



*Santa Monica Community College District*  
**District Planning and Advisory Council**  
**MEETING – DECEMBER 11, 2013**  
**MINUTES**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **December 11, 2013** at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order - 3:04 p.m.

II. Members Present

Randy Lawson, Administration Representative, Chair  
Eve Adler, Academic Senate President, Vice-Chair  
Jeff Shimizu, Administration Representative  
Janet Harclerode, Academic Senate Representative  
Katharine Muller, Management Association Representative  
Mitra Moassessi, Faculty Association President  
Bernie Rosenloecher, CSEA President  
Leroy Lauer, CSEA Representative

Others Present

Brenda Benson  
Genevieve Bertone  
Sandy Chung  
Lee Johnston  
Jennifer Merlic  
Christine Schultz  
Howard Stahl  
Mike Tuitasi  
Marcy Wade

DPAC Coordinator

Lisa Rose

III. The minutes of the DPAC meeting on November 13, 2013 were accepted.

IV. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs. The following motion was approved by the Budget Planning Subcommittee and forwarded to DPAC:

Given the information supplied to the Budget Committee by Don Girard at its November 6<sup>th</sup> meeting, the Budget Committee asks DPAC to direct the taskforce it created on October 23<sup>rd</sup> for analyzing the cost of the class schedule to complete its work by the start of the Spring Semester with the goal of reducing the cost of printing and mailing the class schedule by 50 percent.

Ayes: 11            Noes: 1

DPAC Chair Randy Lawson will forward the motion approved by the Budget Planning Subcommittee to the taskforce to review and develop a recommendation to present to DPAC.

- College Services Planning: Mike Tuitasi and Ty Moura, Co-Chairs. Discussion included adding the magnetic stripe to the student ID card, adding a disaster service worker designation on the staff ID card, vending machines, campus cleanliness, and additional fax machines on campus.
  - Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs: The subcommittee has developed a recommendation regarding art installation for construction projects which will be presented at the next DPAC meeting. The next issue will be updating the Administrative Regulation on smoking.
  - Human Resources Planning: Sandy Chung and Patricia Burson, Co-Chairs: The subcommittee approved the Board Policy and Administrative Regulation on Whistleblower Protection and will be updating the EEO plan to comply with new guidelines from the Chancellor's Office.
  - Technology Planning: Lee Johnston and Sal Veas, Co-Chairs: Discussion included the focus for next year related to technology and security, bring your own device project, and new storage and additional virtualization capabilities via Citrix.
- B. Academic Senate Joint Committees
- Curriculum: Guido Davis Del Piccolo, Chair and Georgia Lorenz, Vice-Chair: The Committee approved a cosmetology course and a cross country/kinesiology course. It was reported that the Board of Trustees approved seven new courses, one new program and a new Associate in Arts degree for Transfer in Theatre Arts.
  - Program Review: Jamey Anderson, Chair and Katharine Muller, Vice-Chair: The Committee is almost ready to launch the on-line process with CurricUNET and will be setting up training sessions, developing a guide to help answer questions and preparing online training for trainers as staff get ready for their annual reports later in the spring.
  - Student Affairs: Esau Tovar, Chair, and Denise Kinsella, Vice-Chair: The Committee is reviewing two administrative regulations.
  - Institutional Effectiveness: Christine Schultz, Chair and Hannah Lawler, Vice-Chair: The Committee is reviewing equity issues related to African American students identified by SLOs/ILOs to determine if the problems are skills-related or related to non-cognitive skills (GRIT). The Committee has nominated the *SMC Master Plan for Education Update 2013-2014* for an RP Group award.
- C. ACUPCC: The Committee continues to do its work through its subcommittees – Education, Transportation and Energy. The Education subcommittee is designing a survey to develop a database so that students can connect course work with what interests them. The Energy subcommittee is partnering with STEM to develop an energy management system, which will provide energy use data to the institution and also include a student portal that will provide classes the opportunity to analyze and interpret real-world energy data. The committee is also working on a greenhouse gas inventory. The Transportation subcommittee is happy to report that SMC reached its target on the last AVR survey which resulted in a savings of \$16,000 in the filing fee with the City of Santa Monica. It also administered a student transportation survey and is working with the City on bicycle programs, including a bike share program. The City has committed to approximately 5 stations positioned at SMC's satellite campuses.
- D. Associated Students: No report.

- V. Response to DPAC Recommendation from Superintendent/President: The following motion was approved by DPAC on November 13, 2013 and forwarded to the Superintendent/President for consideration:

It is recommended that the planning of future building projects incorporate at least one gender neutral restroom that is available to students, staff and the public. The size and design of the restroom(s) would be the responsibility of the building architect in consultation with the Facilities Department.

Superintendent/President's Response: The recommendation approved by DPAC regarding gender neutral restrooms will be forwarded to the Facilities Planning Department.

VI. Agenda

Public Comment – None

- A. Discussion for Criteria for Institutional Objectives: The DPAC workgroup comprising Janet Harclerode, Peter Morse and Katharine Muller that was formed to develop criteria for institutional objectives presented the following recommended criteria:

**Purpose**

Each year the Santa Monica College District Planning and Advisory Council (DPAC) identifies institutional objectives to be included in the annual Master Plan for Education Update. These annual institutional objectives are developed in response to the output of multiple planning processes and identify measurable benchmarks for institutional improvement. Institutional objectives:

- align with college priorities: strategic initiatives, college goals, ILOs
- highlight the overarching issue being addressed
- support student learning and success

**Guidelines for Writing Institutional Objectives**

Institutional objectives should generally emerge from the various planning reports and documents submitted to DPAC. Words like across the college or across the campus, institutional or institutionalize are frequently used in the objectives.

Institutional objectives should:

- address an identified institutional priority, not an issue specific to a particular departmental/organizational unit
- frame the issue to be addressed clearly and comprehensively
- generally apply to more than a single departmental/operational unit
- be timely and measureable
- be achievable within a year; if an objective will take longer to achieve it should be broken into multiple consecutive objectives (ex. analyze, develop a plan, implement first steps etc.)
- not address something the College is already doing or committed to doing
- already have some level of support (ex. other individual, groups, units) in order to demonstrate that they will be achievable

VII. Adjournment: 3:53 p.m.

Meeting schedule through June, 2014 (second and fourth Wednesdays each month at 3 p.m.)

2014

January 8, 22

February 12, 26

March 12, 26

April 9, 23

May 7, 21

June 11, 25

VIII. Council of Presidents Meeting

The Council of Presidents set the agenda for the January 8, 2014 DPAC meeting.

Agenda

- A. Update on I<sup>3</sup> Projects/New Collaborations
- B. Board Policy and Administrative Regulation: Whistleblower Protection
- C. Report from DPAC Facilities Subcommittee: Arts Installation for Construction Projects

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.