



Santa Monica Community College District
District Planning and Advisory Council
MEETING – MAY 11, 2011
AGENDA

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, **May 11, 2011** at 3:00 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

Randal Lawson, Administration, Chair Designee
Jeff Shimizu, Administration Representative

Al Vasquez, Management Association President
Erica LeBlanc, Management Association Representative

Eric Oifer, Academic Senate President, Vice-Chair
Janet Harclerode, Academic Senate Representative

Mitra Moassessi, Faculty Association President
Sandra Burnett, Faculty Association Representative

Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative

Tiffany Inabu, Associated Students President
Chantelle Eastman, Associated Students Representative

III. Review of Minutes: April 27, 2011

V. Agenda

Public Comments

Individuals may address the District Planning and Advisory Council (DPAC) concerning any subject that lies within the jurisdiction of DPAC 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.

- I. Master Plan for Education, 2011-2012: Continue Discussion of Program Review Recommendations

VI. Adjournment

Meeting schedule through June, 2011 (second and fourth Wednesdays each month at 3 p.m.)

2011
May 25
June 8, 22

VII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the May 25, 2011 DPAC meeting.

DPAC REVIEW OF PROGRAM REVIEW ANNUAL REPORT RECOMMENDATIONS

Institutional Objective
Referred/Assigned

Report Section and Reference #	RECOMMENDATION	REFERRAL	
Research 1	Provide training in the use of research tools including developing and evaluating surveys, interpreting data and applying the findings to decision making, and communicating results clearly.	<ul style="list-style-type: none"> • Institutional Effectiveness Committee • Professional Committee • Institutional Objective 	
Research 2	Provide training and support for programs in the creation and use of on-line survey tools.		
3. Make additional modifications to the college website and its capabilities			
Technology Website (3a)	The search engine is not user friendly or broad enough.	Assess Implementation Evaluate Later	
Technology Website (3b)	Keywords need to be carefully identified and broadly embedded.		
Technology Website (3c)	Templates need to be developed and adhered to so as to ensure some level of uniformity (look and message) that clearly identifies all links and homepages as being part of SMC.		
Technology Website (3d)	Standards and support for updating department and faculty websites need to be implemented to make it easy for the user to navigate and update (the current environment has made it harder for faculty to update). A question that needs to be addressed is how the college/department ensures that information, including that on syllabi, is current.		
Technology Website (3e)	A comprehensive, organized approach to presentation, navigation, and message to broaden information and functionality is needed. The site is currently heavily oriented to admissions; now other areas need to be brought into focus.		
Technology Website (3f)	Navigation for updating needs to be quick and easy to do.		
Technology Website (3g)	There are multiple Facebook pages associated with SMC. A means for distinguishing official pages and ensuring links are logical should be established.		Public Information Officer
Technology Website (3h)	Review the placement and size of news and events information. It is currently difficult to locate and get information about college-sponsored activities.		
Technology Website (3i)	Profile college programs on the website in a rotation similar to the student stories as a marketing tool.		
Technology Website (3j)	Improve the look of the SMC student portal and ensure the design is consistent with the look and feel of other on-line messages and functions.		
Technology Website (3k)	Consider options for the institution to provide support/assistance for programs to maintain websites.		
Technology Support 4	Build maintenance of technology and facilities into the district budget. This includes appropriate staffing for maintenance, equipment replacement, and software upgrades.	Technology/facilities subcommittees	

Report Section and Reference #	RECOMMENDATION	REFERRAL
Technology Support 5	Address the increasing use of the MAC platform in general and to meet industry standards; ensure there is sufficient college technical support for this platform and the ability to manage usage. In addition to classes taught on MACs, a significant number of online students using MACs have difficulty accessing materials.	Technology Committee
Technology Support 6	Develop global approaches or templates as a more efficient way to address common program needs for technical support or tools such as external web hosting for program-based needs, program-based scheduling for services or general e-mail access to programs.	Technology Committee
Technology Support 7	Ensure infrastructure, equipment, and software versions in use within a department are consistent so issues of compatibility do not hinder operations.	Technology Committee
Technology Support 8	Address the need for training staff and revising or developing new job descriptions.	Human Resources Committee
Budget 9	Ensure strategic goals, not funding sources, are the driving force behind decision-making.	Included in budget principles approved by Board
Budget 10	Consider allocating a portion of every grant toward supporting research (often a requirement for grant reporting) and other functions needed to support the administration of the grant.	Already being done
Budget 11	Develop a plan for supporting and integrating fundraising activities for all programs and areas engaged in fundraising efforts.	<ul style="list-style-type: none"> • Table, pending organization and structure of Foundation • Probably not an Institutional Objective
Curriculum 12	Develop a consistent approach to the titling of software-based courses. Many programs use the same software for specific discipline applications. Some programs list the software in the course title others do not. This is often confusing for students who do not know which course will best meet their needs.	
Curriculum 13	Plan revisions to the course numbering system, that are compatible with our current system, to address the needs of programs/disciplines which now have limited or not very logical course numbering options.	
Curriculum 14	Add to the curriculum process both a description and the projected cost of lab/tutoring resources needed to support the new class or course revision being requested such as the library sign off now in place.	
SLOs 15	Recognize that Administrative Services areas need different terminology and a different structure for developing program outcomes, as well as tools for assessment.	
SLOs 16	Address the needs of administrative programs for guidelines and training in the development and assessment of program outcomes.	
Support Services 17	Ensure there are systems in place to track student lab use across the college that would enable the college to track time spent meeting required lab hours, as well as to correlate the access of on-line materials and general lab use to student success.	
Support Services 18	Explore different models for delivering tutoring and lab support including evolving skill sets needed by support staff, on-line access to resources, centralized locations, maximizing hours of operation, and minimizing duplication of service.	

Report Section and Reference #	RECOMMENDATION	REFERRAL
Support Services 19	Implement a required minimum, standardized training for tutors in all subject areas. Consider multiple formats that would enable each are to add customized elements.	
Support Services 20	Look at non-credit and not-for-credit programs in basic skills, ESL and short term vocational training that could potentially feed students into credit programs and ensure all avenues for encouraging students to become credit students have been considered and supported	
Marketing 21	Develop a cluster approach to marketing vocational programs aggregating like programs to maximize resources and expand the reach of the materials.	
Marketing 22	Develop methods and provide support for tracking CTE program completers and non-completers to improve documentation of student success. Collaborating with the alumni task force and employing social networking tools may be an effective initial strategy.	
Institutional Support 23	Explore support and/or facilitation that can be provided for programs experiencing issues of communication, collaboration, and collegiality.	
Institutional Support 24	Examples of topics for which there is an expressed desire for workshops include: • Interpersonal communication • Ergonomics • Presentation by the Bookstore on tips for ordering text books that save students money	
Institutional Support 25	Ensure there is institutional awareness and agreement on the levels of service/services that can be sustained and commit a baseline.	
Other 26	Provide resources for section 508 compliance and officially identify an officer to ensure the college meets federal compliance regulations.	
Other 27	Develop strategies and technology support for ensuring records across campus are updated so that, for example, when individuals leave the college, all areas of the college are notified and can take appropriate action to terminate access such as signature authority (including auxiliary accounts), ISIS access etc.	
Other 28	Explore the efficacy of and the efficiencies to be achieved by creating a student account system.	
Other 29	Storage, both of documents and of materials and supplies, is an ongoing problem for multiple programs. Explore options for document scanning and storage as well as off-site storage of items which require only intermittent access.	
Other 30	Review the current electronic interface – or lack thereof – with the LACOE systems. Evaluate options for improving efficiencies and reducing opportunities for error for all District functions either currently dependent on or which should be integrated with LACOE systems.	
Activities 31	Revised the multiple appendices that provide guidance to programs undergoing review	
Activities 32	Began planning an annual program review process	
Activities 33	Provided orientation for programs scheduled to undergo review in 2010-11	
Activities 34	Met with the S/ILO Committee and DPAC Budget Subcommittee, as well as provided regular reports to DPAC.	



Santa Monica Community College District
INSTITUTIONAL OBJECTIVES, 2010-2011

Number	Institutional Objective - Topic
#1	Develop a mechanism for ongoing assessment of the overall institutional planning process and its many components to be used in the strategic planning update scheduled to begin in Fall 2011.
#2	Complete the Institutional Effectiveness Matrix for incorporation into the <i>Master Plan for Education</i> , beginning with the 2011-2012 update.
#3	Analyze results from the recently completed regional economic scan to examine the viability of both current and potential SMC Career Technical Education programs.
#4	Develop and implement with a plan for evaluation revenue-generating educational initiatives and partnerships that enhance and support the college's commitment to its mission in order to maintain or expand the instructional offering and services for all students.
#5	Implement the online curriculum management system.
#6	Identify the true costs associated with bringing new facilities online and maintaining all elements of the College's infrastructure, including technology.
#7	Develop a consistent means for tracking student use of tutoring, supplemental instruction and other instructional support services.
#8	Assess current professional development activities to inform the development of a formal professional development plan for implementation in 2011-2012.
#9	Develop a District-wide professional code of ethics that is aligned with the College's mission, vision, values and goals and reflective of activity to support continuous improvement in all instructional, operational, and service areas.
#10	Implement the comprehensive disaster preparedness plan training program for all staff, faculty, and administration relative to the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS-CA).

Completion of 2009-2010 Institutional Objectives	
#11	<p>Determine the impact Basic Skills Initiative programs have had on pre-college students' basic skills course completion rates, and basic skills improvement rates.</p> <p><i>Reference: 2009-2010 Institutional Objective #1: Enhance the academic success of students in basic skills through the design and implementation of instructional and student support services</i></p>
#12	<p>Use the ongoing Management Information Systems analysis of computer system (ISIS, HRS, and County Peoplesoft) communication issues to develop mechanisms that reduce the number of errors related to the Human Resources System (HRS) and employee databases.</p> <p><i>Reference: 2009-2010 Institutional Objective #9: Develop and implement a new system of reconciliation methods and practices that reduce the number of errors related to the Human Resources System (HRS) and employee databases.</i></p>
#13	<p>Implement the planned upgrade of the SMC website.</p> <p><i>Reference: 2009-2010 Institutional Objective #12: Improve currency, accuracy and accessibility of the SMC website.</i></p>
#14	<p>Implement the pilot ISIS portal program for collecting student learning outcomes data in Fall 2010, assess the pilot program at the end of Fall 2010 and make modifications determined necessary in Spring 2011.</p> <p><i>Reference: 2009-2010 Institutional Objective #13: Develop college-wide understanding and implementation of SLO assessment processes in order to make progress towards "proficiency" in this area by 2012.</i></p>

BOARD OF TRUSTEES GOALS AND PRIORITIES 2010-2011

Goal 1—Educational Advancement and Quality

- Strengthen institutional research to measure and improve institutional effectiveness. Create an enhanced “culture of evidence” based on data.
- Improve student achievement with particular emphasis on addressing basic skills education; document improvements in course completion, retention, persistence, and other measures for all student populations.
- Strengthen, expand, and promote workforce/career technical programs.
- Infuse global citizenship into student learning.

Goal 2—Community and Government Relationships and Funding Opportunities (Local/State/National)

- Foster community and government relationships and partnerships in fulfillment of SMC mission and goals.
- Pursue and obtain federal funds as well as other grant opportunities.

Goal 3—Facilities and Sustainability

- Continue advocacy on the local, state and national level for mass transit solutions including a Santa Monica College station for Expo and continuation of the “Any Line, Any Time” program.
- Maintain progress on all SMC construction projects.
- Continue to adopt sustainability designs and practices for construction, maintenance, and operations of facilities.
- Expand public use of college facilities and maximize revenue-generation.

Goal 4—Internal Operations and Relations

- Ensure the financial health of the College through enrollment development, budget discipline, grants, enterprise opportunities and other revenue-generating and cost-saving initiatives.
- Ensure inclusiveness in the budget development process and transparency in budget communication efforts.

Goal 5—Campus Relations

- Promote professional relationships among all members of the campus community, including classified and academic staffs and their associations, representatives, organizations, and unions.
- Implement intermediate and long-term plans to increase the number of full-time faculty members and continue to move toward parity for adjunct faculty.

Goal 6—Leadership and Articulating a Vision

- Continue planning the development and implementation of a vision for the future of the college.
- Implement appropriate strategies and initiatives to address the recommendations of the ACCJC following the evaluation team’s visit in March 2010.

Goal 7—Effectiveness and Efficiency of Board Operations

- Provide periodic reports from the Superintendent/President to the Board on key initiatives, issues, and items of concern to Board members.

*Discussed by the Board of Trustees: 7/20/2010, 8/3/2010, 9/7/2010
Approved 9/7/2010*