



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **May 25, 2016** at Santa Monica College, HSS 301 Conference Room, 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:03 p.m.

II. Members Present

Jeff Shimizu, Administration, Chair Designee
Nate Donahue, Academic Senate President-Elect, Vice-Chair
Mitra Moassessi, Academic Senate Representative
Georgia Lorenz, Administration Representative
Bob Dammer, Management Association President
Erica LeBlanc, Management Association Representative
Peter Morse, Faculty Association President
Howard Stahl, Faculty Association Representative
Jesse Randel, Associated Students President
Sam Ross, Associated Students Representative

Others Present

Chris Bonvenuto
Greg Brown
Don Girard
Matt Hotsinpiller
Connie Lemke
Walter Meyer
Eric Oifer
Lee Peterson
Dan Rojas
Emil Zordilla

DPAC Coordinator

Lisa Rose

III. Motion was made by Jesse Randel and seconded by Georgia Lorenz to approve the minutes of the DPAC meeting on May 11, 2016. *Unanimously approved.*

IV. Reports

A. Planning Subcommittees

- Budget Planning: Bob Isomoto and Howard Stahl, Co-Chairs:

The following was approved at the Budget Planning Subcommittee meeting on April 20, 2016:

The DPAC Budget Committees has reviewed and acknowledged the District's 2016-2017 Tentative Budget.

Motion Made By: Chris Bonvenuto

Seconded By: Matt Hotsinpiller

Ayes: 13

Noes: 0

- College Services Planning Subcommittee: No report

- Facilities Planning: Greg Brown and Lee Peterson, Co-Chairs: The subcommittee discussed various planning issues, the master plan for facilities, smoking areas and air conditioning. The college went out to bid for temporary air conditioning for five buildings, and conducted a job walk to which only one bidder showed up who was not qualified. Purchasing will re-bid the project and will outreach to a significantly larger pool of vendors (the number of vendors notified directly increased from 64 to 245). A new job walk will be held on Wednesday June 1st. If all goes well, it is expected that the bids will go to the Board of Trustees for approval at the July meeting and the equipment could be installed shortly thereafter. Construction on the Student Services Building started.
- Human Resources Planning: Tre-Shawn Hall-Baker and George Davison, Co-Chairs: No report.
- Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs. The subcommittee voted unanimously to recommend that DPAC form a subcommittee to implement the recommendations below:

Web Subcommittee recommendations adopted by TPC May 20, 2016:

- The website must be accessible and responsive over multiple usable and adaptable platforms, with customizability within templates.
- Specific pages, such as the faculty homepages, class schedules and the site map, must be dynamic — possess ability to auto-populate data and robots to keep information updated.
- The website must follow a set of best practices that follow a style guide as well as an editorial guide that establishes the institutional voice of the college.
- Research in the form of focus groups and surveys are recommended to reach out and gauge the web needs of the campus community.
- Third-party software to identify accessibility needs and maintain accessibility compliance is recommended.

DPAC accepted the recommendation and agreed to forward it to the Marketing Department for consideration. The topic will be revisited at a subsequent meeting.

- Academic Senate Joint Committees
 - Curriculum: Guido Davis Del Piccolo, Chair and Jennifer Merlic, Vice-Chair: The Chancellor's Office guidelines for colleges offering the baccalaureate degree and subsequently ACCJC came out with a policy that negates those guidelines. However, it turns out that there is little consequence to SMC's baccalaureate degree. The committee approved new courses in Cosmetology, and Entertainment Technology revised degrees and certificates in Business/CIS.
 - Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair: The committee completed the review of the Math Department. The are training sessions planned for programs scheduled for their six-year review next year.
 - Student Affairs: Alexandra Tower, Chair, and Esau Tovar, Vice-Chair: No report
 - Institutional Effectiveness: Christine Schultz, Chair, and Hannah Lawler, Vice-Chair: The committee has begun a comprehensive and systematic review of the IE process and dashboard data for the next 5-year IE cycle which will begin in 2016-2017. In addition, the committee will present recommendations to DPAC on June 8th for consideration in the development of next year's institutional objectives of the Master Plan for Education. The recommendations were informed by significant trends observed in the college-wide data and committee discussions related to improving the collection, analyses, and use of college and program-level data for decision-making and planning processes.

- Accreditation Update: Accreditation Update: A draft of Standard IV is being forwarded to the Board of Trustees for review. A draft of the complete report will be presented to the Board for approval at its June meeting. Gathering of evidence is increasing. A handbook will be developed for the visiting team. A committee has been formed to make arrangements for the visit.
- Associated Students: The A.S. succeeded at extending hours in the Library. At its last meeting. The A.S. Board approved 31 items including \$22,000 for upgrade of the Cayton computer lab, \$27,000 for a new designated smoking area, a resolution in support of tiered ticketing, \$10,000 for glasses for classes, and \$20,000 for GAB Awards. This was A.S. President Jesse Randel's last DPAC meeting. The newly-elected Associated Students President Terence Ware will be attending DPAC in 2016-2017.
- Response from Superintendent/President on DPAC recommendation(s), if any: None

V. Agenda

- A. Tentative 2016-2017 Budget: Chris Bonvenuto presented an overview of the 2016-2017 tentative budget scheduled to be presented to the Board of Trustees at the June 7th meeting.

- B. MPE Update: Discussion of Strategic Initiatives:

GRIT: Eric Oifer provided an update on the GRIT Initiative. An Applied/Service Learning Senior Student Services Specialist housed in the Career Services Center has been hired to implement the 2015-16 MPE objective. The GRIT committee created a subcommittee that is discussing strategies for implementation and institutionalization of applied/service learning at SMC. The GRIT team drafted a potential 2016-2017 GRIT Institutional Objective, along with supporting activities.

I-Cubed (Institutional Imagination Initiative): Georgia Lorenz reported that I-Cubed was a list of innovative projects presented to DPAC quarterly for review, but its function was not clear. She suggested that the list not be continued as an institutional objective for the Master Plan for Education Update.

- C. SMC Facility Needs and Potential November 2016 Bond Measure: Don Girard circulated the booklet that was prepared for the Board of Trustees Study Session in March entitled *Facility Needs and Potential November 2016 Bond Measure*. He provided an overview of the potential project list on the Main Campus, the Performing Arts Center, the Bundy and Airport Arts Campus, and Potential Joint Use or Partnership Projects.

VI. Adjournment: 5:16 p.m.

Meeting schedule through June, 2017(second and fourth Wednesdays each month at 3 p.m.)

2015-2016

June 8, 22

2016-2017

July 13, 27

August 24, 31

September 14, 28

October 12, 26

November 9

December 14

January 11, 25

February 8, 22

March 8, 22

April 12, 26

May 10, 24

June 14, 28

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the June 8, 2016 DPAC meeting.

- A. Election of DPAC Vice-Chair for 2016-2017
- B. Master Plan for Education Update, 2015-2016: Identify Institutional Objectives from Institutional Effectiveness Annual Report
- C. Enrollment Strategies/FTES