



Santa Monica Community College District
District Planning and Advisory Council
MEETING – MARCH 9, 2016
MINUTES

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **March 9, 2016** at Santa Monica College, HSS 301 Conference Room, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:02 p.m.

II. Members Present

Teresita Rodriguez, Administration, Chair Designee
Fran Chandler, Academic Senate President, Vice-Chair
Mitra Moassessi, Academic Senate Representative
Erica LeBlanc, Administration Representative
Bob Dammer, Management Association President
Katharine Muller, Management Association Representative
Peter Morse, Faculty Association President
Howard Stahl, Faculty Association Representative
Robert Villanueva, CSEA President
Robert Hnilo, CSEA Representative
Jesse Randel, Associated Students President

Others Present

Greg Brown
Tre'Shawn Hall-Baker
Matt Hottsinpiller
Jennifer Merlic
Walter Meyer
Katharine Muller
Lee Peterson
Christine Schultz
Esau Tovar

DPAC Coordinator

Lisa Rose

III. Motion was made by Katharine Muller and seconded by Jesse Randel to approve the minutes of the DPAC meeting on February 24, 2016. *Unanimously approved.*

IV. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs. Vice-President of Enrollment Development Teresita Rodriguez attended the meeting to present information on the softening of enrollment. This generated a discussion about what the District might do to address the issue. Data has been studied that reveals there are fewer students in high school which makes it a declining market. Consequently, a variety of strategies are being explored to attract new markets. One concept under discussion is a pilot program to offer an early summer session to capture students who are full-time at four-year universities

whose spring semester ends mid-May. This early summer session, if piloted this summer, would not alter the regular summer offerings beginning on June 20th. If implemented, the added session would need to be put together quickly since the classes would start May 16th and there would need to be enough time for marketing and enrollment. There were some questions and concerns about this idea raised at the meeting, and it was agreed that the concept of pilot program of an early summer session as well as other strategies to address the softening of enrollment will be placed on the agenda for the next DPAC meeting.

- College Services Planning: Mike Tuitasi and Joan Kang, Co-Chairs: No report
- Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs: The committee received an overview of the construction projects in progress, discussed air conditioning and future facility planning. It will discuss the master planning process at the next meeting.
- Human Resources Planning: Tre'Shawn Hall-Baker and Patricia Burson, Co-Chairs: The committee has completed its review of Administrative Regulation 4316 – Alcohol Testing for Transportation Employees. It will be discussing Title IX and recommending revisions to Administrative Regulation 3122, Sexual Misconduct.
- Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs: Following are Technology Planning Committee Goals:
 - Promote a wider campus awareness of the transformational potential of technology
 - Promote greater mobile availability
 - Promote up to date Department/Faculty/Program web pages
 - Promote a smooth transition to the new Course Management System
 - Promote greater access to Single Sign On for faculty, staff and students
 - Promote digitization, organization, distribution and archiving of learning on campus
 - Promote improved college-wide technology infrastructure
 - Promote Accessible Digital Educational Resources

The committee will be developing its objectives and recommendations for 2016-2017.

B. Academic Senate Joint Committees

- Curriculum: Guido Davis Del Piccolo, Chair and Jennifer Merlic, Vice-Chair: The last upper division course for the baccalaureate degree and the baccalaureate degree were approved by the Board of Trustees. The committee approved new courses in kinesiology/physical education and four distance education courses. There was a presentation about non-credit courses.
- Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair: The committee discussed streamlining the annual review process. Orientations are being held for programs going through their six-year review in 2016-2017. There will be a workshop on flex day about the annual review process.
- Student Affairs: Alexandra Tower, Chair, and Esau Tovar, Vice-Chair: The committee will be reviewing ten administrative regulations this spring. A subcommittee has been appointed to address the various issues related to the number of units required for a student to be eligible for an A.S. office.
- Institutional Effectiveness: Christine Schultz, Chair and Hannah Lawler, Vice-Chair: Three members of the Institutional Effectiveness Committee attended AACJC workshop on how to assess program outcomes. The *Institutional Effectiveness Committee Calendar of Activities* (attached) was distributed.

- C. Accreditation Update: The Steering Committee has completed its review of drafts of each accreditation subsection and will continue the editing process. Brown bag meetings will be held on March 24 (Standard II), April 7 (Standard III) and May 19 (Standard IV). The self-study will be submitted to the Board for approval in June. The visit is scheduled for October 3-6, 2016.
- D. Associated Students: The FLVR program has been averaging 29 food vouchers provided per day (there are 50 available per day); Earth week is coming up; elections are going on; and the free scantron program through A.S. membership is very successful.
- E. Response from Superintendent/President: In response to DPAC's recommendation at the last meeting regarding the 75/25 full-time faculty proposal, Dr. Jeffery is still considering the recommendation, and there is no response to share at this time.

V. Adjournment: 4:20 p.m.

Meeting schedule through June, 2016 (second and fourth Wednesdays each month at 3 p.m.)

March 23 April 13, 27 May 11, 25 June 8, 22
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VI. Council of Presidents Meeting

The Council of Presidents set the agenda for the March 23, 2016 DPAC meeting.

- A. Softening of Enrollment
 - Concept: Early Summer Session Pilot
 - Other Enrollment Strategies
- B. Review of Process for Master Plan for Education Update – Schedule for 2016