



*Santa Monica Community College District*  
**District Planning and Advisory Council**  
**MEETING – AUGUST 8, 2012**  
**AGENDA**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, **August 8, 2012** 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

Mike Tuitasi, Management Association Representative  
Katharine Muller, Management Association Representative

Janet Harclerode, Academic Senate President, Vice-Chair  
Eve Adler, Academic Senate Representative

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

Bernie Rosenloecher, CSEA President  
Leroy Lauer, CSEA Representative

Parker Jean, Associated Students President  
Yacob Zuriaw, Associated Students Representative

III. Review of Minutes: July 25, 2012

IV. Superintendent/President's Response to DPAC Recommendation of July 25, 2012:  
2012-2013 Savings and Revenue Recommendations

V. Reports

A. Planning Subcommittees

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

B. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair
- Program Review: Mary Colavito, Chair and Katharine Muller, Vice-Chair
- Student Affairs: Beatriz Magallon, Chair, and Denise Kinsella, Vice-Chair
- Institutional Effectiveness: Christine Schultz and Esau Tovar, Co-Chairs, and Erica LeBlanc, Vice-Chair

C. ACUPCC

D. Associated Students

VI. 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.*

A. Master Plan for Education Update

- Review Responses to 2011-2012 Institutional Objectives
- Continue Development of 2012-2013 Institutional Objectives

B. Draft DPAC Annual Report, 2011-2012

[http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District\\_Planning\\_and\\_Advisory\\_Council/DPAC%202011-2012/DPAC%20Annual%20Report%202011-2012.pdf](http://www.smc.edu/ACG/DistrictPlanningPolicies/Documents/District_Planning_and_Advisory_Council/DPAC%202011-2012/DPAC%20Annual%20Report%202011-2012.pdf)

C. Recommendation from the Budget Planning Subcommittee (attached)

VII. Adjournment

Meeting schedule through June, 2013 (second and fourth Wednesdays each month at 3 p.m.)

<u>2012</u>	<u>2013</u>
August 22	January 9, 23
September 12, 26	February 13, 27
October 10, 24	March 13, 27
November 14, 28	April 10, 24
December 12	May 8, 22
	June 12, 26

VIII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the August 22, 2012 DPAC meeting.



*Santa Monica Community College District*

**Master Plan for Education – Institutional Objectives, 2011-2012**

Approved by District Planning and Advisory Council July 27, 2011

Number	Institutional Objectives - New
#1	To complete the development of the “institutional dashboard” and use this along with other tools to evaluate program and institutional effectiveness and as a basis for providing training to members of the college community on the use of data.
#2	To develop and implement a plan to avoid an operating deficit.
#3	To develop and implement a plan to institutionalize ongoing funding for the maintenance of technology, instructional equipment, and facilities.
#4	To develop a comprehensive transportation plan that builds upon the “Any Line, Any Time” public transportation initiative and includes other public transportation initiatives, bicycle support, vanpool and carpool programs, and other alternative modes of transportation.
#5	To support the signing of the ‘The Democracy Commitment’ by reviewing college programs, activities and curricular offerings to determine what is currently being done in support of students’ civic learning, civic engagement and democratic practice in order to provide a baseline for any future related practices and projects.
#6	To develop short-term strategies and a long-term plan toward ensuring appropriate access to tutoring, including possible space allocations, and uniformity in service delivery and staff training.
#7	To implement the findings of the 2010-2011 Basic Skills research project by institutionalizing the use of the three strategies—Writing Center, Supplemental Instruction, and Tutoring Centers—found to have a significant impact on student retention and success.
#8	To develop a plan to define and implement standards for appropriate operations and maintenance of new buildings.
#9	To develop a comprehensive plan that sets annual priorities for institutional resource development in fundraising as well as grants and other types of federal, state, local, and private funding.
<b>Institutional Objectives – Continued from 2010-2011</b>	
#10	To implement annual delivery of standardized training for all college staff engaged in data entry involving either of the two human resources information systems (HRS and ISIS) to reduce the error rate and ensure data integrity.
#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.



*Santa Monica Community College District*

**Master Plan for Education – Institutional Objectives, 2012-2013**

**DRAFT**

Number	Proposed Institutional Objective to be Developed	Reference
#1	To identify and implement strategies to assist programs in maintaining a web and social media presence.	PR Rec #7 Strategic Initiative: (I <sup>3</sup> )
#2	To provide training in the assessment of outcomes and in documenting how the assessment results are used in program planning.	PR Rec #10
#3	To ensure that there are consistent student lab use tracking systems to document the required student lab hours and to provide data for studying the correlation between student achievement and general lab use/access to online materials.	PR Rec #11
#4	To identify and implement a systematic approach to improving the success and retention of Latino and African-American students, as well as students from other historically underrepresented groups.	PR Rec #12
#5	Develop planning criteria for determining the allocation of dedicated resources to specific programs and whether these resources are sustainable.	PR Rec #14
#6	To develop a plan for defining, organizing and institutionalizing the GRIT (Growth, Resilience, Integrity and Tenacity) strategic initiative. This initiative should facilitate student achievement through a College-wide focus on non-cognitive skills (e.g. integrity, perseverance, goal-setting, and help-seeking behaviors), on supplementing competencies supporting ILO #1, and on supporting students' aspirations for their futures.	Strategic Initiative: GRIT
#7	To develop a plan for how to assess the strategic initiative GRIT, with a focus on assessing students' acquisition of non-cognitive skills. The assessment should be tied to traditional metrics used to measure student success, e.g. grades, transfer, completion, improved academic honesty, etc. The College will run a pilot ETS study on the acquisition and assessment of students' non-cognitive skills as one mechanism to inform this plan.	Strategic Initiative: GRIT
#8	To develop a plan for organizing and institutionalizing a strategic initiative called I3 (Institutional Imagination Initiative) that will harness the creative power of the college community in order to rethink how the college can analyze and address issues through responsive engagement and will facilitate continuous dialogue among the college community with the intent of soliciting and implementing innovative ideas for improving and supporting student achievement.	Strategic Initiative: (I <sup>3</sup> ) (Institutional Imaginations Initiative)
#9	To develop and begin implementation of a plan for the SMC Teaching and Learning Center in order to expand institutional capacity to support creative efforts that generate innovative pedagogies, foster professional development, and increase student success.	Strategic Initiative: (I <sup>3</sup> ) (Institutional Imaginations Initiative)

Institutional Objectives – Continued from 2011-2012		
#10	Budget/Operating Deficit Budget Planning Subcommittee to develop	Continued from 2011-2102 (#2)
#11	Create a workgroup/subcommittee comprising representatives of the Academic Senate Joint Professional Development Committee, the CSEA Professional Development Committee, and the Management Association to prepare a college-wide report that includes all staff development activities, including mandatory training.	Continued from 2011-2102 (#11)

MOTION: "The Budget Subcommittee recommends to DPAC that the following recommendations be used to prepare the 2012-2013 Adopted Budget."  
ADOPTED THROUGH GENERAL CONSENT

<b>Assumption</b>	<b>Recommendation</b>
1. State Budget Cuts	Use the actual apportionment number provided by the Chancellor's office
2. FTES Growth/(Decline)	Assume 300 unfunded FTES over cap based upon a 90% efficiency ratio
3. Growth Rate	Use the actual number provided by the state budget; assume 1%
4. COLA	For 2012-2013, assume 0%
5. Deficit Factor	For 2012-2013, assume 0%
6. Lottery Rate Per FTES	Use the actual apportionment number provided by the Chancellor's office
7. Non-Resident Tuition Fee	Assume a proportionate reduction in Non-Resident Tuition as compared to the general FTES plan and then apply the recent fee increase
8. New Faculty Positions	Normally budgeted at 100% of the cost For 2012-2013, fund 3 rollover positions in Designated Reserves
9. Administrator Vacancies	Normally budgeted based on "Vacancy List", discounted by 50%
10. Classified Vacancies	Normally budgeted based on "Vacancy List", discounted by 50%
11. Step/Column Increase	Normally budgeted based on eligibility Assume all contractual requirements in 2012-2013
12. Salary Increases	Normally budgeted based on Board approved contracts and increases Assume all contractual requirements in 2012-2013
13. Health and Welfare Increase/(Decline)	Budget the effect of negotiated Health and Welfare plan changes and then apply a 3 year corrected average adjusted for variances (i.e., rate holiday)
14. Health and Welfare Retiree Increase/(Decline)	Normally budgeted on 3 year corrected average adjusted for variances (i.e., rate holiday)
15. STRS Employer Rate	Normally budgeted based on STRS Rate Announcement : 8.25% of a base calculated by determining the current year employment
16. PERS Employer Rate	Normally budgeted based on PERS Rate Announcement based on the SSC Financial "Dartboard" projection and reflecting current year employment
17. Supplies Increase/(Decline)	Normally based on prior year adjusted for approved increases/(decreases) with multi-year projections based on the SSC Financial "Dartboard" projection
18. Contracts/Services Increase/(Decrease)	Normally based on prior year adjusted for approved increases/(decreases) with multi-year projections based on 3 year average Recommend funding at \$10 million for 2012-2013
19. Insurance Increase/(Decrease)	Normally budgeted based on billing with multi-year projections based on 3 year average
20. Utilities Increase/(Decrease)	Normally budgeted based on prior year adjusted for changes in usage with multi-year projections based on 3 year average
21. Capital Outlay Increase/(Decrease)	Normally based on prior year adjusted for approved increases/(decreases) with multi-year projections on the SSC Financial "Dartboard" projection
22. Designated Reserve For Possible Mid-Year Cuts	All remaining reserves in excess of 5%