



Santa Monica Community College District
District Planning and Advisory Council
MEETING –OCTOBER 10, 2007
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **October 10, 2007** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard. Santa Monica, California.

I. Call to Order: 3:05 p.m.

II. Members Present

Jeff Shimizu, Administration
Katharine Muller, Administration
Richard Tahvildaran-Jesswein, Academic Senate President
Lesley Kawaguchi, Academic Senate Representative
Lantz Simpson, Faculty Association President
Kathy Sucker, Faculty Association Representative
Mona Martin, Management Association President
Kiersten Elliott, Management Association Representative
Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative
Jason van Buren, Associated Students President
Brandon Barney, Associated Students Representative

Others Present

Greg Brown
Jose Cue
Bob Dammer
Libby Jennison
Lily Leach
Mitra Moassessi
Melody Nightingale
Judy Penschasky
Lee Peterson
Mayra Rodriguez
Christine Schultz
Jorge Soto
Luis Suarez
Charlie Yen

DPAC Staff Support

Lisa Rose

III. The minutes of September 26 and October 3, 2007 were reviewed and accepted.

IV. Public Comments

Luis Suarez

V. Task Force Reports

A. Strategic Planning Task Force

At its last meeting, the Strategic Planning Task Force discussed the college's motto, mission, vision, goals and values and formed a work group to revise the current document. The strategic planning narrative was slightly revised and will be resubmitted to DPAC for approval. The next meeting of the Strategic Planning Task Force is on October 19th.

VI. Agenda

A. Program Review Report: Katharine Muller presented the Program Review Report for 2006-2007. Ten program reviews were completed, one department requested a postponement and one program did not complete its review. The following overarching trends were identified through the program review process:

- ♦ Funding source should not be the only factor driving technology allocations.
- ♦ On-going facilities and technology maintenance costs and functions for new buildings need to be included in college budget planning.
- ♦ A 508 compliance office should be identified and resources provided to all faculty and staff who have an/or maintain college related websites.
- ♦ Develop a Student Services plan that reflects the needs of diverse populations while maximizing resources.
- ♦ Revisit all tutoring offered in identified labs and through specialized programs and develop a long-range, comprehensive and cohesive plan for providing instructional support that makes it easy for students to access the services.
- ♦ Develop a system and support for tracking program completers and leavers.
- ♦ Review current marketing strategies and the viability of targeted promotional pieces for individual or groups of programs to use for recruitment.
- ♦ Review the role and priorities of the Office of Institutional Research to insure that departmental and program needs for data and analysis are supported in addition to institutional needs.
- ♦ Develop a process by which programs needing collaboration from other programs are insured needed support. EX: Two programs presenting reports to Program Review in 2006-07, Nursing and Education/ECE, have been forestalled in their attempts to offer their program/certificate on-line by the reluctance of the Psychology department to offer required courses (Psych 19 & Psych 11, respectively) on-line.

B. Master Plan for Education 2007 Update: A work group was formed to review the draft of the Master Plan for Education and finalize it for approval at the next DPAC meeting. Work group members are Kiersten Elliott (work group coordinator), Brandon Barney, Katharine Muller, Bernie Rosenloecher and Kathy Sucher.

C. Campus Farming Initiative: Jason van Buren requested that the District consider a "green roof" for the Student Services Building citing the benefits of insulation and using it as an alternate site for the campus farming project. Greg Brown commented that the Student Services Building will be a LEED certified building and all new technologies are being considered. It was agreed that a presentation on the campus farming project and green roof concept be made at a meeting of the Facilities Planning Subcommittee.

Richard Tahvildaran-Jesswein commented that he would like DPAC to participate in decisions being made about facilities, possibly by developing some guiding principles. A discussion item will be placed on the agenda for the next meeting.

D. Planning Subcommittees: Representatives and Meeting Logistics: DPAC reviewed and updated representatives serving on the planning subcommittees. Student representatives are needed on all planning subcommittees.

VII. Announcement

Richard Tahvildarn-Jesswein reported that the Board of Trustees accepted DPAC's recommendation approved at the October 3rd special meeting to form a task force to study unfunded retiree health benefits/GASB 45. He and Lantz Simpson will co-chair the task force that will comprise eight members.

He also reported that the Board approved designated reserves in the 2007-08 budget for unfunded retiree health benefits (\$2 million) and for the potential revenue deficit in 2008-2009 created by decline in reported FTES and one-year stabilization funding in 2007-2008 (\$2,961,248). The Superintendent/President had reviewed DPAC's recommendation that these two items not be included as designated reserves, but made a different recommendation to the Board of Trustees. The Board of Trustees were made aware of DPAC's recommendations.

VIII. Adjournment: 4:25 p.m.

DPAC Meeting schedule through June, 2008 (second and fourth Wednesdays each month)

October 24
November 14, 28
December 12
January 9, 23, 2008
February 13, 27
March 12, 26
April 9 (faculty flex day – spring break), April 23
May 14, 28
June 11, 25

IX. Council of Presidents Meeting

The Council of Presidents set the agenda for the October 24, 2007 DPAC meeting, as follows:

- Facilities: Update and Discussion
- Report from Work Group: Master Plan for Education 2007
- Final DPAC Annual Report, 2006-07
- Litter on campus
- Report on Textbook Rental Program (Jason)

Recommendations from DPAC Planning Subcommittees to be included on agenda for consideration by DPAC need to be submitted to Lisa Rose one week before the meeting.