



Santa Monica Community College
 District
 District Planning and Advisory
 Council

**RECORD OF CONSIDERATIONS AND ACTIONS
 DPAC MEETINGS
 2004-05**

Date	Topic	Presented to/Considered by DPAC	Consensus/Action
April 27, 2005	Planning Subcommittees	Four planning subcommittees were established: Budget, Facilities, Human Resources, and Technology. Appointments to planning subcommittees were made.	Charges to the Budget and Technology Planning Subcommittees were approved.
	Enrollment Restoration	The 2004-05 Attendance Analysis and March 29, 2005 Financial Statements modified to show three scenarios were distributed to facilitate a discussion on addressing FTE recovery for 2004-05.	There was consensus that the District should proceed with borrowing 550 FTEs from summer 2005 to restore FTEs to full base since the probably of achieving full recovery in 2005-06 is high.
May 11, 2005	Planning Subcommittee	Charges to the Facilities Planning Subcommittee were reviewed.	Charges to the Facilities Planning Subcommittee were revised and approved.
	Enrollment Restoration	As part of the effort to restore FTEs, the fall schedule includes 30 high demand courses offered during activity hour.	DPAC consensus reached on the following: DPAC affirms the actions taken by the administration and supports a plan to move forward in expanding those offerings with the hopes of restoring FTEs, with an expiration date of spring 2007 unless other articulate by this body to the administration.

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May 11, 2005 (continued)	Enrollment Restoration	Additional ideas to ensure FTE restoration included: plan a weekend program; provide incentives for staff to take classes; standardize textbooks at level C; offer discounts on books during freshman symposium; package/ market the path of level C through college level classes; "hook" incoming freshmen, more eight-week, early morning, late afternoon and vocational classes; consider parking and transit issues.	
May 25, 2005	Quorum		There was consensus that a quorum would consist of a simple majority of DPAC members (8 of 14) and that no voting would take place during the first ten minutes of a meeting.
	Planning Subcommittees	A proposal for the College Services Planning Subcommittee was reviewed and discussed. Human Resources Planning Subcommittee	No action taken; proposal to be revised and presented at next DPAC meeting. Charges were approved.
	Master Plan for Education, 2005-06	The 2004-05 Institutional Objectives were distributed for review and input was request for development of the 2005-06 Master Plan for Education.	
June 8, 2005	Planning Subcommittees	Charges to the College Services Planning Subcommittee were reviewed.	Charges to the College Services Planning Subcommittee were revised and approved, with the following conditions: <ul style="list-style-type: none"> • There be a moratorium on creating more planning subcommittees; • Charges to all planning subcommittee should include the goal to infuse

			Student Learning Outcomes throughout SMC.
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June 8, 2005 (continued)	Enrollment Restoration	An ad hoc committee was formed to review suggestions to enhance enrollment recovery and present a recommendation at next meeting.	
June 22, 2005	Enrollment Restoration	A report from the ad hoc committee formed to review suggestions to enhance enrollment recovery. <i>Strategies for Increasing Enrollment</i> included short-term strategies such as course taking incentives and website redesign; and longer-term strategic planning and market research.	
	Planning Subcommittees		There was consensus that charges to planning subcommittees shall include the goal to infuse Student Learning Outcomes throughout SMC.
	Master Plan for Education, 2005-06	A rough draft was reviewed. A more complete document to be presented at next meeting.	

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RECORD OF CONSIDERATIONS AND ACTIONS
 DPAC MEETINGS
 2005-06

Date	Topic	Presented to/Considered by DPAC	Consensus/Action
July 13, 2005	SMC Website	Website Working Group resolved that a project team be constructed to design, maintain and support the SMC website.	<p>There was consensus that there be some noticeable improvement on SMC website by January, 2006.</p> <p>The Technology Planning Subcommittee was directed to present to DPAC in August suggested timelines, priorities and options for outsourcing.</p>
	Enrollment management	Ad hoc committee on enrollment management presented recommendations for enrollment strategies and goals for 2005-06.	<p>Agreement that the recommendations be integrated in the Master Plan for Education.</p> <ul style="list-style-type: none"> • Develop a plan for SMC employees to enroll in courses • Generate list of potential high demand classes to offer at non-traditional times • Explore short-term modules, weekends and non-traditional times • Review administrative and student support costs for weekend program • Expand online counseling, financial aid • Improve communication with prospective students • Review marketing process • Initiate implementation of website redesign
July 27, 2005	SMC website	A draft redesign of the	The Technology Planning Subcommittee to

		SMC home page was presented.	present to DPAC in August suggested timelines, priorities and options for outsourcing.
August 10, 2005	SMC Website	A draft of the website redesign plan was presented and discussed.	Tabled until next DPAC meeting

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September 14, 2005	SMC Website	The Technology Planning Subcommittee presented a draft recommendation to be presented to the Interim Superintendent/President.	<p>DPAC unanimously voted to forward recommendations #1-#4 and agreed to table until the next meeting the rest of the recommendation (phasing-in plan, resources, timeline and outcome)</p> <ol style="list-style-type: none"> 1. The College should acknowledge its internet website as the primary means of distributing information for our current and prospective students, the faculty and staff, and the community and that the College should devote appropriate human and financial resources toward that end. 2. The Administration should designate an individual to direct the college website, including its design, site navigation, editorial content, and on-going maintenance. 3. The Administration should establish a Website Steering Committee, comprising representatives of college constituency groups, webpage authors, and users, to advise the administration and the individual directing the website. 4. The individual directing the website, with the advice of the Website Steering Committee, shall implement the recommendations of the Website Working Group and take such additional measures as may be necessary to improve the college's website appearance and functionality.
	DPAC Administrative Regulation	Draft of Administrative Regulation was reviewed as a first reading.	Will be presented for second reading at next meeting.

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September 28, 2005	SMC Website	Recommendations on the redesign of the SMC website were presented by the Technology Planning Subcommittee.	The recommendations were unanimously accepted. The planning document will be forwarded to the S/P as a high priority project.
	DPAC Administrative Regulation	A second reading was held of Administrative Regulation 2250.	AR 2250 was unanimously approved and will be forwarded to the S/P for approval.
	Master Plan for Education	The final Master Plan for Education, 2005 was presented.	Unanimous acceptance of Master Plan for Education, 2005 A subcommittee will assign responsibilities related to the objectives.
October 12, 2005	College "doables"	Review and discussion of "college "doables" developed by Professional Development Day. 1. Better Maintenance 2. Moving Superintendent/ President's office on campus 3. Better communication	Two recommendations unanimously approved: 1. Direct the Facilities Planning and College Services Planning Subcommittees to address better maintenance and develop recommendations to implement a clean up program. 2. Interim Superintendent/ President to develop a plan to relocate the S/P Office to the main campus. And look at the possibility of interim arrangements A subcommittee was formed to identify current methods of communication and ways to increase and/or improve communication.
	Master Plan for Education	Assignment of responsibilities related to objectives in the Master Plan for Education, 2005	A subcommittee will convene and assign responsibilities related to the objectives.

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October 26, 2005	SMC Website	Response from Interim S/P requesting that DPAC provide additional information and clarification regarding staff and budget, and submit a revised recommendation,	Recommendation unanimously approved to ask the Technology and Budget Planning Committees to provide the requested information and include the project as a priority in the 2006-07 budget.
	College "doables"	Report from Facilities Planning Subcommittee that it is addressing the area of better maintenance and general campus cleanliness. Subcommittee report on communication presented a number of suggestions and will met again to finalize recommendations.	DPAC requested the Facilities Planning Subcommittee to consider suggestion of moving the office of the S/P on campus
November 9, 2005	Superintendent/ President's Office	It was suggested that the Facilities Planning Subcommittee make a recommendation of potential locations for the S/P Office. The options should be made available to the Superintendent.	
	Charges to Planning Subcommittees	The charges to planning subcommittees were reviewed.	It was agreed that DPAC should address long-term goals and objectives, decide what the best charge is for the planning subcommittees and develop a timetable for addressing issues.
	College "doables" Communication	The subcommittee presented recommendations related to increasing/improving communication	Recommendations were unanimously approved to forward to the S/P. <ul style="list-style-type: none"> • S/P establish and sponsor a town hall meeting at least once per semester. • S/P office publish an update on a regular basis

			<ul style="list-style-type: none">• S/P publicly recognize and comment those who are leading the many current efforts to better campus communication.
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November 23, 2005	SMC Website	Budget and Technology Planning Subcommittees met to discuss proposal and agreed to recommend the appointment of a leader to coordinate the logistics of phase 1.	DPAC confirmed that this project should be a priority in budget planning for 2006-07.
	College "doables" Communication	The document prepared by the subcommittee and approved by DPAC was forward to the S/P.	Interim S/P Donner's responded that it is a good idea and he will relay the importance of this to the new S/P who will work with DPAC on a process.
	Master Plan for Education, 2005-06	The assignments of responsibilities to objectives were finalized.	It was agreed that DPAC should review one section of the objectives at each meeting.
January 11, 2006	Superintendent/ President's Office	<p>The Facilities Planning Subcommittee presented options for relocating the S/P Office on campus.</p> <ul style="list-style-type: none"> • Suite of the third floor of Drescher Hall • Large seminar room in new Liberal Arts Building • Office space in old Liberal Arts Building <p>The Facilities Planning Subcommittee requested that DPAC recognize that the parking shortage is an ongoing problem.</p>	<p>The Facilities Planning Subcommittee was asked to provide a list of options, including the displacement of a person/office, for the S/P to consider.</p> <p>The Facilities Planning Subcommittee will develop a proposal that addresses parking issues for the S/P to consider.</p>

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January 11, 2006	Master Plan for Education, 2005-06	<p>DPAC reviewed Objectives #1-#3</p> <p>Objectives 1 and 2 related to the District's reserve and budget planning were addressed by Reagan Romali.</p> <p>Objective 3 to establish a Research Advisory Committee was addressed by Jacqueline Nagatsuka who presented the Research Advisory Council objectives and Research Agenda for fall 2005.</p>	
February 8, 2006	Planning Subcommittee Reports	<p>The Budget Planning Subcommittee developed a process for the allocation of additional funds which will allow all groups to have input into the budget planning process.</p> <p>The Technology Planning Subcommittee is developing information security guidelines.</p>	
	Master Plan for Education, 2005-06	<p>DPAC reviewed Objectives #5-#8 (#4 covered at previous meeting)</p> <p>Objectives 5, 6, and 8 were addressed. Objective 7 will be reviewed at a future meeting.</p>	
	Record of Considerations		There was consensus on the structure and format of the "Record of Considerations"

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February 22, 2006			
March 8, 2006			
March 22, 2006			
April 12, 2006			
April 26, 2006			
May 10, 2006			
May 24, 2006			
June 14, 2006			
June 28, 2006			