaction Design. This degree will provide students with the skills necessary to enter this well-paying and exciting field. Students interested in the Bachelor of Science degree in Interaction Design should visit *smcixd.org* for more information and to sign up for email updates about the program.

Programs Offered:
• Interaction Design Bachelor Degree

INTERACTION DESIGN, BACHELOR OF SCIENCE DEGREE

The Interaction Design Bachelor of Science degree program blends the fields of design, user experience (UX), and technology. The proliferation of innovations such as e-commerce, mobile apps, smartphones, medical devices, wearable technology, connected appliances, and self-driving cars is creating strong demand for a new breed of designer who understands the user and employs a user-centered approach. The success of a new product or service in the competitive, fast-paced world of high technology hinges upon the quality of the user's first experience with the product. Interaction Designers ensure that products and services are appealing, effective and intuitive for their users by designing the behavior, organization, and aesthetics of the system to create successful end-to-end experiences. This is a four-year program with the lower division Graphic Design courses providing students with the skills necessary to enter the upper division courses in this exciting field.

PILOT PROGRAM STATUS: Santa Monica College is a participant in the California Community College Bachelor Degree Pilot Program. This program was created by the state legislature (Senate Bill 850) as a pilot program currently scheduled to expire in June of 2023. Students participating in the baccalaureate degree pilot program must complete their degrees by the end of the 2022–23 academic year.

Program Learning Outcomes: Upon completion of the program, students will demonstrate knowledge of Interaction Design/User Experience Design history, practices, method-

ologies, tools, and project-based processes in designing for the user. Graduates will utilize human-centered design principles, user-testing outcomes, and ethnographic research insights, and will employ critical thinking, sketching, and iterative processes to define, develop, conceptualize, and solve problems. They will design and prototype correct affordances, interaction paradigms, and patterns for a range of platforms including web, mobile, and tangible systems. They will also collaborate effectively with customers and clients, and in team projects, brainstorming sessions, and in-class critiques. They will exhibit proficient visual, verbal, and written communication skills, particularly presentation skills necessary in the design industry.

Lower Division Preparation for the IxD Major. (These courses, or equivalent, are required prior to enrollment in the IXD courses. SMC has several articulation agreements with other institutions for these courses. See *smc. edu/StudentServices/TransferServices/AreasofStudy/Pages/ Interaction-Design-Transfer-Agreements.aspx*)

    GR DES 31, Graphic Design Studio 1 (2)
    GR DES 33, Typography Design 1 (2)
    GR DES 35, Sketching for Graphic Design (2)
    GR DES 41, Graphic Design Studio 2 (2)
    GR DES 43, Typography Design 2 (2)
    GR DES 50, Graphic Design Portfolio and Professional
       Practices (2)
    GR DES 60, Design Research (2)
    GR DES 61, User Experience Design 1 (3)
    GR DES 62, User Experience Design 2 (3)
    GR DES 64, Digital Imaging for Design I (3)
    GR DES 65, Web Design 1 (2)
    GR DES 66, Web Design 2 (3)
    GR DES 67, Web Design 3 (3)
    GR DES 71, Motion Graphics 1 (3)
    GR DES 75, Mobile Design 1 (3)
    GR DES 76, Mobile Design 2 (3)

Required Lower Division Courses (25 units):
    AHIS 3, Western Art History III (3)
    or
    AHIS (any AHIS course satisfies requirement; AHIS 3
       highly recommended) (3)

    BUS 20, Principles of Marketing (3)
    or
    BUS 63, Principles of Entrepreneurship (3)

    COM ST 16, Fundamentals of Small Group Discussion
       (3) *(if taken Fall 2016 or prior)*
    or
    MEDIA 4, Introduction to Game Studies (3)

    CIS 54, Web Development and Scripting (3)
    ENGL 1, Reading and Composition 1 (3)
    ENGL 2, Critical Analysis and Intermediate
       Composition (3)
    MATH 54, Elementary Statistics (4)
    PSYCH 1, General Psychology (3)

Upper Division Major Requirements (28 units):
    IXD 310, Interaction Design Studio 1 (3)
    IXD 330, Interaction Design Studio 2 (3)
    IXD 350, Interactive Storytelling (3)
    IXD 360, Product Design (3)
    IXD 370, Design for Community Change (3)

    IXD 410, Project Management for Design (2)
    IXD 430, Interaction Design Studio 3 (3)
    IXD 450, Interaction Design Portfolio (2)
    IXD 460, Tangible Interaction (3)
    IXD 470, Interaction Design Senior Studio (3)

IXD Internship (select a minimum of 3 units from the courses below):
    IXD 491, Interaction Design Internship (1)
    IXD 492, Interaction Design Internship (2)
    IXD 493, Interaction Design Internship (3)

Upper Division General Education (9 units):
    COM ST 310, Organizational and Small Group
       Communication (3)
    ENGL 300, Advanced Writing and Critical Thinking in
       the Disciplines (3)
    PSYCH 320, Cognitive Psychology (3)

Interior Architectural Design

Interior Architectural Design is a Santa Monica College award-winning program in the Design Technology Department. Students focus on (1) professional career development, (2) academic transfer, (3) an Associate degree, and/or (4) personal and professional skills useful in the local and international Architecture and Design Industry. The program applies artistic and functional principles and techniques to the professional planning, designing, and furnishing of residential and commercial interior spaces. The program also includes the processes and techniques of designing living, working, and leisure indoor environments as integral components of a building system. The program includes instruction in design, drafting, careers, color coordination, surface materials and textiles, sketching, computer aided design, historical and contemporary furniture and housing, interior lighting, business principles, interior codes, digital rendering, model building, green design, universal design, on-site internships with local trade businesses, and applications to office, hotel, restaurant, and housing design. There are also specialized courses for Set Design and Advanced CAD. Designer careers include homes, kitchens/baths, offices and other retail uses, space planning, remodeling, specifying, sketching, management, staging for real estate sales, consulting, lighting, retail sales, preservation, health care, green design, and accessible, universal design.

For additional career possibilities, visit the Career Services Center on the main campus to utilize computerized career information systems and other valuable career resources.

See the Interior Architectural Design Program Website *(smcdesigntech.org/interior-architectural)* for additional information.

COUNSELING INFORMATION: Contact Cliff Dobbs at (310) 434-3783.

Programs Offered:
- Transfer Preparation
- Interior Architectural Design Associate Degree
- Interior Architectural Design Certificate of Achievement (48 units)

Academic Programs

Evidence CR1-7: Course SLO Assessment Data Tables for IxD Courses (Fall 2016, Spring 2017, Fall 2017)

Course	SLO	Course SLO Statement	Fall 2016 Mastered SLO	Fall 2016 % Mastered SLO	Fall 2016 Total Assessed	Spring 2017 Mastered SLO	Spring 2017 % Mastered SLO
IXD 310	1	Students will exhibit strong academic behaviors including regular attendance, timeliness, participation in class activities and adherence to the College Honor Code.	19	100.0%	19		
	2	Students will exhibit an understanding of interaction design history, human-centered design principles, and screen-based interaction design patterns.	19	100.0%	19		
	3	Students will design, analyze, and justify using human-centered design principles and screen-based interaction design patterns.	19	100.0%	19		
IXD 330	1	Students will exhibit strong academic behaviors including regular attendance, timeliness, participation in class activities and adherence to the College Honor Code.				19	100.0%
	2	Students will demonstrate knowledge of historical and contemporary interaction patterns, forms, and paradigms for screen-based systems.				19	100.0%
	3	Students will design with appropriate screen interaction paradigms and forms, creating detailed flow diagrams and digital prototypes.				19	100.0%
IXD 350	1	Students will exhibit strong academic behaviors including regular attendance, timeliness, participation in class activities and adherence to the College Honor Code.	20	95.2%	21		
	2	Students will demonstrate an understanding of the role of storytelling and prototyping to communicate end-to-end experiences.	20	95.2%	21		
	3	Students will create interactive prototypes using motion graphics and video to communicate experiences and to help develop better outcomes for the end user.	20	95.2%	21		
IXD 370	1	Students will exhibit strong academic behaviors including regular attendance, timeliness, participation in class activities and adherence to the College Honor Code.					
	2	Students will successfully design end-to-end user experiences, detailed interaction flows, and user-testing to develop comprehensive prototypes, and deliver clear plans that support recognition of the challenges around the project.					
	3	As part of a team, students will speak the language of community sector stakeholders to successfully communicate and demonstrate the value of the proposed design solutions.					
IXD 410	1	Students will exhibit strong academic behaviors including regular attendance, timeliness, participation in class activities and adherence to the College Honor Code.					
	2	Students will demonstrate a comprehensive knowledge of different design development processes such as agile and continuous.					
	3	Students will utilize Project Management methodologies to accurately manage project expectation, collaborate with clients, and clearly articulate design processes and outcomes in both oral and written form.					
All Course SLOs			117	97.5%	120	57	100.0%

Total Assessed	Fall 2017			All Semesters		
	Mastered SLO	% Mastered SLO	Total Assessed	Mastered SLO	% Mastered SLO	Total Assessed
	21	95.5%	22	40	97.6%	41
	22	100.0%	22	41	100.0%	41
	22	100.0%	22	41	100.0%	41
19				19	100.0%	19
19				19	100.0%	19
19				19	100.0%	19
				20	95.2%	21
				20	95.2%	21
				20	95.2%	21
	19	100%	19	19	100.0%	19
	19	100%	19	19	100.0%	19
	19	100%	19	19	100.0%	19
	19	100%	19	19	100.0%	19
	19	100%	19	19	100.0%	19
	19	100%	19	19	100.0%	19
57	179	99.4%	180	353	98.9%	357

Interaction Design (IxD) Bachelor of Science Program

The Design Technology department is extremely proud to be part of the baccalaureate pilot program with the innovative Bachelor of Science in Interaction Design (IxD). Unlike anything offered outside of private four-year institutions, the IxD program allows students to create inventive new approaches to interaction and design. Students develop a high level of empathy and think beyond the specific artifact to the entire experience and goals of the user. These skills can be applied to designing for environments such as mobile, desktop, interactive physical spaces, games, and social networks across a diverse range of industries, including business, entertainment, education, and health.

Blending creative processes, analytical approaches, along with interdisciplinary studies, students learn information architecture, prototyping, scenario-based design, design research, narrative/storytelling, usability and communication design principles. Technology plays a central role in Interaction Design and students realize their concepts through technical development, programming, prototyping, content management systems, and a range of prototyping approaches from paper to video and motion graphics to working interactive systems.

IxD is a four-year program, the first two years of which are comprised of the existing Graphic Design A.S. degree. In Fall 2017, a second cohort of 22 students began taking upper-division courses in the Interaction Design program. The first cohort of 19 students are now in the final semester of the IxD program, and scheduled to graduate in June 2018. This will be a historic achievement for Santa Monica College as well as the Design Technology department.

SLO Assessment Data

SLO data for the Interaction Design program is limited to a one-year period between Fall 2016 to Fall 2017, and does not yet reflect all senior year courses. For the review of the Interaction Design program, we have elected to assess the course-level SLOs of all the upper division courses that the IxD cohorts have completed to date. Taken as a whole, these SLOs closely reflect the following Interaction Design program learning outcomes:

Upon completing the Interaction Design program, a student will be able to:

1. Demonstrate knowledge of Interaction Design/User Experience Design history, practices, methodologies, tools, and project-based processes in designing for the user.
2. Graduates will utilize human-centered design principles, user-testing outcomes, and ethnographic research insights, and will employ critical thinking, sketching, and iterative processes to define, develop, conceptualize, and solve problems.

Moving forward, we will use the SLOs of senior year capstone courses: IxD 450, Interaction Design Portfolio, and IxD 470, Interaction Design Studio 3. We expect to have SLO data to assess for these courses once the first cohort of IxD students graduates in June 2018.

Based on the available data, we note that IxD course-level SLO mastery is high, overall. For the period between Fall 2016 to Fall 2017, the overall success rates for all assessed IxD courses are as follows:

Fall 2016, 97.5%; Fall 2017, 99.4%

This indicates a slight improvement between the first and second cohort of IxD students.

Retention and Success Data
Retention and success rates in the IxD program are quite high based on the data for the period between Fall 2016 to Fall 2017:

Course Retention: Fall 2016, 92.9%; Fall 2017, 100%
Course Success: Fall 2016, 88.1%; Fall 2017, 100%

Both categories show an improvement between the first and second cohorts. IxD 350 had the largest increase in student success from 85.7% in Fall 2016 to 100% in Fall 2017.

Conclusions
The limited data makes it difficult to draw meaningful conclusions. We do note, however, that course-level SLO mastery, retention, and success rates are very high, overall, and have increased slightly with the second cohort.

We attribute the high overall retention and success rates to the closed cohort format of the IxD program. Students are carefully selected through a rigorous application process, and those who successfully enter the upper division sequence are highly motivated and more likely to succeed than students in our A.S. programs.

We recommend that the minimum threshold value for retention and success be set at 90%.

The slight improvement between the first and second cohorts may reflect adjustments that the individual instructors have made based on their experiences with the first cohort. Nevertheless, we are pleased with the progress of both cohorts, and expect future data to reflect the same high levels of success.

Future Planning
We will continue to successfully facilitate the Interaction Design bachelor degree program, and continue to communicate the program components to current and prospective Graphic Design students, other Community College students and to professionals in the industry prior to the admissions deadlines for entrance in the Fall and Spring semesters.

This will be an ongoing effort until the future of the bachelor degree pilot program is determined. We will continue to hold Student Information Sessions for students who are interested in the program and want to submit materials for admission. We will also apply for additional funding through the Strong Workforce program to extend the part-time IxD Project Manager position to help with marketing and recruitment efforts. Lastly, we will utilize student workers to manage the Interaction Design social media presence.

Anticipated Needs
Due to recent retirements, the responsibility of managing the IxD program and counseling students has fallen to a newly hired full-time faculty member with limited support from the remaining tenured Graphic Design instructor. We are in desperate need of an additional full-time hire to teach core courses and upper-division Interaction Design classes, and to assist with the basic functions and promotion of the program.

IxD Employers Survey

Employer Information

1. Your information:

First Name

Last Name

Company/Organization Name

Position Title

Email Address

Phone Number

2. Please estimate the total number of employees working for your organization in the Southern California region:

- ○ 10 or less
- ○ 11 - 100
- ○ 101 - 500
- ○ 501 - 5,000
- ○ 5,001 - 10,000
- ○ Over 10,000

Assessment of Student Intern

3. **Technical Skills**

Using the scale below, please rate the student intern's performance on the following factors:

	Poor	Below average	Average	Above average	Excellent	Not applicable
Produces accurate and quality work	○	○	○	○	○	○
Demonstrates the technical (computer, other technologies) skills necessary for the job	○	○	○	○	○	○
Demonstrates the design skills necessary for the job	○	○	○	○	○	○

4. **Soft Skills**

Using the scale below, please rate the student intern's performance on the following factors:

	Poor	Below average	Average	Above average	Excellent	Not applicable
Researches and solves problems	○	○	○	○	○	○
Demonstrates effective communication skills	○	○	○	○	○	○
Demonstrates effective organizational skills	○	○	○	○	○	○
Demonstrates effective time management skills; meets deadlines	○	○	○	○	○	○
Takes initiative; willing to take on new tasks or assignments	○	○	○	○	○	○
Establishes positive working relationships with supervisors/peers	○	○	○	○	○	○
Is open to feedback and new ideas	○	○	○	○	○	○
Respects organizational rules and responsibilities	○	○	○	○	○	○
Displays professional conduct and image	○	○	○	○	○	○

5. Program Learning Outcomes

Santa Monica College has identified the following learning outcomes for the Interaction Design Bachelor's Degree program. Please assess whether the student intern has met the outcome.

	Failed to meet outcome	Met outcome	Not applicable
Demonstrates knowledge of Interaction Design/User Experience Design history, practices, methodologies, tools, and project-based processes in designing for the user.	○	○	○
Employs critical thinking, sketching, and iterative processes to define, develop, conceptualize, and solve problems.	○	○	○
Able to design and prototype correct affordances, interaction paradigms, and patters for a range of platforms including web, mobile, and tangible systems.	○	○	○
Collaborate effectively with customers and clients, and in team projects.	○	○	○
Exhibits proficient visual, verbal, and written communication skills.	○	○	○

6. What other skills should the Interaction Design program incorporate into the curriculum?

7. Overall, how satisfied are you with the performance of the student intern?

- ○ Very dissatisfied
- ○ Dissatisfied
- ○ Somewhat dissatisfied
- ○ Somewhat satisfied
- ○ Satisfied
- ○ Very satisfied

Program Feedback

8. Would you recommend the SMC Interaction Design internship program to other businesses or colleagues?

- ○ Yes
- ○ No
- ○ Maybe

9. How likely would a graduate from the SMC Interaction Design program be able to secure a paid position in your organization?

- ○ Very unlikely
- ○ Unlikely
- ○ Somewhat unlikely
- ○ Somewhat likely
- ○ Likely
- ○ Very likely

10. Currently, the Interaction Design internship program places student interns in your organization for 225 hours of work per semester. In your opinion, the amount of internship hours is:

- ○ Enough
- ○ Not enough
- ○ Too much

11. Please rate your satisfaction level with the internship matching process at SMC (matching interns to employers):

- ○ Very dissatisfied
- ○ Dissatisfied
- ○ Somewhat dissatisfied
- ○ Somewhat satisfied
- ○ Satisfied
- ○ Very satisfied

12. Please provide any feedback or suggestions you may have to help us improve our internship matching process:

13. In your opinion, how do students from the SMC Interaction Design program perform in the job when compared to students who have graduated from other four-year colleges/universities or bachelor's degree programs?

    ○ Much worse

    ○ Somewhat worse

    ○ Same

    ○ Somewhat better

    ○ Much better

Future Partnerships/Hiring Opportunities

14. Are you willing to work with the Interaction Design internship program in the future?

    ○ Yes

    ○ No

15. Are you willing and able to expand internship opportunities for the Interaction Design program in the future?

- ○ Yes

- ○ No

16. Describe any anticipated changes in employment openings in designer-related positions within your organization over the next 18 months.

- ○ Increase

- ○ Decrease

- ○ No change

- ○ Unknown

17. Which of the following resources would your organization be willing to provide for the Interaction Design Bachelor's Degree Program at SMC? Check all that apply.

- ☐ Adjunct faculty positions

- ☐ Company tours

- ☐ Guest speakers

- ☐ Industry advisory board participation

- ☐ Job placement assistance

- ☐ Job fair participation

- ☐ Student mentorship/career counseling

- ☐ None at this time

18. Please provide any comments, suggestions, or feedback you have about the Interaction Design program here (if applicable):

1. **Admissions**
   a. What was your level of understanding of the admissions process? (Scale: 1-5)
   b. What was your level of understanding of the portfolio requirements? (Scale: 1-5)
   c. What was your level of understanding of the required pre-requisites? (Scale: 1-5)
   d. Is there anything you wish you knew about the admissions process before applying?
   e. In regards to the admissions process, is there any advice you have for incoming applicants?
2. **Curriculum**
   a. What was your level of understanding of the material you would be learning in your core classes? (Scale: 1-5)
   b. How would you describe the material you have learned in the program so far?
   c. What would have been important to know about the coursework before beginning the program?
   d. In regards to the curriculum, is there any advice you have for incoming cohorts?
3. **Cohort/Classroom Dynamic**
   a. What have been some of the advantages of being a part of the cohort?
   b. Any disadvantages?
   c. How would you describe the classroom dynamic?
4. **Final Thoughts**
   a. Anything you wish you knew before beginning the program?
   b. Advice you would want to offer future cohorts?

ARTICLE 5100:   CURRICULUM

AR 5113   **Program Discontinuance Process**

1.   Identification

        The appropriate senior administrator will identify a program to be considered for discontinuance and specify the criteria to make the identification. Criteria might include, but would not be limited to, issues concerning enrollment, demand for a service, budget, facilities, staffing, and match with the college's mission or current goals and objectives. A summary of previous efforts to address the issues relative to the criteria will be included in the identification.

2.   Recommendation

        A.   For Instructional, Student Support, and Instructional Support Programs

                (1)   Consultation

                        (a)   With instructional, student support, and instructional support programs, the Academic Senate and Faculty Association will be consulted.

                        (b)   The Academic Senate will employ appropriate committees to consider the identified program and make a recommendation. This process will include members of the designated program. It may also involve seeking input from the community groups.

                (2)   Evaluation Criteria

                        (a)   The Administration and Academic Senate will attempt to reach mutual agreement on specific criteria to be used to evaluate the program. If agreement is not reached, the senior administrator will provide the Academic Senate with the criteria that the Administration will use.

                (3)   Recommendation

                        (a)   Addressing the specified evaluation criteria, the Academic Senate will prepare a recommendation regarding the identified program.

                        (b)   The senior administrator will receive and consider the recommendations of the Academic Senate, Faculty Association and other interested groups.

        B.   For Other College Programs

                The appropriate senior administrator will consult relevant constituencies and receive recommendations regarding the identified program.

3.   Notification

        A.   The senior administrator will notify the program leader(s) of the recommendation for discontinuance, explain the criteria up on which the recommendation is based, and inform the program leader(s) of the opportunity to appeal.

B. The senior administrator will notify the members of the District Planning and Advisory Council of the recommendation and, in collaboration with the program leader(s), establish a timeline for consideration of the recommendation by the District Planning and Advisory Council.

C. The appropriate senior administrator will present the criteria upon which the recommendation is based to the District Planning and Advisory Council for discussion.

4. Appeal

A. Program representatives, including faculty and staff directly affected, will be given the opportunity to appeal the recommendation and provide information supporting the appeal to the District Planning and Advisory Council. The constituent representatives on the District Planning and Advisory Council will be able to provide assistance on how to present the appeal if this is requested by the program. For instructional, student support, and instructional support programs, the Academic Senate may provide support for the appeal.

B. Based upon the criteria supporting the recommendation and the information presented in the appeal, the District Planning and Advisory Council will come to a decision to support or not support the recommendation.

C. If the District Planning and Advisory Council decides not to support the recommendation, it will provide the administration and the program leadership with a plan as to how the issues surrounding the recommendation for discontinuance can be resolved.

D. If the District Planning and Advisory Council decides to support the recommendation, the recommendation will be submitted to the Superintendent/ President.

Reviewed and/or Updated 10/02, 12/3/08, 3/16/09