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Santa Monica Community College District
District Planning and Advisory Council
MEETING – MAY 25, 2005
MINUTES
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A meeting of the Santa Monica Community College District Planning and Advisory Council (DPACwas held on Wednesday, **May 25, 2005 at 3 p.m**. at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order

II. Members

> Thomas J, Donner, Superintendent/President, Chair
> Randal Lawson, Executive Vice-President
>
> Katharine Muller, Management Association President
> Teresita Rodriguez, Dean of Enrollment Services
>
> Lesley Kawaguchi, Academic Senate President, Vice-Chair
> Richard Tahvildaran-Jesswein, Academic Senate President-Elect
>
> Lantz Simpson, Faculty Association President
> Ken Mason, Faculty Association representative
>
> Carl Getlleman, Classified Senate President
> Miguel Reyes, Classified Senate Representative
>
> Giovanni Vela, CSEA President
> Jere Romano, CSEA Representative
>
> Jeronimo Saldana, Associated Students President
> Mark Abraham, Associated Students Representative
>
> Others Present
> Robert Adams
> Jocelyn Chong
> Janet Harclerode
> Deyna Hearn
> Lee Peterson
> Jeff Shimizu
> Esau Tovar
> David Zehr

III. Agenda

> *Public Comments*
> *Individuals may address the District Planning and Advisory Council (DPAC) regarding an item on the agenda by submitting an information card with name and topic on which comment is to be made. The Chair reserves the right to limit the time for each speaker.*

A.   There was consensus that a quorum would consist
     of a simple majority of DPAC members (8 of 14
     members) and that no voting would take place
     during the first ten minutes of a meeting.

B,   Review of Minutes – May 11, 2005

C.   Discussion of possible College Services Planning
Subcommittee
     A proposal for the College Services Planning
     Subcommittee was reviewed and discussed. No action was
     taken, and it was decided that a smaller group would
     meet to revise the proposal for presentation at the
     next DPAC meeting *(see page 3)*

D.   Charges to Human Resources Subcommittee
     The charges to the Human Resources Planning
     Subcommittee were approved *(see page 3)*

E. Master Plan for Education Update
     The 2004-05 Institutional Objectives were distributed
     for review and input was requested for development of
     the 2005-06 Master Plan for Education *(see page 4)*

IV. <u>Adjournment</u>

     DPAC Meetings schedule, through December, 2005

        June 8, 22
        July 13, 27
        August 10, 24
        September 14, 28
        October 12, 26
        November 9, 23
        December 14

V.   <u>Council of Presidents Meeting</u>
     Council of President met to set the agenda for the June 8, 2005
     DPAC meeting.

B.   **Proposed**: The College (Operational) Services Planning Subcommittee shall:

- Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.

- Initiate discussions on defining Student Learning Outcomes for these areas and devise ways in which to measure their effectiveness in meeting student needs for use in making planning decisions.

- Assist these operational services areas in integrating Student Learning Outcomes in their reports to the Academic Senate Joint Program Review Committee.

- Support the goal to infuse Student Learning Outcomes throughout Santa Monica College.

C.   **Approved**: The Human Resources Planning Subcommittee shall:

- Make recommendations on human resources matters to the District Planning and Advisory Council that are consistent with the college's mission and goals, Education Code, Title 5 regulations, and legislative intent.

- Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees to inform human resources planning.

- Monitor trends in equity and diversity in order to include findings in human resources discussions.

- Review mandated training requirements and their delivery and effectiveness.

- Make recommendations for additional internal training and/or orientation programs.

MASTER PLAN FOR EDUCATION
2004-2005 INSTITUTIONAL OBJECTIVES
July 2004

ALL AREAS

OBJECTIVE 1: *To devise an integrated multi-year planning cycle to include instructional and student services programs, human resources, facilities, technology, and equipment planning and use it for annual budget and resource development.* (All Goals)

OBJECTIVE 2: *To implement the College's enrollment recovery plan and concurrently develop specific contingency plans to address alternative enrollment and economic scenarios.* (All Goals)

OBJECTIVE 3: *To clarify, develop, document, and regularly evaluate the roles of individuals and constituent groups in college governance and decision-making structures and processes to ensure their effective participation and communicate the processes and outcomes to the college community as the basis for continued improvement.* (All Goals)

OBJECTIVE 15: *To develop and implement concrete strategies and processes to improve communication and professional relationships in order to create a campus climate characterized by collegiality and mutual respect.* (Community of Mutual Respect)

ACADEMIC AFFAIRS

OBJECTIVE 12: *To initiate an institution-wide dialogue about student learning outcomes and processes to facilitate learning at course, program, and degree levels and to define and begin implementation of student learning outcomes at the course level.* (Academic Excellence; Student Success)

OBJECTIVE 13: *To develop and begin implementation of a biennial program review process for occupational programs.* (Academic Excellence; Student Success)

OBJECTIVE 5: *To coordinate tutor training and tutoring labs more effectively.* (Student Success)

BUSINESS AND ADMINISTRATION

OBJECTIVE 16: *To develop and implement district operational procedures and implementing agreements with the Los Angeles County Office of Education that result in a financial system that will produce clear, reliable, timely, and transparent reports in which all constituents can have full faith and confidence.* (Community of Mutual Respect)

OBJECTIVE 4: *To initiate the establishment of a reserve for contingency sufficient to maintain stability and meet financial emergencies and unforeseen occurrences.* (All Goals)

OBJECTIVE 25: *To maximize the long-term educational benefit provided through new and remodeled facilities based*

upon the 3D-I assessment and funded by Measure U and other capital sources and to minimize as much as possible the short-term disruption of classes and services during construction. (Supportive Physical Environment; Student Success; Community of Mutual Respect)

OBJECTIVE 26: *To develop communications with the college community so that the status of various facilities projects is accessible to anyone.* (Supportive Physical Environment; Community of Mutual Respect)

HUMAN RESOURCES

OBJECTIVE 6: *To develop and implement a new administrative regulation concerning the part-time faculty hiring process to address concerns jointly raised by the District and the Academic Senate regarding the need for a uniform procedure for the hiring of part-time faculty that meets the needs of the various academic departments.* (Student Success; Academic Excellence; Community of Mutual Respect)

OBJECTIVE 7: *To provide faculty members with comprehensive training with respect to participation in the peer evaluation process.* (Student Success; Academic Excellence; Community of Mutual Respect)

OBJECTIVE 17: *To collaborate with the appropriate constituencies to develop a more extensive orientation process for newly hired classified employees.* (Community of Mutual Respect)

INFORMATION TECHNOLOGY

OBJECTIVE 19: *To include measurable outcomes for each objective in the Master Plan for Technology to facilitate evaluation of the plan's effectiveness.* (Effective Use of Technology)

OBJECTIVE 20: *To develop and begin implementation of a plan to redesign and reorganize the College's website.* (Effective Use of Technology; Student Success; Academic Excellence; Community of Mutual Respect)

OBJECTIVE 18: *To complete the evaluations of the proposed Computer and Network Use Policy by the collective bargaining units so that a mutually agreeable policy can be established.* (Community of Mutual Respect; Effective Use of Technology)

OBJECTIVE 21: *To develop and implement strategies for ensuring that data stored on the PeopleSoft, Human Resources, and ISIS systems are consistent and accurately reflect activity and allocations.* (Effective Use of Technology; Community of Mutual Respect)

PLANNING AND DEVELOPMENT

OBJECTIVE 14: *To identify new internship opportunities for students with the National Institutes of Health, NASA, and the*

National Science Foundation. (Academic Excellence; Community Partnerships)

OBJECTIVE 8: *To develop a profile of distance education students that explores the demographic and academic characteristics of distance education students and how these students compare academically and demographically with those students enrolled in traditional on-ground classes.* (Student Success; Community Partnerships)

OBJECTIVE 23: *To identify new emerging occupations with high job growth in Greater Los Angeles County and areas of training for these occupations.* (Student Success)

OBJECTIVE 22: *To expand contract education/training opportunities with the health care, apparel, and transportation and logistics industries throughout Greater Los Angeles County.* (Student Success; Community Partnerships)

OBJECTIVE 24: *To work with the California Governor's Office and the U.S. Department of Labor to expand the role of community colleges in workforce development.* (Student Success; Community Partnerships)

STUDENT AFFAIRS

OBJECTIVE 9: *To re-examine primary documents to improve sources of information on student services for the catalog, schedule of classes, and website.* (Student Success; Community of Mutual Respect)

OBJECTIVE 10: *To re-examine the way student services are provided with a key focus on improving the "Welcome Center" concept.* (Student Success)

OBJECTIVE 11: *To improve financial aid procedures by decreasing the gap between BOG waivers and Pell Grants, while expanding the overall delivery of services through technology.* (Student Success)

5/23/05