*2012-2013*

# DPAC

Santa Monica Community College District

SANTA
MONICA
COLLEGE

## District Planning and Advisory Council

## Annual Report

## 2012-2013

# District Planning and Advisory Council
## CHARTER AND ORGANIZATION

**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.

<u>Responsibilities of the DPAC Chair and Vice-Chair</u>

- 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
- Maintain 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.

<u>Quorum</u>
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

<u>Orientation for DPAC Members</u>
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 /2Management 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 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

<u>Responsibilities of the Planning Subcommittees Co-Chairs</u>

- 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 Department 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*

## *Santa Monica Community College District*
## District Planning and Advisory Council
## 2012-2013

**Members, 2012-2013**

Randal Lawson, Administration, Chair Designee
Jeff Shimizu, Administration

Brenda Benson, Management Association President
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, President
Leroy Lauer, CSEA Representative

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

*Revised 9/2012*

**Resource Liaisons**

Bob Isomoto, Co-Chair, Budget Planning Subcommittee
Howard Stahl, Co-Chair, Budget Planning Subcommittee
Al Vasquez, Co-Chair, College Services Planning Subcommittee
Diao Hua, Co-Chair, College Services Planning Subcommittee
Greg Brown, 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
Bob Dammer, Co-Chair, Technology Planning Subcommittee
Matt Hotsinpiller, 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
Hannah Lawler, Academic Senate Institutional Effectiveness Committee
Christine Schultz, Academic Senate Institutional Effectiveness Committee
Jennifer Merlic, Chair of Department Chairs

**Meetings, 2012-2013**

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, 2013.

| 2012 | 2013 |
|------|------|
| June 13, 27 | January 9, 23 |
| July 11, 25 | February 13, 27 |
| August 8, 22 | March 13, 27 |
| September 12, 26 | April 10, 24 |
| October 10, 24 | May 8, 22 |
| November 14, 28 | June 12, 26 |
| December 12 | |

*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 Committee**

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

**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<br>Teresita Rodriguez<br>Mona Martin | Janet Harclerode<br>Eve Adler<br>Howard Stahl, Co-Chair<br>Mitra Moassessi | Leroy Lauer<br>Bernie Rosenloecher<br>Nilogar Ghasami<br>Mike Roberts | Inayat Issa<br>Cecile Parcelier<br>Sherri Pringle |

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.<br><br>• 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.<br><br>• Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies.<br><br>• 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.<br><br>• As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue.<br><br>• Participate in the Master Planning process. |

| **Reference:** *2012-2013 MPE Institutional Objectives* |
|---|
| #10     To reduce the operating deficit through expenditure savings and increased revenues while maintaining, as a minimum, a 5 percent unrestricted general fund balance. |

*Approved:  4/27/05*

*Revised 6/22/05, 5/06, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12*

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

<u>Members</u>

| Managers | Faculty | Classified | Students |
|---|---|---|---|
| Al Vasquez, Co-Chair | Marina Parise | Marie C. Fisher | Yacob Zuriaw |
| Cynthia Moore | Bill Selby | Karen Lehman | Emmitt Rivers |
| Steve Myrow | Kymberlyn McBride | | |
| Al Vasquez | Michael Strathearn | | |

Meetings: Fridays at 9 a.m. Student Affairs Conference Room

| **Duties of the College (Operational) Services Planning Subcommittee** |
|---|
| • 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. <br><br> • 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. <br><br> • 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**

<u>Members</u>

| Managers | Faculty | Classified | Students |
|---|---|---|---|
| Greg Brown, Co-Chair<br>J. C. Keurjian<br>Al DeSalles<br>Linda Sullivan | David Javelosa<br>Judith Marasco<br>Alicia Villalpando<br>George Marcopulos | Lee Peterson, Co-Chair<br>Jim Galligan<br>Craig Walter | |

Meetings: Select 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** |
|---|
| • 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.<br><br>• 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.<br><br>• Review the documents used in facilities planning.<br><br>• Evaluate the effectiveness of funding/staffing for facilities, including new construction, remodels, maintenance, grounds, and campus operations. |

*Approved:  5/11/0*

*Revised 6/22/05, 8/06, 7/07, 101/0, 1/13/10, 9/14/11*

*District Planning and Advisory Council*
**Human Resources Planning Subcommittee**

Members

| Managers | Faculty | Classified | Students |
|---|---|---|---|
| Sherri Lee-Lewis, Co-Chair<br>Sandy Chung<br>Laina Long<br>Director of Athletics tbd | Patricia Burson, Co-Chair<br>Melody Nightingale<br>Dennis Frisch<br>Pauli Peter | Connie Lemke<br>Vinessa Cook | |

Meetings:  Second Tuesdays, 1:30-3 p.m. Library 275

| **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.<br><br>• Monitor trends in equity and diversity in order to include findings in human resources discussions.<br><br>• Review mandated training requirements and their delivery and effectiveness.<br><br>• Review Board Policies and Administrative Regulations pertaining to all faculty and classified staff. |

| **Reference:** *2012-2013 MPE Institutional Objectives* |
|---|
| #11  To 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 plan that includes all staff development activities, including mandatory training. |

*Approved: 5/25/05*

*Revised 6/22/05, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12*

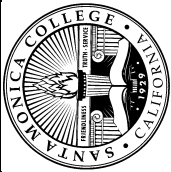*District Planning and Advisory Council*
**Technology Planning Subcommittee**

<u>Members</u>

| Managers | Faculty | Classified | Students |
|---|---|---|---|
| Lee Johnston, Co-Chair<br>Bob Dammer<br>Al DeSalles<br>Helen Porter | Matt Hotsinpiller, Co-Chair<br>Sal Veas<br>Tom Peters<br>Jamie Cavanaugh | Ani Aharonian<br>Rosie Kato | |

Meetings:     Once a month on Fridays (fall/spring semesters), 10:30 a.m. to 12 noon 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. <br><br>▪ Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction. <br><br>▪ Focus on technology integration and communication with other college planning areas. <br><br>▪ Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology. |

*Approved:  4/27/05*

*Revised 6/22/05, 8/06, 7/07, 1/13/10, 9/14/11*

## SORTED CHRONOLOGICALLY

| Date | Topic | Presented to/Considered/Discussed by DPAC | Consensus/Action<br>A – Approval<br>C – Consensus/Agreement |
|---|---|---|---|
| July 11, 202 | Master Plan for Education Update | DPAC reviewed and discussed the list of potential institutional objectives for 2012-2013. The language for #1 - #5 will be developed based on recommendations in the Program Review Annual Report.  #6 - #9 are related to the two new Strategic Initiatives – GRIT (Growth, Resilience, Integrity and Tenacity) and I³ (Institutional Imagination Initiative).  DPAC will review the responses to the Institutional Objectives for 2011-2012 and determine if any of them should be continued for 2012-2013.  The goal is to finalize the Master Plan for Education Update by September. | |
| July 11, 2012 | Self-Funded Classes - Questions and Answers | DPAC continued the discussion on the responses to questions presented by the Academic Senate and the Management Association at the last DPAC meeting. Concern was expressed about the responses being prepared by proponents of the program, that they should include multiple points of view and provide links to other documents. Another observation was that the document conveys a particular point of view to invite responses and encourage a healthy debate. The Board of Trustees' directive was for DPAC to facilitate the discussion and advise the Superintendent/President by September. | |

Recommendation to Superintendent/President
Superintendent/President's Response

| Date | Topic | Description | Action/Recommendation |
|---|---|---|---|
| July 25, 2-12 | Master Plan for Education Update | DPAC reviewed and discussed the draft of the 2012-2013 Institutional Objectives and the responses to the 2011-2012 Institutional Objectives. The Board of Trustees Study Session on August 7th will include a preview of the 2012-2013 Institutional Objectives. | |
| July 25, 2012 | Tax Initiative (Prop 30) | The discussion included methods to encourage voters to support the tax initiative in the November election. The Associated Students has a number of activities planned. It was suggested that there should be an effort by campus groups to get the message out and that the Board of Trustees reaffirm its support (originally approved on March 6, 2012). | |
| July 25, 2012 | Self-Funded Classes - Questions and Answers | The document was updated with an introduction that clearly identifies that the responses were prepared by administration, explains its purpose, and includes clarifications to address previous comments and questions. The update was presented for information. | |
| July 25, 2012 | Budget: 2012-2013 Savings and Revenue Recommendations | | **#123-A** Motion was made by Mitra Moassessi and seconded by Bernie Roseloecher to approve the list of short-term recommendations. The list was unanimously approved.<br><br>Motion was made by Mitra Moassessi and seconded by Bernie Roseloecher to approve the list of long-term recommendations. The list was unanimously approved with amendments to #2 and #12.<br><br>The recommendations will be forwarded to the Superintendent/President for review. |

| Date | Topic | Description | Action |
|---|---|---|---|
| August 8, 2012 | Budget: 2012-2013 Savings and Revenue Recommendations | ==Superintendent's/President's Response to DPAC Recommendation of July 25, 2012: 2012-2013 Savings and Revenue Recommendations: It was reported that Dr. Tsang is still in the process of reviewing the recommendations. It is expected that his response will be presented at the next DPAC meeting.== | |
| August 8, 2012 | Master Plan for Education Update | DPAC continued its review and discussion of the draft of the 2012-2013 Institutional Objectives and the responses to the 2011-2012 Institutional Objectives. | |
| August 8, 2012 | DPAC Annual Report, 2011-2012 | The purpose of the DPAC Annual Report is to document all actions and discussions by DPAC for the year. | **#124-A** Motion was made by Katharine Muller and seconded by Mitra Moassessi to approve the DPAC Annual Report, 2011-2012. *Unanimously approved.* |
| August 8, 2012 | Budget: 2012-2013 Budget Assumptions | Recommendation from the Budget Planning Subcommittee: DPAC reviewed and discussed the budget assumptions/recommendations approved by the Budget Planning Subcommittee. The recommendations are based on the assumption that Proposition 30 passes. | |
| August 22, 2012 | Budget: 2012-2013 Savings and Revenue Recommendations | Superintendent's/President's Response to DPAC Recommendation of July 25, 2012: 2012-2013 Savings and Revenue Recommendations: The response was distributed at the meeting and is attached to the minutes of the meeting. | |
| August 22, 2012 | Master Plan for Education Update: | DPAC reviewed and agreed upon (with one minor amendment) the responses to the 2011-2012 Institutional Objectives.  The draft forms for the 2012-2013 Institutional Objectives were reviewed and assigned to appropriate areas for completion. | |

| September 12, 2012 | Budget Planning Subcommittee Motions | The Budget Planning Subcommittee approved the following two motions at its meeting on September 5, 2012.<br><br>• The Budget Committee acknowledges and admires the integrity and hard work of the entire Fiscal Services Team<br><br>• Despite the fact that the Adopted Budget was published in the Board of Trustee's Agenda before it was submitted to the Budget Committee, the Budget Committee has viewed the Adopted Budget and asked questions of Fiscal Services." |
|---|---|---|
| September 12, 2012 | Equal Employment Opportunity Plan 2012 | The Equal Employment Opportunity Plan 2012 was based on the Chancellor's model EEO plan and reflects recent revisions to ADA law. It will be presented at the next DPAC meeting for approval. |
| September 12, 2012 | Master Plan for Education Update | DPAC reviewed and discussed the 2012-2013 Institutional Objectives. They will be finalized and presented at the next DPAC meeting for approval along with the responses to the 2011-2012 Institutional Objectives and the MPE and Strategic Planning narrative. |
| September 12, 2012 | Tax Initiative (Proposition 30) | The Board of Trustees, Faculty Association, Management Association and the Associated Students have approved resolutions in support of Proposition 30. The Academic Senate will consider the resolution at its meeting next week. CSEA is mobilizing efforts in the state to secure positive votes and the Associated Students is working on voter registration to get the votes out in support of Proposition 30. It was suggested that the District prepare a press release about the college groups supporting Proposition 30 and post the press release on the SMC website. |

| Date | Item | Recommendation to Superintendent/President / President's Response | Motion |
|---|---|---|---|
| September 26, 2012 | Equal Employment Opportunity Plan 2012 | | **#125-A** Motion was made by Katharine Muller and seconded by Parker Jean to approve the EEO Plan with minor revisions suggested at the meeting. *Unanimously approved* |
| September 26, 2012 | Master Plan for Education Update | | **#126-A** Motion was made by Katharine Muller and seconded by Mitra Moassessi to approve the MPE Introduction and Strategic Planning Narrative, the responses to the 2011-2012 Institutional Objectives, and the 2012-2013 Institutional Objectives (with suggested revisions). *Unanimously approved.* |
| September 26, 2012 | Institutional Planning and Resource Website and Documents | A work group was formed to develop a plan for archiving and cataloging District documents on the SMC website. Members include Helen Porter, Patricia Burson, Mona Martin, Steve Hunt, and Lisa Rose. Randy Lawson and Janet Harclerode will participate based on availability. | |
| September 26, 2012 | Institutional Imagination Initiative (I[3]) | DPAC Task Force was formed to brainstorm the Institutional Imagination Initiative (I[3]). It was agreed that at least one member of each constituency be appointed to the task force by the respective presidents. It was also agreed that Katharine Muller and Kevin Menton will co-chair the task force. | |
| October 10, 2012 | Master Plan for Education Update | The final *Master Plan for Education 2012-2013 Update* was presented to DPAC. | |
| October 10, 2012 | Institutional Effectiveness Update | Director of Institutional Research Hannah Lawler presented a draft of the *2011-2016 Institutional Effectiveness Process* including the *Dashboard*. Suggestions made at the meeting will be incorporated and a revised draft will be presented to DPAC at its next meeting. | |

Recommendation to Superintendent/President
Superintendent/President's Response

| Date | Subject | Discussion | Recommendation to Superintendent/President / Superintendent/President's Response |
|---|---|---|---|
| October 10, 2012 | DPAC Charter and Organization, 2012-2013 | DPAC reviewed the revised document. It will be updated with current members of the DPAC Planning Subcommittees, and the final document will be distributed to DPAC members | |
| October 24, 2012 | Institutional Planning and Resource Website and Documents | A work group was previously formed by DPAC to develop a list of planning and resource documents to be posted on one location on the SMC website. A draft of the list was presented and discussed. | |
| October 24, 2012 | Budget Planning Subcommittee | The following motion was presented by the Budget Planning Subcommittee: The Budget Committee has reviewed and discussed the 2012-2013 Quarterly Financial Report. | |
| October 24, 2012 | Institutional Effectiveness Update | A draft of the Institutional Effectiveness Committee's Structure/Scope/ Functions was distributed. It was reported that 24 departments assessed ILOs in 369 courses (1,028 sections) totaling 67,917 assessments of ILOs in the Spring 2012. Director of Institutional Research Hannah Lawler presented a draft of the *Dashboard*. Suggestions made at the meeting will be incorporated, and the *2011-2016 Institutional Effectiveness Process* including the *Dashboard* will be presented to the Board of Trustees at the meeting on November 13th. | |
| November 14, 2012 | Winter Session 2013 | DPAC considered the recommendation presented by the Budget Planning Subcommittee that the College offer a reduced Winter Session of state-funded classes. | Motion was made by Mitra Moassessi and seconded by Harrison Wills that DPAC approve the recommendation as submitted. Following discussion, a motion to amend the recommendation was made by Katharine Muller and seconded by Brenda Benson, as follows: |

| Date | Recommendation | Superintendent/President's Response |
|---|---|---|
| | DPAC recommends that the College review offering some level of 2013 Winter Intersession of state-funded classes.<br><br>The amendment was unanimously approved.<br><br>**#127-A**<br>The recommendation as amended was unanimously approved:<br><br>To celebrate the passage of Proposition 30 and to demonstrate our gratitude to our students and the voters of California, DPAC recommends that the College review offering some level of 2013 Winter Intersession of state-funded classes. | |
| November 14, 2012 | Institutional Effectiveness Report | The Institutional Effectiveness Report that had been presented to the Board of Trustees was reviewed. The report incorporates all feedback from DPAC and other college groups. The schedule for preparing the report will be changed to May to be considered as one of the planning documents related to the development of the Master Plan for Education. It was reported that the feedback from the Board was very positive. |
| November 14, 2012 | Institutional Planning and Resource Websites and Documents: | A mock page for this resource website was distributed and discussed. When finalized, a link will be included on the SMC homepage. |

Recommendation to Superintendent/President
Superintendent/President's Response

| November 28, 2012 | Winter Session 2013 | Superintendent's Response to the following DPAC recommendation approved at the meeting on November 14, 2012.

To celebrate the passage of Proposition 30 and to demonstrate our gratitude to our students and the voters of California, DPAC recommends that the College review offering some level of 2013 Winter Intersession of state-funded classes.

==The Superintendent responded with a communication to the college community on November 20, 2012 that the Winter Session 2013 is being restored.== | |
| November 28, 2012 | DPAC Meetings, Winter 2013 | DPAC Meetings, Winter 2013:  The schedule of DPAC meetings during Winter 2013 will be maintained unless it is determined by the Council of Presidents that a meeting is cancelled.  DPAC meetings during Winter are scheduled for January 9 and 23, 2013. | |
| November 28, 2012 | Strategic Initiatives Update | Eric Oifer provided an update on the GRIT **Initiative** and displayed the GRIT website which includes a description of the initiative and a list of resource documents and websites. Potential programs are being discussed as part of the development of the initiative.  Brenda Benson reported that ETS (Education Testing Service) has developed a survey for college students related to non-cognitive skills.  Santa Monica College was selected for a pilot program implemented this fall, and 2,000 new students completed a survey on non-cognitive skills.  ETS will collect the information and return the results to the college.  There will be data to share with DPAC about students' non-cognitive skills relating to success and retention. | |

Recommendation to Superintendent/President
Superintendent/President's Response

| | | Katharine Muller provided an update on the Institutional Imagination Initiative (I³). The I³ is an umbrella initiative to encourage imagination, innovation, dialog and sharing of information. It is recognized that the college is already doing much imagining and innovating, and the workgroup will develop ways to encourage the sharing of these efforts and results. Technological means will be explored to encourage dialog to connect the different activities and ideas that are fomenting in the college community. |
|---|---|---|
| February 13, 2013 | Budget Update | District Audit: The District has received another clean audit.<br>State Budget: The Governor's proposed State budget 2013-2014 provides a $197 million increase to the base<br>District Budget: Revenues for the last five years (have been relatively flat while expenditures have steadily increase. |
| February 27, 2013 | Accreditation Mid-Term Report | Accreditation Mid-Term Report: The report has been prepared for submission to the Board of Trustees at its meeting on March 5th and is due to the Accrediting Commission on March 15th. Of the nine recommendations from the Accrediting team, eight have been completed and the ninth will be completed this semester. 57 self-initiated plans were identified in the study of which 42 have been completed, two have not been addressed and the remaining ones are in process. At this mid-point between comprehensive visits, almost everything has been completed. |

| Date | Topic | Description |
|---|---|---|
| February 27, 2013 | Board of Trustees Study Session on Basic Skills and Student Success | Board of Trustees Study Session on Basic Skills and Student Success: The Board invited faculty, staff and students to participate in the Study Session held on February 19, 2013. The purpose of the Study Session was discussion and the exchange of ideas. The Board was interested in hearing what the college is doing in the area of Basic Skills and student success. |
| February 27, 2013 | Spring 2013 Enrollment | The spring schedule is 1.6 percent smaller than last year; enrollment is about 1.25 to 2.25 percent behind last year. The AC College winter 2013 program generated about $1.6 million for the general fund. Because of a softening of enrollment throughout the state, staff is working on outreach and marketing efforts to get ahead of the game. |
| March 13, 2013 | Budget Update: | There is not much to report on the State budget except for the information from the P1 Apportionment Report. There is a revenue shortfall of $310 million mainly due to monies from the dissolution of the Redevelopment Agencies not coming in as projected. This represents a 3.6 percent deficit system-wide and $3.5 million for Santa Monica College. Since there is redevelopment funds backfill language in the 2012 budget trailer bill, the Chancellor's Office projects an ending deficit in the 1 – 1.5 percent range. The system is down 8,160 FTES with 13 districts in stabilization. The P1 report indicates that SMC is at 207 unfunded credit FTES, 26 unfunded CDCP noncredit FTES, and 115 unfunded noncredit FTES. Unfunded credit FTES is now projected to be in the 100-150 FTES range by the time that the P2 report is submitted in April. |

| Date | | |
|---|---|---|
| March 13, 2013 | Strategic Initiative - GRIT (Growth/Resilience/Integrity/Tenacity) | The report presented to the Board of Trustees was included with the agenda for the DPAC meeting. Eric Oifer reported that the initiative has been organized into two strands – resiliency and purpose. SMC is planning on implementing its own version of the Coaching Corps program currently being piloted at Cerritos College. The Coaching Corps program is made up of student-identified volunteers who are trained to support students in navigating the challenges of college. Brenda Benson reported on a second component of the GRIT initiative – a pilot program to measure non-cognitive skills. In partnership with Educational Testing Services (ETS), the college administered an instrument (SMC SuccessNavigator) to students enrolled in Counseling 20 (about 1,800 students) during Fall 2012. As a follow-up to the fall project, a small group of Counseling 20 faculty are administering the SuccessNavigator instrument during Spring 2013, and a summary of the survey findings will be used to frame the course work in Counseling 20 for future semesters. |
| March 13, 2013 | Master Plan for Education, Update 2013-2014 Schedule | The process for developing the Master Plan for Education Update, 2013-2014 will start in May with a review and discussion of the Program Review Planning Summary. Responses to the 2012-2013 Institutional Objectives and Institutional Objectives for 2013-2014 will be developed with input from a variety of documents. The final MPE 2013-2014 will be presented to the Board of Trustees in October 2013. |

| Date | Topic | Description |
|---|---|---|
| April 24, 2013 | Budget Update | Due to an increase of personal income tax revenue to the State, there may be $295 million more for the community college system this year, which would translate to $2.5 million for Santa Monica College. The third quarterly budget report indicates a projected ending balance of $8.3 million; projected revenues are $137.5 million; and projected expenditures are $144.4 million. More information will be available in the May Revise. |
| April 24, 2013 | Facilities Update | The moving of the AET campus to the Bundy/Airport campuses was successful; the Information Technology project at the south end of the Media Center has started; the Performing Arts East Wing project is in DSA; Health/PE/Fitness Building is in DSA and should start in November/ December. Options for proceeding with the Student Services and Administration Building and a recommendation will be presented to the Board of Trustees at the May 7th meeting. |
| April 24, 2013 | Resource Development Group | This group comprises Randy Lawson, Vanessa Butler, Laurie McQuay-Peninger and Tricia Ramos representing areas of the college that bring in revenue in the form of grants, donations, and contracts. The group is developing criteria for prioritizing grant requests and contracts, i.e., relevance to the mission of the college and supporting program and student needs. |
| May 8, 2013 | Program Review Annual Planning Summary | The Program Review Committee Chair and Vice Chair presented the Annual Planning Summary of 10 full program reviews and biennial reviews of two CTE programs. It includes recommendations for institutional support for specific programs and recommendations based on overarching trends. DPAC will review the recommendations. |

| May 22, 2013 | 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 2013-2014 Update. The review of the recommendations will continue and be completed at the next DPAC meeting. |
| --- | --- | --- |
| May 22, 2013 | Budget Update | The tentative 2013-2014 budget was presented. Bob Isomoto provided budget highlights based on the May Revision, including projected revenues, expenditures and fund balance for 2013-2014. He added that the Board of Trustees had requested staff to come up with a plan to address the OPEB unfunded liability ($88 million) in the tentative budget. Members of the Budget Committee expressed concerns about (1) the District initiating a plan for addressing the OPEB liability without input from the Budget Committee and (2) that the tentative budget includes that plan. |
| May 22, 2013 | Emergency Preparedness | This discussion resulted from concern related to the situation that occurred last week with the student who made threatening calls. Campus Police and other College personnel are reviewing the College's response to the incident to further improve communication and coordination of similar incidents in the future. It was agreed that terms need to be clearly defined, for example, what does "lockdown" actually mean; different actions and communication are needed for different situations; and training is necessary. Staff are encouraged to provide their experiences and suggestions to Mike Tuitasi and Al Vasquez to assist with the evaluation of the District's response to this particular incident and to develop a plan for training. |

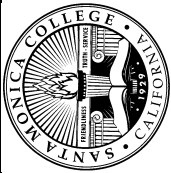| Date | Item | Description | Recommendation to Superintendent/President |
|---|---|---|---|
| June 12, 2013 | Election of Vice-Chair, 2013-2014 | | **#128-A**<br>Election of Vice-Chair, 2013-2014: Incoming Academic Senate President Eve Adler was elected DPAC Vice-Chair, 2013-2014. |
| June 12, 2013 | College Services Survey | A campus-wide survey commissioned by the DPAC College Services Subcommittee was administered in Fall 2012 to assess the student and employee satisfaction levels with key colleges services, including food vendors, campus bookstore and Bursar's Office. A summary of the results of the survey was shared with DPAC. | |
| June 12, 2013 | Institutional Learning Outcome #5 | Institutional Learning Outcome #5: The Academic Senate approved ILO #5, as follows: *Students will demonstrate a level of engagement in the subject matter that enables and motivates the integration of acquired knowledge and skills beyond the classroom.* | |
| June 12, 2013 | Master Plan for Education Update | DPAC continued reviewing the following documents to identify the Institutional Objectives for 2013-2014:<br>• Program Review Recommendations<br>• Institutional Dashboard (*review and discussion to be continued at next meeting*)<br>The following Institutional Objectives were suggested:<br>• Develop mechanisms and/or processes to integrate GRIT throughout the institution.<br>• Develop a plan for integrating GRIT into the curriculum and the educational experience of students.<br>It was also suggested that an institutional objective be developed related to the theme of Safety/Emergency Preparedness. | |

| June 26, 2013 | Master Plan for Education Update | DPAC reviewed the following documents to identify possible institutional objectives for 2013-2014:<br><br>• Institutional Dashboard: It was determined that an institutional objective be developed that proposes an effort to refine the District's practices in collecting student data.<br><br>• Strategic Initiatives: GRIT and institutional Imagination Initiative ($I^3$): It was determined that institutional objectives should be developed for both GRIT and $I^3$. The institutional objective for $I^3$ should acknowledge/support/encourage innovative thinking, incubation of ideas, and "random acts of planning."<br><br>• College Priorities: Basic Skills, Career Technical Education (formerly Vocational Education), Global Citizenship and Sustainability |
|---|---|---|
| June 26, 2013 | Crisis Counseling Services | Brenda Benson was commended for her outstanding efforts in coordinating the crisis counseling services starting on June 7, 2013. Brenda provided the following summary of services provided:<br><br>• 221 individuals signed in and received individual crisis counseling between 6/7 and 6/14<br><br>• 30 individuals signed in and received individual crisis counseling between 6/17 and 6/21; in addition, one therapist was stationed at the library 6/17 and 6/18 and met with staff individually and in small groups on these two days. |

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| | • Crisis counseling services were provided by the following mental health agencies/counselors:<br>   • Crisis Care Network<br>   • The Red Cross<br>   • Didi Hirsch<br>   • St. John's Hospital<br>   • UCLA Psychological Services<br>   • The Help Group<br>   • LA County Department of Mental Health<br>   • HOPE Animal-Assisted Crisis Response<br>   • A few other therapists in private practice trained in trauma services<br>   • EASE (referrals only) |

## SORTED BY TOPIC

| Date | Topic | Presented to/Considered/Discussed by DPAC | Consensus/Action<br>A – Approval<br>C – Consensus/Agreement |
|------|-------|-------------------------------------------|------------------------------------------------------------|
| February 27, 2013 | Accreditation Mid-Term Report | Accreditation Mid-Term Report: The report has been prepared for submission to the Board of Trustees at its meeting on March 5th and is due to the Accrediting Commission on March 15th. Of the nine recommendations from the Accrediting team, eight have been completed and the ninth will be completed this semester. 57 self-initiated plans were identified in the study of which 42 have been completed, two have not been addressed and the remaining ones are in process. At this mid-point between comprehensive visits, almost everything has been completed. | |
| February 27, 2013 | Board of Trustees Study Session on Basic Skills and Student Success | Board of Trustees Study Session on Basic Skills and Student Success: The Board invited faculty, staff and students to participate in the Study Session held on February 19, 2013. The purpose of the Study Session was discussion and the exchange of ideas. The Board was interested in hearing what the college is doing in the area of Basic Skills and student success. | |
| October 24, 2012 | Budget Planning Subcommittee | The following motion was presented by the Budget Planning Subcommittee: The Budget Committee has reviewed and discussed the 2012-2013 Quarterly Financial Report. | |

Recommendation to Superintendent/President
Superintendent/President's Response

| Date | Topic | Notes | Recommendation to Superintendent/President | Superintendent/President's Response |
|---|---|---|---|---|
| September 12, 2012 | Budget Planning Subcommittee Motions | The Budget Planning Subcommittee approved the following two motions at its meeting on September 5, 2012:<br><br>• The Budget Committee acknowledges and admires the integrity and hard work of the entire Fiscal Services Team<br><br>• Despite the fact that the Adopted Budget was published in the Board of Trustee's Agenda before it was submitted to the Budget Committee, the Budget Committee has viewed the Adopted Budget and asked questions of Fiscal Services." | | |
| February 13, 2013 | Budget Update | District Audit: The District has received another clean audit.<br>State Budget: The Governor's proposed State budget 2013-2014 provides a $197 million increase to the base<br>District Budget: Revenues for the last five years (have been relatively flat while expenditures have steadily increase. | | |
| April 24, 2013 | Budget Update | Due to an increase of personal income tax revenue to the State, there may be $295 million more for the community college system this year, which would translate to $2.5 million for Santa Monica College. The third quarterly budget report indicates a projected ending balance of $8.3 million; projected revenues are $137.5 million; and projected expenditures are $144.4 million. More information will be available in the May Revise. | | |
| May 22, 2013 | Budget Update | The tentative 2013-2014 budget was presented. Bob Isomoto provided budget highlights based on the May Revision, including | | |

| Date | | Recommendation to Superintendent/President | Superintendent/President's Response |
|---|---|---|---|
| | | projected revenues, expenditures and fund balance for 2013-2014. He added that the Board of Trustees had requested staff to come up with a plan to address the OPEB unfunded liability ($88 million) in the tentative budget. Members of the Budget Committee expressed concerns about (1) the District initiating a plan for addressing the OPEB liability without input from the Budget Committee and (2) that the tentative budget includes that plan. | |
| March 13, 2013 | Budget Update: | There is not much to report on the State budget except for the information from the P1 Apportionment Report. There is a revenue shortfall of $310 million mainly due to monies from the dissolution of the Redevelopment Agencies not coming in as projected. This represents a 3.6 percent deficit system-wide and $3.5 million for Santa Monica College. Since there is redevelopment funds backfill language in the 2012 budget trailer bill, the Chancellor's Office projects an ending deficit in the 1 – 1.5 percent range. The system is down 8,160 FTES with 13 districts in stabilization. The P1 report indicates that SMC is at 207 unfunded credit FTES, 26 unfunded CDCP noncredit FTES, and 115 unfunded noncredit FTES. Unfunded credit FTES is now projected to be in the 100-150 FTES range by the time that the P2 report is submitted in April. | |
| August 8, 2012 | Budget: 2012-2013 Budget Assumptions | Recommendation from the Budget Planning Subcommittee: DPAC reviewed and discussed the budget assumptions/recommendations approved by the Budget Planning Subcommittee. The recommendations are based on the assumption that Proposition 30 passes. | |

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| Date | Topic | | |
|---|---|---|---|
| July 25, 2012 | Budget: 2012-2013 Savings and Revenue Recommendations | #123-A Motion was made by Mitra Moassessi and seconded by Bernie Roseloecher to approve the list of short-term recommendations. The list was unanimously approved. Motion was made by Mitra Moassessi and seconded by Bernie Roseloecher to approve the list of long-term recommendations. The list was unanimously approved with amendments to #2 and #12. The recommendations will be forwarded to the Superintendent/President for review. | |
| August 8, 2012 | Budget: 2012-2013 Savings and Revenue Recommendations | Superintendent/President's Response to DPAC Recommendation of July 25, 2012: 2012-2013 Savings and Revenue Recommendations: It was reported that Dr. Tsang is still in the process of reviewing the recommendations. It is expected that his response will be presented at the next DPAC meeting. | |
| August 22, 2012 | Budget: 2012-2013 Savings and Revenue Recommendations | Superintendent/President's Response to DPAC Recommendation of July 25, 2012: 2012-2013 Savings and Revenue Recommendations: The response was distributed at the meeting and is attached to the minutes of the meeting. | |
| June 12, 2013 | College Services Survey | A campus-wide survey commissioned by the DPAC College Services Subcommittee was administered in Fall 2012 to assess the student and employee satisfaction levels with key colleges services, including food vendors, campus bookstore and Bursar's Office. A summary of the results of the survey was shared with DPAC. | |

Recommendation to Superintendent/President
Superintendent/President's Response

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|---|---|---|
| June 26, 2013 | Crisis Counseling Services | Brenda Benson was commended for her outstanding efforts in coordinating the crisis counseling services starting on June 7, 2013. Brenda provided the following summary of services provided:<br><br>• 221 individuals signed in and received individual crisis counseling between 6/7 and 6/14<br>• 30 individuals signed in and received individual crisis counseling between 6/17 and 6/21; in addition, one therapist was stationed at the library 6/17 and 6/18 and met with staff individually and in small groups on these two days.<br>• Crisis counseling services were provided by the following mental health agencies/counselors:<br>　○ Crisis Care Network<br>　○ The Red Cross<br>　○ Didi Hirsch<br>　○ St. John's Hospital<br>　○ UCLA Psychological Services<br>　○ The Help Group<br>　○ LA County Department of Mental Health<br>　○ HOPE Animal-Assisted Crisis Response<br>　○ A few other therapists in private practice trained in trauma services<br>　○ EASE (referrals only) | |
| August 8, 2012 | DPAC Annual Report, 2011-2012 | The purpose of the DPAC Annual Report is to document all actions and discussions by DPAC for the year. | **#124-A**<br>Motion was made by Katharine Muller and seconded by Mitra Moassessi to approve the DPAC Annual Report, 2011-2012. *Unanimously approved.* |

Recommendation to Superintendent/President
Superintendent/President's Response

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| Date | Subject | | Discussion/Action |
|---|---|---|---|
| October 10, 2012 | DPAC Charter and Organization, 2012-2013 | | DPAC reviewed the revised document. It will be updated with current members of the DPAC Planning Subcommittees, and the final document will be distributed to DPAC members |
| November 28, 2012 | DPAC Meetings, Winter 2013 | | DPAC Meetings, Winter 2013: The schedule of DPAC meetings during Winter 2013 will be maintained unless it is determined by the Council of Presidents that a meeting is cancelled. DPAC meetings during Winter are scheduled for January 9 and 23, 2013. |
| June 12, 2013 | Election of Vice-Chair, 2013-2014 | **#128-A** Election of Vice-Chair, 2013-2014: Incoming Academic Senate President Eve Adler was elected DPAC Vice-Chair, 2013-2014. | |
| May 22, 2013 | Emergency Preparedness | | This discussion resulted from concern related to the situation that occurred last week with the student who made threatening calls. Campus Police and other College personnel are reviewing the College's response to the incident to further improve communication and coordination of similar incidents in the future. It was agreed that terms need to be clearly defined, for example, what does "lockdown" actually mean; different actions and communication are needed for different situations; and training is necessary. Staff are encouraged to provide their experiences and suggestions to Mike Tuitasi and Al Vasquez to assist with the evaluation of the District's response to this particular incident and to develop a plan for training. |
| September 12, 2012 | Equal Employment Opportunity Plan 2012 | | The Equal Employment Opportunity Plan 2012 was based on the Chancellor's model EEO plan and reflects recent revisions to ADA law. It will be presented at the next DPAC meeting for approval. |

Recommendation to Superintendent/President
Superintendent/President's Response

| Date | Item | Description | Recommendation / Response |
|---|---|---|---|
| September 26, 2012 | Equal Employment Opportunity Plan 2012 |  | **#125-A** Motion was made by Katharine Muller and seconded by Parker Jean to approve the EEO Plan with minor revisions suggested at the meeting. *Unanimously approved* |
| April 24, 2013 | Facilities Update | The moving of the AET campus to the Bundy/Airport campuses was successful; the Information Technology project at the south end of the Media Center has started; the Performing Arts East Wing project is in DSA; Health/PE /Fitness Building is in DSA and should start in November/ December. Options for proceeding with the Student Services and Administration Building and a recommendation will be presented to the Board of Trustees at the May 7th meeting. |  |
| November 14, 2012 | Institutional Effectiveness Report | The Institutional Effectiveness Report that had been presented to the Board of Trustees was reviewed. The report incorporates all feedback from DPAC and other college groups. The schedule for preparing the report will be changed to May to be considered as one of the planning documents related to the development of the Master Plan for Education. It was reported that the feedback from the Board was very positive. |  |
| October 10, 2012 | Institutional Effectiveness Update | Director of Institutional Research Hannah Lawler presented a draft of the *2011-2016 Institutional Effectiveness Process* including the *Dashboard*. Suggestions made at the meeting will be incorporated and a revised draft will be presented to DPAC at its next meeting. |  |
| October 24, 2012 | Institutional Effectiveness Update | A draft of the Institutional Effectiveness Committee's Structure/Scope/ Functions was distributed. It was reported that 24 departments assessed ILOs in 369 courses (1,028 sections) totaling 67,917 assessments of ILOs in the Spring 2012. |  |

| Date | Topic | Description |
|---|---|---|
|  |  | Director of Institutional Research Hannah Lawler presented a draft of the *Dashboard*. Suggestions made at the meeting will be incorporated, and the *2011-2016 Institutional Effectiveness Process* including the *Dashboard* will be presented to the Board of Trustees at the meeting on November 13th . |
| September 26, 2012 | Institutional Imagination Initiative (I$^3$) | DPAC Task Force was formed to brainstorm the Institutional Imagination Initiative (I$^3$). It was agreed that at least one member of each constituency be appointed to the task force by the respective presidents. It was also agreed that Katharine Muller and Kevin Menton will co-chair the task force. |
| June 12, 2013 | Institutional Learning Outcome #5 | Institutional Learning Outcome #5: The Academic Senate approved ILO #5, as follows: *Students will demonstrate a level of engagement in the subject matter that enables and motivates the integration of acquired knowledge and skills beyond the classroom.* |
| September 26, 2012 | Institutional Planning and Resource Website and Documents | A work group was formed to develop a plan for archiving and cataloging District documents on the SMC website. Members include Helen Porter, Patricia Burson, Mona Martin, Steve Hunt, and Lisa Rose. Randy Lawson and Janet Harclerode will participate based on availability. |
| October 24, 2012 | Institutional Planning and Resource Website and Documents | A work group was previously formed by DPAC to develop a list of planning and resource documents to be posted on one location on the SMC website. A draft of the list was presented and discussed. |
| November 14, 2012 | Institutional Planning and Resource Websites and Documents | A mock page for this resource website was distributed and discussed. When finalized, a link will be included on the SMC homepage. |

Recommendation to Superintendent/President
Superintendent/President's Response

| Date | | | | Superintendent/President's Response |
|---|---|---|---|---|
| July 11, 202 | Master Plan for Education Update | DPAC reviewed and discussed the list of potential institutional objectives for 2012-2013. The language for #1 - #5 will be developed based on recommendations in the Program Review Annual Report. #6 - #9 are related to the two new Strategic Initiatives – GRIT (Growth, Resilience, Integrity and Tenacity) and I³ (Institutional Imagination Initiative). DPAC will review the responses to the Institutional Objectives for 2011-2012 and determine if any of them should be continued for 2012-2013. The goal is to finalize the Master Plan for Education Update by September. | | |
| July 25, 2-12 | Master Plan for Education Update | DPAC reviewed and discussed the draft of the 2012-2013 Institutional Objectives and the responses to the 2011-2012 Institutional Objectives. The Board of Trustees Study Session on August 7th will include a preview of the 2012-2013 Institutional Objectives. | | |
| August 8, 2012 | Master Plan for Education Update | DPAC continued its review and discussion of the draft of the 2012-2013 Institutional Objectives and the responses to the 2011-2012 Institutional Objectives. | | |
| September 12, 2012 | Master Plan for Education Update | DPAC reviewed and discussed the 2012-2013 Institutional Objectives. They will be finalized and presented at the next DPAC meeting for approval along with the responses to the 2011-2012 Institutional Objectives and the MPE and Strategic Planning narrative. | | |
| September 26, 2012 | Master Plan for Education Update | | | **#126-A** Motion was made by Katharine Muller and seconded by Mitra Moassessi to approve the MPE Introduction and Strategic Planning Narrative, the responses to the 2011-2012 Institutional Objectives, and the 2012-2013 Institutional Objectives (with suggested revisions). *Unanimously approved.* |

Recommendation to Superintendent/President
Superintendent/President's Response

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| October 10, 2012 | Master Plan for Education Update | |
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| May 22, 2013 | Master Plan for Education Update | The final *Master Plan for Education 2012-2013 Update* was presented to DPAC.<br><br>DPAC reviewed the recommendations made by the Program Review Committee to start the process of developing the Master Plan for Education 2013-2014 Update. The review of the recommendations will continue and be completed at the next DPAC meeting. |
| June 12, 2013 | Master Plan for Education Update | DPAC continued reviewing the following documents to identify the Institutional Objectives for 2013-2014:<br><br>• Program Review Recommendations<br>• Institutional Dashboard (*review and discussion to be continued at next meeting*)<br><br>The following Institutional Objectives were suggested:<br><br>• Develop mechanisms and/or processes to integrate GRIT throughout the institution.<br>• Develop a plan for integrating GRIT into the curriculum and the educational experience of students.<br><br>It was also suggested that an institutional objective be developed related to the theme of Safety/Emergency Preparedness. |
| June 26, 2013 | Master Plan for Education Update | DPAC reviewed the following documents to identify possible institutional objectives for 2013-2014:<br><br>• Institutional Dashboard: It was determined that an institutional objective be developed that proposes an effort to refine the District's practices in collecting student data.<br>• Strategic Initiatives: GRIT and Institutional Imagination Initiative ($I^3$): It was determined that institutional objectives should be developed for both GRIT and $I^3$. The institutional objective for $I^3$ should |

| Date | Item | Description |
|---|---|---|
| August 22, 2012 | Master Plan for Education Update: | acknowledge/support/encourage innovative thinking, incubation of ideas, and "random acts of planning." • College Priorities: Basic Skills, Career Technical Education (formerly Vocational Education), Global Citizenship and Sustainability. DPAC reviewed and agreed upon (with one minor amendment) the responses to the 2011-2012 Institutional Objectives. The draft forms for the 2012-2013 Institutional Objectives were reviewed and assigned to appropriate areas for completion. |
| March 13, 2013 | Master Plan for Education, Update 2013-2014 Schedule | The process for developing the Master Plan for Education Update, 2013-2014 will start in May with a review and discussion of the Program Review Planning Summary. Responses to the 2012-2013 Institutional Objectives and Institutional Objectives for 2013-2014 will be developed with input from a variety of documents. The final MPE 2013-2014 will be presented to the Board of Trustees in October 2013. |
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| April 24, 2013 | Resource Development Group: | This group comprises Randy Lawson, Vanessa Butler, Laurie McQuay-Peninger and Tricia Ramos representing areas of the college that bring in revenue in the form of grants, donations, and contracts. The group is developing criteria for prioritizing grant requests and contracts, i.e., relevance to the mission of the college and supporting program and student needs. |

| Date | Topic | Description |
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| July 11, 2012 | Self-Funded Classes - Questions and Answers | DPAC continued the discussion on the responses to questions presented by the Academic Senate and the Management Association at the last DPAC meeting. Concern was expressed about the responses being prepared by proponents of the program, that they should include multiple points of view and provide links to other documents. Another observation was that the document conveys a particular point of view to invite responses and encourage a healthy debate. The Board of Trustees' directive was for DPAC to facilitate the discussion and advise the Superintendent/President by September. |
| July 25, 2012 | Self-Funded Classes - Questions and Answers | The document was updated with an introduction that clearly identifies that the responses were prepared by administration, explains its purpose, and includes clarifications to address previous comments and questions. The update was presented for information. |
| February 27, 2013 | Spring 2013 Enrollment | The spring schedule is 1.6 percent smaller than last year; enrollment is about 1.25 to 2.25 percent behind last year. The AC College winter 2013 program generated about $1.6 million for the general fund. Because of a softening of enrollment throughout the state, staff is working on outreach and marketing efforts to get ahead of the game. |
| November 28, 2012 | Strategic Initiatives Update | Eric Oifer provided an update on the **GRIT Initiative** and displayed the GRIT website which includes a description of the initiative and a list of resource documents and websites. Potential programs are being discussed as part of the development of the initiative. Brenda Benson reported that ETS (Education Testing Service) has |

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| | | developed a survey for college students related to non-cognitive skills. Santa Monica College was selected for a pilot program implemented this fall, and 2,000 new students completed a survey on non-cognitive skills. ETS will collect the information and return the results to the college. There will be data to share with DPAC about students' non-cognitive skills relating to success and retention.

Katharine Muller provided an update on the Institutional Imagination Initiative ($I^3$). The $I^3$ is an umbrella initiative to encourage imagination, innovation, dialog and sharing of information. It is recognized that the college is already doing much imagining and innovating, and the workgroup will develop ways to encourage the sharing of these efforts and results. Technological means will be explored to encourage dialog to connect the different activities and ideas that are fomenting in the college community. |
| March 13, 2013 | Strategic Initiative - GRIT (Growth/Resilience/Integrity/Tenacity) | The report presented to the Board of Trustees was included with the agenda for the DPAC meeting. Eric Oifer reported that the initiative has been organized into two strands – resiliency and purpose. SMC is planning on implementing its own version of the Coaching Corps program currently being piloted at Cerritos College. The Coaching Corps program is made up of student-identified volunteers who are trained to support students in navigating the challenges of college. Brenda Benson reported on a second component of the GRIT initiative – a pilot program to measure non-cognitive skills. In partnership with Educational Testing Services (ETS), the college administered an instrument (SMC |

| Date | Topic | Discussion | Recommendation to Superintendent/President / Superintendent/President's Response |
| --- | --- | --- | --- |
| | | SuccessNavigator) to students enrolled in Counseling 20 (about 1,800 students) during Fall 2012. As a follow-up to the fall project, a small group of Counseling 20 faculty are administering the SuccessNavigator instrument during Spring 2013, and a summary of the survey findings will be used to frame the course work in Counseling 20 for future semesters. | |
| July 25, 2012 | Tax Initiative (Proposition 30) | The discussion included methods to encourage voters to support the tax initiative in the November election. The Associated Students has a number of activities planned. It was suggested that there should be an effort by campus groups to get the message out and that the Board of Trustees reaffirm its support (originally approved on March 6, 2012). | |
| September 12, 2012 | Tax Initiative (Proposition 30) | The Board of Trustees, Faculty Association, Management Association and the Associated Students have approved resolutions in support of Proposition 30. The Academic Senate will consider the resolution at its meeting next week. CSEA is mobilizing efforts in the state to secure positive votes and the Associated Students is working on voter registration to get the votes out in support of Proposition 30. It was suggested that the District prepare a press release about the college groups supporting Proposition 30 and post the press release on the SMC website. | |
| November 14, 2012 | Winter Session 2013 | DPAC considered the recommendation presented by the Budget Planning Subcommittee that the College offer a reduced Winter Session of state-funded classes. | Motion was made by Mitra Moassessi and seconded by Harrison Wills that DPAC approve the recommendation as submitted. Following discussion, a motion to amend the recommendation was made by Katharine Muller and seconded by Brenda Benson, as follows: |

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| | | DPAC recommends that the College review offering some level of 2013 Winter Intersession of state-funded classes.<br><br>The amendment was unanimously approved.<br><br>**#127-A**<br>The recommendation as amended was unanimously approved:<br><br>To celebrate the passage of Proposition 30 and to demonstrate our gratitude to our students and the voters of California, DPAC recommends that the College review offering some level of 2013 Winter Intersession of state-funded classes. |
| November 28, 2012 | Winter Session 2013 | Superintendent's Response to the following DPAC recommendation approved at the meeting on November 14, 2012.<br><br>To celebrate the passage of Proposition 30 and to demonstrate our gratitude to our students and the voters of California, DPAC recommends that the College review offering some level of 2013 Winter Intersession of state-funded classes.<br><br>The Superintendent responded with a communication to the college community on November 20, 2012 that the Winter Session 2013 is being restored. |

Recommendation to Superintendent/President
Superintendent/President's Response

*Santa Monica Community College District*

# DISTRICT PLANNING AND ADVISORY COUNCIL (DPAC)
## SUMMARY OF ACTIONS
### 2012-2013

During 2012-2013, 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 6 recommendations approved by DPAC during 2012-2013 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*

#127-A    Approval of the College reviewing offering some level of 2013 Winter Intersession ........................................November 14, 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.*

**Goal 3 Stable Fiscal Environment**
*Respond to dynamic fiscal conditions through ongoing evaluation and reallocation of existing resources and the development of new resources*

#123-A   Approval of short-term and long-term savings and revenue recommendations  ............................................July 25, 2012

**Goal 4 Sustainable Physical Environment**
*Apply sustainable practices to maintain and enhance the college's facilities and infrastructure including grounds, buildings and technology.*

**Goal 5 Supportive Collegial Environment**
*Employ decision making and communication processes that respect the diverse needs of the entire college community*

#125-A   Approval of the Equal Employment Plan 2012.........................................................................................September 26, 2012
#126-A   Agreement on the final documents for the Master Plan for Education 2012-2013 Update ...............September 26, 2012

**Organizational Functions**

#124-A   Approval of the DPAC 2011-2012 Annual Report.....................................................................................August 8, 2012
#128-A   Election of Vice-Chair, 2013-2014  ...........................................................................................................June 12, 2013