



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **November 22, 2017** at Santa Monica College, Drescher Hall 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:09 p.m.

II. Members Present

Katharine Muller, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mitra Moassessi, Academic Senate Representative
Chris Bonvenuto, Management Association President
Erica LeBlanc, Management Association Representative
Peter Morse, Faculty Association President
Matt Hotsinpillier, Faculty Association Representative
Lee Peterson, CSEA Representative
Martha Romano, CSEA Representative
Jennifer Chen, Associated Students President

III. Motion was made by Mitra Moassessi and seconded by Martha Romano to approve the minutes of the DPAC meeting on November 8, 2017.

IV. Agenda

DPAC reviewed and discussed institutional planning models of the following community college districts:

- Cabrillo College
- Citrus Colleges
- College of the Desert
- Fullerton College
- Long Beach City College
- Mt. San Antonio College

It was agreed that a Santa Monica College Institutional Planning Guide should be developed and be available internally and externally via the college's website. In addition to the usual planning elements common to most community college planning models, additional elements were identified as being important to include:

- The Academic Senate Institutional Effectiveness Committee should be integrated in the planning process
- A planning calendar/timeline tied to the budget calendar should be developed
- A glossary of common acronyms (Cabrillo College)
- The charges and focus of Academic Senate Committees that contribute to planning should be reviewed and modified to better align to the planning process and cycle.

Following is a list of observations and suggestions provided by members of DPAC:

- DPAC needs to focus on planning and know the difference between planning and solving a problem.
- Since there has been no roadmap for people to solve their problems, they bring them to DPAC. Delegation of authority is needed to define what should be addressed by DPAC.
- DPAC's authority and role should be more clearly defined. Planning bodies at other districts have more power than DPAC.
- Charges to the DPAC planning subcommittees should be reviewed/revise to support strategic initiatives. Institutional objectives should inform the assignments given to the subcommittees and DPAC should provide more direct assignments to its subcommittees. There should be feedback/input from the subcommittees to DPAC on addressing charges.
- Membership/constituency representatives and their roles on DPAC and subcommittees should be reviewed.
- DPAC and Academic Senate committees should be organized to better serve the planning process.
- Objectives should be reviewed and the logical sequence of actions determined (annual, multiple year) with resources identified to complete objectives.

Associated Students Report

Students attended the general assembly in Sacramento; they held a caucus to discuss textbook costs, hosted a Friendsgiving event that was very well attended; and are planning textbook exchange concert fair.

V. Adjournment: 4:32 p.m.

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

2017-2018

December 13

January 10, 24, 2018

February 14, 28

March 14, 28

April 11, 25

May 9, 23

June 13, 27

VI. Council of Presidents Meeting

The Council of Presidents set the agenda for the December 13, 2017 DPAC meeting.

A. DPAC Subcommittee and Academic Senate Committee Reports