

2011-2012

DPAC

Santa Monica Community College District



District Planning and Advisory Council

Annual Report

2011-2012



Santa Monica Community College District
District Planning and Advisory Council

**DPAC ANNUAL REPORT
 2011-2012**

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District Planning and Advisory Council CHARTER

Board Policy 2250

The Board recognizes the District Planning and Advisory Council as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). Issues include, but are not limited to, District budget, facilities, human resources, instruction, student services and technology planning. Discussion of these issues by the Council will not supplant the collective bargaining process.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff, students (Associated Students) and management (Administration/Management Association), who shall mutually agree upon the numbers, privileges, and obligations of Council members. The District Planning and Advisory Council shall establish its own procedures in conformity with the law.

DPAC Members:

- Superintendent/President (or designee)
- Academic Senate President (or designee)
- Faculty Association President (or designee)
- CSEA President (or designee)
- Management Association President (or designee)
- Associated Students President (or designee)

Each Constituency Group President (or designee) shall be allowed one additional seat at DPAC meetings for a total of 12 people (President + One).

DPAC Chair and Vice-Chair:

The Chair shall be selected by the Superintendent/President in June to serve a one-year term the following fiscal year.

The Vice-Chair shall be elected by a majority vote of DPAC members (8 votes) in June to serve a one-year term for the following fiscal year.

Note: The Vice Chair shall not come from the same constituency group as the Chair of DPAC. If the Superintendent/President selects a faculty person for Chair then the Vice Chair must come from a constituency group other than faculty.

Responsibilities of the DPAC Chair and Vice-Chair

- The Chair shall preside at meetings of DPAC
- The Vice-Chair shall preside at meetings of DPAC in the absence of the Chair
- The Chair and Vice-Chair shall review agendas and minutes of DPAC meetings prior to distribution
- The Chair and Vice-Chair shall convey DPAC’s recommendations to the Superintendent/President

DPAC Coordinator

The DPAC Coordinator shall be responsible for the following:

- Prepare, post/distribute agendas for DPAC meetings in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
- Prepare, post/distribute minutes of DPAC meetings
- Keep a full, accurate and indexed record of DPAC proceedings
- Have charge of all DPAC records and files
- Prepare DPAC Annual Report

Privileges and Obligations of Council Members

- Each member is expected to represent their group in discussions and deliberations
- Each member of the Council will attend meetings
- Each constituency president will participate in agenda setting

Meetings

Meetings of the District Planning and Advisory Council are subject to the provisions of the Brown Act. The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.

Quorum

A quorum will consist of a simple majority of DPAC members (7 of 12 members).

Voting on DPAC

No voting will take place during the first ten minutes of a meeting.

Two votes per each constituency group or one vote per sub-constituency group.

Academic Senate	1 vote
Faculty Association	1 vote
CSEA	2 votes
Management Association	1 vote
Administration	1 vote
Associated Students	2 votes

Note: There are 8 votes only on DPAC

Orientation for DPAC Members

An annual orientation session will be held for members of DPAC.

DPAC Recommendations to the Superintendent/President

It is the charge of DPAC to make recommendations to the Superintendent/President. It is the responsibility of the Chair and Vice-Chair to convey DPAC’s recommendations to the Superintendent/President. The Superintendent/President or designee will respond to DPAC recommendations either in writing or through a report from the Chair at a subsequent DPAC meeting. The Superintendent/President’s responses will be reflected in the DPAC minutes.

Agenda Setting Meetings

The Council of Presidents shall set DPAC agendas. The Council of Presidents shall comprise the presidents of each constituency.

Planning Subcommittees:

1. Budget Planning
2. College Services Planning
3. Facilities Planning
4. Human Resources Planning
5. Technology Planning

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act.

Each of the five Planning Subcommittees shall comprise four representatives of each constituency group or two representatives of each sub-constituency group.

- Faculty (2 Academic Senate/2 Faculty Association)
- Classified (4 CSEA)
- Managers (2 Administration /2 Management Association)
- Students (4 Associated Students)

The members of DPAC shall determine the scope and function of the five Planning Subcommittees. In other words, DPAC is to provide direction for the five Planning Subcommittees.

Quorum

A quorum will consist of a simple majority of appointed subcommittee members.

Planning Subcommittees Co-Chairs

One Co-Chair named by the Superintendent/President

The Superintendent/President may name any Santa Monica College employee or student as this co-chair and is not held to any particular constituency.

One Co-Chair elected by the planning subcommittee

This co-chair shall be selected from within the subcommittee membership by September 30th of each year.

Note: Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

Additional Note: All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings
 - All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.
- Work cooperatively to:
 - Develop meeting agendas
 - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
 - Preside over meetings using standing rules agreed upon by the subcommittee
 - Prepare minutes of meetings
 - Post/distribute minutes

Resources to DPAC

1. Academic Senate Joint Committees (these committees are not subcommittees of DPAC)
 - a. Program Review
 - b. Curriculum
 - c. Student Affairs
 - d. Student Learning Outcomes

2. Chair of Academic Senate Department Chairs and Coordinators Committee (representing the department chairs)

Note: All Chairs and Vice Chairs of these Academic Senate Joint Committees and the Chair of Chairs are expected to attend all DPAC meetings.

An annual orientation session will be held for Planning Subcommittee Co-Chairs and Academic Senate Joint Committee Chairs and Vice-Chairs.

Approved: 4/21/05

Revised: 5/25/05, 6/8/05; 6/22/05, 2/27/08, 9/10/08, 1/28/09, 8/12/09, 11/11/09, 8/10/11

Santa Monica Community College District
District Planning and Advisory Council

Members, 2011-2012

Randal Lawson, Administration, Chair Designee
Janet Harclerode, Academic Senate President, Vice-Chair
Jeff Shimizu, Administration
Katharine Muller, Management Association Representative
Mike Tuitasi, Management Association Representative
Eric Oifer, Academic Senate Representative
Mitra Moassessi, Faculty Association President
Sandra Burnett, Faculty Association Representative
Bernie Rosenloecher, President
Leroy Lauer, CSEA Representative
Harrison Wills, Associated Students President
Jasmine Delgado, Associated Students Representative

Resource Liaisons

Bob Isomoto, Co-Chair, Budget Planning Subcommittee
Howard Stahl, Co-Chair, Budget Planning Subcommittee
Mike Tuitasi, Co-Chair, College Services Planning Subcommittee
Diao Hua, Co-Chair, College Services Planning Subcommittee
J.C. Keurjian, Co-Chair, Facilities Planning Subcommittee
Lee Peterson, Co-Chair, Facilities Planning Subcommittee
Sherri Lee-Lewis, Co-Chair, Human Resources Planning Subcommittee
Patricia Burson, Co-Chair, Human Resources Planning Subcommittee
Lee Johnston, Co-Chair, Technology Planning Subcommittee
Matt Hotsinpillar, Co-Chair, Technology Planning Subcommittee

Georgia Lorenz, Academic Senate Joint Curriculum Committee
Guido Davis del Picolo, Academic Senate Joint Curriculum Committee
Katharine Muller, Academic Senate Joint Program Review Committee
Mary Colavito, Academic Senate Joint Program Review Committee
Denise Kinsella, Academic Senate Joint Student Affairs Committee
Beatriz Magallon, Academic Senate Joint Student Affairs Committee
Erica LeBlanc, Academic Senate Institutional Effectiveness Committee
Christine Schultz/Esau Tovar, Academic Senate Institutional Effectiveness Committee
Jennifer Merlic, Chair of Chairs

Meetings, 2011-2012

The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month, at 3 p.m. in Drescher Hall 300-E. Following is the schedule of meetings through June, 2012.

July 13, 27, 2011	January 11, 25, 2012
August 10, 24	February 8, 22
September 14, 26	March 14, 28
October 12, 26	April 11, 25
November 9, 30	May 9, 23
December 14	June 13, 27

District Planning and Advisory Council
Planning Subcommittees
(DPAC action 4/27/05 and 6/8/05)

- Budget Planning Subcommittee**
- College Services Planning Subcommittee**
- Facilities Planning Subcommittee**
- Human Resources Planning Subcommittee**
- Technology Planning Subcommittee**

Overarching Guiding Principles for DPAC Planning Subcommittees

- In its planning process, each subcommittee should make recommendations on matters within its jurisdiction to the District Planning and Advisory Council that are consistent with the District's Mission, Vision and Supporting Goals, Master Plan for Education Institutional Objectives, the Educational and Career Facilities Master Plan, and the Technology Master Plan.
- Each planning subcommittee should factor recommendations from other planning areas
- As part of its planning process, each planning subcommittee should consider environmentally sustainable practices
- Members of the planning subcommittees should report back to their respective constituencies on a regular basis

Responsibilities of the Planning Subcommittees Co-Chairs

- Develop the schedule of meetings
- All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.
- Work cooperatively to:
 - Develop meeting agendas
 - Post/distribute agendas in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
 - Preside over meetings using standing rules agreed upon by the subcommittee
 - Prepare minutes of meetings
 - Post/distribute minutes

(Approved 1/28/09)

District Planning and Advisory Council
Budget Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Bob Isomoto, Co-Chair Chris Bonvenuto Teresita Rodriguez Mona Martin	Janet Harclerode Richard Tahvildaran- Jesswein Howard Stahl, Co-Chair Mitra Moassessi	Leroy Lauer Connie Lemke Bernie Rosenloecher Jeanne Laurie	Yian Chen Han Choe

Meetings: First and third Wednesdays at 2 p.m., Library 275

Duties of the Budget Planning Subcommittee:

- Have recommending authority on budget matters to the District Planning and Advisory Council.
- Review, in a timely manner, tentative, quarterly and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council.
- Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies.
- Review institutional expenditure practices, policies, and categories—not specific budget items—for consistency and support of the college vision, mission, goals, strategic initiatives and master plans and federal and state laws.
- As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue.
- Participate in the Master Planning process.

Reference: *2011-2012 Institutional Objectives*

- #2 To develop and implement a plan to avoid an operating deficit.
- #8 To develop a plan to define and implement standards for appropriate operations and maintenance of new buildings.

Approved: 4/27/05; Revised 6/22/05, 5/06, 8/06, 7/07, 10/07, 1/13/10, 9/14/11

District Planning and Advisory Council
College (Operational) Services Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Mike Tuitasi, Co-Chair Cynthia Moore Steve Myrow Al Vasquez	Marina Parise Bill Selby Nick Pernisco Michael Strathearn	Joanne Laurance Debortah Locke Pam Nemeth Rachelle Thomas-Green	Hua Diao, Co-Chair Andrea Huerta Harrison Wills

Meetings: Fridays at 9 a.m. Physical Education Skybox

Duties of the College (Operational) Services Planning Subcommittee
<ul style="list-style-type: none"> • 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. • Facilitate the definition of service area outcomes for these areas and encourage the areas to work with the S/ILO Committee to formulate outcomes and assessments to integrate into the reports to the Academic Senate Joint Program Review Committee.

Approved 6/8/05; Revised 6/22/05, 8/06, 7/07, 1/13/10

District Planning and Advisory Council
Facilities Planning Subcommittee

Members

Managers	Faculty	Classified	Students
J. C. Keurjian, Co-Chair Greg Brown Al DeSalles Katharine Muller	David Javelosa Judith Marasco George Marcopulos Alicia Villalpando	Lee Peterson, Co-Chair Jim Galligan Craig Walter	DJ Davids Isabella Gabrovsky

Meetings: Second and fourth Thursday of each month (excluding July and August)
 2 – 3:30 p.m., Gym 223 “Skybox.”

Duties of the Facilities Planning Subcommittee
<ul style="list-style-type: none"> • Participate in the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor’s Office. • Factor into planning the impact of local funds available, state funding criteria, space allocation formulas, facility utilization standards, capacity/load ratios, enrollment forecasts, and the inventory of existing facilities. • Review the documents used in facilities planning. • Evaluate the effectiveness of funding/staffing for facilities, including new construction, remodels, maintenance, grounds, and campus operations.

Reference: 2011-2012 Institutional Objectives
<p>#3 To develop and implement a plan to institutionalize ongoing funding for the maintenance of technology, instructional equipment, and facilities.</p> <p>#8 To develop a plan to define and implement standards for appropriate operations and maintenance of new buildings.</p>

Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 10/10, 1/13/10, 9/14/11

Human Resources Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Sherri Lee-Lewis, Co-Chair Sandy Chung Maral Hyeler Al Vasquez	Patricia Burson, Co-Chair Melody Nightingale Dennis Frisch Odemaris Valdivia	Lee Peterson Tamorah Thomas Joanne Laurance Rachelle Thomas-Green	Jose Manual Gonzalez

Meetings: Second Tuesdays, 1:30-3 p.m. Library 193

Duties of the Human Resources Planning Subcommittee

- Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so 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.
- Review Board Policies and Administrative Regulations pertaining to all faculty and classified staff.

Reference: 2011-2012 Institutional Objectives

- #8 To develop a plan to define and implement standards for appropriate operations and maintenance of new buildings.
- #11 To create and implement a District-wide professional development plan that includes a teaching and learning needs assessment for faculty development and incorporates CSEA professional development committee recommendations for classified staff development.

Approved: 5/25/05; Revised 6/22/05, 8/06, 7/07, 10/07, 1/13/10, 9/14/11

District Planning and Advisory Council
Technology Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Lee Johnston, Co-Chair Jocelyn Chong Bob Dammer Al DeSalles	Matt Hotsinpillar, Co-Chair Sal Veas Tom Peters	Ani Aharonian Rosie Kato Christine Miller Miguel Reyes	Han Choe Andrea Huerta

Meetings: Once a month on Fridays (fall/spring semesters), 10:30 a.m. to 12:30 p.m. in the Library Conference Room

Duties of the Technology Planning Subcommittee

- Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.
- Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.
- Focus on technology integration and communication with other college planning areas.
- Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.

Reference: 2011-2012 Institutional Objectives

- #3 develop and implement a plan to institutionalize ongoing funding for the maintenance of technology, instructional equipment, and facilities.
- #8 To develop a plan to define and implement standards for appropriate operations and maintenance of new buildings

Approved: 4/27/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 9/14/11



Santa Monica Community College District
District Planning and Advisory Council
DPAC ANNUAL REPORT
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Chronological Order

Recommendation to Superintendent/President
 Superintendent/President's Response

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion A – Approval C – Consensus/Agreement
July 13, 2011	Master Plan for Education Update 2011-2012	DPAC completed its review of the SMC Accreditation Self-Study Recommendations and the Board's Goals and Priorities for 2010-2011, identified the recommendations to be included as institutional objectives for 2011-2012 and/or referred to another body for consideration.	
July 27, 2011	Budget Planning Subcommittee Recommendation	The Budget Planning Committee presented recommended assumptions to be used to prepare the 2011-2012 adopted budget. The assumptions included: no growth, full sections, and for the District to accommodate 500-700 unfunded FTES.	<p>#111-A</p> <p>DPAC recommends the adoption of the assumptions recommended by the Budget Planning Subcommittee in the preparation of the 2011-2012 adopted budget. <i>Unanimously approved</i></p>
July 27, 2011	Master Plan for Education Update 2011-2012	DPAC reviewed the Institutional Objectives for 2011-2012, edited the document and linked the objectives to committees and/or strategies to determine how the objectives will be achieved	
July 27, 2011	District-Wide Code of Ethics	DPAC reviewed a draft of the District-Wide Code of Ethics. A final draft incorporating suggestions made at the meeting will be presented for approval at the next DPAC meeting.	
August 10, 2011	District-Wide Code of Ethics		<p>#112-A</p> <p>Motion was made by Katharine Muller and seconded by Eric Oifer to approve the District-Wide Code of Ethics as revised (see following page). The motion was unanimously approved. The Code of Ethics will be forwarded to the Superintendent/President.</p>

<p>August 10, 2011</p>	<p>DPAC Annual Report, 2010-2011</p>		<p>#113-C There was consensus to accept the DPAC Annual Report</p>
<p>August 10, 2011</p>	<p>Master Plan for Education Update</p>	<p>The responses to the 2010-2011 Institutional Objectives are being received and the Institutional Objectives for 2011-2012 are being completed. A preview of the Master Plan for Education will be presented at the next meeting.</p>	
<p>August 24, 2011</p>	<p>Budget Planning Subcommittee Recommendation</p>	<p>Superintendent's Response to DPAC Action on July 27, 2011: DPAC recommends the adoption of the assumptions recommended by the Budget Planning Subcommittee in the preparation of the 2011-2012 adopted budget.</p>	<p>Following is the Superintendent's response: I approve the recommended budget assumptions except for #2 (FTES growth/decline) and #8 (new faculty positions). I am recommending to the Board of Trustees that we assume about 1,100 unfunded FTES (the result of adding about 200 course sections across Fall 2011, Winter 2012 and Spring 2012) instead of the 500-700 in Assumption 2 and that we hire 10 new faculty positions rather than the 0 positions recommended in Assumption 8. In response to Board Goals and the Master Plan for Education institutional objectives, I will also be adding expenditures for Technology, Infrastructure Maintenance/Updates, Instructional Equipment Replacement/Updates, Facility Maintenance/Operations, Facility Modification/Updates, and institutionalizing the Supplemental Instruction/Writing Center/Tutoring Center Initiatives. Finally I am recommending that funds be set aside as a contingency for mid-year state funding reductions.</p>

<p>August 24, 2011</p>	<p>District-Wide Code of Ethics</p>	<p>Superintendent's Response to DPAC action on August 10, 2011: Motion was made by Katharine Muller and seconded by Eric Oifer to approve the District-Wide Code of Ethics as revised.</p>	<p>Dr. Tsang approved the Code of Ethics and will be presenting it to the Board of Trustees for a first reading at its meeting on September 6, 2011.</p>
<p>August 24, 2011</p>	<p>Master Plan for Education</p>	<p>Progress Report A draft of the Master Plan for Education 2011-2012 Update will be completed soon and will be presented to DPAC at its meeting on September 14th. Eleven of the 14 Institutional Objectives for 2010-2011 have been completed or substantially completed. Nine of the 11 Institutional Objectives for 2011-2012 are new, two are continued from 2010-2011. An ad hoc committee is working on a project to map Institutional Objectives for the last five years (2006-2011) to the Strategic Initiatives and indicate the level of completion for each objective. This will produce quantifiable data to inform the assessment of the strategic planning process.</p>	
<p>August 24, 2011</p>	<p>Budget Planning Subcommittee Recommendation</p>	<p>Chris Bonvenuto reviewed the proposed 2011-2012 budget with the Budget Planning Subcommittee at its meeting preceding the DPAC meeting. A motion was approved by the Budget Planning Subcommittee that the subcommittee had received and discussed the proposed 2011-2012 budget. Howard Stahl and Bob Isomoto presented highlights of the budget to DPAC.</p>	
<p>September 14, 2011</p>	<p>Master Plan for Education</p>	<p>DPAC reviewed and discussed the 2011-2012 Institutional Objectives and the responses to the 2010-2011 Institutional Objectives. The responses indicate that 79 percent of the 2010-2011 Institutional Objectives were either completed or substantially completed.</p>	

September 14, 2011	Strategic Planning Process	<p>The process of determining the strategic initiatives for the next five years will take place this fall. The process will include a review and possible revision of the mission, vision, values and goals statement, an assessment of the planning process, and a review of the institutional objectives for the last five years that will include the completion status and relationship to the strategic initiatives. This will be the primary assessment of the planning process. It was suggested that some form of qualitative analysis be considered - either in the form of a survey or a focus group.</p>	
September 28, 2011	DPAC Orientation	<p>A brief orientation of the structure and functions of DPAC was presented for new members of DPAC and DPAC resource groups.</p>	
September 28, 2011	Master Plan for Education	.	<p>#114-C DPAC reviewed, discussed and agreed upon the final version of the Master Plan for Education. A limited number of printed copies will be distributed, and the document will be posted on the SMC website</p>
September 28, 2011	Strategic Planning Process	<p>The Strategic Planning Task Force will develop a plan to gather information from the college community to present proposed initiatives to DPAC. The DPAC Chair and Vice-Chair will co-chair the Task Force with membership as follows:</p> <p>Academic Senate: 2 members (one DPAC, one at-large)</p> <p>Faculty Association: 2 members (one DPAC, one at-large)</p> <p>Administration: 2 members (one DPAC, one at-large)</p> <p>Management Association: 2 members (one DPAC, one at-large)</p> <p>Classified (CSEA): 4 members (two DPAC, two at-large)</p>	<p>#115-C It was agreed that a task force of DPAC be formed to assist with the process of identifying strategic initiatives for the next five years.</p>

		<p>Associated Students: 4 members (two DPAC, two at-large)</p> <p>Assignments will be reported and a proposed timeline will be presented at the next DPAC meeting (October 12th).</p> <p>The process will include quantitative and qualitative assessments of the last strategic plan. It will also include the review and possible revision of the Mission, Vision, Values and Goals statement. It was requested that members of DPAC solicit input from their respective constituencies and present comments and suggestions to DPAC (a due date will be determined).</p>	
October 12, 2011	Enrollment Report	<p>Fall 2011 semester enrollment is running a little behind last fall (about 2 percent). There are 78 late-start classes starting October 28th. Headcount is 33,517 which is 960 less than Fall 2010. Enrollment in online classes is the same as last fall with a headcount of 6,872, which is 20 percent of the total headcount. Nonresident FTEs are down slightly (82 FTEs). Domestic nonresident enrollment is down almost 14 percent. Applications for Spring 2012 are way up compared to last year at this time. Winter and Spring 2012 schedules are being planned at the same size as last year with the target for Spring at 9,100 FTEs and Winter at 1,200 FTEs.</p>	
October 12, 2011	Strategic Planning Process	<p>The proposed timeline calls for the Strategic Planning Task Force to meet twice a month (except for December) and complete its work by April 2012. Faculty schedules will be considered to determine meeting days and times. Members of the Task Force will be appointed within the week, and the Task Force will determine how to accomplish its goals. A qualitative assessment of the last strategic plan will be part of the process.</p>	

<p>October 26, 2011</p>	<p>Strategic Planning Process</p>	<p>Concern was expressed about the structure of the Task Force since additional appointments were made by the Academic Senate and the Administration. It was explained that the appointments were made because the DPAC Chair and Vice-Chair are serving as Co-Chairs to facilitate the work of the Task Force. Following discussion, it was agreed that each constituency add one more representative to the Strategic Planning Task Force, bringing the total to 22 members.</p>	
<p>October 26, 2011</p>	<p>Institutional Effectiveness</p>	<p>Institutional Effectiveness: 2011 Performance Indicators: Teresita Rodriguez and Hannah Alford presented a summary of the 2011 Performance Indicators that will be used to develop the college's dashboard. The set of performance indicators relied on data that are systematically and regularly collected as they need to be monitored and tracked on an annual basis and were designed to measure the college's supporting goals. The full report, Institutional Effectiveness Data 2011, will be presented to the Board of Trustees at its November 1, 2011 meeting and will be posted on the SMC website.</p>	
<p>November 9, 2011</p>	<p>Institutional Effectiveness Performance Measures (Dashboard)</p>	<p>DPAC reviewed and discussed the 2011 Performance Indicators that will be used to develop the college's dashboard and the Institutional Effectiveness Report that was presented to the Board at its last meeting. Discussion topics included the pros and cons of establishing targets, prioritization of performance indicators/data, and coordinating the schedule for developing the Institutional Effectiveness Report with the college planning cycle.</p>	
<p>November 30, 2011</p>	<p>Student Success Task Force</p>	<p>The SMC Student Success Task Force Recommendations were distributed for discussion. The Task Force divided the Board of Governor's recommendation into three categories: (1) Recommendations that are supported, (2) Recommendations that are supported in principle, but with problematic implementation plans, and (3) Recommendations that are opposed. The recommendations will be forwarded to the Superintendent.</p>	

December 14, 2011	Strategic Planning Task Force	<p>A subcommittee reviewed the current <i>Mission, Vision and Goals</i> statement and presented its comments and suggestions to the Task force for discussion. The Task Force suggested additional revisions, and a revised document will be presented for discussion at the next meeting.</p> <p>The Five-Year Study of Institutional Objectives organized by the Strategic Initiatives was reviewed, and it was agreed that the College will maintain its commitment to and continue to monitor progress on these Strategic Initiatives as well as new ones over the next five years.</p>	
December 14, 2011	State Budget Update	<p>The shortfall in revenue will “trigger” current year reductions. The impact to California Community Colleges is (1) a \$102 million reduction to base apportionment (\$30 million one-time; \$72 million on going and requiring a workload reduction), and (2) an enrollment fee increase from \$36 to \$46 per unit commencing in the summer of 2012.</p>	
December 14, 2011	Institutional Effectiveness Performance Measures (Dashboard)	<p>A summary of the key performance indicators was reviewed to determine which indicators should have targets. Performance indicators 1.1 – 1.19 (Innovative and Responsive Academic Environment) and 2.1 – 2.4 (Supportive Learning Environment) were discussed. Performance Indicators 3.1 – 3.4 (Management of Fiscal), 4.1 – 4.4 (Sustainable Physical Environment) and 5.1 (Supportive Collegial Environment) will be discussed at the next meeting.</p>	
January 11, 2012	Institutional Effectiveness Performance Measures (Dashboard)	<p>A summary of key performance indicators in the categories <i>Sustainable/Physical</i> (4.1–4.4) and <i>Supportive Collegial</i> (5.1) were reviewed to determine which indicators should have targets. It was agreed that both categories need to be expanded with additional key performance indicators. Since the <i>Sustainable/Physical</i> goal covers all elements of the College’s infrastructure, the addition of performance indicators for technology was suggested.</p>	

<p>January 25, 2012</p>	<p>Strategic Planning Task Force</p>	<p>There are three facets to the strategic planning process. (1) review and revision of the <i>Vision, Mission and Goals</i> statement, (2) evaluation of the planning process in regard to the strategic initiatives adopted five years ago, and (3) the development of new strategic initiatives.</p> <ul style="list-style-type: none"> • The review of the <i>Vision, Mission, and Goals</i> statement has been completed and a draft of the revised version is being reviewed by the constituency groups for input. Responses will be presented to DPAC by mid-February. • Documentation is being assembled for the narrative report on evaluating the planning process. • It was agreed that the current strategic initiatives continue to be tracked for the next five years and that two new initiatives will be developed, as follows: (1) academic survival or “soft skills” that students need to succeed (integrity, perseverance), and (2) the reimagining of SMC to improve teaching and learning. These new initiatives will be developed so that focus groups can be held on flex day in March. 	
<p>January 25, 2012</p>	<p>Institutional Effectiveness Performance Measures (Dashboard)</p>	<p>Input from the ACUPCC on Performance Indicators in Goal 4, Sustainable Physical (4.1-4,4) has been received and will be incorporated.</p> <p>Input from Strategic Planning Task Force on Performance Indicators in Goal 5, Supportive Collegial (5.1). It was agreed that the target should be 100% addressed, majority complete or substantially complete.</p> <p>Targets need to be established for seven performance indicators in Goal 1, Innovative and Responsive Academic Environment (1.7, 1.9, 1.12, 1.13, 1.14, 1.18)</p>	

February 8, 2012	Vision, Mission and Goals Statement – Input from Constituencies	Representatives of CSEA, Academic Senate Executive Committee, and the Management Association reported that the draft of the revised <i>Vision, Mission and Goals</i> statement was presented to their respective constituencies and that there has been positive feedback and agreeable comments. The Faculty Association Executive Committee will be meeting next week and report back to DPAC at the next meeting. DPAC will review the statement again at the next meeting and make a recommendation.	
February 22, 2012	Strategic Planning Task Force Update	The Task Force continues with the development of two new strategic initiatives (1) Cultivating Character and Purpose, and (2) Reimagining the College. The four current strategic initiatives (with updated names) will be maintained as major priorities for the college.	
February 22, 2012	Vision, Mission and Goals Statement – Input from Constituencies	The Faculty Association and Associated Students will provide input at the next meeting. Other constituencies have already reported back that they are in support of the revised statement. DPAC will take action on the statement at the next meeting on March 14 th and forward a recommendation to the Superintendent/President.	
February 22, 2012	Budget	Update: Budget: The latest round of reductions called “the February surprise” amounts to \$2.8 million for Santa Monica College, bringing the total 2011-2012 reductions to over \$11 million. This latest reduction is due to inaccurate estimates of the student enrollment fee revenue and property tax revenue.	
February 22, 2012	Student Success Task Force (state)	The Chancellor’s Office is having all of the advisory committees look at the recommendations and discuss them in terms of implementation. There is a piece of legislation to implement the recommendations, however, funds will be needed to implement the recommendations upon approval.	
March 14, 2012	Vision, Mission and Goals Statement – Input from Constituencies	The revised statement was distributed to all constituencies and positive input has been received from all groups.	#116-A Motion was made by Eric Oifer and seconded by Katharine Muller for DPAC to approve the statement. It was unanimously approved.

<p>March 14, 2012</p>	<p>Open Enrollment Contract Education Programs</p>	<p>There was a lively discussion about the Open-Enrollment Contract Education program. Harrison Wills and Jasmine Delgado, the Associated Students representatives on DPAC, as well as several other students were in attendance and actively participated in the dialog. Discussion will continue at the next DPAC meeting. The Associated Students unanimously approved a resolution in opposition to the program and have indicated that they will present it to DPAC at the next meeting.</p>	
<p>March 28, 2012</p>	<p>Open Enrollment Contract Education Programs</p>	<p>It was reported that the Board of Trustees took action at its last meeting in March to direct the District to implement open-enrollment contract education programs based on the guiding principles. There is no action item on the agenda for the April Board of Trustees meeting that relates to the open-enrollment contract education programs.</p> <p>The concept of the “College of the Future” was discussed by the Board of Trustees at its study session in 2010 and then by the Academic Senate <i>College of the Future</i> Task Force. The Academic Senate has been consulted in the implementation of the new self-funded summer program. Concern was expressed that there was no discussion at DPAC on the specific program before it was presented to the Board of Trustees for approval in March, 2012.</p> <p>A letter prepared by Campus Counsel to Steven Bruckman, Executive Vice-Chancellor for Operations and General Counsel, regarding the legality of SMC’s self-funded contract education initiative was shared with DPAC. The letter challenges the Chancellor’s Office legal opinion issued in 2008. The District has received a response from the Chancellor’s Office that the document will most likely be sent to the Attorney General’s Office.</p>	<p>#117-A</p> <p>The following motion was made by Mitra Moassessi and seconded by Bernie Rosenloecher:</p> <p>DPAC objects to the fact that it did not play a part in planning the open-enrollment contract education program.</p> <p>Ayes: 5 (Associated Students, CSEA, Faculty Association) Noes: 3 (Academic Senate, Administration, Management Association)</p>

		<p>An information sheet “Advance Your Dreams – Credit Course Offering Summer 2012” was distributed. It states that the regular state-supported summer session is slightly larger than summer 2011 (700 sections) and that a new program of 50 self-supported sections of high demand courses will be offered.</p> <p>The Associated Students presented a resolution it approved in opposition to Open Enrollment Contract Education. There was a motion made by Harrison Wills and seconded by Eric Oifer that DPAC vote on the Associated Students resolution to oppose contract education. After some discussion, motion was made by Bernie Rosenlocher and seconded by Mitra Moassessi to table the previous motion. No action was taken by DPAC. Associated Students President Harrison Wills asked that DPAC members take the resolution to their respective constituencies and request that they consider taking similar action.</p>	
<p>April 11, 2012</p>	<p>Strategic Planning Task Force Update</p>	<p>The first effort of the Strategic Planning Task Force was to review and revise the <i>Vision, Mission and Goals</i> statement. That effort was completed and the revised statement was approved by the Board of Trustees at its last meeting. The second effort to evaluate the planning process is being completed. The third effort to develop new strategic initiatives for the college has resulted in the following two proposed initiatives:</p> <ol style="list-style-type: none"> 1. GRIT (Growth, Resilience, Integrity, Tenacity) that focuses on non-cognitive skills such as integrity, understanding, perseverance, purposeful engagement) 2. Institutional Imaginations Initiative (I³): the SMC community will envisage a future that focuses on fostering, nurturing, and valuing imagination, creativity, innovation and inquiry. 	<p>#118-A Motion was made by Erica LeBlanc and seconded by Eric Oifer to approve the two proposed strategic initiatives and to continue tracking the progress on the four current strategic initiatives. The motion was unanimously approved.</p>

<p>April 11, 2012</p>	<p>Open Enrollment Contract Education Programs (Self-Funded Courses)</p>	<p>DPAC began the discussion on the issues that related to the proposed program of self-funded courses and the timeline for making a DPAC recommendation. There is ample time for a broad college discussion, since the deadline for making a recommendation would be early September (to allow for a Winter 2013 implementation). It was agreed that the questions that need to be answered are: (1) Should the college offer courses that are not supported by the state, and, if so (2) what should be done, and (3) how should we do it? It was agreed that the representatives on DPAC would pose the question to their respective constituencies and report back at the next DPAC meeting. It was also agreed that a fact sheet be prepared by DPAC for college-wide distribution. The topics to be included on the fact sheet will be discussed at the next DPAC meeting.</p> <p>Student Cameron Espinoza made a presentation "From Two-Tier to Frontier – How to make self-funded education accessible and equitable." The presentation focused on financial assistance for students, having a greater system of accountability and involvement, addressing the issue at the state level and reducing costs.</p>	
<p>April 25, 2012</p>	<p>Budget Committee – Third Quarter Financial Report</p>	<p>It was reported that the Budget Committee reviewed and discussed the Third Quarter Financial Report.</p>	
<p>April 25, 2012</p>	<p>Master Plan for Education Update</p>	<p>A schedule for the Master Plan for Education Update process was distributed. The process will start with the review of the Program Review Annual Report at the May 9th meeting and will be completed in September. The MPE update will be presented to the Board of Trustees in October.</p>	

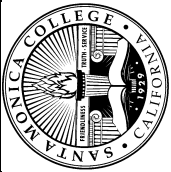
<p>April 25, 2011</p>	<p>Open Enrollment Contract Education Programs (Self-Funded Courses)</p>	<p>Self-Funded Courses: At the last DPAC meeting, it was agreed that the questions that need to be answered are: (1) Should the college offer courses that are not supported by the state, and, if so (2) what should be done, and (3) how should we do it? It was agreed that the representatives on DPAC would pose the question to their respective constituencies and report back to DPAC. Following are updates from the representative groups:</p> <ul style="list-style-type: none"> - The Management Association is meeting on Friday to discuss the topic. - CSEA Chapter #36 passed a resolution at its meeting concerning the Winter 2013 winter session on April 19th. - The Associated Students is having a special meeting next week focusing on how to gather input from students about self-funded courses. Harrison Wills read a statement related to the presentation made at the last DPAC meeting. - The Faculty Association has been discussing the topic for two months. Its major concern is the legality of the program based on the 2008 opinion of the Chancellor's Office. - The Academic Senate has been discussing the topic. At last Friday's Department Chairs meeting, chairs were asked to solicit input from their individual departments. <p>DPAC will be making a recommendation to the Superintendent/President by September. It was also agreed at the last meeting that a fact sheet be prepared by DPAC for college-wide distribution. Topics were suggested for the fact sheet.</p>	
<p>May 9, 2012</p>	<p>Institutional Effectiveness Performance Measures (Dashboard)</p>	<p>The Office of Institutional Research (OIR) has been meeting with various departments to discuss dashboard indicators and targets. The consensus is that there will be no targets. Discussion will continue with the departments and the Institutional Effectiveness Committee.</p>	

<p>May 9, 2012</p>	<p>Program Review Annual Report</p>	<p>The Program Review Committee Chair and Vice Chair presented the Annual Report of 13 full program reviews and biennial reviews of two CTE programs. The report includes recommendations for institutional support for specific programs and recommendations based on overarching trends. DPAC will review the recommendations during its development of the <i>Master Plan for Education Update</i>.</p>	
<p>May 9, 2012</p>	<p>Open Enrollment Contract Education Programs (Self-Funded Courses)</p>	<p>Two documents were distributed in response to requests for information at the last DPAC meeting: (1) A chart showing Annual Credit FTES 2006-2007 – 2011-2012, and (2) Financial Aid and Self-Funded Courses. Constituency groups reported on their respective responses to the question “Should the college offer courses that are not supported by the State?”</p> <ul style="list-style-type: none"> • Associated Students: The A.S. leadership is still trying to determine how to gather information to make a recommendation. The leadership’s position is that the local solution should not be the college offering self-funded classes. • Academic Senate: The question has been posed to department chairs to solicit input from their departments. A preliminary report indicates that 12 of 19 departments are in favor of the college offering courses that are not supported by the State. There are concerns about implementation that will be discussed. A written report will be presented to DPAC at the next meeting • CSEA reiterated its position stated at the last meeting, as follows: If the <u>only</u> choice is between contract education and shutting the doors on students with the subsequent layoff or furlough of classified employees, they support the consideration of any viable legal option which would keep the college open. • The Faculty Association’s concern is the legality of the program. Its position will be presented to DPAC at the next meeting. • The Management Association is in favor of the college offering self-funded classes. 	

<p>May 23, 2012</p>	<p>Sustainable Building Policy</p>	<p>Recommendation from the DPAC Facilities Planning Subcommittee:</p> <p>On May 10, 2012, the DPAC Facilities Planning Subcommittee voted to send the following proposed Santa Monica College Green Building Policy to DPAC as proposed language for either an administrative regulation or Board of Trustees Policy (probably in the 6300 series of "Facilities"):</p> <ul style="list-style-type: none"> • Santa Monica College will incorporate the principles of energy efficiency, renewable energy production, and sustainability in all capital projects, renovation projects, and operations and maintenance. Within constraints of program needs and budgetary parameters, the goal shall be to achieve the highest possible LEED™ rating on all new construction. <p>Drought tolerant plants shall be included in college landscape designs whenever possible.</p> <ul style="list-style-type: none"> • Santa Monica College will leverage sustainable building features as teaching tools to make the campus a living laboratory for sustainability. 	<p>A draft of the Administration Regulation and Board Policy 6335 will be presented at the next meeting for review and approval</p>
<p>May 23, 2012</p>	<p>Five-Year Construction Plan</p>	<p>Recommendation from the DPAC Facilities Planning Subcommittee:</p> <p>The DPAC Facilities Planning Subcommittee endorses and transmits to DPAC the Five-Year Construction Plan prepared for consideration by the Board of Trustees and subsequent transmission to the State of California.</p> <p>The Five-Year Construction Plan will be presented to the Board of Trustees for approval on June 5, 2012.</p> <p>The following motion was adopted by consensus at the Budget Planning Subcommittee meeting on May 16, 2012: The Budget Committee reviewed and discussed the 2012-2013 Tentative Budget.</p> <p>Motion Made By: Janet Harclerode Seconded By: Yian Chen</p>	
<p>May 23, 2012</p>	<p>Budget – Tentative Budget</p>		

May 23, 2012	Master Plan for Education Update	DPAC reviewed the recommendations made by the Program Review Committee to start the process of developing the Master Plan for Education Update. The review of the recommendations will continue and be completed at the next DPAC meeting.	
May 23, 2012	Sustainable Transportation Report	The Sustainable Transportation Plan and matrix of recommendations were reviewed and discussed. Minor revisions will be made based on comments and suggestions made and the plan will be presented at the next DPAC meeting for approval.	
May 23, 2012	Open Enrollment Contract Education Programs (Self-Funded Courses)	Self-Funded Classes: <ul style="list-style-type: none"> • A list of questions will be assembled to assist groups with deciding on whether the college should offer courses not funded by the state. • The Faculty Association approved a motion to oppose self-funded courses • The Associated Students (Harrison Wills) encourages the District to consider other solutions to offering self-funded courses. 	
June 13, 2012	Election of Vice-Chair		#119-A Janet Harclerode was elected DPAC Vice-Chair, 2012-2013
June 13, 2012	AR 6335: Sustainable Building Principles		#120-A The proposed Administrative Regulation 6335, Santa Monica College Sustainable Building Principles, was approved with one revision.
June 13, 2012	Master Plan for Education Update	DPAC continued its review and discussion of the of Program Review Committee recommendations.	
June 13, 2012	Open Enrollment Contract Education Programs (Self-Funded Courses)	Representatives were requested to submit questions resulting from the discussions about self-funded courses. Randy Lawson will provide responses to the questions submitted so far for review at the next DPAC meeting.	

June 27, 2012	Board Policies 6320 and 6335	.	#121-A Motion was made by Eric Oifer and seconded by Georgia Lorenz to approve the following revisions to Board Policy sections 6320 and 6335. <i>Unanimously approved</i>
June 27, 2012	Master Plan for Education Update	<ul style="list-style-type: none"> Technology Planning Subcommittee - 2012-2013 Overview of Plans: DPAC determined that an institutional objective is not necessary. Two new Strategic Initiatives: It was agreed that institutional Objectives for 2012-2013 will be developed related the two new Strategic Initiatives: GRIT, and I³ 	#122-A Motion was made by Eric Oifer and seconded by Jasmine Delgado to approve the Sustainable Transportation Report with a few minor revisions. <i>Unanimously approved.</i>
June 27, 2012	Sustainable Transportation Plan	Responses to questions presented at the last DPAC meeting were prepared by Randy Lawson and Teresita Rodriguez, reviewed by senior administrative staff and presented to DPAC for discussion. Additional questions and clarifications resulted from the discussion. Representatives were reminded to share the document with their respective groups to encourage greater discussion and suggestions that will assist DPAC with the development of a recommendation to forward to the Superintendent. Comments from several members indicated that this is a valuable process to help the college develop a recommendation that addresses the lack of state funding which reduces access for students.	
June 27, 2012	Self-Funded Classes: Questions and Answers		



Santa Monica Community College District
District Planning and Advisory Council

**DPAC ANNUAL REPORT
 2011-2012**

Sorted by Topic

Recommendation to Superintendent/President
 Superintendent/President's Response

Date	Topic	Presented to/Considered by DPAC	Consensus/Action/Discussion A – Approval C – Consensus/Agreement
June 13, 2012	AR 6335: Sustainable Building Principles		#120-A The proposed Administrative Regulation 6335, Santa Monica College Sustainable Building Principles, was approved with one revision.
June 27, 2012	Board Policies 6320 and 6335		#121-A Motion was made by Eric Oifer and seconded by Georgia Lorenz to approve the following revisions to Board Policy sections 6320 and 6335. <i>Unanimously approved</i>
December 14, 2011	Budget	State Budget Update The shortfall in revenue will “trigger” current year reductions. The impact to California Community Colleges is (1) a \$102 million reduction to base apportionment (\$30 million one-time; \$72 million on going and requiring a workload reduction), and (2) an enrollment fee increase from \$36 to \$46 per unit commencing in the summer of 2012. Update: Budget: The latest round of reductions called “the February surprise” amounts to \$2.8 million for Santa Monica College, bringing the total 2011-2012 reductions to over \$11 million. This latest reduction is due to inaccurate estimates of the student enrollment fee revenue and property tax revenue.	
February 22, 2012	Budget		

<p>May 23, 2012</p>	<p>Budget – Tentative Budget</p>	<p>The following motion was adopted by consensus at the Budget Planning Subcommittee meeting on May 16, 2012: The Budget Committee reviewed and discussed the 2012-2013 Tentative Budget. Motion Made By: Janet Harclerode Seconded By: Yian Chen</p>	
<p>April 25, 2012</p>	<p>Budget Committee – Third Quarter Financial Report</p>	<p>It was reported that the Budget Committee reviewed and discussed the Third Quarter Financial Report.</p>	
<p>July 27, 2011</p>	<p>Budget Planning Subcommittee Recommendation</p>	<p>The Budget Planning Committee presented recommended assumptions to be used to prepare the 2011-2012 adopted budget. The assumptions included: no growth, full sections, and for the District to accommodate 500-700 unfunded FTES.</p>	<p>#III-A DPAC recommends the adoption of the assumptions recommended by the Budget Planning Subcommittee in the preparation of the 2011-2012 adopted budget. <i>Unanimously approved</i></p>
<p>August 24, 2011</p>	<p>Budget Planning Subcommittee Recommendation</p>	<p>Superintendent's Response to DPAC Action on July 27, 2011: DPAC recommends the adoption of the assumptions recommended by the Budget Planning Subcommittee in the preparation of the 2011-2012 adopted budget.</p>	<p>Following is the Superintendent's response: I approve the recommended budget assumptions except for #2 (FTES growth/decline) and #8 (new faculty positions). I am recommending to the Board of Trustees that we assume about 1,100 unfunded FTES (the result of adding about 200 course sections across Fall 2011, Winter 2012 and Spring 2012) instead of the 500-700 in Assumption 2 and that we hire 10 new faculty positions rather than the 0 positions recommended in Assumption 8. In response to Board Goals and the Master Plan for Education institutional objectives, I will also be adding expenditures for Technology Infrastructure Maintenance/Updates, Instructional Equipment Replacement/Updates, Facility Maintenance/Operations, Facility</p>

			Modification/Updates, and institutionalizing the Supplemental Instruction/Writing Center/Tutoring Center Initiatives. Finally I am recommending that funds be set aside as a contingency for mid-year state funding reductions.
August 24, 2011	Budget Planning Subcommittee Recommendation	Chris Bonvenuto reviewed the proposed 2011-2012 budget with the Budget Planning Subcommittee at its meeting preceding the DPAC meeting. A motion was approved by the Budget Planning Subcommittee that the subcommittee had received and discussed the proposed 2011-2012 budget. Howard Stahl and Bob Isomoto presented highlights of the budget to DPAC.	
July 27, 2011	District-Wide Code of Ethics	DPAC reviewed a draft of the District-Wide Code of Ethics. A final draft incorporating suggestions made at the meeting will be presented for approval at the next DPAC meeting.	
August 10, 2011	District-Wide Code of Ethics		#112-A Motion was made by Katharine Muller and seconded by Eric Oifer to approve the District-Wide Code of Ethics as revised (see following page). The motion was unanimously approved. The Code of Ethics will be forwarded to the Superintendent/President.
August 24, 2011	District-Wide Code of Ethics	Superintendent's Response to DPAC action on August 10, 2011: Motion was made by Katharine Muller and seconded by Eric Oifer to approve the District-Wide Code of Ethics as revised.	Dr. Tsang approved the Code of Ethics and will be presenting it to the Board of Trustees for a first reading at its meeting on September 6, 2011.
August 10, 2011	DPAC Annual Report, 2010-2011		#113-C There was consensus to accept the DPAC Annual Report
September 28, 2011	DPAC Orientation	A brief orientation of the structure and functions of DPAC was presented for new members of DPAC and DPAC resource groups.	
June 13, 2012	Election of Vice-Chair		#119-A Janet Harclerode was elected DPAC Vice-Chair, 2012-2013

<p>October 12, 2011</p>	<p>Enrollment Report</p>	<p>Fall 2011 semester enrollment is running a little behind last fall (about 2 percent). There are 78 late-start classes starting October 28th. Headcount is 33,517 which is 960 less than Fall 2010. Enrollment in online classes is the same as last fall with a headcount of 6,872, which is 20 percent of the total headcount. Nonresident FTEs are down slightly (82 FTEs). Domestic nonresident enrollment is down almost 14 percent. Applications for Spring 2012 are way up compared to last year at this time. Winter and Spring 2012 schedules are being planned at the same size as last year with the target for Spring at 9,100 FTEs and Winter at 1,200 FTEs.</p>	
	<p>Five-Year Construction Plan</p>	<p>Recommendation from the DPAC Facilities Planning Subcommittee: The DPAC Facilities Planning Subcommittee endorses and transmits to DPAC the Five-Year Construction Plan prepared for consideration by the Board of Trustees and subsequent transmission to the State of California. The Five-Year Construction Plan will be presented to the Board of Trustees for approval on June 5, 2012.</p>	
<p>October 26, 2011</p>	<p>Institutional Effectiveness</p>	<p>Institutional Effectiveness: 2011 Performance Indicators: Teresita Rodriguez and Hannah Alford presented a summary of the 2011 Performance Indicators that will be used to develop the college's dashboard. The set of performance indicators relied on data that are systematically and regularly collected as they need to be monitored and tracked on an annual basis and were designed to measure the college's supporting goals. The full report, Institutional Effectiveness Data 2011, will be presented to the Board of Trustees at its November 1, 2011 meeting and will be posted on the SMC website.</p>	

November 9, 2011	Institutional Effectiveness Performance Measures (Dashboard)	<p>DPAC reviewed and discussed the 2011 Performance Indicators that will be used to develop the college's dashboard and the Institutional Effectiveness Report that was presented to the Board at its last meeting. Discussion topics included the pros and cons of establishing targets, prioritization of performance indicators/data, and coordinating the schedule for developing the Institutional Effectiveness Report with the college planning cycle.</p>	
December 14, 2011	Institutional Effectiveness Performance Measures (Dashboard)	<p>A summary of the key performance indicators was reviewed to determine which indicators should have targets. Performance indicators 1.1 – 1.19 (Innovative and Responsive Academic Environment) and 2.1 – 2.4 (Supportive Learning Environment) were discussed. Performance Indicators 3.1 – 3.4 (Management of Fiscal), 4.1 – 4.4 (Sustainable Physical Environment) and 5.1 (Supportive Collegial Environment) will be discussed at the next meeting.</p>	
January 11, 2012	Institutional Effectiveness Performance Measures (Dashboard)	<p>A summary of key performance indicators in the categories <i>Sustainable/Physical</i> (4.1–4.4) and <i>Supportive Collegial</i> (5.1) were reviewed to determine which indicators should have targets. It was agreed that both categories need to be expanded with additional key performance indicators. Since the <i>Sustainable/Physical</i> goal covers all elements of the College's infrastructure, the addition of performance indicators for technology was suggested.</p>	
January 25, 2012	Institutional Effectiveness Performance Measures (Dashboard)	<p>Input from the ACUPCC on Performance Indicators in Goal 4, Sustainable Physical (4.1-4.4) has been received and will be incorporated.</p> <p>Input from Strategic Planning Task Force on Performance Indicators in Goal 5, Supportive Collegial (5.1). It was agreed that the target should be 100% addressed, majority complete or substantially complete.</p> <p>Targets need to be established for seven performance indicators in Goal 1, Innovative and Responsive Academic Environment (1.7, 1.9, 1.12, 1.13, 1.14, 1.18)</p>	

May 9, 2012	Institutional Effectiveness Performance Measures (Dashboard)	The Office of Institutional Research (OIR) has been meeting with various departments to discuss dashboard indicators and targets. The consensus is that there will be no targets. Discussion will continue with the departments and the Institutional Effectiveness Committee.	
July 13, 2011	Master Plan for Education Update 2011-2012	DPAC completed its review of the SMC Accreditation Self-Study Recommendations and the Board's Goals and Priorities for 2010-2011, identified the recommendations to be included as institutional objectives for 2011-2012 and/or referred to another body for consideration.	
July 27, 2011	Master Plan for Education Update 2011-2012	DPAC reviewed the Institutional Objectives for 2011-2012, edited the document and linked the objectives to committees and/or strategies to determine how the objectives will be achieved.	
September 14, 2011	Master Plan for Education Update 2011-2012	DPAC reviewed and discussed the 2011-2012 Institutional Objectives and the responses to the 2010-2011 Institutional Objectives. The responses indicate that 79 percent of the 2010-2011 Institutional Objectives were either completed or substantially completed.	
September 28, 2011	Master Plan for Education Update 2011-2012	.	#114-C DPAC reviewed, discussed and agreed upon the final version of the Master Plan for Education. A limited number of printed copies will be distributed, and the document will be posted on the SMC website
August 10, 2011	Master Plan for Education Update 2011-2012	The responses to the 2010-2011 Institutional Objectives are being received and the Institutional Objectives for 2011-2012 are being completed. A preview of the Master Plan for Education will be presented at the next meeting.	
April 25, 2012	Master Plan for Education Update 2012-2013	A schedule for the Master Plan for Education Update process was distributed. The process will start with the review of the Program Review Annual Report at the May 9 th meeting and will be completed in September. The MPE update will be presented to the Board of Trustees in October.	

May 23, 2012	Master Plan for Education Update 2012-2013	DPAC reviewed the recommendations made by the Program Review Committee to start the process of developing the Master Plan for Education Update. The review of the recommendations will continue and be completed at the next DPAC meeting.	
June 13, 2012	Master Plan for Education Update 2012-2013	DPAC continued its review and discussion of the of Program Review Committee recommendations.	
June 27, 2012	Master Plan for Education Update 2012-2013	<ul style="list-style-type: none"> • Technology Planning Subcommittee - 2012-2013 Overview of Plans: DPAC determined that an institutional objective is not necessary. • Two new Strategic Initiatives: It was agreed that institutional Objectives for 2012-2013 will be developed related the two new Strategic Initiatives: GRIT, and I³ 	
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March 28, 2012	Open Enrollment Contract Education Programs	<p>It was reported that the Board of Trustees took action at its last meeting in March to direct the District to implement open-enrollment contract education programs based on the guiding principles. There is no action item on the agenda for the April Board of Trustees meeting that relates to the open-enrollment contract education programs.</p> <p>The concept of the "College of the Future" was discussed by the Board of Trustees at its study session in 2010 and then by the Academic Senate <i>College of the Future</i> Task Force. The Academic Senate has been consulted in the implementation of the new self-funded summer program. Concern was expressed that there was no discussion at DPAC on the specific program</p>	<p>#117-A</p> <p>The following motion was made by Mitra Moassessi and seconded by Bernie Rosenloecher:</p> <p>DPAC objects to the fact that it did not play a part in planning the open-enrollment contract education program.</p> <p>Ayes: 5 (Associated Students, CSEA, Faculty Association) Noes: 3 (Academic Senate, Administration, Management Association)</p>

before it was presented to the Board of Trustees for approval in March, 2012.

A letter prepared by Campus Counsel to Steven Bruckman, Executive Vice-Chancellor for Operations and General Counsel, regarding the legality of SMC's self-funded contract education initiative was shared with DPAC. The letter challenges the Chancellor's Office legal opinion issued in 2008. The District has received a response from the Chancellor's Office that the document will most likely be sent to the Attorney General's Office.

An information sheet "Advance Your Dreams – Credit Course Offering Summer 2012" was distributed. It states that the regular state-supported summer session is slightly larger than summer 2011 (700 sections) and that a new program of 50 self-supported sections of high demand courses will be offered.

The Associated Students presented a resolution it approved in opposition to Open Enrollment Contract Education. There was a motion made by Harrison Wills and seconded by Eric Oifer that DPAC vote on the Associated Students resolution to oppose contract education. After some discussion, motion was made by Bernie Rosenlocher and seconded by Mitra Moassessi to table the previous motion. No action was taken by DPAC. Associated Students President Harrison Wills asked that DPAC members take the resolution to their respective constituencies and request that they consider taking similar action.

<p>April 11, 2012</p>	<p>Open Enrollment Contract Education Programs (Self-Funded Courses)</p>	<p>DPAC began the discussion on the issues that related to the proposed program of self-funded courses and the timeline for making a DPAC recommendation. There is ample time for a broad college discussion, since the deadline for making a recommendation would be early September (to allow for a Winter 2013 implementation). It was agreed that the questions that need to be answered are: (1) Should the college offer courses that are not supported by the state, and, if so (2) what should be done, and (3) how should we do it? It was agreed that the representatives on DPAC would pose the question to their respective constituencies and report back at the next DPAC meeting. It was also agreed that a fact sheet be prepared by DPAC for college-wide distribution. The topics to be included on the fact sheet will be discussed at the next DPAC meeting.</p> <p>Student Cameron Espinoza made a presentation "From Two-Tier to Frontier – How to make self-funded education accessible and equitable." The presentation focused on financial assistance for students, having a greater system of accountability and involvement, addressing the issue at the state level and reducing costs.</p>	
<p>April 25, 2011</p>	<p>Open Enrollment Contract Education Programs (Self-Funded Courses)</p>	<p>Self-Funded Courses: At the last DPAC meeting, it was agreed that the questions that need to be answered are: (1) Should the college offer courses that are not supported by the state, and, if so (2) what should be done, and (3) how should we do it? It was agreed that the representatives on DPAC would pose the question to their respective constituencies and report back to DPAC. Following are updates from the representative groups:</p> <ul style="list-style-type: none"> - The Management Association is meeting on Friday to discuss the topic. - CSEA Chapter #36 passed a resolution at its meeting concerning the Winter 2013 winter session on April 19th. 	

		<ul style="list-style-type: none"> - The Associated Students is having a special meeting next week focusing on how to gather input from students about self-funded courses. Harrison Wills read a statement related to the presentation made at the last DPAC meeting. - The Faculty Association has been discussing the topic for two months. Its major concern is the legality of the program based on the 2008 opinion of the Chancellor's Office. - The Academic Senate has been discussing the topic. At last Friday's Department Chairs meeting, chairs were asked to solicit input from their individual departments. <p>DPAC will be making a recommendation to the Superintendent/President by September.</p> <p>It was also agreed at the last meeting that a fact sheet be prepared by DPAC for college-wide distribution. Topics were suggested for the fact sheet.</p>	
<p>May 9, 2012</p>	<p>Open Enrollment Contract Education Programs (Self-Funded Courses)</p>	<p>Two documents were distributed in response to requests for information at the last DPAC meeting:</p> <p>(1) A chart showing Annual Credit FTES 2006-2007 – 2011-2012, and (2) Financial Aid and Self-Funded Courses. Constituency groups reported on their respective responses to the question "Should the college offer courses that are not supported by the State?"</p> <ul style="list-style-type: none"> • Associated Students: The A.S. leadership is still trying to determine how to gather information to make a recommendation. The leadership's position is that the local solution should not be the college offering self-funded classes. • Academic Senate: The question has been posed to department chairs to solicit input from their departments. A preliminary report indicates that 12 of 19 departments are in favor of the college offering courses that are not supported by the State. There are concerns about implementation that will be discussed. A written report will be presented to DPAC at the next meeting 	

		<ul style="list-style-type: none"> • CSEA reiterated its position stated at the last meeting, as follows: If the <u>only</u> choice is between contract education and shutting the doors on students with the subsequent layoff or furlough of classified employees, they support the consideration of any viable legal option which would keep the college open. • The Faculty Association's concern is the legality of the program. Its position will be presented to DPAC at the next meeting. • The Management Association is in favor of the college offering self-funded classes. 	
May 23, 2012	Open Enrollment Contract Education Programs (Self-Funded Courses)	<p>Self-Funded Classes:</p> <ul style="list-style-type: none"> • A list of questions will be assembled to assist groups with deciding on whether the college should offer courses not funded by the state. • The Faculty Association approved a motion to oppose self-funded courses • The Associated Students (Harrison Wills) encourages the District to consider other solutions to offering self-funded courses. 	
June 13, 2012	Open Enrollment Contract Education Programs (Self-Funded Courses)	Representatives were requested to submit questions resulting from the discussions about self-funded courses. Randy Lawson will provide responses to the questions submitted so far for review at the next DPAC meeting.	
May 9, 2012	Program Review Annual Report	The Program Review Committee Chair and Vice Chair presented the Annual Report of 13 full program reviews and biennial reviews of two CTE programs. The report includes recommendations for institutional support for specific programs and recommendations based on overarching trends. DPAC will review the recommendations during its development of the <i>Master Plan for Education Update</i> .	

<p>June 27, 2012</p>	<p>Self-Funded Classes: Questions and Answers</p>	<p>Responses to questions presented at the last DPAC meeting were prepared by Randy Lawson and Teresita Rodriguez, reviewed by senior administrative staff and presented to DPAC for discussion. Additional questions and clarifications resulted from the discussion. Representatives were reminded to share the document with their respective groups to encourage greater discussion and suggestions that will assist DPAC with the development of a recommendation to forward to the Superintendent. Comments from several members indicated that this is a valuable process to help the college develop a recommendation that addresses the lack of state funding which reduces access for students.</p>	
<p>September 14, 2011</p>	<p>Strategic Planning Process</p>	<p>The process of determining the strategic initiatives for the next five years will take place this fall. The process will include a review and possible revision of the mission, vision, values and goals statement, an assessment of the planning process, and a review of the institutional objectives for the last five years that will include the completion status and relationship to the strategic initiatives. This will be the primary assessment of the planning process. It was suggested that some form of qualitative analysis be considered - either in the form of a survey or a focus group.</p>	
<p>September 28, 2011</p>	<p>Strategic Planning Process</p>	<p>The Strategic Planning Task Force will develop a plan to gather information from the college community to present proposed initiatives to DPAC. The DPAC Chair and Vice-Chair will co-chair the Task Force with membership as follows:</p> <p>Academic Senate: 2 members (one DPAC, one at-large)</p> <p>Faculty Association: 2 members (one DPAC, one at-large)</p> <p>Administration: 2 members (one DPAC, one at-large)</p>	<p>#115-C It was agreed that a task force of DPAC be formed to assist with the process of identifying strategic initiatives for the next five years.</p>

		<p>Management Association: 2 members (one DPAC, one at-large)</p> <p>Classified (CSEA): 4 members (two DPAC, two at-large)</p> <p>Associated Students: 4 members (two DPAC, two at-large)</p> <p>Assignments will be reported and a proposed timeline will be presented at the next DPAC meeting (October 12th).</p> <p>The process will include quantitative and qualitative assessments of the last strategic plan. It will also include the review and possible revision of the Mission, Vision, Values and Goals statement. It was requested that members of DPAC solicit input from their respective constituencies and present comments and suggestions to DPAC (a due date will be determined).</p>	
<p>October 12, 2011</p>	<p>Strategic Planning Process</p>	<p>The proposed timeline calls for the Strategic Planning Task Force to meet twice a month (except for December) and complete its work by April 2012. Faculty schedules will be considered to determine meeting days and times. Members of the Task Force will be appointed within the week, and the Task Force will determine how to accomplish its goals. A qualitative assessment of the last strategic plan will be part of the process.</p>	
<p>October 26, 2011</p>	<p>Strategic Planning Process</p>	<p>Concern was expressed about the structure of the Task Force since additional appointments were made by the Academic Senate and the Administration. It was explained that the appointments were made because the DPAC Chair and Vice-Chair are serving as Co-Chairs to facilitate the work of the Task Force. Following discussion, it was agreed that each constituency add one more representative to the Strategic Planning Task Force, bringing the total to 22 members.</p>	

December 14, 2011	Strategic Planning Task Force	<p>A subcommittee reviewed the current <i>Mission, Vision and Goals</i> statement and presented its comments and suggestions to the Task force for discussion. The Task Force suggested additional revisions, and a revised document will be presented for discussion at the next meeting.</p> <p>The Five-Year Study of Institutional Objectives organized by the Strategic Initiatives was reviewed, and it was agreed that the College will maintain its commitment to and continue to monitor progress on these Strategic Initiatives as well as new ones over the next five years.</p>	
January 25, 2012	Strategic Planning Task Force	<p>There are three facets to the strategic planning process. (1) review and revision of the <i>Vision, Mission and Goals</i> statement; (2) evaluation of the planning process in regard to the strategic initiatives adopted five years ago, and (3) the development of new strategic initiatives.</p> <ul style="list-style-type: none"> • The review of the <i>Vision, Mission, and Goals</i> statement has been completed and a draft of the revised version is being reviewed by the constituency groups for input. Responses will be presented to DPAC by mid-February. • Documentation is being assembled for the narrative report on evaluating the planning process. • It was agreed that the current strategic initiatives continue to be tracked for the next five years and that two new initiatives will be developed, as follows: (1) academic survival or “soft skills” that students need to succeed (integrity, perseverance), and (2) the reimagining of SMC to improve teaching and learning. These new initiatives will be developed so that focus groups can be held on flex day in March. 	
February 22, 2012	Strategic Planning Task Force Update	<p>The Task Force continues with the development of two new strategic initiatives (1) Cultivating Character and Purpose, and (2) Reimagining the College. The four current strategic initiatives (with updated names) will be maintained as major priorities for the college.</p>	

<p>April 11, 2012</p>	<p>Strategic Planning Task Force Update</p>	<p>The first effort of the Strategic Planning Task Force was to review and revise the <i>Vision, Mission and Goals</i> statement. That effort was completed and the revised statement was approved by the Board of Trustees at its last meeting. The second effort to evaluate the planning process is being completed. The third effort to develop new strategic initiatives for the college has resulted in the following two proposed initiatives:</p> <ul style="list-style-type: none"> • GRIT (Growth, Resilience, Integrity, Tenacity) that focuses on non-cognitive skills such as integrity, understanding, perseverance, purposeful engagement) • Institutional Imaginations Initiative (i³): the SMC community will envisage a future that focuses on fostering, nurturing, and valuing imagination, creativity, innovation and inquiry. 	<p>#118-A Motion was made by Erica LeBlanc and seconded by Eric Oifer to approve the two proposed strategic initiatives and to continue tracking the progress on the four current strategic initiatives. The motion was unanimously approved.</p>
<p>November 30, 2011</p>	<p>Student Success Task Force</p>	<p>The SMC Student Success Task Force Recommendations were distributed for discussion. The Task Force divided the Board of Governor's recommendation into three categories:</p> <ol style="list-style-type: none"> (1) Recommendations that are supported, (2) Recommendations that are supported in principle, but with problematic implementation plans, and (3) Recommendations that are opposed. The recommendations will be forwarded to the Superintendent. 	
<p>February 22, 2012</p>	<p>Student Success Task Force (state)</p>	<p>The Chancellor's Office is having all of the advisory committees look at the recommendations and discuss them in terms of implementation. There is a piece of legislation to implement the recommendations, however, funds will be needed to implement the recommendations upon approval.</p>	
<p>May 23, 2012</p>	<p>Sustainable Building Policy</p>	<p>Recommendation from the DPAC Facilities Planning Subcommittee: On May 10, 2012, the DPAC Facilities Planning Subcommittee voted to send the following proposed Santa Monica College Green Building Policy to DPAC as proposed language for either an administrative regulation or Board of Trustees Policy (probably in the 6300 series of "Facilities"):</p>	<p>A draft of the Administration Regulation and Board Policy 6335 will be presented at the next meeting for review and approval</p>

		<ul style="list-style-type: none"> • Santa Monica College will incorporate the principles of energy efficiency, renewable energy production, and sustainability in all capital projects, renovation projects, and operations and maintenance. Within constraints of program needs and budgetary parameters, the goal shall be to achieve the highest possible LEED™ rating on all new construction. • Drought tolerant plants shall be included in college landscape designs whenever possible. • Santa Monica College will leverage sustainable building features as teaching tools to make the campus a living laboratory for sustainability. 	
June 27, 2012	Sustainable Transportation Plan		<p>#122-A Motion was made by Eric Oifer and seconded by Jasmine Delgado to approve the Sustainable Transportation Report with a few minor revisions. <i>Unanimously approved.</i></p>
May 23, 2012	Sustainable Transportation Report	<p>The Sustainable Transportation Plan and matrix of recommendations were reviewed and discussed. Minor revisions will be made based on comments and suggestions made and the plan will be presented at the next DPAC meeting for approval.</p>	
February 8, 2012	Vision, Mission and Goals Statement – Input from Constituencies	<p>Representatives of CSEA, Academic Senate Executive Committee, and the Management Association reported that the draft of the revised Vision, Mission and Goals statement was presented to their respective constituencies and that there has been positive feedback and agreeable comments. The Faculty Association Executive Committee will be meeting next week and report back to DPAC at the next meeting. DPAC will review the statement again at the next meeting and make a recommendation.</p>	

February 22, 2012	<i>Vision, Mission and Goals Statement – Input from Constituencies</i>	The Faculty Association and Associated Students will provide input at the next meeting. Other constituencies have already reported back that they are in support of the revised statement. DPAC will take action on the statement at the next meeting on March 14 th and forward a recommendation to the Superintendent/President.	
March 14, 2012	<i>Vision, Mission and Goals Statement – Input from Constituencies</i>	The revised statement was distributed to all constituencies and positive input has been received from all groups.	#116-A Motion was made by Eric Oifer and seconded by Katharine Muller for DPAC to approve the statement. It was unanimously approved.

Santa Monica Community College District
DISTRICT PLANNING AND ADVISORY COUNCIL (DPAC)
SUMMARY OF ACTIONS
2011-2012

During 2011-2012 DPAC and its planning subcommittees reviewed, discussed and considered many topics related to the Mission, Vision and Goals/Supporting Goals, the Board of Trustees Goals and Priorities, Strategic Initiatives, and Student/Institutional Learning Outcomes.

Following is a summary of 12 recommendations approved by DPAC during 2011-2012 grouped by its relationship to the Mission, Vision and Goals – Supporting Goals.

- Goal 1 Innovative and Responsive Academic Environment**
Continuously develop curricular programs, learning strategies, and services to meet the evolving needs of students and the community
- #118-A Approval of Two Proposed Strategic Initiatives April 11, 2012
- Goal 2 Supportive Learning Environment**
Provide access to comprehensive student learning resources such as library, tutoring and technology.
Provide access to comprehensive and innovative student support services such as admissions and records, counseling, assessment, outreach, and financial aid.
- #118-A Approval of Two Proposed Strategic Initiatives April 11, 2012
- Goal 3 Stable Fiscal Environment**
Respond to dynamic fiscal conditions through ongoing evaluation and reallocation of existing resources and the development of new resources
- #111-A Adopted assumptions to be used to prepare the 2011-2012 adopted budget as recommended by the Budget Planning Subcommittee.....August 10, 2011
- Goal 4 Sustainable Physical Environment**
Apply sustainable practices to maintain and enhance the college's facilities and infrastructure including grounds, buildings and technology.
- #120 Approval of AR 6335, Santa Monica College Sustainable Building Principles June 13, 2012
#121 Approval of BP 6320 (deleted) and 6335 (revised) June 27, 2012
#122 Approval of Sustainable Transportation Report..... June 27, 2012
- Goal 5 Supportive Collegial Environment**
Improve and enhance decision making and communication processes in order to respect the diverse needs and goals of the entire college community.
- #112-A Approval of District-Wide Code of Ethics August 10, 2011
#117-A Objection to not playing a part in planning open-enrollment contract education program.....March 28, 2012

All Goals

- #114-C Agreement on the final Master Plan for Education 2011-2012 Update September 28, 2011
- #116-A Approval of *Vision, Mission and Goals* Statement March 14, 2012

Organizational Functions

- #113-C Approval of the DPAC 2010-2011 Annual Report..... August 10, 2010
- #115-C Formation of Strategic Planning Task Force..... September 28, 2011
- #119-A Election of Vice-Chair, 2012-2013 June 13, 2017