



Santa Monica Community College District  
District Planning and Advisory Council  
MEETING – JUNE 25, 2014  
**AGENDA**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, **June 25, 2014** 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/Marcy Wade, Administration Representative

Greg Brown, Management Association President  
Katharine Muller/Erica LeBlanc, Management Association Representative

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

Mitra Moassessi, Faculty Association President  
Peter Morse, Faculty Association Representative

Robert Hnilo, CSEA Representative  
Leroy Lauer, CSEA Representative

Ty Moura, Associated Students President  
Associated Students Representative

III. Review of Minutes: June 11, 2014

IV. 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. Equal Employment Opportunity and Nondiscrimination in Employment

- Board Policy 3120 (formerly BP 3120 and 3122)
- SMC Equal Employment Opportunity Plan

B. Master Plan for Education Update 2014-2015- Review the following:

**Strategic Initiatives:**

- GRIT (Growth/Resilience/Integrity/Tenacity)
- I<sup>3</sup> (Institutional Imagination Initiative)

**College Priorities:** Continue the college's commitment to the following:

- Global Citizenship
- Sustainability
- Basic Skills Initiative
- Career Technical Programs

**Program Review Planning Summary Recommendations (resume)**

V. Adjournment

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

<p><u>2014</u> July 9, 23 August 13, 27 September 10, 24 October 8, 22 November 12, 26 December 10</p> <p><u>2015</u> January 14, 28 February 11, 25 March 11, 25 April 8, 22 May 13, 27 June 10, 24</p>
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VI. Council of Presidents Meeting

The Council of Presidents will set the agenda for the July 9, 2014 DPAC meeting.

## 2013-2014 INSTITUTIONAL OBJECTIVES

### **OBJECTIVE 1**

To develop definitions and templates for planning processes and outcomes assessment to ensure data interpretation and planning recommendations align based on consistent standards.

### **OBJECTIVE 2**

To allocate resources sufficient to support the ongoing maintenance of technology, equipment, and facilities.

### **OBJECTIVE 3**

To incorporate flexibility in all facilities planning and resource allocation processes to allow for nimble responses to future changes.

### **OBJECTIVE 4**

Develop tools to assess students' level of engagement in the education process and use assessment data to look at the relationship between student engagement and retention, perseverance, and student success.

### **OBJECTIVE 5**

To further implement the Institutional Imagination Initiative (I<sup>3</sup>) by demonstrating acknowledgment of and support for innovative thinking, first by identifying current creative projects/initiatives in progress

### **OBJECTIVE 6**

To conduct a quantitative study examining the external variables impacting the College's performance relative to the Institutional Effectiveness Dashboard, including the identification of variables that can be controlled by the College, in order to deepen institutional understanding of the factors that affect student success and appropriately direct efforts to improve institutional performance.

### **OBJECTIVE 7**

To develop and implement plans to improve the College's safety and emergency preparedness systems and procedures.

### **OBJECTIVE 8**

To develop and implement strategies to improve and maintain the college's facilities and overall physical environment

### **OBJECTIVE 9**

To develop a plan to implement EMERGE, the SMC Information, Communication, Technology and Entertainment (ICTE) Initiative to align education with emerging careers and entrepreneurial ventures in the local and regional economy.

**DPAC REVIEW OF PROGRAM REVIEW PLANNING SUMMARY  
 COMMITTEE RECOMMENDATIONS BASED ON OVERARCHING TRENDS  
 2014**

Items with an asterisk \*\* have previously been identified by the Program Review Committee as overarching issues and continue to surface as significant concerns.

**Institutional Objective**  
**Refer/Assign**

Report Section	RECOMMENDATION	REFERRAL
Recommendations for Institutional Support for Specific Programs	<ol style="list-style-type: none"> <li>1. Explore ways to serve the CalWORKS population without the onus of the reporting requirements linked to current funding contracts. (CalWORKS)</li> <li>2. Include "living campus signage" in the college signage plan, where appropriate, to explain the environmental and sustainable practices employed throughout the college. (Center for Environmental &amp; Urban Studies)</li> <li>3. Support the need for additional technology resources to address the mandates of SB 1456. (Counseling)</li> <li>4. Develop a means for electronic capture of positive attendance and arranged hours to replace paper rosters for non-credit classes and reduce the possibility of incomplete data for FTES reporting. (ESL) <i>Note: this recommendation applies to all non-credit programs</i></li> <li>5. Investigate the value of maintaining the SMC cable station. (Media &amp; Reprographics Services)</li> <li>6. Explore discussions with UCLA, at a higher administrative level, regarding the large number of international students interested in committing to a Scholars transfer program. (Scholars)</li> </ol>	<p>#1-#5 In Progress</p> <p>#6 Refer to Academic Affairs</p>
Recommendations Based on Overarching Trends		
Outcomes and Assessment	<ol style="list-style-type: none"> <li>7. Determine the efficacy centralizing the documentation of administrative program unit outcomes.</li> <li>8. Refine the ISIS SLO portal to allow programs to sort SLO data more specifically.</li> <li>9. Consider ways in which broad SLO information can be aggregated for utilization by appropriate planning bodies.</li> <li>10. Implement training in the new on-line program review process.</li> <li>11. Review the methods by which committees and planning bodies document processes and outcomes and make this information available.</li> </ol>	<p>#7 Refer to IEC</p> <p>#8 Refer to IR, IT, dept chairs</p> <p>#9 Refer to IR</p> <p>#10 Done</p> <p>#11 ??</p>

Report Section	RECOMMENDATION	REFERRAL
Technology	<p>12. **Ensure an appropriate level of technology and instructional equipment maintenance and support is included in the district budgeting process every year.</p> <p>13. **Include technology maintenance for CTE programs in the annual Technology Plan (CTEA funds cannot be used for maintenance).</p> <p>14. **Investigate methods for providing students access to laptops and mobile technology pre-loaded with program applications for reasonable purchase or lease.</p> <p>15. **Develop training and implement strategies for assisting programs to maintain a web and social media presence.</p> <p>16. Consider adding web and social media maintenance to job descriptions, where appropriate.</p> <p>17. Develop a plan for monitoring and oversight of updates to and links between all college social media sites.</p>	<p>#14 In progress</p> <p>#15-#17 ??</p>
Curriculum	<p>18. Identify a process for engaging the broader college community in dialogue focused on means to improve the success rates of Black and Hispanic students and identify research questions to inform this dialogue.</p>	<p>I.O. Update former I.O and focus on student equity (referred to Georgia Lorenz)</p>
Support Services	<p>19. **Identify proven effective practices implemented with target populations and evaluate scalability to the larger college population.</p> <p>20. Explore modifications and additions to the tutoring tracking system desired by the tutoring staff.</p> <p>21. Identify spaces that can be consistently allocated for SI sessions.</p> <p>22. Review and refine the parameters used to determine the impact of student and instructional support services on student success.</p>	<p>#19 Include in I.O. #18</p> <p>#20-#21 I.O. for Learning Resources</p> <p>#22 Refer to IR</p>
Budget	<p>23. **Ensure an appropriate level of facilities maintenance and support is included in the district budgeting process every year.</p> <p>24. Assess older buildings expected to remain in use for the foreseeable future and upgrade where possible.</p> <p>25. **Investigate methods for assessing total cost of ownership.</p> <p>26. **Include in budget planning the additional staffing, training, and equipment needed to adequately maintain new buildings with more complex systems and increased square footage as they come on line.</p> <p>27. **Inventory ongoing contracts for services that are critical to maintain and identify as non-discretionary.</p>	<p>#23 Refer to Facilities</p> <p>#24 Possible IO</p> <p>#25 ??</p> <p>#26 Refer for Facilities and HR</p> <p>#27 ??</p>

Report Section	RECOMMENDATION	REFERRAL
Other	<p>28. **Develop a marketing plan that includes targeted marketing such as to promote CTE programs.</p> <p>29. **Develop promotional pieces for aggregated types of programs (ex. arts programs) that can serve multiple programs in a variety of ways.</p>	<p>#28 Add pathways</p> <p>#29 Possible IO</p>
	30. Investigate development of an electronic positive attendance system.	Done
	31. **Explore methods for capturing more accurate information on the reasons students enroll in specific courses.	??
	32. **Explore a broader institutional approach to creating databases for tracking student achievement and success after SMC.	Leave in to consider
	33. **Units whose functions and responsibilities require records to be kept should have a plan to sort, weed out, digitize and appropriately store records. The institution should explore options for document scanning and storage as well as off-site storage of items that require only intermittent access.	In progress. Related to storage facility on 14 <sup>th</sup> Street
	<p>34. ** Provide resources to support section 508 compliance; assign someone to serve as the 508 compliance officer to ensure the college meets federal compliance regulations.</p> <p>35. **Explore strategies for succession planning, especially in areas where the loss of long-time staff can be anticipated, as well as encouraging and training future leadership at all levels of the institution.</p> <p>36. **Explore the efficacy of and the efficiencies to be achieved by creating a student account system.</p>	<p>#34 Hire low cost consultant to assess priorities/conduct audit</p> <p>#35 to be determined by area</p> <p>#36 Have explored; issue is being addressed</p>