



Santa Monica Community College District
District Planning and Advisory Council
MEETING – SEPTEMBER 28, 2011
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **September 28, 2011** at Santa Monica College, Business Building Room 111, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:06 p.m.

II. Members Present

Randy Lawson, Administration, Chair Designee
Janet Harclerode, Academic Senate President, Vice-Chair
Jeff Shimizu, Administration Representative
Mike Tuitasi, Management Association Representative
Katharine Muller, Management Association Representative
Eric Oifer, Academic Senate Representative
Mitra Moassessi, Faculty Association President
Sandra Burnett, Faculty Association Representative
Connie Lemke, CSEA Representative
Leroy Lauer, CSEA Representative

Others Present

Erica LeBlanc
Sherri Lee-Lewis
Jennifer Merlic
Lee Peterson
Christine Schultz

DPAC Coordinator

Lisa Rose

III. The minutes of the DPAC meeting on September 14, 2011 were accepted.

IV. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs: The discussion focused on how to come up with more accurate budget projections.
- College Services Planning: Mike Tuitasi and Hao Diao, Co-Chairs: Projects for this year include SLOs for college services, working with the sustainability group to help develop the transportation plan, and reviewing RFPs for food service contracts.
- Facilities Planning: J.C. Keurjian and Lee Peterson, Co-Chairs: Meetings will be held on second and fourth Thursdays, 2-3:30 p.m. in the Skybox.
- Human Resources Planning: Sherri Lee Lewis and Patricia Burson, Co-Chairs: No report

- Technology Planning: Lee Johnston and Jamie Cavanaugh, Co-Chairs: No report
- B. Academic Senate Joint Committees
- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: No report.
 - Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair: The year's first review of a program will be held in 1-1/2 weeks. The committee continues to work on the new annual program review update process..
 - Student Affairs: Beatriz Magallon, Chair, and Denise Kinsella, Vice-Chair: The committee will be reviewing the administrative regulation on course repetition.
 - Institutional Effectiveness: Christine Schultz and Esau Tovar, Co-Chairs, and Erica LeBlanc, Vice-Chair: The committee is discussing its scope and function; is working with MIS to build an ISIS system to house the non-instructional unit outcomes; will continue to review instructional SLOs and their assessments; and is working on creating a template for automated reports to appear on the portal pages of chairs and faculty showing student success rate on SLOs and ILO core competencies.
- C. ACUPCC Task Force: The Task Force will be focusing on how to approach the Climate Action Plan (CAP), specifically in the areas of energy and transportation. The Environmental Affairs Committee will be working on the educational component of the CAP.
- D. Associated Students: The Oil Extraction Initiative did not make it onto the ballot; however, the students will continue efforts to get it on a future ballot. The Associated Students will be funding bicycle racks on campus; is working on a book program to be funded by the A.S.; and is developing a Request for Proposal for a sustainable food initiative.

V. Agenda

Public Comments – None

- A. Orientation: A brief orientation of the structure and functions of DPAC was presented for new members of DPAC and DPAC resource groups.
- B. Draft of Master Plan for Education, 2011-2012: 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.
- C. Discussion of Strategic Planning Process: 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. 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:
- | | |
|-------------------------|------------------------------------|
| Academic Senate: | 2 members (one DPAC, one at-large) |
| Faculty Association: | 2 members (one DPAC, one at-large) |
| Administration: | 2 members (one DPAC, one at-large) |
| Management Association: | 2 members (one DPAC, one at-large) |
| Classified (CSEA): | 4 members (two DPAC, two at-large) |
| Associated Students: | 4 members (two DPAC, two at-large) |

Assignments will be reported and a proposed timeline will be presented at the next DPAC meeting (October 12th).

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 statements. 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).

VI. Adjournment- 4:35 p.m.

Meeting schedule through June, 2012 (second and fourth Wednesdays each month at 3 p.m.)

2011

October 12, 26

November 9, 23

December 14

2012

January 11, 25

February 8, 22

March 14, 28

April 11, 25

May 9, 23

June 13, 2

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the October 12, 2011 DPAC meeting.

Agenda

- A. Strategic Planning Process
 - Appointment of Members
 - Proposed Timeline
 - Schedule of Meetings
- B. Enrollment Report (Randy will check on this)

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