



A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) was held on Wednesday, **February 28, 2018** at Santa Monica College, Drescher Hall 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order – 3:10 p.m.

II. Members Present

Teresita Rodriguez, Administration, Chair Designee
Nate Donahue, Academic Senate President, Vice-Chair
Mike Tuitasi, Administration Representative
Mitra Moassessi, Academic Senate Representative
Chris Bonvenuto, Management Association President
Erica LeBlanc, Management Association Representative
Peter Morse, Faculty Association President
Tracey Ellis, Faculty Association Representative
Robert Villanueva, CSEA President
Martha Romano, CSEA Representative
Jennifer Chen, Associated Students President
Daniel Cha, Associated Students Representative

Others Present

Tre-Shawn Hall-Baker
Matt Hotsinpiller
Hannah Lawler
Bea Magallon
Elisa Meyer
Walter Meyer
Lee Peterson
Dan Rojas
Esau Tovar

III. Motion was made by Mitra Moassessi and seconded by Peter Morse to approve the minutes of the DPAC meeting on January 10, 2018. *Unanimously approved with two abstentions (Jennifer Chen, Martha Romano).*

IV. Reports

A. Planning Subcommittees

- Budget Planning: Chris Bonvenuto and Matt Hotsinpiller, Co-Chairs: Discussion included the Governor's new funding formula for community colleges and the different factors in the formula. At first the numbers were good for SMC, but there was a change in the formula related to Pell grants that reduced funding for SMC by \$7 million. Things continue to change, and it is difficult to come up with anything definite. The college received verification from the state that it has been fully funded for borrowed FTES which will bring in \$8 million in one-time funding. The committee continues to work on cost-reducing and revenue-generating strategies.
- College Services Planning: Mike Tuitasi and Analaura Paiva, Co-Chairs: Discussion included a review of the Strategic Initiatives, and feedback from the members of the subcommittee was requested.

- Facilities Planning: Emil Zordilla and Lee Peterson, Co-Chairs: The subcommittee received a preview of the KCRW building. The Student Services building will be ready around April 2019.
- Human Resources Planning: Tre-Shawn Hall-Baker and Kymberlyn McBride, Co-Chairs – Discussion included the purpose of the committee for the benefit of several new members, the climate survey and feedback from Institutional Research, and appointing representatives from the constituent groups to serve on the EEO committee. Two Board policies and administrative regulations related to human resources were reviewed.
- Technology Planning: Dan Rojas and Walter Meyer, Co-Chairs: 2018 Goals and Recommendations were approved and presented to DPAC at this meeting (attached).

B. Academic Senate Joint Committees

- Curriculum: Brenda Antrim, Chair and Jennifer Merlic, Vice-Chair: A new Associate Degree for Transfer in Administration of Justice was approved. The name of a course called *Personal Finance for Students* has been changed to *Understanding Money for Life-long Success*.
- Program Review: Vicki Drake, Chair and Erica LeBlanc, Vice-Chair: Ferris Kavar has been added to committee. The due date for annual program reviews is April 23rd, and there are six six--year reviews scheduled for this year.
- Student Affairs: Bea Magallon, Chair, and Esau Tovar, Vice-Chair: Two administrative regulations are being reviewed and revised.
- Institutional Effectiveness: Elisa Meyer, Chair, and Hannah Lawler, Vice-Chair: The Institutional Effectiveness framework for this year was approved. Discussion included the Performance report for the last five years, options for the IEPI framework; and SLO results being made available for students.

B. Associated Students: Applications are being accepted for the vacant Vice-President position, and the position will be filled at the meeting on March 12th. The Associated Students are planning spring activities, including Club Awareness Day in March.

C. Accreditation Update: The follow-up visit will take place on April 4, 2018. The follow-up report that addresses four recommendations to meet standards is being finalized. The full report will be presented to the Board of Trustees for certification and will be submitted to ACCJC on March 28, 2018.

IV. Agenda

A. Discussion with DPAC Subcommittee Chairs: Role of and Charges to DPAC Subcommittees. The discussion included the following comments and suggestions, grouped by issue:

Role of and charges to DPAC subcommittees and Academic Senate Joint Committees:

- How do DPAC subcommittees and A.S. Committees fit into the planning process? They should join efforts around the Strategic Initiatives.
- There is no opportunity for the A.S. joint committees to contribute to the conversation about planning. The new framework should include an opportunity for the A.S. joint committees to be part of the planning process.
- What are the charges to the subcommittees? How does the work of the committees integrate into the Strategic Initiatives? Many of the subcommittees have determined their own agenda and don't integrate with DPAC. The subcommittees should help DPAC reach its planning goals. The subcommittees need direction to work with the groups and what to accomplish. DPAC should ask the subcommittees to add to their scope and function what it would like them to do related to the Strategic Initiatives. Goals and objectives of the subcommittees should tie to the Strategic Initiatives

- How should progress be measured? Monthly reports to DPAC should relate to activities contributing to the annual institutional objectives/action plans.
- Don't lose the innovation coming up from the committees.
- The Associated Students should be provided an opportunity for input to contribute to the Strategic Initiatives.

Development of annual institutional objectives/action plan

- All annual institutional objectives/action plans should support the Strategic Initiatives.
- Develop a set of institutional objectives/action plans to achieve in one year; and determine the responsibility for implementation.
- Documentation is important. There needs to be a manual or an informative report.

Integrated planning/process

- One of the objectives of DPAC is to evaluate the planning process
- It is clear that there is much work being done; what is missing is the integration among the planning bodies. Integrated planning issues identified during the assessment process should be addressed.
- The planning process needs to be tied to budget allocation
- Many people in DPAC are on many committees. But, the majority of the campus doesn't know what the planning process is so communication needs to be improved.

Operational vs. planning

- Problem solving is different than planning. How does DPAC retain the aspect that gives people a voice? What things are appropriate for this planning body; address operational issues – should those be a different venue other than DPAC? People need to have a voice.
- What is DPAC charged to do - develop the plan or implement the plan?
- Planning vs operational, it is confusing for DPAC and the subcommittees. Subcommittees need clarity. Are they planning committees or operational committees?

Summary:

DPAC Chair Teresita Rodriguez will develop survey to capture information and compile responses for DPAC to review and revise charges to the subcommittees by assessing the following:

- Operational vs. planning
- Involvement in the planning process
- Structure
- Timelines

Discussions will continue through the spring.

It was agreed to cancel the DPAC meeting on April 11, 2018 due to spring break.

VI. Adjournment: 4:47 p.m.

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

2017-2018

February 14, 28

March 14, 28

April 25

May 9, 23

June 13, 27

Governance Structure meetings

VII. Council of Presidents Meeting

The Council of Presidents set the agenda for the March 14, 2018 DPAC Governance Structure meeting.

A. Mid-Year Update: 2017-2018 Institutional Objectives (*attached*)

B. Discussion: Governance Structure

2017/2018 TPC GOALS with Recommendations

Final Approved Version 1.19.18

1. In order that we might promote a wider campus awareness of the transformational potential of technology:

We recommend supporting a Fall and Spring technology day on campus where all interested constituencies are encouraged to attend.

2. In order that we might promote greater mobile availability:

We recommend 100% campus coverage with high-speed connectivity across all district campuses.

We recommend developing an easily found set of instruction for non SMC devices, along with best practices documents that may cover security issues and recommended devices.

We recommend responsive applications that accommodate the increasing use of mobile devices.

3. In order that we might enhance information security and information security awareness:

We recommend creation and adoption of an information security policy that follows current best practices.

4. In order that we might promote greater access to Single Sign On for faculty, staff and students:

We recommend curating and adding links in SMC Quicklinks in mProfessor (Office 365, Facilities Planning, Book Orders, Portal Guard, Reprographics, etc.) for easy use.

We recommend the creation of a list of single sign on applications (e.g. integrating Portal guard with other applications like mProfessor, EMS, DSF Web Print) and a plan for their integration.

5. In order that we might promote digitization, organization, distribution and archiving of learning on campus:

We recommend researching the costs of retrofitting a room like HSS 165 for automatic filming, recording and lecture capture.

We recommend clarifying faculty/staff/student requests process and protocols for having events filmed and posted including format and layout requirements, including 508 compliance.

We recommend the proper documentation in a searchable archive of past and future digital content and editing for ease of use by faculty, students and the larger community.

6. In order that we might promote improved college-wide technology infrastructure both hardware and software:

We recommend developing and adopting a comprehensive Master Plan for Technology to identify the current technology landscape at SMC and plan for future hardware and software needs over the next 5 years.

We recommend evaluating Enterprise Resource Planning solution to replace existing homegrown legacy systems, which includes monetary costs and benefits.

We recommend developing a review and approval process for non-standard hardware, software, Canvas LTI, Etc.

7. In order that we might promote Accessible Digital Educational Resources:

We recommend greater resources for instructional design including a designated instructional designer for faculty.

8. In order that we might promote 508 compliance:

We recommend continued training and awareness of 508 standards.