

2013-2014

**DPAC**

*Santa Monica Community College District*

**District Planning and Advisory Council**

**Annual Report**

**2013-2014**



Santa Monica Community College District  
**District Planning and Advisory Council**

**DPAC ANNUAL REPORT  
2013-2014**

Page No.

Board Policy 2250/Charter .....	3
Members and Meetings, 2013-2014 .....	8
Planning Subcommittees – Members and Responsibilities .....	10
Budget Planning Subcommittee .....	11
College (Operational) Services Planning Subcommittee .....	12
Facilities Planning Subcommittee .....	13
Human Resources Planning Subcommittee.....	14
Technology Planning Subcommittee .....	15
DPAC Annual Report (sorted chronologically) .....	16-33
DPAC Annual Report (sorted by topic)	
Accreditation 2016 .....	34
Art Installation for Construction Projects .....	34
Bath Spa University.....	35
Board of Trustees Study Session, February 18, 2014 .....	35
Board Policy Section 2440, Smoke Free Campus.....	35
Budget Committee.....	37
Budget Update.....	37
Criteria for Identifying Institutional Objectives .....	37
District Audit.....	38
DPAC Annual Report .....	38
DPAC Charter and Organization, 2013-2014 .....	38
Election of Vice-Chair.....	39
Emergency Preparedness Task Force .....	39
Enrollment Update .....	40
Equal Employment Opportunity and Nondiscrimination in Employment .....	41
Five-Year Construction Plan.....	41
Gender Neutral Restrooms.....	42
Institutional Imagination Initiative Projects .....	43
Institutional Effectiveness Report.....	43
Master Plan for Education Update, 2013-2014 .....	43
Master Plan for Education Update 2014-2015 .....	45
Post-Employment Health Benefits.....	46
Printed Class Schedule.....	48
Program Review Planning Summary.....	48
Resource Development Group .....	49
Strategic Initiative – GRIT .....	49
Student Equity Report .....	49
Student Success and Support Program.....	50
Sustainable Transportation Initiatives.....	50
Whistleblower – Board Policy and Administrative Regulation .....	50
Summary of DPAC Actions, 2013-2014.....	51



**District Planning and Advisory Council**  
**CHARTER AND ORGANIZATION**  
**2013-2014**

**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.

DPAC is the College's primary planning body and coordinates institutional planning. It is the responsibility of DPAC to develop the annual Master Plan for Education Update and oversee the long-term planning efforts of reviewing the Vision, Mission, Values, and Goals, assessing the College's planning process, and developing new Strategic Initiatives every five years.

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.

Responsibilities of the DPAC Chair and Vice-Chair

- 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

**Quorum**

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.

**Quorum**

A quorum will consist of a simple majority of appointed DPAC members (7 of 12 members) or designee.

**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

**Orientation for DPAC Members**

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.

## **Institutional Planning**

The institutional planning process—both long-term and annual—is coordinated by DPAC. Every five years, DPAC oversees the review of the College’s Vision, Mission, and Goals statements, conducts an evaluation of all aspects of the institutional planning process, and identifies long-term strategic initiatives to inform the annual identification of institutional objectives.

The annual Master Plan for Education Update is also the responsibility of DPAC. The process starts in Spring and concludes in Fall and includes the development of responses to the previous year’s Institutional Objectives including the status of completion for each objective.

In preparation for formulating new institutional objectives each year, DPAC reviews a number of major planning documents, including, but not limited to:

- Program Review Planning Summary
- Institutional Dashboard/Institutional Effectiveness Annual Report
- Responses to previous year’s Institutional Objectives
- College Priorities and Strategic Initiatives
- Board of Trustees Goals and Priorities
- Academic Senate Objectives
- Accreditation Recommendations and Self-Evaluation Planning Agenda

### Criteria for Institutional Objectives

#### 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 measurable
- 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 to be achievable (ex. other individual, groups, units) in order to demonstrate that they will be achievable

The resulting annual Master Plan for Education update document identifies linkages among the various components of the overall institutional planning process, provides an estimated cost and funding source (with a descriptive budget narrative) for each institutional objective; describes methods to accomplish each specific objective; and lists anticipated outcomes for each objective.

### **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 /2 Management 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 appointed subcommittee members, or designee.

### **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 30<sup>th</sup> 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

### **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

### **Resources to DPAC**

1. Academic Senate Joint Committees (these committees are not subcommittees of DPAC)
  - a. Program Review
  - b. Curriculum
  - c. Student Affairs
  - d. Institutional Effectiveness
  
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 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, 11/13/13

*Santa Monica Community College District*  
**District Planning and Advisory Council**  
**2013-2014**

**Members, 2013-2014**

Randal Lawson, Administration, Chair Designee  
Jeff Shimizu/Marcy Wade, Administration

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

Bernie Rosenloecher, President  
Leroy Lauer, CSEA Representative

Taynara Costa-Moura, Associated Students President  
Michael Greenberg, Associated Students Representative

*Revised 8/2013*

**Resource Liaisons**

Bob Isomoto, Co-Chair, Budget Planning Subcommittee  
Howard Stahl, Co-Chair, Budget Planning Subcommittee  
Mike Tuitasi, Co-Chair, College Services Planning Subcommittee  
Ty Moura, Co-Chair, College Services Planning Subcommittee  
Greg Brown, Co-Chair, Facilities Planning Subcommittee  
Lee Peterson, Co-Chair, Facilities Planning Subcommittee  
Sandy Chung Co-Chair, Human Resources Planning Subcommittee  
Patricia Burson, Co-Chair, Human Resources Planning Subcommittee  
Lee Johnston Co-Chair, Technology Planning Subcommittee  
Sal Veas, 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  
Jamey Anderson, Academic Senate Joint Program Review Committee  
Denise Kinsella, Academic Senate Joint Student Affairs Committee  
Esau Tovar, Academic Senate Joint Student Affairs Committee  
Hannah Lawler, Academic Senate Institutional Effectiveness Committee  
Christine Schultz, Academic Senate Institutional Effectiveness Committee  
Jennifer Merlic, Chair of Chairs



**Meetings, 2013-2014**

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.

2013

June 26

July 10, 24

August 14, 28

September 11, 25

October 9, 23

November 13, 27

December 11

2014

January 8, 22

February 12, 26

March 12, 26

April 9, 23

May 7, 21

June 11, 25

*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 Laurie McQuay-Peninger Teresita Rodriguez (Director of Fiscal Services)	Janet Harclerode Eve Adler Howard Stahl, Co-Chair Mitra Moassessi	Leroy Lauer Bernie Rosenloecher Nilogar Ghasami Mike Roberts	Taynara Costa-Moura Inayat Nissa Pablo Garcia Sakib Khan

Meetings: First and third Wednesdays at 2 p.m., Library 275

<b>Duties of the Budget Planning Subcommittee:</b>
<ul style="list-style-type: none"> <li>• Have recommending authority on budget matters to the District Planning and Advisory Council.</li> <li>• 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.</li> <li>• Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies.</li> <li>• 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.</li> <li>• As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue.</li> <li>• Participate in the Master Planning process.</li> </ul>

<b>Reference: 2013-2014 MPE Institutional Objectives</b>
<p><b>OBJECTIVE 2</b></p> <p>To allocate resources sufficient to support the ongoing maintenance of technology, equipment, and facilities.</p>

*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, 10/13*

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

Members

Managers	Faculty	Classified	Students
Mike Tuitasi, Co-Chair Al Vasquez Sonali Bridges Bruce Wyban	Marina Parise Bill Selby Thomas Chen Michael Strathearn	Marie C. Fisher Karen Lehman	Taynara Costa-Moura, Co-Chair Michael Greenberg Ksenyia Lialina Benjamin Sasoon

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

<b>Duties of the College (Operational) Services Planning Subcommittee</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>•</li> </ul>

*Approved 6/8/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 10/13*

*District Planning and Advisory Council*  
**Facilities Planning Subcommittee**

Members

Managers	Faculty	Classified	Students
Greg Brown, Co-Chair Ricardo Hooper Linda Sullivan Maria Leon Vasquez	David Javelosa Judith Marasco Alicia Villalpando Jenny Resnick	Lee Peterson, Co-Chair Jim Galligan Craig Walter	Yana Demeshko

Meetings: Select Second and fourth Thursday of each month (excluding July and August)  
 2 – 3:30 p.m., Gym 223 “Skybox.”

<b>Duties of the Facilities Planning Subcommittee</b>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Review the documents used in facilities planning.</li> <li>• Evaluate the effectiveness of funding/staffing for facilities, including new construction, remodels, maintenance, grounds, and campus operations.</li> </ul>

<b>Reference: 2013-2014 MPE Institutional Objectives</b>
<p><b>OBJECTIVE 3</b></p> <p>To incorporate flexibility in all facilities planning and resource allocation processes to allow for nimble responses to future changes.</p>

*Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 10/1/0, 1/13/10, 9/14/11, 10/13*

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

Members

Managers	Faculty	Classified	Students
Sandy Chung, Co-Chair Sasha King Cynthia Moore Steve Myrow	Patricia Burson, Co-Chair Melody Nightingale Dennis Frisch Kymberlyn McBride	Connie Lemke Vinessa Cook	

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

<b>Duties of the Human Resources Planning Subcommittee</b>
<ul style="list-style-type: none"><li>• Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.</li><li>• Monitor trends in equity and diversity in order to include findings in human resources discussions.</li><li>• Review mandated training requirements and their delivery and effectiveness.</li><li>• Review Board Policies and Administrative Regulations pertaining to all faculty and classified staff.</li></ul>

*Approved: 5/25/05; Revised 6/22/05, 8/06, 7/07, 10/07, 1/13/10, 9/14/11, 9/26/12, 10/13*

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

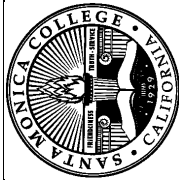
Members

Managers	Faculty	Classified	Students
Lee Johnston, Co-Chair	Sal Veas, Co-Chair	Ani Aharonian	Seyed Najafi
Jocelyn Chong	Jamie Cavanaugh	Rosie Kato	Hilal Habashi
Bob Dammer	Tom Peters	Miguel Reyes	Ali Mojarrad
Helen Porter	Kevin Menton	Christine Miller	Daniel Song

Meetings: Third Friday of each month, 10:30AM-12:00PM in Library Conference Room 275

<b>Duties of the Technology Planning Subcommittee</b>
<ul style="list-style-type: none"> <li>▪ Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.</li> <li>▪ Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.</li> <li>▪ Focus on technology integration and communication with other college planning areas.</li> <li>▪ Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.</li> </ul>

*Approved: 4/27/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 9/14/11, 10/13*



Santa Monica Community College District  
**District Planning and Advisory Council**  
**DPAC ANNUAL REPORT**  
**2013-2014**

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action A – Approval C – Consensus/Agreement
<b>Sorted Chronologically</b>			
July 10, 2013	Master Plan for Education Update, 2013-2014	DPAC reviewed responses to the 2012-2013 Institutional Objectives and discussed preparation of 2013-2014 Institutional Objectives.	
July 10, 2013	Enrollment Update	This is week four of summer session. The schedule was planned to be the same size as 2012; however, the college is experiencing the statewide trend of decreased demand and is serving 1,100 fewer students this summer (78 FTES behind last year). The beginning of the fall 2013 semester is still 48 days way and enrollment is running a little behind. Applications for non-resident students are up 4 percent.	
July 10, 2013	Sustainable Transportation Incentives	An updated <i>Sustainable Transportation Incentives</i> was presented by the Sustainability Task Force for review by DPAC. Suggested revisions will be incorporated and the incentive program will be launched in fall 2013.	



July 10, 2013	Emergency Preparedness Task Force	<p>The Task Force will be reviewing existing systems of notification, communication and dispatch, training and locking of classrooms and will be making recommendations for all campuses. They are working with the Crisis Management Team and the Professional Development Committee to finalize a presentation for flex day. The Emergency Preparedness Plan and procedures are being updated.</p>	
July 24, 2013	Post-Employment Health Benefits	<p>Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs. The Budget Subcommittee forwarded the following motion for DPAC to consider:</p> <p><i>In order to safeguard the post-employment health benefits provided by the District, the Budget Committee recommends the attached plan with the understanding that the plan will be reviewed after each actuarial study is completed. Based on the financial stability and health of the District as well as other economic factors, the plan may be adjusted as needed in the future.</i></p>	<p><b>#129-C</b> DPAC unanimously concurred with the Budget Subcommittee's recommendation.</p>
July 24, 2013	Master Plan for Education Update, 2013-2014	<p>DPAC reviewed the following:</p> <ul style="list-style-type: none"> <li>• eight proposed Institutional Objectives for 2013-2014</li> <li>• responses to the 2012-2013 Institutional Objectives.</li> <li>• a draft of the Board Goals and Priorities, 2013-2014</li> </ul>	

Recommendation to Superintendent/President  
Superintendent/President's Response

<p>July 24, 2013</p>	<p>Resource Development Group</p>	<p>During this past year, the Resource Development workgroup, which includes the Executive Vice-President, the Executive Director of the SMC Foundation, the Dean of Workforce and Economic Development and the Director of Grants, developed criteria and tools for prioritizing new projects, initiatives, grants and programs (completing 2012-2013 Institutional Objective #5). The purpose of these criteria is to assure that the college is allocating its limited resources to the most critical and essential programs.</p>	
<p>August 28, 2013</p>	<p>Post-Employment Health Benefits</p>	<p>Recommendation approved by DPAC on July 24, 2013 and forwarded to Superintendent/President for consideration:</p> <p><i>In order to safeguard the post-employment health benefits provided by the District, the Budget Committee recommends the attached plan with the understanding that the plan will be reviewed after each actuarial study is completed. Based on the financial stability and health of the District as well as other economic factors, the plan may be adjusted as needed in the future.</i></p>	<p>Following is the Superintendent's Response to the motion forwarded by the Budget Subcommittee and concurred to by DPAC at its meeting on July 24, 2013:</p> <p><i>I would like to thank both DPAC and its Budget Subcommittee for the excellent work in developing a good plan to safeguard SMC's post-employment health benefits. I am using the concept encompassed in this plan as the basis to develop a plan to be forwarded to the Board of Trustees for consideration. I agree with the \$500,000 District contribution for 2013-2014. However, I do not want to reduce the College's annual contribution to fund our employee retirement health benefit in the second and subsequent years. Therefore, while my recommended plan offers a less</i></p>

Recommendation to Superintendent/President  
Superintendent/President's Response

			<p>aggressive funding schedule than the earlier proposed administrative plan, it will be pay down our obligation sooner than the DPAC recommended plan you submitted. This approach will serve to fully fund the ARC (Annual Required Contribution) within 8 years and therefore relieve the District of an annual increase after that time. This approach achieves a reasonable balance between securing a guarantee for our employees' benefits in a predictable number of years and not placing undue fiscal burden on the institution's future budgetary needs.</p>
<p>August 28, 2013</p>	<p>Budget Update</p>	<p>The Budget update included information about the 2013-2014 state budget, 2013-2014 California Community Colleges budget and new initiatives, and the Santa Monica College Budget (revenues and expenditures).</p>	
<p>August 28, 2013</p>	<p>Master Plan for Education Update, 2013-2014</p>	<p>The responses to the 2012-2013 Institutional Objectives and the Institutional Objectives for 2013-2014 will be finalized and presented at the next DPAC meeting for review.</p>	
<p>August 28, 2013</p>	<p>DPAC Annual Report, 2012-2013</p>		<p><b>#130-A</b>  Motion was made by Mitra Moassessi and seconded by Georgia Lorenz for DPAC to approve the DPAC Annual Report, 2012-2013. The motion was unanimously approved.</p>

Recommendation to Superintendent/President  
Superintendent/President's Response

September 11, 2013	Master Plan for Education Update, 2013-2014	<p>DPAC reviewed the following:</p> <ul style="list-style-type: none"> <li>• Responses to the 2012-2013 Institutional Objectives.</li> <li>• Nine proposed Institutional Objectives for 2013-2014</li> <li>• An additional proposed Institutional Objective that was referred to the DPAC Human Resources Subcommittee</li> </ul>	
September 11, 2013	Enrollment Update	<p>This fall 2,859 credit classes and 147 non-credit classes are being offered. After 38 sections were cancelled, 16 new sections of high demand classes were opened. The class fill rate is 91.5 percent; 97.4 percent fill rate in core general education classes; 93 percent fill rate in CTE. There are many late start classes beginning weeks four and nine. The winter session schedule has been completed.</p>	
September 25, 2013	Master Plan for Education Update, 2013-2014	<p>The Institutional Objectives for 2013-2014 were reviewed and will be presented at the next DPAC for final approval to be incorporated into the Master Plan for Education Update, 2013-2014.</p>	
September 25, 2013	Enrollment Update	<p>Vice-President Teresita Rodriguez presented an enrollment update indicating that as of first census (about two and a half weeks ago), enrollment was .63 percent ahead of last fall at the same time. Non-resident enrollment was up 1.08 percent. Summer and fall FTES combined is still down by 21 FTES. Numbers will continue to adjust for late start classes and positive attendance. The class fill rate is approximately 93.3 percent.</p>	

Recommendation to Superintendent/President  
 Superintendent/President's Response

October 9, 2013	Budget Committee	Budget Planning Subcommittee Recommendation: The following motion was approved on October 2, 2013 and presented to DPAC for consideration:	The Budget Committee recommends that DPAC analyze the cost and use of the printed and mailed class schedule to reduce our environmental impact and save money.  DPAC Chair Randy Lawson will set up a subcommittee to review and discuss the recommendation and report back to DPAC at a future meeting.
October 9, 2013	Master Plan for Education Update, 2013-2014	Report on Institutional Objective #9: Implementation of EMERGE, the SMC Information, Communication, Technology and Entertainment (ICTE) Initiative: Frank Dawson and Patricia Ramos presented an overview of the I <sup>3</sup> Initiative EMERGE – the SMC Information, Communication, Technology and Entertainment (ICTE) Initiative. The purpose of EMERGE is to align education with emerging careers and entrepreneurial ventures in the local and regional economy through synergistic, multi-disciplinary programs and activities. The initial focus will be to pursue collaborations among related disciplines, facilitate active employer engagement and develop innovative career pathways.	<b>#131-A</b> Review and Approval of 2013-2014 Institutional Objectives: The 2013-2014 Institutional Objectives were unanimously approved. A draft of the Master Plan for Education Update 2013-2014 will be presented at the next DPAC meeting.
October 9, 2013	Discussion: Criteria for Identifying Institutional Objectives	Janet Harclerode will assemble a subcommittee to develop criteria for identifying institutional objectives and present them to DPAC for discussion.	

Recommendation to Superintendent/President  
Superintendent/President's Response

October 23, 2013	Master Plan for Education Update, 2013-2014	DPAC reviewed the final draft of the Master Plan for Education Update, 2013-2014. The Update will be distributed to college leaders and posted on the SMC website. Executive Vice-President Randy Lawson will report on the Master Plan for Education Update at the next Board of Trustees meeting.	
October 23, 2013	Preliminary List of 13 Projects	DPAC reviewed the preliminary list of 13 projects. This living list is a way to acknowledge and encourage innovation at the college and will be tracked by DPAC. Some of the projects may come to fruition, others will not or may change, and new ones will be added. The list will be updated and presented to DPAC when needed.	
October 23, 2013	DPAC Charter and Organization, 2013-2014	DPAC reviewed its Charter and Organization for 2013-2014. A revision to Board Policy 2250, District Planning and Advisory Council, is being proposed so that it includes a reference to DPAC's responsibility for institutional planning and development of the Master Plan for Education. A first reading of the proposed revision will be included on the agenda for the next Board of Trustees meeting.	
November 13, 2013	DPAC Charter and Organization, 2013-2014	DPAC Charter and Organization: The DPAC Charter and Organization 2013-2014 includes Board Policy 2250 with the addition of the paragraph on institutional planning as reviewed by the Board of Trustees during a first reading at the last Board meeting. The document also includes the addition of a new section that	

Recommendation to Superintendent/President  
 Superintendent/President's Response

		<p>details how DPAC accomplishes institutional planning. DPAC unanimously approved its Charter and Organization for 2013-2014. Motion was made by Mitra Moassessi and seconded by Bernie Rosenloecher to approve DPAC Charter and Organization, 2013-2014. It was unanimously approved.</p>	
<p>November 13, 2013</p>	<p>Gender Neutral Restrooms</p>	<p>DPAC considered the following motions forwarded by the DPAC Facilities Subcommittee:</p> <p><i>It is recommended that existing single-occupancy restrooms be converted to gender neutral by switching the signs from "Men" or "Women" to "Restroom."</i></p> <p><i>Restrooms that are currently staff only will remain staff only.</i></p> <p>DPAC referred this back to the Facilities Subcommittee to provide an inventory of restrooms on all college sites, including the houses on Pearl Street.</p> <p><i>It is recommended that 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.</i></p>	<p><b># 132-A</b>  Motion was made by Marcy Wade and seconded by Mitra Moassessi to approve the recommendation revised as underlined. It was unanimously approved.</p> <p>It is recommended that the <u>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.</u></p>
<p>December 11, 2013</p>	<p>Gender Neutral Restrooms</p>	<p>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:</p>	<p><b>Superintendent/President's Response:</b>  The recommendation approved by DPAC regarding gender neutral restrooms will be forwarded to the Facilities Planning Department.</p>

Recommendation to Superintendent/President  
Superintendent/President's Response

			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.	
December 11, 2013	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 recommended criteria.	
January 8, 2014	Whistleblower – Board Policy and Administrative Regulation			#133-A The Board Policy and Administrative Regulation on Whistleblower Protection were unanimously approved.
January 8, 2014	Art Installation for Construction Projects		The subcommittee forwarded a resolution to DPAC for consideration. It was agreed that the resolution be returned to the subcommittee to develop draft language for a possible Board policy. A draft Board policy will be presented to DPAC at a future meeting for consideration.	
January 22, 2014	Bath Spa University		Santa Monica College is collaborating with Bath Spa University in England on two potential programs: (1) A 2 + 2 program combined baccalaureate degree program in a specific area, which would entail two years at SMC and two years at Bath Spa University, and (2) A three-continent	

Recommendation to Superintendent/President  
Superintendent/President's Response



		program - one year in China, two years at SMC and two years at Bath Spa University, leading to a Master's Degree. Staff is in discussion stages on both pilot programs to potentially start Spring 2015.	
January 22, 2014	Enrollment Update	The course offerings for Winter 2014 are 36 percent larger than last winter and enrollment is about 50 percent ahead. Course offerings for Spring 2014 are 6 percent larger with enrollment at this point about ½ percent behind with a fill rate at 87 percent. There is some concern statewide about sluggish enrollment.	
February 26, 2014	Budget Update	There will probably be nothing new to report until the May revise. For most community colleges, the question is how will growth funds be allocated.	
February 26, 2014	District Audit	The 2012-2013 independent auditors' report expressed an unmodified opinion on the financial statements of the District.	
February 26, 2014	Board of Trustees Study Session, February 18, 2014	It was reported that the discussion topics covered at the Study Session were Adult Education, First-Year Experience, Baccalaureate Degrees and Pathways, Foundation, Update on Construction Project Timelines and Student Housing.	

February 26, 2014	Enrollment Update	<ul style="list-style-type: none"> <li>Winter 2014: 391 credit courses, 89 non-credit courses offered; goal for winter over 1,200 FTES achieved</li> <li>Spring 2014: 2757 credit courses, 162 non-credit courses offered; target is 8,600 FTES.</li> <li>Summer 2014: A large schedule of over 800 credit courses is planned.</li> <li>Fall 2014: Department chairs begin planning next week</li> </ul>	
February 26, 2014	i <sup>3</sup> (Institutional Imagination Initiative) Projects Update, February 2014	The list of i <sup>3</sup> projects has been updated and reordered by type since DPAC last reviewed it. One project has been dropped because an anticipated partnership with USC did not occur. One project's name was changed, from <i>Venice Beach</i> to <i>Locals Only</i> . Two projects have been added: (1) SMC Public Policy Institute/RAND Pardee Graduate School of Public Policy Mentor program, and (2) MyEdPlan.	
March 12, 2014	Strategic Initiative – GRIT (Growth/Resilience/Integrity/Tenacity)	DPAC reviewed and discussed the GRIT report that was presented to the Board of Trustees on March 4, 2014.	
March 26, 2014	Board Policy – Art in Construction Projects		<p>#134-A</p> <p>DPAC unanimously approved the following recommendation submitted by the DPAC Facilities Subcommittee:</p> <p><u>Proposed Board Policy - Art in New Construction Projects</u></p> <p>The Board of Trustees encourages innovative design and the use of art in new construction projects where appropriate. The Superintendent/</p>

Recommendation to Superintendent/President  
Superintendent/President's Response

			<p>President shall establish procedures to ensure that any art as part of a construction project is incorporated in a manner consistent with the mission of the college as an educational institution.</p>
<p>March 26, 2014</p>	<p>Schedule for Master Plan for Education Update 2014</p>	<p>DPAC reviewed the schedule of the process for developing the Master Plan for Education Update, 2014-2015.</p>	
<p>March 26, 2014</p>	<p>Accreditation 2016</p>	<p>Academic Senate President Eve Adler and Dean of Academic Affairs Erica LeBlanc, the 2016 Accreditation Self-Study Co-Chairs, distributed a list of Standard Co-Chairs for the accreditation self-evaluation process. The Co-Chairs will be assembling their committees to start meeting in late summer/early fall. The self-evaluation report will be submitted in December 2015 or January 2016 and the visit by the accrediting team will be in March 2016.</p>	
<p>April 9, 2014</p>	<p>Board Policy Section 2440 Smoke Free Campus</p>	<p>At the March 27, 2014 meeting of the DPAC Facilities Planning Subcommittee, the Subcommittee voted to recommend that Board Policy 2440 be amended.</p>	<p>#135-A DPAC discussed the recommendation and approved the proposed revisions to Board Policy Section 2440 Smoke Free Campus:  BP 2440 Smoke Free Campus Santa Monica College is committed to providing a healthy, comfortable and productive environment, free from the effects of second-hand smoke and vapor, for its students, faculty and staff. Smoking and the use of e-cigarettes or vaporizers is</p>

Recommendation to Superintendent/President  
Superintendent/President's Response

			<p>prohibited shall not be permitted in any District buildings, vehicles or facility and facilities, or on District grounds except in designated outdoor smoking areas in accordance with SMC Administrative Regulation 2440.</p>
<p>April 9, 2014</p>	<p>Student Success and Support Program</p>	<p>Update: Student Success and Support Program (SSSP) (formerly Matriculation) is a program that promotes and sustains the efforts of students to be successful in their educational endeavors. The Chancellor's Office is allocating additional funding for SSSP and has released guidelines on supportable activities. Those student-direct activities include admissions, orientation, assessment and testing, counseling and follow up.</p>	
<p>April 9, 2014</p>	<p>Student Equity Report</p>	<p>Update: The Chancellor's Office has released guidelines for Student Equity Planning. Student equity plans focus on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer for all students as measured by success indicators. A committee comprising representatives of college constituencies has been established to work on the report. Data will be used to identify populations impacted by issues of equal opportunity, and specific goals and activities will be developed to address gaps. The three-year plan is due in November and will need to be updated every year. The hope is that this is not just a task to</p>	

Recommendation to Superintendent/President  
Superintendent/President's Response

		complete, but will be a tool to address student equity on the campus. Additional funding proposed by the Governor will be included in the May revise	
April 9, 2014	Emergency Preparedness/Safety	Update: A task force was formed last year to look at emergency preparedness/safety issues on campus - training, notification system, infrastructure. The task force has recently reviewed a report from consultants dealing with proposed infrastructure modifications (video cameras, locking/security mechanisms, etc.) and has developed a list of recommendations to be presented to senior staff for review. The task force is also developing a list of supplies needed for the college to be prepared for an emergency situation	
April 23, 2014	Institutional Effectiveness Report/ Dashboard	<p>DPAC reviewed and discussed a draft of the 2014 Institutional Effectiveness Dashboard which includes the following:</p> <p>Institutional Priorities and Progress Towards Goals</p> <p>Dashboard</p> <ul style="list-style-type: none"> <li>▪ Innovative and Responsive Academic</li> <li>▪ Supportive Learning Goal</li> <li>▪ Stable Fiscal Goal</li> <li>▪ Sustainable Physical Goal</li> <li>▪ Supportive Collegial Goal</li> </ul> <p>Some suggestions made by DPAC members will be incorporated into the</p>	

Recommendation to Superintendent/President  
Superintendent/President's Response

		<p>Dashboard which will be presented to the Board of Trustees at the May 6<sup>th</sup> meeting along with the complete Institutional Effectiveness Report.</p>	
<p>May 14, 2014</p>	<p>Board Policy Section 2440 Smoke Free Campus</p>	<p>Superintendent's Response to recommendation approved by DPAC on April 9, 2014: The recommendation submitted by the DPAC Facilities Planning Subcommittee and approved by DPAC to amend Board Policy 2440, Smoke Free Campus, was presented to Superintendent/President Tsang for review.</p>	<p>Dr. Tsang requested that Administrative Regulation 2440 be revised to include the proposed revisions. Accordingly, the administrative regulation was revised and submitted to the Facilities Planning Subcommittee for review and discussion.</p>
<p>May 14, 2014</p>	<p>Printed Class Schedule</p>	<p>Printed Class Schedule: In fall 2013, the Budget Committee recommended that DPAC analyze the cost and use of the printed and mailed class schedule to reduce our environmental impact and save money. DPAC Chair Randy Lawson set up a subcommittee to review and discuss the recommendation and report back to DPAC at a future meeting. The subcommittee agreed that the printed schedule should not be eliminated, and discussed possible ways to significantly reduce the number of printed schedules.</p>	<p>#136-A The subcommittee presented the following recommendation which was unanimously approved by DPAC:  While there remains a need for some printed schedules, especially on campus, the college should explore alternative solutions for distribution of information to eliminate the waste of paper and reduce the significant postage and printing costs.</p>
<p>May 14, 2014</p>	<p>Program Review Planning Summary</p>	<p>The Program Review Committee Chair and Vice Chair presented the Annual Planning Summary, Spring and Fall 2013 of 13 full program reviews and biennial reviews of three CTE programs. The report includes recommendations for institutional support for specific programs and recommendations based on</p>	

Recommendation to Superintendent/President  
Superintendent/President's Response

			overarching trends. DPAC started the review of the recommendations for development of the <i>Master Plan for Education Update, 2014-2015</i> .	
May 28, 2014	Five-Year Construction Plan		DPAC reviewed the Five-Year Construction Plan which is being presented to the Board for approval. The plan identifies all potential future projects especially those that may be eligible for state matching funds.	
May 28, 2014	Budget: May Revise/Tentative Budget		DPAC was presented information about the Governor's May Revise and how it translates to Santa Monica College (see attachment). A brief overview of the 2014-2015 Tentative Budget was also presented.	
May 28, 2014	Master Plan for Education Update		DPAC continued its review of Program Review Planning Summary to Develop Institutional Objectives for 2014-2015.	
June 11, 2014	Board Policy Section 2440 Smoke Free Campus			<u>#137-C</u> The Facilities subcommittee concurred with the Superintendent's recommended changes to Administrative Regulation 2440, Smoke Free Campus, and presented DPAC with a list of recommendations related to the revised language. <u>DPAC Agreed</u>

Recommendation to Superintendent/President  
Superintendent/President's Response

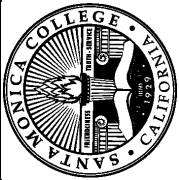
June 11, 2014	Election of Vice-Chair		#138-A Eve Adler was re-elected DPAC Vice-Chair for 2014-2015 by acclamation.
June 11, 2014	Master Plan for Education Update		DPAC reviewed recommendations from the Institutional Effectiveness Committee to develop Institutional Objectives for 2014-2015. The following were identified as potential Institutional Objectives based on recommendations of the IE Committee:
June 11, 2014	i <sup>3</sup> (Institutional Imagination Initiative) Projects Update, June 2014		DPAC reviewed the updated i <sup>3</sup> project list. DPAC Chair Randy Lawson encouraged everyone to think about innovative activities occurring in administrative units that can be added to the list.
June 25, 2014	Equal Employment Opportunity and Nondiscrimination in Employment		#139-A Motion was made by Mitra Moassessi and seconded by Jennifer Merlic to approve proposed revised Board Policy Section 3120 submitted by the DPAC Human Resources Planning Subcommittee. It was unanimously approved.
June 25, 2014	Master Plan for Education Update		DPAC continued its development of Institutional Objectives for 2014-2015 by reviewing the following.  <u>Strategic Initiatives:</u> GRIT (Growth/Resilience/Integrity/Tenacity) Suggested potential Institutional Objectives related to GRIT: <ul style="list-style-type: none"> <li>• Infrastructure to support experiential/service learning</li> <li>• Success Navigator</li> </ul>

Recommendation to Superintendent/President  
Superintendent/President's Response



		<p>I<sup>3</sup> (Institutional Imagination Initiative) Suggested Institutional Objective related to I<sup>3</sup>:</p> <ul style="list-style-type: none"> <li>• Develop a plan to track project implementation and assessment of effectiveness.</li> <li>• Develop methods to showcase the projects.</li> </ul> <p><u>Program Review Planning Summary Recommendations:</u> Review of the recommendations was completed.</p> <p>A list of potential topics for Institutional Objectives will be drafted and presented at the next DPAC meeting.</p>	
--	--	---	--

Recommendation to Superintendent/President  
Superintendent/President's Response



Santa Monica Community College District  
**District Planning and Advisory Council**  
**DPAC ANNUAL REPORT**  
**2013-2014**

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action A – Approval C – Consensus/Agreement
<b>Sorted by Topic</b>			
March 26, 2014	Accreditation 2016	Academic Senate President Eve Adler and Dean of Academic Affairs Erica LeBlanc, the 2016 Accreditation Self-Study Co-Chairs, distributed a list of Standard Co-Chairs for the accreditation self-evaluation process. The Co-Chairs will be assembling their committees to start meeting in late summer/early fall. The self-evaluation report will be submitted in December 2015 or January 2016 and the visit by the accrediting team will be in March 2016.	
January 8, 2014	Art Installation for Construction Projects	The subcommittee forwarded a resolution to DPAC for consideration. It was agreed that the resolution be returned to the subcommittee to develop draft language for a possible Board policy. A draft Board policy will be presented to DPAC at a future meeting for consideration.	
March 26, 2014	Art in Construction Projects (proposed Board Policy)		<p><b>#134-A</b>  DPAC unanimously approved the following recommendation submitted by the DPAC Facilities Subcommittee:  <b>Proposed Board Policy - Art in New Construction Projects</b></p>

Recommendation to Superintendent/President  
Superintendent/President's Response

			<p>The Board of Trustees encourages innovative design and the use of art in new construction projects where appropriate. The Superintendent/President shall establish procedures to ensure that any art as part of a construction project is incorporated in a manner consistent with the mission of the college as an educational institution.</p>
<p>January 22, 2014</p>	<p>Bath Spa University</p>	<p>Santa Monica College is collaborating with Bath Spa University in England on two potential programs: (1) A 2 + 2 program combined baccalaureate degree program in a specific area, which would entail two years at SMC and two years at Bath Spa University, and (2) A three-continent program - one year in China, two years at SMC and two years at Bath Spa University, leading to a Master's Degree. Staff is in discussion stages on both pilot programs to potentially start Spring 2015.</p>	
<p>February 26, 2014</p>	<p>Board of Trustees Study Session, February 18, 2014</p>	<p>It was reported that the discussion topics covered at the Study Session were Adult Education, First-Year Experience, Baccalaureate Degrees and Pathways, Foundation, Update on Construction Project Timelines and Student Housing.</p> <p>At the March 27, 2014 meeting of the DPAC Facilities Planning Subcommittee, the Subcommittee voted to recommend that Board Policy 2440 be amended.</p>	
<p>April 9, 2014</p>	<p>Board Policy Section 2440 Smoke Free Campus</p>		<p><b>#135-A</b> DPAC discussed the recommendation and approved the proposed revisions to Board Policy Section 2440 Smoke Free Campus:</p>

Recommendation to Superintendent/President  
Superintendent/President's Response

			<p><b>BP 2440 Smoke Free Campus</b>  Santa Monica College is committed to providing a healthy, comfortable and productive environment, free from the effects of second-hand smoke <i>and vapor</i>, for its students, faculty and staff. Smoking and the use of e-cigarettes or vaporizers is prohibited <del>shall not be permitted</del> in any District buildings, vehicles or facility and facilities, <del>or</del> and on District grounds <u>except in designated outdoor smoking areas</u> in accordance with SMC Administrative Regulation 2440.</p>
<p>May 14, 2014</p>	<p>Board Policy Section 2440  Smoke Free Campus</p>	<p>Superintendent's Response to recommendation approved by DPAC on April 9, 2014: The recommendation submitted by the DPAC Facilities Planning Subcommittee and approved by DPAC to amend Board Policy 2440, Smoke Free Campus, was presented to Superintendent/President Tsang for review.</p>	<p>Dr. Tsang requested that Administrative Regulation 2440 be revised to include the proposed revisions. Accordingly, the administrative regulation was revised and submitted to the Facilities Planning Subcommittee for review and discussion.</p> <p><b>#137-C</b></p> <p>The Facilities subcommittee concurred with the Superintendent's recommended changes to Administrative Regulation 2440, Smoke Free Campus, and presented DPAC with a list of recommendations related to the revised language.</p> <p>DPAC Agreed</p>
<p>June 11, 2014</p>	<p>Board Policy Section 2440  Smoke Free Campus</p>		<p>The Facilities subcommittee concurred with the Superintendent's recommended changes to Administrative Regulation 2440, Smoke Free Campus, and presented DPAC with a list of recommendations related to the revised language.</p> <p>DPAC Agreed</p>

Recommendation to Superintendent/President  
Superintendent/President's Response

October 9, 2013	Budget Committee	Budget Planning Subcommittee Recommendation: The following motion was approved on October 2, 2013 and presented to DPAC for consideration:	The Budget Committee recommends that DPAC analyze the cost and use of the printed and mailed class schedule to reduce our environmental impact and save money.  DPAC Chair Randy Lawson will set up a subcommittee to review and discuss the recommendation and report back to DPAC at a future meeting.
August 28, 2013	Budget Update	The Budget update included information about the 2013-2014 state budget, 2013-2014 California Community Colleges budget and new initiatives, and the Santa Monica College Budget (revenues and expenditures).	
February 26, 2014	Budget Update	There will probably be nothing new to report until the May revise. For most community colleges, the question is how will growth funds be allocated.	
May 28, 2014	Budget: May Revise/Tentative Budget	DPAC was presented information about the Governor's May Revise and how it translates to Santa Monica College (see attachment). A brief overview of the 2014-2015 Tentative Budget was also presented.	
October 9, 2013	Criteria for Identifying Institutional Objectives	Janet Harclerode will assemble a subcommittee to develop criteria for identifying institutional objectives and present them to DPAC for discussion.	

December 11, 2013	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 recommended criteria.	
February 26, 2014	District Audit	The 2012-2013 independent auditors' report expressed an unmodified opinion on the financial statements of the District.	
August 28, 2013	DPAC Annual Report, 2012-2013		<b>#130-A</b> Motion was made by Mitra Moassessi and seconded by Georgia Lorenz for DPAC to approve the DPAC Annual Report, 2012-2013. The motion was unanimously approved.
October 23, 2013	DPAC Charter and Organization, 2013-2014	DPAC reviewed its Charter and Organization for 2013-2014. A revision to Board Policy 2250, District Planning and Advisory Council, is being proposed so that it includes a reference to DPAC's responsibility for institutional planning and development of the Master Plan for Education. A first reading of the proposed revision will be included on the agenda for the next Board of Trustees meeting.	
November 13, 2013	DPAC Charter and Organization, 2013-2014	DPAC Charter and Organization: The DPAC Charter and Organization 2013-2014 includes Board Policy 2250 with the addition of the paragraph on institutional planning as reviewed by the Board of Trustees during a first reading at the last Board meeting. The document also includes the addition of a new section that details how DPAC accomplishes institutional planning. DPAC	

Recommendation to Superintendent/President  
Superintendent/President's Response

			unanimously approved its Charter and Organization for 2013-2014. Motion was made by Mitra Moassessi and seconded by Bernie Rosenloecher to approve DPAC Charter and Organization, 2013-2014. It was unanimously approved.	
June 11, 2014	Election of Vice-Chair			<b>#138-A</b> Eve Adler was re-elected DPAC Vice-Chair for 2014-2015 by acclamation.
July 10, 2013	Emergency Preparedness Task Force		The Task Force will be reviewing existing systems of notification, communication and dispatch, training and locking of classrooms and will be making recommendations for all campuses. They are working with the Crisis Management Team and the Professional Development Committee to finalize a presentation for flex day. The Emergency Preparedness Plan and procedures are being updated.	
April 9, 2014	Emergency Preparedness/Safety		Update: A task force was formed last year to look at emergency preparedness/safety issues on campus - training, notification system, infrastructure. The task force has recently reviewed a report from consultants dealing with proposed infrastructure modifications (video cameras, locking/security mechanisms, etc.) and has developed a list of recommendations to be presented to senior staff for review. The task force is also developing a list of supplies needed for the college to be prepared for an emergency situation	

July 10, 2013	Enrollment Update	<p>This is week four of summer session. The schedule was planned to be the same size as 2012; however, the college is experiencing the statewide trend of decreased demand and is serving 1,100 fewer students this summer (78 FTES behind last year). The beginning of the fall 2013 semester is still 48 days way and enrollment is running a little behind. Applications for non-resident students are up 4 percent.</p>	
September 11, 2013	Enrollment Update	<p>This fall 2,859 credit classes and 147 non-credit classes are being offered. After 38 sections were cancelled, 16 new sections of high demand classes were opened. The class fill rate is 91.5 percent; 97.4 percent fill rate in core general education classes; 93 percent fill rate in CTE. There are many late start classes beginning weeks four and nine. The winter session schedule has been completed.</p>	
September 25, 2013	Enrollment Update	<p>Vice-President Teresita Rodriguez presented an enrollment update indicating that as of first census (about two and a half weeks ago), enrollment was .63 percent ahead of last fall at the same time. Non-resident enrollment was up 1.08 percent. Summer and fall FTES combined is still down by 21 FTES. Numbers will continue to adjust for late start classes and positive attendance. The class fill rate is approximately 93.3 percent.</p>	



January 22, 2014	Enrollment Update	<p>The course offerings for Winter 2014 are 36 percent larger than last winter and enrollment is about 50 percent ahead. Course offerings for Spring 2014 are 6 percent larger with enrollment at this point about ½ percent behind with a fill rate at 87 percent. There is some concern statewide about sluggish enrollment.</p>	
February 26, 2014	Enrollment Update	<ul style="list-style-type: none"> <li>• Winter 2014: 391 credit courses, 89 non-credit courses offered; goal for winter over 1,200 FTES achieved</li> <li>• Spring 2014: 2757 credit courses, 162 non-credit courses offered; target is 8,600 FTES.</li> <li>• Summer 2014: A large schedule of over 800 credit courses is planned.</li> <li>• Fall 2014: Department chairs begin planning next week</li> </ul>	
June 25, 2014	Equal Employment Opportunity and Nondiscrimination in Employment	<p>Equal Employment Opportunity and Nondiscrimination in Employment</p> <ul style="list-style-type: none"> <li>• Board Policy 3120 (formerly BP 3120 and 3122)</li> <li>• SMC Equal Employment Opportunity Plan</li> </ul>	<p><b>#139-A</b>  Motion was made by Mitra Moassessi and seconded by Jennifer Merlic to approve proposed revised Board Policy Section 3120 submitted by the DPAC Human Resources Planning Subcommittee. It was unanimously approved.</p>
May 28, 2014	Five-Year Construction Plan	<p>DPAC reviewed the Five-Year Construction Plan which is being presented to the Board for approval. The plan identifies all potential future projects especially those that may be eligible for state matching funds.</p>	

Recommendation to Superintendent/President  
Superintendent/President's Response

November 13, 2013	Gender Neutral Restrooms	<p>DPAC considered the following motions forwarded by the DPAC Facilities Subcommittee:</p> <p><i>It is recommended that existing single-occupancy restrooms be converted to gender neutral by switching the signs from "Men" or "Women" to "Restroom."</i></p> <p><i>Restrooms that are currently staff only will remain staff only.</i></p> <p>DPAC referred this back to the Facilities Subcommittee to provide an inventory of restrooms on all college sites, including the houses on Pearl Street.</p> <p><i>It is recommended that 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.</i></p>	<p><b>#132-A</b> Motion was made by Marcy Wade and seconded by Mitra Moassessi to approve the recommendation revised as underlined. It was unanimously approved.</p> <p>It is recommended that the <u>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.</u></p>
December 11, 2013	Gender Neutral Restrooms	<p>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:</p> <p>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.</p>	<p>Superintendent/President's Response: The recommendation approved by DPAC regarding gender neutral restrooms will be forwarded to the Facilities Planning Department</p>

Recommendation to Superintendent/President  
Superintendent/President's Response

October 23, 2013	I <sup>3</sup> (Institutional Imagination Initiative) Projects	<p>DPAC reviewed the preliminary list of I<sup>3</sup> projects. This living list is a way to acknowledge and encourage innovation at the college and will be tracked by DPAC. Some of the projects may come to fruition, others will not or may change, and new ones will be added. The list will be updated and presented to DPAC when needed.</p> <p>DPAC reviewed the updated I<sup>3</sup> project list. DPAC Chair Randy Lawson encouraged everyone to think about innovative activities occurring in administrative units that can be added to the list.</p>	
June 11, 2014	I <sup>3</sup> (Institutional Imagination Initiative) Projects Update, June 2014	<p>DPAC reviewed and discussed a draft of the 2014 Institutional Effectiveness Dashboard which includes the following:          Institutional Priorities and Progress Towards Goals</p> <p>Dashboard</p> <ul style="list-style-type: none"> <li>▪ Innovative and Responsive Academic</li> <li>▪ Supportive Learning Goal</li> <li>▪ Stable Fiscal Goal</li> <li>▪ Sustainable Physical Goal</li> <li>▪ Supportive Collegial Goal</li> </ul> <p>Some suggestions made by DPAC members will be incorporated into the Dashboard which will be presented to the Board of Trustees at the May 6<sup>th</sup> meeting along with the complete Institutional Effectiveness Report.</p>	
April 23, 2014	Institutional Effectiveness Report/ Dashboard	<p>DPAC reviewed responses to the 2012-2013 Institutional Objectives and discussed preparation of 2013-2014 Institutional Objectives.</p>	
July 10, 2013	Master Plan for Education Update, 2013-2014		

[Recommendation to Superintendent/President](#)  
[Superintendent/President's Response](#)

July 24, 2013	Master Plan for Education Update, 2013-2014	DPAC reviewed the following: <ul style="list-style-type: none"> <li>• eight proposed Institutional Objectives for 2013-2014</li> <li>• responses to the 2012-2013 Institutional Objectives.</li> <li>• a draft of the Board Goals and Priorities, 2013-2014</li> </ul>	
August 28, 2013	Master Plan for Education Update, 2013-2014	The responses to the 2012-2013 Institutional Objectives and the Institutional Objectives for 2013-2014 will be finalized and presented at the next DPAC meeting for review.	
September 11, 2013	Master Plan for Education Update, 2013-2014	DPAC reviewed the following: <ul style="list-style-type: none"> <li>• Responses to the 2012-2013 Institutional Objectives.</li> <li>• Nine proposed Institutional Objectives for 2013-2014</li> <li>• An additional proposed Institutional Objective that was referred to the DPAC Human Resources Subcommittee</li> </ul>	
September 25, 2013	Master Plan for Education Update, 2013-2014	The Institutional Objectives for 2013-2014 were reviewed and will be presented at the next DPAC for final approval to be incorporated into the Master Plan for Education Update.	
October 9, 2013	Master Plan for Education Update, 2013-2014	Report on Institutional Objective #9: Implementation of EMERGE, the SMC Information, Communication, Technology and Entertainment (ICTE) Initiative: Frank Dawson and Patricia Ramos presented an overview of the 3 <sup>rd</sup> Initiative EMERGE – the SMC Information, Communication, Technology and Entertainment (ICTE) Initiative. The purpose of EMERGE is to align education with emerging careers and	<b>#131-A</b> Review and Approval of 2013-2014 Institutional Objectives: The 2013-2014 Institutional Objectives were unanimously approved. A draft of the Master Plan for Education Update 2013-2014 will be presented at the next DPAC meeting.

Recommendation to Superintendent/President  
Superintendent/President's Response

			entrepreneurial ventures in the local and regional economy through synergistic, multi-disciplinary programs and activities. The initial focus will be to pursue collaborations among related disciplines, facilitate active employer engagement and develop innovative career pathways.	
October 23, 2013	Master Plan for Education Update, 2013-2014		DPAC reviewed the final draft of the Master Plan for Education Update, 2013-2014. The Update will be distributed to college leaders and posted on the SMC website. Executive Vice-President Randy Lawson will report on the Master Plan for Education Update at the next Board of Trustees meeting	
March 26, 2014	Master Plan for Education 2014-2015 Update (Schedule)		DPAC reviewed the schedule of the process for developing the Master Plan for Education Update, 2014-2015.	
May 28, 2014	Master Plan for Education Update		DPAC continued its review of Program Review Planning Summary to Develop Institutional Objectives for 2014-2015.	
June 11, 2014	Master Plan for Education 2014-2015 Update		DPAC reviewed recommendations from the Institutional Effectiveness Committee to develop Institutional Objectives for 2014-2015. The following were identified as potential Institutional Objectives based on recommendations of the IE Committee:	

Recommendation to Superintendent/President  
 Superintendent/President's Response

<p>June 25, 2104</p>	<p>Master Plan for Education 2014-2015 Update</p>	<p>DPAC continued its development of Institutional Objectives for 2014-2015 by reviewing the following.</p> <p><u>Strategic Initiatives:</u>  GRIT (Growth/Resilience/Integrity/Tenacity)  Suggested potential Institutional Objectives related to GRIT:</p> <ul style="list-style-type: none"> <li>• Infrastructure to support experiential/service learning</li> <li>• Success Navigator</li> </ul> <p>i<sup>3</sup> (Institutional Imagination Initiative)  Suggested Institutional Objective related to i<sup>3</sup>:</p> <ul style="list-style-type: none"> <li>• Develop a plan to track project implementation and assessment of effectiveness.</li> <li>• Develop methods to showcase the projects.</li> </ul> <p><u>Program Review Planning Summary Recommendations:</u> Review of the recommendations was completed. A list of potential topics for Institutional Objectives will be drafted and presented at the next DPAC meeting.</p>	
<p>July 24, 2013</p>	<p>Post-Employment Health Benefits</p>	<ul style="list-style-type: none"> <li>• Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs. The Budget Subcommittee forwarded the following motion for DPAC to consider:  <i>In order to safeguard the post-employment health benefits provided by the District, the Budget Committee recommends the attached plan with the understanding that the plan will be reviewed after each actuarial study is</i></li> </ul>	<p><b>#129-C</b>  DPAC unanimously concurred with the Budget Subcommittee's recommendation.</p>

Recommendation to Superintendent/President  
Superintendent/President's Response

	<p>completed. Based on the financial stability and health of the District as well as other economic factors, the plan may be adjusted as needed in the future.</p>	<p>Post-Employment Health Benefits</p>	<p>August 28, 2013</p>
<p>Following is the Superintendent's Response to the motion forwarded by the Budget Subcommittee and concurred to by DPAC at its meeting on July 24, 2013:</p>	<p>Recommendation approved by DPAC on July 24, 2013 and forwarded to Superintendent/President for consideration:</p> <p>In order to safeguard the post-employment health benefits provided by the District, the Budget Committee recommends the attached plan with the understanding that the plan will be reviewed after each actuarial study is completed. Based on the financial stability and health of the District as well as other economic factors, the plan may be adjusted as needed in the future.</p>		
<p>I would like to thank both DPAC and its Budget Subcommittee for the excellent work in developing a good plan to safeguard SMC's post-employment health benefits. I am using the concept encompassed in this plan as the basis to develop a plan to be forwarded to the Board of Trustees for consideration. I agree with the \$500,000 District contribution for 2013-2014. However, I do not want to reduce the College's annual contribution to fund our employee retirement health benefit in the second and subsequent years. Therefore, while my recommended plan offers a less aggressive funding schedule than the earlier proposed administrative plan, it will be pay down our obligation sooner than the DPAC recommended plan you submitted. This approach will serve to fully fund the ARC (Annual Required Contribution) within 8</p>			

Recommendation to Superintendent/President  
Superintendent/President's Response

			<p>years and therefore relieve the District of an annual increase after that time. This approach achieves a reasonable balance between securing a guarantee for our employees' benefits in a predictable number of years and not placing undue fiscal burden on the institution's future budgetary needs.</p>
<p>May 14, 2014</p>	<p>Printed Class Schedule</p>	<p>Printed Class Schedule: In fall 2013, the Budget Committee recommended that DPAC analyze the cost and use of the printed and mailed class schedule to reduce our environmental impact and save money. DPAC Chair Randy Lawson set up a subcommittee to review and discuss the recommendation and report back to DPAC at a future meeting. The subcommittee agreed that the printed schedule should not be eliminated, and discussed possible ways to significantly reduce the number of printed schedules.</p>	<p><b>#136-A</b>  The subcommittee presented the following recommendation which was unanimously approved by DPAC:  While there remains a need for some printed schedules, especially on campus, the college should explore alternative solutions for distribution of information to eliminate the waste of paper and reduce the significant postage and printing costs.</p>
<p>May 14, 2014</p>	<p>Program Review Planning Summary</p>	<p>The Program Review Committee Chair and Vice Chair presented the Annual Planning Summary, Spring and Fall 2013 of 13 full program reviews and biennial reviews of three CTE programs. The report includes recommendations for institutional support for specific programs and recommendations based on overarching trends. DPAC started the review of the recommendations for development of the <i>Master Plan for Education Update, 2014-2015</i>.</p>	

Recommendation to Superintendent/President  
Superintendent/President's Response



July 24, 2013	Resource Development Group	<p>During this past year, the Resource Development workgroup, which includes the Executive Vice-President, the Executive Director of the SMC Foundation, the Dean of Workforce and Economic Development and the Director of Grants, developed criteria and tools for prioritizing new projects, initiatives, grants and programs (completing 2012-2013 Institutional Objective #5). The purpose of these criteria is to assure that the college is allocating its limited resources to the most critical and essential programs.</p>	
March 12, 2014	Strategic Initiative – GRIT (Growth/Resilience/Integrity/Tenancy)	<p>DPAC reviewed and discussed the GRIT report that was presented to the Board of Trustees on March 4, 2014.</p>	
April 9, 2014	Student Equity Report	<p>Update: The Chancellor's Office has released guidelines for Student Equity Planning. Student equity plans focus on increasing access, course completion, ESL and basic skills completion, degrees, certificates and transfer for all students as measured by success indicators. A committee comprising representatives of college constituencies has been established to work on the report. Data will be used to identify populations impacted by issues of equal opportunity, and specific goals and activities will be developed to address gaps. The three-year plan is due in November and will need to be updated every year. The hope is that this is not just a task to complete, but will be a tool to address student equity on the campus. Additional funding proposed by the Governor will be included in the May revise.</p>	

Recommendation to Superintendent/President  
Superintendent/President's Response

April 9, 2014	Student Success and Support Program	Update: Student Success and Support Program (SSSP) (formerly Matriculation) is a program that promotes and sustains the efforts of students to be successful in their educational endeavors. The Chancellor's Office is allocating additional funding for SSSP and has released guidelines on supportable activities. Those student-direct activities include admissions, orientation, assessment and testing, counseling and follow up.	
July 10, 2013	Sustainable Transportation Incentives	An updated <i>Sustainable Transportation Incentives</i> was presented by the Sustainability Task Force for review by DPAC. Suggested revisions will be incorporated and the incentive program will be launched in fall 2013.	
January 8, 2014	Whistleblower – Board Policy and Administrative Regulation		<p><b>#133-A</b>  The Board Policy and Administrative Regulation on Whistleblower Protection were unanimously approved.</p>

Recommendation to Superintendent/President  
Superintendent/President's Response

*Santa Monica Community College District*  
**DISTRICT PLANNING AND ADVISORY COUNCIL (DPAC)**  
**SUMMARY OF ACTIONS**  
**2013-2014**

During 2013-2014, DPAC and its planning subcommittees reviewed, discussed and considered many topics related to the Vision, Mission, and Goals/Supporting Goals, the Board of Trustees Goals and Priorities, Strategic Initiatives, and Student/Institutional Learning Outcomes.

Following is a summary of 10 recommendations approved by DPAC during 2013-2014 grouped by its relationship to the Vision, Mission, 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*  
 #131-A Approval of Institutional Objectives, 2013-2014  
 October 9, 2013

**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*  
 #129-C DPAC concurred with the Budget Subcommittee’s recommendation on an OPEB funding plan  
 July 24, 2013

**Goal 4 Sustainable Physical Environment**  
*Apply sustainable practices to maintain and enhance the college’s facilities and infrastructure including grounds, buildings and technology.*  
 #134-A Proposed Board Policy – Art in New Construction Projects  
 March 26, 2014

**Goal 5 Supportive Collegial Environment**  
*Employ decision making and communication processes that respect the diverse needs of the entire college community*  
 #132-A DPAC approved Facilities Subcommittee recommendation that the college planning of future building projects incorporate at least one gender neutral restroom  
 November 13, 2013  
 #133 Approved BP/AR Whistleblower Protection  
 January 8, 2014  
 #135-A Proposed revisions to Board Policy Section 2440 – Smoke Free Campus  
 April 9, 2014  
 #137-C Proposed revisions to Administrative Regulation 2440 –Smoke Free Campus  
 June 11, 2014  
 #139-A Proposed Revisions to Board Policy Section 3120 –EEO  
 June 25, 2014

**Organizational Functions**  
 #130-A Approval of the DPAC 2012-2013 Annual Report  
 August 28, 2013  
 #138-A Election of Vice-Chair, 2014-2015  
 June 11, 2014

**Recommendation to Superintendent/President  
 Superintendent/President’s Response**