2014-2015

DPAC

Santa Monica Community College District

District Planning and Advisory Council

Annual Report

2014-2015

Page No.

District Planning and Advisory Council
CHARTER AND ORGANIZATION
2014-2015

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.

<u>Responsibilities of the DPAC Chair and Vice-Chair</u>
- The Chair shall preside at meetings of DPAC
- The Vice-Chair shall preside at meetings of DPAC in the absence of the Chair
- The Chair and Vice-Chair shall review agendas and minutes of DPAC meetings prior to distribution
- The Chair and Vice-Chair shall convey DPAC's recommendations to the Superintendent/President

DPAC Coordinator

<u>The DPAC Coordinator shall be responsible for the following:</u>
- Prepare, post/distribute agendas for DPAC meetings in compliance with the Brown Act (*72 hours in advance of a regular meeting*)
- Prepare, post/distribute minutes of DPAC meetings
- Keep a full, accurate and indexed record of DPAC proceedings
- Maintain all DPAC records and files
- Prepare DPAC Annual Report

Privileges and Obligations of Council Members
- Each member is expected to represent their group in discussions and deliberations
- Each member of the Council will attend meetings
- Each constituency president will participate in agenda setting

Meetings
Meetings of the District Planning and Advisory Council are subject to the provisions of the Brown Act. The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.

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 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
- Technology Objectives

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 measureable
- 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/Criteria for Topics*

The Council of Presidents comprising the presidents of each constituency shall set DPAC agendas. A pilot process will be used by all DPAC constituencies to capture topics that should be included in the planning process at the appropriate time, allowing for mutual respect accorded by effective participatory governance without creating barriers to innovation. The Council of Presidents will use a guide for determining which issues rise to the level of discussion by DPAC. A form to request an item on the agenda for consideration by DPAC is available on various college websites and in the Office of the Superintendent/President.

The Council of Presidents should refer to the following checklist when identifying topics to include on the agenda for consideration by DPAC:

Topics to be presented to DPAC for consideration should apply to at least one of the criteria listed below.
- Relate to Vision, Mission and Goals
- Relate to Master Plan for Education
- Relate to Annual Institutional Objectives
- Relate to Strategic Initiatives and College Priorities
- Be within the purview of more than one DPAC subcommittee
- Be identified as an institutional priority, not an issue specific to a particular departmental/ organizational unit

Topics not to be presented to DPAC for initial consideration are:
- those that are the primary responsibility of the Academic Senate (BP 2210), Classified Staff (BP 2220) Associated Students (BP 2230) and the Management Association (BP 2240)
- topics that are more appropriately considered by single DPAC subcommittees
- those under the purview of collective bargaining
- those that apply to a single departmental/operational unit

*Pilot process approved December 10. 2014 effective through June 2016

Planning Subcommittees:
1. Budget Planning
2. College Services Planning
3. Facilities Planning
4. Human Resources Planning
5. Technology Planning

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act.

Each of the five Planning Subcommittees shall comprise four representatives of each constituency group or two representatives of each sub-constituency group.

> Faculty (2 Academic Senate/2 Faculty Association)
> Classified (4 CSEA)
> Managers (2 Administration /2Management Association)
> Students (4 Associated Students)

The members of DPAC shall determine the scope and function of the five Planning Subcommittees. In other words, DPAC is to provide direction for the five Planning Subcommittees.

Quorum
A quorum will consist of a simple majority of 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 30th of each year.

Note: Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

Additional Note: All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings

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, 12/10/14*

Santa Monica Community College District
District Planning and Advisory Council
2014-2015

Members, 2014-2015

Teresita Rodriguez, Administration, Chair Designee
Georgia Lorenz, Administration

Bob Dammer, Management Association President
Katharine Muller, Management Association Representative

Eve Adler, Academic Senate President, Vice-Chair
Fran Chandler, Academic Senate Representative

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

Robert Hnilo, CSEA Representative
Leroy Lauer, CSEA Representative

Ali Khan, Associated Students President
Caitlin Corker, Associated Students Representative

Revised 9/2014

Resource Liaisons

Bob Isomoto, Co-Chair, Budget Planning Subcommittee
Howard Stahl, Co-Chair, Budget Planning Subcommittee
Mike Tuitasi, Co-Chair, College Services Planning Subcommittee
Joan Kang, 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
Walter Meyer, 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
Laurie Guglielmo, Chair of Chairs

Meetings, 2014-2015

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, 2015.

<u>2014</u>
July 9, 23
August 27
September 10, 24
October 8, 22
November 12, 26
December 10

<u>2015</u>
January 14, 28
February 11, 25
March 11, 25
April 8, 22
May 13, 27
June 10, 24

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

<u>Members</u>

Managers	Faculty	Classified	Students
Bob Isomoto, Co-Chair	Howard Stahl, Co-Chair	Leroy Lauer	Ali Khan
Chris Bonvenuto	Fran Chandler	Nilogar Ghasami	Hasun Khan
Roberto Gonzalez	Eve Adler	Mike Roberts	Diana Gutierrez
Laurie McQuay-Peninger	Mitra Moassessi		

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

Duties of the Budget Planning Subcommittee:
• Have recommending authority on budget matters to the District Planning and Advisory Council.
• 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.
• Review the annual budget and make recommendations to DPAC for short- and long-term budget planning strategies.
• 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.
• As part of the budget planning process, regularly explore practices that can reduce college expenditures or enhance college revenue.
• Participate in the Master Planning process.

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, 10/14

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

Members

Managers	Faculty	Classified	Students
Mike Tuitasi, Co-Chair	Thomas Chen	Joan Kang, Co-Chair	Caitlin Corker
Sonali Bridges	Marina Parise	Michele Harrison	Jessica Meshkani
Maria Leon-Vasquez	William Selby	Joanne Laurance	Rizwan Rashid
Deirdre Weaver	Michael Strathearn	Robert Villanueva	Hamza Sabri

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

Duties of the College (Operational) Services Planning Subcommittee
• Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.

Approved 6/8/05; Revised 6/22/05, 8/06, 7/07, 1/13/10, 10/13, 10/14

District Planning and Advisory Council
Facilities Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Greg Brown, Co-Chair	David Javelosa	Lee Peterson, Co-Chair	Andrew Koo
Genevieve Bertone	Judith Marasco	Jim Galligan	
Reggie Ellis	Alicia Villapando	Michelle Harrison	
Linda Sullivan	Catherine Matheson	Mike Roberts	
		Craig Walter, alternate	

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

Duties of the Facilities Planning Subcommittee
• Participate in the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor's Office.   • 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.   • Review the documents used in facilities planning.   • Evaluate the effectiveness of funding/staffing for facilities, including new construction, remodels, maintenance, grounds, and campus operations.

Reference: *2014-2015 MPE Institutional Objectives*
OBJECTIVE **8**   To define and assess the College's capital improvement needs relative to the Facilities Master Plan.

Approved: 5/11/05; Revised 6/22/05, 8/06, 7/07, 101/0, 1/13/10, 9/14/11, 10/13, 10/14

District Planning and Advisory Council
Human Resources Planning Subcommittee

Members

Managers	Faculty	Classified	Students
Sandy Chung Co-Chair	Patricia Burson, Co-Chair	Crystal Lagunas	Maya Kaitel
Steve Myrow	Melody Nightingale	Joanne Laurance	Caitlin Corker
Carol Long	George Davison		Denise Sandoval
Craig Harris	Kymberlyn McBride		Reginald Toh

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

Duties of the Human Resources Planning Subcommittee
• Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning. • Monitor trends in equity and diversity in order to include findings in human resources discussions. • Review mandated training requirements and their delivery and effectiveness. • Review Board Policies and Administrative Regulations pertaining to all faculty and classified staff.

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, 10/14

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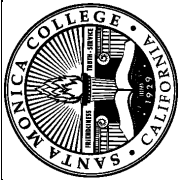**Technology Planning Subcommittee**

Members

Managers	Faculty	Classified	Students
Lee Johnston, Co-Chair	Walter Meyer, Co-Chair	Ani Aharonian	Jeffrey Lewis
Jocelyn Chong	Jamie Cavanaugh	Miguel Reyes	Denise Sandoval
Dan Rojas	Tom Peters	Christine Miller	Linda Chung
Bob Myers	Kevin Menton		

Meetings: Third Friday of each month, 10:30 a.m. -12:00 noon in Library Conference Room 275

Duties of the Technology Planning Subcommittee
▪ Develop the annual Master Plan for Technology for submission to the District Planning and Advisory Council.   ▪ Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.   ▪ Focus on technology integration and communication with other college planning areas.   ▪ Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.

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

Sorted Chronologically

Date	Topic	Presented to/Considered/Discussed by DPAC	Consensus/Action A – Approval C – Consensus/Agreement
July 9, 2014	Master Plan for Education Update, 2014-2015	DPAC reviewed draft responses to the 2013-2014 Institutional Objectives and the following list of potential Institutional Objectives that will be presented to the Board at its Study Session on July 15, 2014.	
July 23, 2014	Master Plan for Education Update, 2014-2015	DPAC continued development of the Master Education Update 2014-2015: • Reviewed Draft of Board Goals and Priorities 2014-2015 • Reviewed 2014-2015 Technology Objectives • Reviewed responses to 2013-2014 Institutional Objectives and identified 2014-2015 Institutional Objectives • Determined assignments to write Institutional Objectives, 2014-2015	
July 23, 2014	DPAC Annual Report, 2013-2014		#140-A Motion was made by Katharine Muller and seconded by Janet Harclerode to accept the DPAC Annual Report, 2013-2014. The vote was unanimous.

Recommendation to Superintendent/President
Superintendent/President's Response

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Date	Item	Discussion	Action
August 13, 2014	Master Plan for Education Update, 2014-2015	DPAC reviewed draft Institutional Objectives for 2014-2015. The final objectives reflecting discussion and suggested revisions will be incorporated into the *Master Plan for Education Update* to be presented at the next DPAC meeting.	
August 27, 2014	DPAC Chair Designee	It was announced that Vice-President Teresita Rodriguez will serve as DPAC Chair Designee.	
August 27, 2014	Master Plan for Education Update, 2014-2015		#141-C DPAC reviewed and approved the Master Plan for Education Update 2014-2015.
August 27, 2014	Budget: Review of Adopted Budget, 2014-2015	DPAC was presented with and reviewed the 2014-2015 Budget to be approved by the Board of Trustees on September 2, 2014.	
August 21, 2014	Randy Lawson	The meeting was adjourned in memory of Executive Vice-President Randy Lawson.	
September 10, 2014	Federal Mandate for Campus Climate Survey	Institutional Effectiveness Committee Report: There is a federal mandate for schools to conduct a campus climate survey by 2016 to determine the prevalence of sexual assault on campus. The Institutional Effectiveness Committee is starting the process and plans to organize focus groups with students this semester. It was suggested that the discussion about this federal mandate should take place at DPAC and DPAC should decide how to implement it. Accordingly, the topic will be placed on the agenda for the next DPAC meeting.	

Recommendation to Superintendent/President
Superintendent/President's Response

Date	Topic	Details
September 10, 2014	Enrollment Update	It is week two of the Fall 2014 session, and first census is next week. The schedule is approximately two percent larger than Fall 2013. Enrollment at this point is about .6 percent behind this time last year. Adjustments in the offerings are still being made. The fill rate is about 93 percent.
September 10, 2014	I-Cubed Project List	DPAC discussed the criteria used to consider the inclusion of innovative project/programs on the I-Cubed projects list. Innovative projects/programs must (1) relate to college priorities and planning instruments used to develop institutional objectives for the *Master Plan for Education Update*, and (2) be departmental (not individual) innovations that directly provide benefits to and improve services for students. It was agreed that the list should include a "status" column indicating if the project/program is a concept, in planning, implemented, institutionalized or deferred. The addition of the status of projects/programs addresses this year's Institutional Objective #10. An updated list will be presented to DPAC at a future meeting.
September 24, 2014	Enrollment Update	At first census last Tuesday, FTES is down 1.19 percent and headcount is up 1.17 percent from this time last year. There will be some movement with the start of eight and twelve-week classes. Whatever shortfall there may be will be compensated by adjusting winter course offerings.

Recommendation to Superintendent/President

Superintendent/President's Response

| September 24, 2014 | Federal Recommendation on Campus Climate Survey | During public comments, representatives of the Women/Gender Work Group addressed DPAC regarding the federal recommendation for schools to conduct a campus climate survey by 2016 to determine the prevalence of sexual assault on campus. Senate Bill 967 is now on the Governor's desk which addresses many of the same issues. Senior staff had discussed the topic and it was announced at DPAC that Dr. Tsang will be appointing a Presidential Task Force to study and address issues of student life including those in pending federal and state legislation, such as these. The District will be working with the Chancellor's Office and CCLC for clear guidance on the requirements. Information on best practices will also be gathered from the UC and others so that the college can set benchmarks. The task force will be appointed by the Superintendent/ President in the near future. It was requested that the Women/Gender Work Group be invited to the next DPAC meeting to report on what it has done so far. | |
| September 24, 2014 | DPAC Chart and Organization 2014-2015 | The DPAC Charter and Organization for 2014-2015 was reviewed. Student representatives are still needed on DPAC subcommittees. DPAC subcommittee Chairs/Co-Chairs were reminded that agendas for meetings need to be posted in a place accessible to the public. Agendas (mandatory) and minutes need to be posted on the DPAC website. | |

October 8, 2014	You + 1 – Focus Group Discussion Summary	Focus groups were conducted by the Office of Institutional Research in You+1 associated classrooms. Challenges with implementation meant that the quantitative data collected did not provide much information. However, much was learned from the discussion; therefore, moving forward the You+1 program will be revamped for the spring. A different target population will be selected by using Success Navigator to identify student participants from Counseling 20 courses, as well as the African American Collegians and Adelante programs.	
October 8, 2014	President's Title IX Task Force (Women/Gender Work Group Research and Findings)	The Women/Gender Work Group reported that it was formed in Spring 2014 because of students' interest in a host of issues relating to women and gender on campus. This is due in part to the current void regarding a systematic policy concerning women/gender issues as well as a lack of student awareness and information about existing resources. The discussions of the Women Gender group have already had a positive impact and members have decided to continue the effort to positively impact students. Representatives of the Women/Gender Work Group reported to DPAC on its proposals to address the federal recommendation for schools to conduct a campus climate survey by 2016 to determine the prevalence of sexual assault on campus. It was reported that the Superintendent appointed a President's Title IX Task Force to review SMC practices and procedures as they relate to sexual violence and sexual assault. Representative	**#142-A** **Recommendation No. 1** DPAC constituency groups will appoint at least one representative to serve on the already-established President's Title IX Task Force. Vote: Ayes: 4 (Academic Senate, Faculty Association, CSEA, Associated Students) Noes: 2 (Administration, Management Association) **#143-A** **Recommendation No. 2** So that it can fulfill its role as the primary planning body of the college responsible for coordinating SMC's planning, DPAC recommends that the President's Title IX Task Force

Date	Recommendation to Superintendent/President	Superintendent/President's Response
	of the Women/Gender Work Group stated that they support the President's Title IX Task Force and sees its role to assist the Task Force. Concerns were expressed by some members of DPAC about (1) the lack of information about the Task Force, (2) the process of establishing the Task Force and (3) that the Task Force should include representatives appointed by DPAC constituencies. It was stated that the individuals were selected based on their positions, level of interest and how they are directly involved with Title IX guidelines. The discussion resulted in two motions.	report its findings and recommendations directly to DPAC. Furthermore, DPAC request monthly updates on the progress of this task force. Vote: Ayes: 6 (Administration, Management Association, Academic Senate, Faculty Association, CSEA, Associated Students) Noes: 0
October 8, 2014	Brown Act: Posting of DPAC Subcommittee Agendas and Minutes	All subcommittees are in compliance with the Brown Act regarding posting of meeting agendas.
October 22, 2014	President's Title IX Task Force	Superintendent's Responses to DPAC Recommendations: The Chair read responses to two DPAC recommendations regarding the President's Title IX Task Force as follows: Recommendation No. 1 DPAC constituency groups will appoint at least one representative to serve on the already-established President's Title IX Task Force. *Superintendent/President's Response: I welcome recommendations from the DPAC constituency groups to be considered for appointment to the President's Title IX Task Force.*

Recommendation to Superintendent/President
Superintendent/President's Response

Date	Topic	Discussion	President's Response
		Recommendation No. 2 So that it can fulfill its role as the primary planning body of the college responsible for coordinating SMC's planning, DPAC recommends that the President's Title IX Task Force report its findings and recommendations directly to DPAC. Furthermore, DPAC request monthly updates on the progress of this task force. *Superintendent/President's Response: The President's Title IX Task Force will make periodic reports to the college community including DPAC and receive input in the development of the plan.*	
October 22, 2014	I-Cubed Project List Update	A draft of the I^3 Project List Update with a "Status" column was distributed for review.	
October 22, 2014	College Planning Process	This topic was placed on the agenda for discussion because some members of DPAC requested clarification about the criteria used for determining which issues are presented to DPAC for consideration.	#144-A After some discussion, the following motion was made: DPAC will create an ad hoc workgroup to develop criteria for issues to be presented to DPAC for consideration. Motion Made By:Mitra Moassessi Seconded By:Peter Morse Ayes: 8 Noes: 0 Members representing constituencies are Fran Chandler, Robert Hnilo, Peter Morse, Lisa Rose, Jeff Shimizu; Associated Students representative to be determined. The workgroup will be coordinated by Fran Chandler.

Recommendation to Superintendent/President
Superintendent/President's Response

| November 12, 2014 | President's Title IX Task Force | Update: The Task Force has met twice and has reviewed its charge and set up a meeting schedule. It will meet regularly and review the District's current Title IX related policies and practices and will work with the Institutional Effectiveness Committee to develop the campus climate survey. It was reported that Daniel Kolko has been added to the membership to bring his perspective as a male student. In the process of its work, the Task Force will occasionally report to the college community and solicit input. It will recommend needed changes to bring the college into compliance with the newly-enacted laws and regulations related to sexual violence and sexual assault. It is anticipated that the Task Force will conclude its work and make recommendations by the end of the spring 2015 semester. |
| November 12, 2014 | Baccalaureate Degree Pilot Program | According to SB 850, the offering of the baccalaureate degree needs to come from a CTE program and be in response to workforce demand. Because of this, much of the discussion about a possible baccalaureate degree being offered at SMC has taken place in the CTE Committee. The CTE Committee unanimously supported the development of a Bachelor's degree program at SMC, and two programs expressed interest in submitting proposals. A discussion about the criteria for selection of a pilot baccalaureate degree program took place.

A draft rubric was created using the criteria and approved by CTE committee. The CTE Committee heard proposal presentations |

Recommendation to Superintendent/President

Superintendent/President's Response

Date	Topic	Discussion	Recommendation to Superintendent/President Superintendent/President's Response
		from two programs and approved the Interaction Design program to recommend to Academic Affairs. Interaction Design shapes digital things for people's use and would be housed in the graphic design program of the design technology department. The Certification of Interest of SMC's intent to submit an application to develop and offer a Pilot Baccalaureate Degree Program in the discipline of Interaction Design has been submitted to the Chancellor's Office. The application is due to the Chancellor's Office on December 19th	
November 12, 2014	College Planning Process	The DPAC ad hoc work group developing criteria for determining issues to be considered by DPAC presented a draft to for review and discussion. Suggestions made at the meeting will be incorporated and considered by the ad hoc work group at its next meeting on November 19th.	
December 10, 2014	Electric Vehicle Stations	DPAC discussed the following recommendations from DPAC Facilities Planning Subcommittee: #1 Electric Vehicle Stations The DPAC Facilities Planning Subcommittee recommends the installation of fast-charging electric vehicle stations in SMC parking lots. The users of the service shall be responsible for paying the cost of the electricity. (Adopted October 9, 2014)	#145-A Motion was made by Mitra Moassessi and seconded by Fran Chandler to forward recommendations #1 (Electrical Vehicle Stations) and #3 (air conditioning) to Superintendent/President Tsang for consideration. The motion was unanimously approved. It was requested that estimates for installing air conditioning also be prepared for the Counseling complex and Science Building.

Date	Recommendation		Superintendent/President's Response
			Superintendent/President's Response: Assign to the Transportation Taskforce to design an implementation plan proposal to ensure the needs of the college are being met.
December 10, 2014	Air conditioning in campus buildings without air conditioning	This air conditioning proposal for Liberal Arts and Letters and Science shall be forwarded to DPAC with this subcommittee's endorsement:

Estimate for air conditioning at Liberal Arts Letters & Science, classrooms only, no offices: Engineering: Construction:27 classrooms at $55,000 per room = $1,485,000 Upgrade electrical for the entire complex DSA Fees, Project Management, Inspection and Testing: Total $2,232,450 (Adopted October 23, 2014) | **#145-A** Motion was made by Mitra Moassessi and seconded by Fran Chandler to forward recommendations #1 (Electrical Vehicle Stations) and #3 (air conditioning) to Superintendent/President Tsang for consideration. The motion was unanimously approved. It was requested that estimates for installing air conditioning also be prepared for the Counseling complex and Science Building.

Superintendent/President's Response: President Tsang acknowledges that a condition exists and will request the Facilities Department and the Sustainability Directors to conduct a cost-benefit analysis and recommend a plan to effectively deal with the air flow issues. |

Recommendation to Superintendent/President
Superintendent/President's Response

December 10, 2014	AR 4430 - Obsolete language (Use of Open Space on Campus by Student Organizations)	The DPAC Facilities Planning Subcommittee recommends that Administrative Regulation 4430 be updated by the appropriate campus committees to reflect the new building names, the construction of the Quad, changed department names, and changed job titles. (Adopted October 9, 2014)	#146-A Motion was made by Georgia Lorenz and seconded by Mitra Moassessi to forward recommendation #2 (AR 4430) to the Student Affairs Committee to review and revise in the spring. The motion was unanimously approved.
December 10, 2014	Baccalaureate Degree Pilot Program	Update: In September, the Governor signed a bill allowing 15 community colleges to offer a Baccalaureate Degree which will cost just over $10,000 for all four years. The Chancellor's Office received 36 Certifications of Interest SMC's proposal for the Baccalaureate Degree in Interaction Design will be submitted by December 19th to the Chancellor's office. Selected colleges will be notified January 21, 2015. SMC is the only Southern California community college district to propose a Baccalaureate Degree in the Computer/Information Technology area. Labor market data is being collected to demonstrate both local and statewide need. In addition, support from local Chambers of Commerce, industry leaders, legislators and SMC support groups is being solicited. The Chancellor's Office has announced that the apportionment will be at the community college rate; however the cost for students will be higher so the additional $84 per unit will be maintained by the college.	

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Date	Topic		Recommendation to Superintendent/President Superintendent/President's Response
December 10, 2014	College Planning Process	A DPAC ad hoc work group developed criteria for determining issues presented to DPAC for consideration and a corresponding form to be submitted to the appropriate constituency president.	#147-A Motion was made by Georgia Lorenz and seconded by Katharine Muller to adopt the criteria as a pilot and evaluate the process at the end of Spring 2016. The motion was unanimously approved.
January 14, 2015	President's Title IX Task Force	The Task Force has met four times and will be meeting again on January 30th. So far, it has been gathering information related to sexual assault and sexual harassment, reviewing current policies related to students, and working closely with UCLA. In February, three staff members will be sent to training sponsored by the Federal government. In spring, the Task Force will be developing recommendations to submit to the Superintendent/President.	
January 14, 2015	Enrollment Update	There are 58 percent more credit sections offered this winter compared to winter 2014. FTES as of opening day was about 2014.5 at first census FTES was down to just under 1,751, which represents a decrease of about 15 percent. Last year the attrition from opening day to census was about 7 percent. There is definitely a softening of enrollment. At this point in the cycle for spring, enrollment is about 9 percent behind last year at the same time. The goal for Spring is 8,500 FTES. The District will increase targeted communications and outreach efforts to increase enrollment.	

Date	Topic	Description
February 11, 2015	Baccalaureate Degree Update	Jennifer Merlic, Dean of Instructional Services, reported that a list of currently established lower division courses is expected to be published in time for fall enrollment. Development of the upper division courses will begin this spring with class enrollments planned for Fall 2016. The first cohort is expected to be about 60 students drawing from current graphic design students, recent high school graduates, and students from other local community colleges with similar lower-division curriculum. The Chancellor's office is conducting weekly conference calls for all 15 community colleges participating in the pilot and other interested parties like the statewide Academic Senate. These discussions will provide updates on enrollment requirements, potential regulation changes to Title 5, and other issues. Efforts to establish an industry advisory board for the new degree program are underway, and input will be sought from the new advisory board to help guide development of the curriculum.
February 11, 2015	Audit Report, 2013-2014	Chris Bonvenuto, Chief Director of Business Services, provided an overview of the District's 2013-2014 Audit Report and the Proposition 39 Financial and Performance Audits prepared by the District's contracted independent auditor Vicente, Lloyd & Stutzman, LLP. The Auditor's opinion was that the basic financial statements present fairly, in all material respects, the District's financial position as of June 30, 2014.

Recommendation to Superintendent/President
Superintendent/President's Response

February 11, 2015	Student Services Building Update	Greg Brown, Director of Facilities Planning, provided update on the Student Services building project. The final design work is very near completion on the drawings to be submitted next month to the Division of the State Architect (DSA). The project consists of a three-story, 111,000 square foot main building, a 493-space underground parking garage, and landscaped open space. When completed, approximately 300 staff members will be working in the building to provide services to SMC students in a single convenient location. The building is expected to be certified LEED gold. While it is difficult to predict the time that it will take for a DSA review, it is expected that the project will be in construction sometime in Spring of 2016.
February 25, 2015	Strategic Initiatives: GRIT and I^3 Projects Update	Eric Oifer provided an overview of the GRIT Spring 2015 Report. The report is organized by two major categories – Authentic Engagement and Social Support. Some minor revisions were made to the report which is scheduled to be presented to the Board at its meeting on March 3rd. Vice-President Georgia Lorenz presented the Institutional Imagination Initiative (I^3) Projects Update. Since the list was last presented, one project has been removed (Intensive Preparatory English as a Foreign Language) and two projects have been added (Baccalaureate Degree-Interaction Design and LAHITECH Grant). There was discussion about the criteria for projects to be added to the list, and it was decided that the topic will be included on the agenda for the next DPAC meeting.

Recommendation to Superintendent/President
Superintendent/President's Response

Date	Topic	Description	Recommendation to Superintendent/President	Superintendent/President's Response
February 25, 2015	Vision, Mission and Goals Statement: Proposed revision	The proposed revisions are in response to the college offering a baccalaureate degree as part of the Chancellor's Pilot program. Each constituency president was asked to present the proposed revisions to their respective constituencies for input and report back at the next DPAC meeting. The plan is to present the revised statement to the Board of Trustees for approval at its meeting on April 7th.	#148-A Suggested revisions were unanimously approved and will be forwarded to the Superintendent/President. The plan is to present the revised statement to the Board of Trustees for approval at its meeting on April 7th. It was agreed that any future expansion of baccalaureate degrees will be discussed at DPAC.	
March 11, 2015	I-Cubed Projects List: Criteria for Inclusion on List	DPAC reviewed the criteria previously discussed at its meeting on September 10, 2014. A form will be developed for projects to be considered for inclusion on the I-cubed projects list.		
March 11, 2015	Vision, Mission and Goals Statement: Proposed revision – Input from constituencies	The proposed revisions are in response to the college offering a baccalaureate degree as part of the Chancellor's Pilot program. Each constituency president was asked to present the proposed revisions to their respective constituencies for input and report back at the DPAC meeting.		
March 11, 2015	Superintendent/President Search Process	It was reported that the Board is moving ahead with a search process to select a Superintendent/President. The Board authorized the District to develop and issue a Request for Proposal for a Search Consultant to assist the Board through the process. The RFPs have been sent out and proposals are due March 31st. The Board		

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	will determine which consultants to invite for an interview at a special meeting scheduled for April 21st at which time the consultant will be selected. The Board will start working with the consultant to develop a timeline, appoint a search committee, develop recruitment materials and launch the announcement of the position. The recruitment and application period will take place during the summer and finalists should be determined by October. It is expected that the appointment of the Superintendent/ President will be effective January 1, 2016.
March 25, 2015	Vision, Mission and Goals Statement: <mark>Response from Superintendent/President on DPAC recommendation</mark>

DPAC approved a the revised Vision, Mission and Goals statement at its meeting on March 11, 2015 and forwarded the recommendation to the Superintendent/President. <mark>The Superintendent/ President accepted the proposed revisions with the addition of the word "undergraduate" in the third paragraph (*see below*). The statement will be submitted to the Board of Trustees for approval at its meeting on April 7, 2015.</mark>

Santa Monica College provides open and affordable access to high quality ~~associate~~ undergraduate degrees and certificates ~~of achievement~~ and participates in ~~programs~~ partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development |

Date	Item	Description	Recommendation to Superintendent/President
		of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.	
March 25, 2015	Master Plan for Education Update – Schedule for 2015	DPAC reviewed and discussed the schedule for the development and preparation of the Master Plan for Education Update, 2015-2016. The process begins with DPAC's review of the Program Review Planning summary in May and identifying overarching recommendations to be included as institutional objectives for 2015-2016.	
March 25, 2015	I-Cubed Projects List	I-Cubed Projects form and examples: DPAC reviewed a draft of a form for programs to be considered for inclusion on the I-Cubed projects list. Suggested revisions will be made and the form will be posted on the DPAC website.	
April 8, 2015	Disaster Recovery/Business Continuity Proposal	The Technology Planning Committee presented a Disaster Recovery/Business Continuity proposal (attached) to back up the college's data center at a remote site in order to keep it operational in the event of a disaster. The estimated capital cost for equipment and professional services is $742,000; the estimated annual operational cost is $65,000.	#149-A Motion was made by Georgia Lorenz, seconded by Courtney King to accept the proposal and forward it to the Superintendent/President for consideration. It was unanimously approved.
April 22, 2015	Disaster Recovery/Business Continuity Proposal: Response from Superintendent/President on DPAC recommendation	Dr. Tsang responded that he will consider the proposal and forward it to DPAC's Budget Planning Subcommittee.	

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Date	Topic	Discussion	Recommendation to Superintendent/President	Superintendent/President's Response
April 22, 2015	Institutional Effectiveness Report/ Dashboard	Dean of Institutional Research Hannah Lawler presented the following documents for review and discussion: • Institutional Effectiveness Partnership Initiative (IEPI): This is a statewide initiative mandated by the Chancellor's Office. • 2015 Institutional Effectiveness Dashboard which shows how the college is doing in terms of student success.		
April 22, 2015	Technology Visioning Statement	The Technology Vision Statement was presented by the Technology Planning Committee. Revisions were suggested and agreed upon.	#150-A Motion was made by Mitra Moassessi and second by Georgia Lorenz for DPAC to endorse the statement with amendments suggested at the meeting as indicated. It was unanimously approved	
April 22, 2015	Budget: 2014-2015 Quarterly Budget Report	Vice-President, Business/Administration Bob Isomoto presented an overview of the 2014-2015 Quarterly Budget Report. Revenues and expenditures have increased. The increase in the projected ending fund balance is due to receipt of one-time funds. The report has been reviewed and discussed at the DPAC Budget Planning Subcommittee and will be presented to the Board of Trustees at its meeting on May 5, 2015. The tentative budget for 2015-2016 will be presented to the Board in June.		

Date	Topic	Description	Recommendation / Response
May 13, 2015	Program Review Planning Summary	The Program Review Committee Chair and Vice Chair presented the 2015 Annual Planning Summary, Spring and Fall 2014 of 12 full program reviews. 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 *Master Plan for Education Update, 2015-2016*.	
May 27, 2015	Budget: Tentative 2015-2016 Budget Update	Chief Director of Business Services Chris Bonvenuto presented an overview of the 2015-2016 Tentative Budget. The presentation included the Governor's May Revise, a recap of Governor's budget, projected changes in revenues 2014-2015 to tentative projections, changes in expenditures, major changes in assumptions, projected changes in expenditures 2014-2015 to tentative projections, five-year revenue and expenditure trend, changes in fund balance, and other issues moving forward.	
May 27, 2015	Board Policy and Administrative Regulation 3122, Sexual Misconduct	DPAC reviewed and discussed Board Policy and Administrative Regulation 3122, Sexual Misconduct. Some of the comments and suggestions will be incorporated in the final version.	
June 10, 2015	Election of Vice-Chair, 2015-2016		#151A Fran Chandler was elected Vice-Chair for 2015-2016
June 10, 2015	Master Plan for Education Update: Identify Institutional Objectives from Program Review Recommendations	DPAC continued its review of the Program Review recommendations and identified Institutional Objectives.	

Recommendation to Superintendent/President
Superintendent/President's Response

| June 24, 2015 | Institutional Effectiveness 2015 Annual Report | The Institutional Effectiveness Committee presented four recommendations to DPAC for consideration in the development of the 2015-2016 Master Plan for Education Institutional Objectives. |
| June 24, 2015 | Master Plan for Education Update, 2015-2016: Identify Institutional Objectives | DPAC continued with its identification of institutional objectives for 2015-2016. |

Recommendation to Superintendent/President
Superintendent/President's Response

Sorted By Topic

Date	Topic	Recommendation to Superintendent/President	Superintendent/President's Response
December 10, 2014	Air conditioning in campus buildings without air conditioning	This air conditioning proposal for Liberal Arts and Letters and Science shall be forwarded to DPAC with this subcommittee's endorsement: Estimate for air conditioning at Liberal Arts Letters & Science, classrooms only, no offices Engineering: Construction:27 classrooms at $55,000 per room = $1,485,000 Upgrade electrical for the entire complex DSA Fees, Project Management, Inspection and Testing: Total $2,232,450 (Adopted October 23, 2014)	**#145-A** Motion was made by Mitra Moassessi and seconded by Fran Chandler to forward recommendations #1 (Electrical Vehicle Stations) and #3 (air conditioning) to Superintendent/President Tsang for consideration. The motion was unanimously approved. It was requested that estimates for installing air conditioning also be prepared for the Counseling complex and Science Building. *Superintendent/President's Response:* President Tsang acknowledges that a condition exists and will request the Facilities Department and the Sustainability Directors to conduct a cost-benefit analysis and recommend a plan to effectively deal with the air flow issues.
December 10, 2014	AR 4430 - Obsolete language (Use of Open Space on Campus by Student Organizations)	The DPAC Facilities Planning Subcommittee recommends that Administrative Regulation 4430 be updated by the appropriate campus committees to reflect the new building names, the construction of the Quad, changed department names, and changed job titles. (Adopted October 9, 2014)	**#146-A** Motion was made by Georgia Lorenz and seconded by Mitra Moassessi to forward recommendation #2 (AR 4430) to the Student Affairs Committee to review and revise in the spring. The motion was unanimously approved.

Recommendation to Superintendent/President

Superintendent/President's Response

Date	Title	Recommendation to Superintendent/President / Superintendent/President's Response
February 11, 2015	Audit Report, 2013-2014	Chris Bonvenuto, Chief Director of Business Services, provided an overview of the District's 2013-2014 Audit Report and the Proposition 39 Financial and Performance Audits prepared by the District's contracted independent auditor Vicente, Lloyd & Stutzman, LLP. The Auditor's opinion was that the basic financial statements present fairly, in all material respects, the District's financial position as of June 30, 2014.
November 12, 2014	Baccalaureate Degree Pilot Program	According to SB 850, the offering of the baccalaureate degree needs to come from a CTE program and be in response to workforce demand. Because of this, much of the discussion about a possible baccalaureate degree being offered at SMC has taken place in the CTE Committee. The CTE Committee unanimously supported the development of a Bachelor's degree program at SMC, and two programs expressed interest in submitting proposals. A discussion about the criteria for selection of a pilot baccalaureate degree program took place. A draft rubric was created using the criteria and approved by CTE committee. The CTE Committee heard proposal presentations from two programs and approved the Interaction Design program to recommend to Academic Affairs. Interaction Design shapes digital things for people's use and would be housed in the graphic design program of the design technology department.

Date	Program	Description
		The Certification of Interest of SMC's intent to submit an application to develop and offer a Pilot Baccalaureate Degree Program in the discipline of Interaction Design has been submitted to the Chancellor's Office. The application is due to the Chancellor's Office on December 19th
December 10, 2014	Baccalaureate Degree Pilot Program	Update: In September, the Governor signed a bill allowing 15 community colleges to offer a Baccalaureate Degree which will cost just over $10,000 for all four years. The Chancellor's Office received 36 Certifications of Interest SMC's proposal for the Baccalaureate Degree in Interaction Design will be submitted by December 19th to the Chancellor's office. Selected colleges will be notified January 21, 2015. SMC is the only Southern California community college district to propose a Baccalaureate Degree in the Computer/Information Technology area. Labor market data is being collected to demonstrate both local and statewide need. In addition, support from local Chambers of Commerce, industry leaders, legislators and SMC support groups is being solicited. The Chancellor's Office has announced that the apportionment will be at the community college rate; however the cost for students will be higher so the additional $84 per unit will be maintained by the college.

Recommendation to Superintendent/President
Superintendent/President's Response

Date	Topic	Details
February 11, 2015	Baccalaureate Degree Update	Jennifer Merlic, Dean of Instructional Services, reported that a list of currently established lower division courses is expected to be published in time for fall enrollment. Development of the upper division courses will begin this spring with class enrollments planned for Fall 2016. The first cohort is expected to be about 60 students drawing from current graphic design students, recent high school graduates, and students from other local community colleges with similar lower-division curriculum. The Chancellor's office is conducting weekly conference calls for all 15 community colleges participating in the pilot and other interested parties like the statewide Academic Senate. These discussions will provide updates on enrollment requirements, potential regulation changes to Title 5, and other issues. Efforts to establish an industry advisory board for the new degree program are underway, and input will be sought from the new advisory board to help guide development of the curriculum.
May 27, 2015	Board Policy and Administrative Regulation 3122, Sexual Misconduct	DPAC reviewed and discussed Board Policy and Administrative Regulation 3122, Sexual Misconduct. Some of the comments and suggestions will be incorporated in the final version.
October 8, 2014	Brown Act: Posting of DPAC Subcommittee Agendas and Minutes	All subcommittees are in compliance with the Brown Act regarding posting of meeting agendas.

Recommendation to Superintendent/President

Superintendent/President's Response

May 27, 2015	Budget: Tentative 2015-2016 Budget Update	Chief Director of Business Services Chris Bonvenuto presented an overview of the 2015-2016 Tentative Budget. The presentation included the Governor's May Revise, a recap of Governor's budget, projected changes in revenues 2014-2015 to tentative projections, changes in expenditures, major changes in assumptions, projected changes in expenditures 2014-2015 to tentative projections, five-year revenue and expenditure trend, changes in fund balance, and other issues moving forward.
April 22, 2015	Budget: 2014-2015 Quarterly Budget Report	Vice-President, Business/Administration Bob Isomoto presented an overview of the 2014-2015 Quarterly Budget Report. Revenues and expenditures have increased. The increase in the projected ending fund balance is due to receipt of one-time funds. The report has been reviewed and discussed at the DPAC Budget Planning Subcommittee and will be presented to the Board of Trustees at its meeting on May 5, 2015. The tentative budget for 2015-2016 will be presented to the Board in June.
August 27, 2014	Budget: Review of Adopted Budget, 2014-2015	DPAC was presented with and reviewed the 2014-2015 Budget to be approved by the Board of Trustees on September 2, 2014.

Date	Topic	Discussion	Action/Motion
October 22, 2014	College Planning Process	This topic was placed on the agenda for discussion because some members of DPAC requested clarification about the criteria used for determining which issues are presented to DPAC for consideration.	#144-A After some discussion, the following motion was made: DPAC will create an ad hoc workgroup to develop criteria for issues to be presented to DPAC for consideration. Motion Made By:Mitra Moassessi Seconded By:Peter Morse Ayes: 8 Noes: 0 Members representing constituencies are Fran Chandler, Robert Hnilo, Peter Morse, Lisa Rose, Jeff Shimizu; Associated Students representative to be determined. The workgroup will be coordinated by Fran Chandler.
November 12, 2014	College Planning Process	The DPAC ad hoc work group developing criteria for determining issues to be considered by DPAC presented a draft to for review and discussion. Suggestions made at the meeting will be incorporated and considered by the ad hoc work group at its next meeting on November 19th.	
December 10, 2014	College Planning Process	A DPAC ad hoc work group developed criteria for determining issues presented to DPAC for consideration and a corresponding form to be submitted to the appropriate constituency president.	#147-A Motion was made by Georgia Lorenz and seconded by Katharine Muller to adopt the criteria as a pilot and evaluate the process at the end of Spring 2016. The motion was unanimously approved.

Recommendation to Superintendent/President
Superintendent/President's Response

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Date	Item	Discussion	Recommendation to Superintendent/President / Superintendent/President's Response
April 8, 2015	Disaster Recovery/Business Continuity Proposal	The Technology Planning Committee presented a Disaster Recovery/Business Continuity proposal (attached) to back up the college's data center at a remote site in order to keep it operational in the event of a disaster. The estimated capital cost for equipment and professional services is $742,000; the estimated annual operational cost is $65,000.	#149-A Motion was made by Georgia Lorenz, seconded by Courtney King to accept the proposal and forward it to the Superintendent/President for consideration. It was unanimously approved.
April 22, 2015	Disaster Recovery/Business Continuity Proposal: Response from Superintendent/President on DPAC recommendation	Dr. Tsang responded that he will consider the proposal and forward it to DPAC's Budget Planning Subcommittee.	
July 23, 2014	DPAC Annual Report, 2013-2014		#140-A Motion was made by Katharine Muller and seconded by Janet Harclerode to accept the DPAC Annual Report, 2013-2014. The vote was unanimous.
August 27, 2014	DPAC Chair Designee	It was announced that Vice-President Teresita Rodriguez will serve as DPAC Chair Designee.	
September 24, 2014	DPAC Charter and Organization 2014-2015	The DPAC Charter and Organization for 2014-2015 was reviewed. Student representatives are still needed on DPAC subcommittees. DPAC subcommittee Chairs/Co-Chairs were reminded that agendas for meetings need to be posted in a place accessible to the public. Agendas (mandatory) and minutes need to be posted on the DPAC website.	
June 10, 2015	Election of Vice-Chair, 2015-2016	.	#151A Fran Chandler was elected Vice-Chair for 2015-2016

Recommendation to Superintendent/President

Superintendent/President's Response

Date	Item	Recommendation to Superintendent/President	Superintendent/President's Response
December 10, 2014	Electric Vehicle Stations DPAC discussed the following recommendations from DPAC Facilities Planning Subcommittee: #1 Electric Vehicle Stations The DPAC Facilities Planning Subcommittee recommends the installation of fast-charging electric vehicle stations in SMC parking lots. The users of the service shall be responsible for paying the cost of the electricity. (Adopted October 9, 2014)	#145-A Motion was made by Mitra Moassessi and seconded by Fran Chandler to forward recommendations #1 (Electrical Vehicle Stations) and #3 (air conditioning) to Superintendent/President Tsang for consideration. The motion was unanimously approved. It was requested that estimates for installing air conditioning also be prepared for the Counseling complex and Science Building.	*Superintendent/President's Response:* Assign to the Transportation Taskforce to design an implementation plan proposal to ensure the needs of the college are being met.
September 10, 2014	Enrollment Update It is week two of the Fall 2014 session, and first census is next week. The schedule is approximately two percent larger than Fall 2013. Enrollment at this point is about .6 percent behind this time last year. Adjustments in the offerings are still being made. The fill rate is about 93 percent.		
September 24, 2014	Enrollment Update At first census last Tuesday, FTES is down 1.19 percent and headcount is up 1.17 percent from this time last year. There will be some movement with the start of eight and twelve-week classes. Whatever shortfall there may be will be compensated by adjusting winter course offerings.		

Recommendation to Superintendent/President
Superintendent/President's Response

January 14, 2015	Enrollment Update	There are 58 percent more credit sections offered this winter compared to winter 2014. FTES as of opening day was about 2014.5 at first census FTES was down to just under 1,751, which represents a decrease of about 15 percent. Last year the attrition from opening day to census was about 7 percent. There is definitely a softening of enrollment. At this point in the cycle for spring, enrollment is about 9 percent behind last year at the same time. The goal for Spring is 8,500 FTES. The District will increase targeted communications and outreach efforts to increase enrollment.
September 10, 2014	Federal Mandate for Campus Climate Survey	Institutional Effectiveness Committee Report: There is a federal mandate for schools to conduct a campus climate survey by 2016 to determine the prevalence of sexual assault on campus. The Institutional Effectiveness Committee is starting the process and plans to organize focus groups with students this semester. It was suggested that the discussion about this federal mandate should take place at DPAC and DPAC should decide how to implement it. Accordingly, the topic will be placed on the agenda for the next DPAC meeting.
September 24, 2014	Federal Recommendation on Campus Climate Survey	During public comments, representatives of the Women/Gender Work Group addressed DPAC regarding the federal recommendation for schools to conduct a campus climate survey by 2016 to determine the prevalence of sexual assault on campus. Senate Bill 967 is now on the Governor's desk which addresses many of the same issues. Senior staff had discussed

the topic and it was announced at DPAC that Dr. Tsang will be appointing a Presidential Task Force to study and address issues of student life including those in pending federal and state legislation, such as these. The District will be working with the Chancellor's Office and CCLC for clear guidance on the requirements. Information on best practices will also be gathered from the UC and others so that the college can set benchmarks. The task force will be appointed by the Superintendent/President in the near future. It was requested that the Women/Gender Work Group be invited to the next DPAC meeting to report on what it has done so far.

September 10, 2014	I-Cubed Project List	DPAC discussed the criteria used to consider the inclusion of innovative project/programs on the I-Cubed projects list. Innovative projects/programs must (1) relate to college priorities and planning instruments used to develop institutional objectives for the *Master Plan for Education Update*, and (2) be departmental (not individual) innovations that directly provide benefits to and improve services for students. It was agreed that the list should include a "status" column indicating if the project/program is a concept, in planning, implemented, institutionalized or deferred. The addition of the status of projects/programs addresses this year's Institutional Objective #10. An updated list will be presented to DPAC at a future meeting.

Recommendation to Superintendent/President Superintendent/President's Response

Date	Item	Description
October 22, 2014	I-Cubed Project List Update	A draft of the I^3 Project List Update with a "Status" column was distributed for review.
March 25, 2015	I-Cubed Projects List	I-Cubed Projects form and examples: DPAC reviewed a draft of a form for programs to be considered for inclusion on the I-Cubed projects list. Suggested revisions will be made and the form will be posted on the DPAC website.
March 11, 2015	I-Cubed Projects List: Criteria for Inclusion on List	DPAC reviewed the criteria previously discussed at its meeting on September 10, 2014. A form will be developed for projects to be considered for inclusion on the I-cubed projects list.
April 22, 2015	Institutional Effectiveness Report/ Dashboard	Dean of Institutional Research Hannah Lawler presented the following documents for review and discussion: • Institutional Effectiveness Partnership Initiative (IEPI): This is a statewide initiative mandated by the Chancellor's Office. • 2015 Institutional Effectiveness Dashboard which shows how the college is doing in terms of student success.
June 24, 2015	Institutional Effectiveness 2015 Annual Report	The Institutional Effectiveness Committee presented four recommendations to DPAC for consideration in the development of the 2015-2016 Master Plan for Education Institutional Objectives.
March 25, 2015	Master Plan for Education Update – Schedule for 2015	DPAC reviewed and discussed the schedule for the development and preparation of the Master Plan for Education Update, 2015-2016. The process begins with DPAC's review of the Program Review Planning summary in May and identifying overarching recommendations to be included as institutional objectives for 2015-2016.

Recommendation to Superintendent/President Superintendent/President's Response

July 9, 2014	Master Plan for Education Update, 2014-2015	DPAC reviewed draft responses to the 2013-2014 Institutional Objectives and the following list of potential Institutional Objectives that will be presented to the Board at its Study Session on July 15, 2014.
July 23, 2014	Master Plan for Education Update, 2014-2015	DPAC continued development of the Master Plan for Education Update 2014-2015: • Reviewed Draft of Board Goals and Priorities 2014-2015 • Reviewed 2014-2015 Technology Objectives • Reviewed responses to 2013-2014 Institutional Objectives and identified 2014-2015 Institutional Objectives • Determined assignments to write Institutional Objectives, 2014-2015
August 13, 2014	Master Plan for Education Update, 2014-2015	DPAC reviewed draft Institutional Objectives for 2014-2015. The final objectives reflecting discussion and suggested revisions will be incorporated into the *Master Plan for Education Update* to be presented at the next DPAC meeting.
August 27, 2014	Master Plan for Education Update, 2014-2015	#141-C DPAC reviewed and approved the Master Plan for Education Update 2014-2015.
June 24, 2015	Master Plan for Education Update, 2015-2016: Identify Institutional Objectives	
June 10, 2015	Master Plan for Education Update: Identify Institutional Objectives from Program Review Recommendations	DPAC continued its review of the Program Review recommendations and identified Institutional Objectives.

June 24, 2015	Master Plan for Education Update, 2015-2016: Identify Institutional Objectives	DPAC continued with its identification of institutional objectives for 2015-2016.	
October 8, 2014	President's Title IX Task Force (Women/Gender Work Group Research and Findings)	The Women/Gender Work Group reported that it was formed in Spring 2014 because of students' interest in a host of issues relating to women and gender on campus. This is due in part to the current void regarding a systematic policy concerning women/gender issues as well as a lack of student awareness and information about existing resources. The discussions of the Women Gender group have already had a positive impact and members have decided to continue the effort to positively impact students. Representatives of the Women/Gender Work Group reported to DPAC on its proposals to address the federal recommendation for schools to conduct a campus climate survey by 2016 to determine the prevalence of sexual assault on campus. It was reported that the Superintendent appointed a President's Title IX Task Force to review SMC practices and procedures as they relate to sexual violence and sexual assault. Representative of the Women/Gender Work Group stated that they support the President's Title IX Task Force and sees its role to assist the Task Force. Concerns were expressed by some members of DPAC about (1) the lack of information about the Task Force, (2) the process of establishing the Task Force and (3) that the Task Force should include representatives appointed by DPAC constituencies. It was	**#142-A** **Recommendation No. 1** DPAC constituency groups will appoint at least one representative to serve on the already-established President's Title IX Task Force. Vote: Ayes: 4 (Academic Senate, Faculty Association, CSEA, Associated Students) Noes: 2 (Administration, Management Association) **#143-A** **Recommendation No. 2** So that it can fulfill its role as the primary planning body of the college responsible for coordinating SMC's planning, DPAC recommends that the President's Title IX Task Force report its findings and recommendations directly to DPAC. Furthermore, DPAC request monthly updates on the progress of this task force. Vote: Ayes: 6 (Administration, Management Association, Academic Senate, Faculty Association,

Date	Committee	Update
		stated that the individuals were selected based on their positions, level of interest and how they are directly involved with Title IX guidelines. The discussion resulted in two motions.
November 12, 2014	President's Title IX Task Force	Update: The Task Force has met twice and has reviewed its charge and set up a meeting schedule. It will meet regularly and review the District's current Title IX related policies and practices and will work with the Institutional Effectiveness Committee to develop the campus climate survey. It was reported that Daniel Kolko has been added to the membership to bring his perspective as a male student. In the process of its work, the Task Force will occasionally report to the college community and solicit input. It will recommend needed changes to bring the college into compliance with the newly-enacted laws and regulations related to sexual violence and sexual assault. It is anticipated that the Task Force will conclude its work and make recommendations by the end of the spring 2015 semester.
January 14, 2015	President's Title IX Task Force	The Task Force has met four times and will be meeting again on January 30th. So far, it has been gathering information related to sexual assault and sexual harassment, reviewing current policies related to students, and working closely with UCLA. In February, three staff members will be sent to training sponsored by the Federal government. In spring, the Task Force will be developing recommendations to submit to the Superintendent/President.

Recommendation to Superintendent/President
Superintendent/President's Response

October 22, 2014	President's Title IX Task Force	

Superintendent's Responses to DPAC Recommendations:

The Chair read responses to two DPAC recommendations regarding the President's Title IX Task Force as follows:

Recommendation No. 1

DPAC constituency groups will appoint at least one representative to serve on the already-established President's Title IX Task Force.

Superintendent/President's Response:
I welcome recommendations from the DPAC constituency groups to be considered for appointment to the President's Title IX Task Force.

Recommendation No. 2

So that it can fulfill its role as the primary planning body of the college responsible for coordinating SMC's planning, DPAC recommends that the President's Title IX Task Force report its findings and recommendations directly to DPAC. Furthermore, DPAC request monthly updates on the progress of this task force.

Superintendent/President's Response:
The President's Title IX Task Force will make periodic reports to the college community including DPAC and receive input in the development of the plan.

Recommendation to Superintendent/President
Superintendent/President's Response

| May 13, 2015 | Program Review Planning Summary | The Program Review Committee Chair and Vice Chair presented the 2015 Annual Planning Summary, Spring and Fall 2014 of 12 full program reviews. 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 *Master Plan for Education Update, 2015-2016*. |
| August 21, 2014 | Randy Lawson | The meeting was adjourned in memory of Executive Vice-President Randy Lawson. |
| February 25, 2015 | Strategic Initiatives: GRIT and i³ Projects Update | Eric Oifer provided an overview of the GRIT Spring 2015 Report. The report is organized by two major categories – Authentic Engagement and Social Support. Some minor revisions were made to the report which is scheduled to be presented to the Board at its meeting on March 3rd .

Vice-President Georgia Lorenz presented the Institutional Imagination Initiative (i^3) Projects Update. Since the list was last presented, one project has been removed (Intensive Preparatory English as a Foreign Language) and two projects have been added (Baccalaureate Degree-Interaction Design and LAHITECH Grant). There was discussion about the criteria for projects to be added to the list, and it was decided that the topic will be included on the agenda for the next DPAC meeting. |

Recommendation to Superintendent/President
Superintendent/President's Response

Date	Topic	Content
February 11, 2015	Student Services Building Update	Greg Brown, Director of Facilities Planning, provided update on the Student Services building project. The final design work is very near completion on the drawings to be submitted next month to the Division of the State Architect (DSA). The project consists of a three-story, 111,000 square foot main building, a 493-space underground parking garage, and landscaped open space. When completed, approximately 300 staff members will be working in the building to provide services to SMC students in a single convenient location. The building is expected to be certified LEED gold. While it is difficult to predict the time that it will take for a DSA review, it is expected that the project will be in construction sometime in Spring of 2016.
March 11, 2015	Superintendent/President Search Process	It was reported that the Board is moving ahead with a search process to select a Superintendent/President. The Board authorized the District to develop and issue a Request for Proposal for a Search Consultant to assist the Board through the process. The RFPs have been sent out and proposals are due March 31st. The Board will determine which consultants to invite for an interview at a special meeting scheduled for April 21st at which time the consultant will be selected. The Board will start working with the consultant to develop a timeline, appoint a search committee, develop recruitment materials and launch the announcement of the position. The recruitment and application period will take place during the summer and finalists should be determined by October. It is expected that the appointment of the Superintendent/ President will be effective January 1, 2016.

Recommendation to Superintendent/President Superintendent/President's Response

Date	Topic	Discussion/Action	Recommendation to Superintendent/President Superintendent/President's Response
April 22, 2015	Technology Visioning Statement	The Technology Vision Statement was presented by the Technology Planning Committee. Revisions were suggested and agreed upon.	#150-A Motion was made by Mitra Moassessi and second by Georgia Lorenz for DPAC to endorse the statement with amendments suggested at the meeting as indicated. It was unanimously approved
February 25, 2015	Vision, Mission and Goals Statement: Proposed revision	The proposed revisions are in response to the college offering a baccalaureate degree as part of the Chancellor's Pilot program. Each constituency president was asked to present the proposed revisions to their respective constituencies for input and report back at the next DPAC meeting. The plan is to present the revised statement to the Board of Trustees for approval at its meeting on April 7th.	
March 11, 2015	Vision, Mission and Goals Statement: Proposed revision – Input from constituencies	The proposed revisions are in response to the college offering a baccalaureate degree as part of the Chancellor's Pilot program. Each constituency president was asked to present the proposed revisions to their respective constituencies for input and report back at the DPAC meeting.	#148-A Suggested revisions were unanimously approved and will be forwarded to the Superintendent/President. The plan is to present the revised statement to the Board of Trustees for approval at its meeting on April 7th. It was agreed that any future expansion of baccalaureate degrees will be discussed at DPAC.

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Date	Topic	Detail
March 25, 2015	Vision, Mission and Goals Statement: <mark>Response from Superintendent/President on DPAC recommendation</mark>	DPAC approved a the revised Vision, Mission and Goals statement at its meeting on March 11, 2015 and forwarded the recommendation to the Superintendent/President. <mark>The Superintendent/President accepted the proposed revisions with the addition of the word "undergraduate" in the third paragraph (*see below*). The statement will be submitted to the Board of Trustees for approval at its meeting on April 7, 2015.</mark> Santa Monica College provides open and affordable access to high quality ~~associate~~ undergraduate degree~~s~~ and certificate~~s of achievement programs~~ and participates in partnerships with other colleges and universities to facilitate access to baccalaureate and higher degrees. The College's programs and services assist students in the development of skills needed to succeed in college, prepare students for careers and transfer, and nurture a lifetime commitment to learning.
October 8, 2014	You + 1 – Focus Group Discussion Summary	Focus groups were conducted by the Office of Institutional Research in You+1 associated classrooms. Challenges with implementation meant that the quantitative data collected did not provide much information. However, much was learned from the discussion; therefore, moving forward the You+1 program will be revamped for the spring. A different target population will be selected by using Success Navigator to identify student participants from Counseling 20 courses, as well as the African American Collegians and Adelante programs.

Santa Monica Community College District

DISTRICT PLANNING AND ADVISORY COUNCIL (DPAC)

SUMMARY OF ACTIONS

2014-2015

During 2014-2015, 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 12 recommendations approved by DPAC during 2014-2015 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

#149-A   Disaster Recovery/Business Continuity Proposal .... April 8, 2015
#150-A   Recommendation to Endorse Technology Vision Statement .... April 22, 2015

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

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

#145-A   Recommendation to Superintendent: (Electrical Vehicle Stations and air conditioning) ....December 10, 2014

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

#142-A   Recommendation to Superintendent: DPAC constituency groups to appoint representatives to
President's Title IX Task Force .... October 8, 2014
#143-A   Recommendation to Superintendent: President's Title IX Task Force to report findings and
recommendations to DPAC... October 8, 2014

Organizational Functions

Recommendation to Superintendent/President
Superintendent/President's Response