



Santa Monica Community College District  
**District Planning and Advisory Council**  
**MEETING - NOVEMBER 9, 2005**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **November 9, 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: 3:12 p.m.

II. Members Present

Randal Lawson, Administration, Chair Designee  
Jeff Shimizu, Administration  
Katharine Muller, Management Association Representative  
Teresita Rodriguez, Management Association Representative  
Richard Tahvildaran-Jesswein, Academic Senate President,  
Vice-Chair  
Lesley Kawaguchi, Academic Senate Representative  
Lantz Simpson, Faculty Association Representative  
Ken Mason, Faculty Association Representative  
Lee Peterson, CSEA Representative  
Jeff Jensen, Associated Students Representative  
Adele Morad, Associated Students Representative

Others Present

Robert Adams  
Georgia Bauman  
Dianne Berman  
Alan Buckley  
Patricia Burson  
Jocelyn Chong  
John Gonzalez  
Jeff Higler  
Sherri Lee Lewis  
Mitra Moassessi  
Judy Penchansky  
Christine Schultz  
David Zehr

III. Reviewed Minutes: October 26, 2005

IV, Reports

A. Planning Subcommittees

- Budget Planning: No report.
- College Services Planning: Co-Chair Robert Adams reported that the subcommittee met and is developing questions for a survey to distribute to students and staff. A draft will be ready for the next DPAC meeting.

- Facilities Planning: Co-Chair Dianne Berman reported that the topics of discussion were the City Council meeting regarding access to the Bundy Campus, move of Information Technology to the first floor of Drescher Hall and the subsequent move of the Superintendent's Office to the third floor Drescher Hall. It was stated that the architectural agreement to plan the move of IT has been approved by the Board. It was suggested that the Facilities Planning Subcommittee make a recommendation on potential locations for the Superintendent's Office, even though there are not many options for the space required. The options should be made available to the new Superintendent/President.
- Human Resources Planning: Co-Chair Sherri Lee Lewis reported that the Subcommittee met on November 3. Vivian Rankin-Scales was elected Co-Chair. The subcommittee reviewed its charges relative to those of the personnel policies committee and collective bargaining, and decided to focus on trends in equity and diversity and make recommendations for internal training and employee orientation.
- Technology Planning: Jocelyn Chong reported that the subcommittee discussed several approaches to start the web redesign project, together with the budget planning subcommittee.

B. Academic Senate Joint Committees

- Curriculum: Chair David Zehr - 8 new courses and 7 new distance education courses were approved; all new courses submitted for UC transferability were approved.
- Program Review: Chair Patricia Burson reported the committee had its first meeting with the focus on getting acquainted. Topics discussed included updating program review guidelines and looking at scope and function. Most of the work of this committee will be done in the spring.
- Student Affairs: Judy Penchansky reported that the Committee is addressing issues related to the honor code, academic integrity, review of administrative regulations, and the dual enrollment program.

V. Agenda

- A. Review of charges to planning subcommittees. The charges developed and approved were distributed and reviewed. There was concern about how direction is given to the subcommittees and how information should flow between the five subcommittees and between the subcommittees and DPAC. It was suggested that DPAC address long-term goals and objectives, decide what the best charge is for the planning subcommittees, and develop a timetable for addressing issues.
- B. Members of DPAC were asked to submit suggestions for assignments of responsibilities related to 2005-06 Master Plan objectives by November 16th.
- C. Subcommittee report on communication:

Public Comments: Jeff Higler presented a proposal called *Project Airwaves* to improve communication on campus. The item will be placed on the agenda for discussion at the next meeting.

At the last meeting, a subcommittee was formed to develop recommendations related to the college "doable" of increasing/improving communications. The following recommendations were submitted and unanimously approved to forward to the Superintendent/President:

- DPAC recommends that the Superintendent/President establish and sponsor a President's Town Hall meeting at least once per semester. The intent is for the larger college community to gather and deliberate upon important and substantive issues facing Santa Monica College. The Superintendent/President may solicit recommendations for the topics from DPAC and the various campus constituencies.
- DPAC also recommends that the Superintendent/President's office publish an update from the Superintendent/President on a regular basis. This periodic update could take various forms—e.g., a letter, a web cast of an address. This update should also be posted on the Santa Monica College website, perhaps on a "welcome" page or the president's own page.
- DPAC also recommends that the Superintendent/President publicly recognize and commend those who are leading the many current efforts to better campus communication. Examples of these include: interdepartmental training on college business procedures and the like, Academic Senate sponsored socials, and the Opening Day festivities.

D. Parking Update: - Bundy Campus: Reported that at its meeting on Tuesday, the Santa Monica City Council reluctantly agreed to provide temporary egress, right-turn only from Airport Avenue to Bundy, through the end of the Spring semester.

VI. Adjournment: 4:55 p.m.

DPAC Meetings schedule, through December, 2005

November 23

December 14

VII. The Council of Presidents set the agenda for the November 23, 2005 DPAC meeting. The agenda will include:

- Master Plan for Education: Assignments of responsibilities related to objectives (final)
- Charges to planning subcommittees and discussion of possible process and timetable
- *Project Airwaves*, a student proposal for increasing communication
- Budget Update