

**District Planning Committee  
Minutes  
April 2, 2008  
LACCD Board Room**

**Call to Order**

1:40 pm

**Welcome**

G. Colombo discussed a recent *Los Angeles Times* article on graduation rates of LAUSD students.

**Approval of DPC Minutes for 3-05-08**

Minutes were approved with the acknowledged correction.

**Strategic Technology Study Presentation (S. Kumar, CFM Group)**

Subodh Kumar of CFM Group presented the draft results of the strategic technology study. This information was made available to the DPC to help the colleges in the Ed Master Plan update process. Some of the highlights the presentation included:

*Freshman Class Profile 2020*

Trends and Tech Impacts I

Evergreen Students; Globalization; Distance Ed.; Faculty Support; Smarter Buildings

Trends and Tech Impacts II

Enrollment and Retention; Job Alliances; Mobility; and Safety and Security

Trends and Tech Impacts III

Library Transformation; Web 2.0 and Interactive teaching; Data Management

*Systems and Applications*

Smart/multimedia Classrooms; Student Labs; Help Desk/Knowledge Management; One Card System; Videoconferencing for distance' collaboration; Distance Education, streaming on-demand; Campus Monitoring/Messaging

*Systems and Applications*

SIS with standards based lifecycle perspective; Campus Facilities - Lifecycle Management

*Enabling Technologies*

Network Security and Management; Identity and Data Management; Data backup and Disaster Prep; Server and PC Virtualization; Portals for students, faculty, and admin; Group Message systems; Robust networks

*Infrastructure*

WAN and LAN; Broadband Wireless; Robust Data Centers; Remote Access; VoIP interconnect and desktop; Consistent E-communication

---Need to set up infrastructure first and then work backwards

During the ensuing discussion the following points were made:

- In the future, colleges will have to provide wireless connectivity everywhere on campus.
- As systems are upgraded, there will be a serious need to provide additional training and technical support to the faculty.
- As faculty experiment with online instruction, security must be seamless and effective—but it must also be flexible enough to encourage broad participation.
- Faculty must also have a broad choice of software and Course Management Systems.
- The Instructional and Student Services Technology Committee (ISSTC) will be meeting on a monthly basis and will be addressing many of these issues.

### **Enrollment Management Toolbox Preview and PR Tools Proposal**

Presented by G. Prather and E. Pai.

G. Prather and E. Pai presented an Enrollment Management Tools website that is currently under development, which will provide useful reports in support of college EM processes. The data for these reports is drawn from the Business Warehouse. Class Size Management Reports (designed for beginning of the term), Schedule Planning Reports, and Core Indicator outcome reports were presented and discussed.

It was noted that efforts are underway to address data reliability issues that have been raised in the past in relation to BW reports. Member of the District Research Council will be working with both Ed and George to address these concerns. The ultimate goal of this project is to develop a source of consistent and comparable information that is presented in a manner that is as user friendly as possible. Committee members responded positively to the concept and expressed interest in a similar website that would provide data in support of college program review processes.

### **Framework for Program Review**

The committee next turned to the latest draft of the “Framework for Program Review.” During the ensuing discussion, a number of suggestions were made, including the following:

- Insert “applicable” in the second purpose: “To assess that the program is in compliance with ‘applicable’ Title V and accreditation requirements”
- Add a third point to section “E”: “3. Changes made in program based on SLO assessment results”
- Drop “Equity” from sections “F” and “H”—Drop #5 from section “F” and amend #6 in section “H” to read: “Within-class success rate (may be examined by demographic factors, such as ethnicity and gender)”
- Include “Trends” for all items in section “M”

Once again, it was stressed that colleges need not follow these guidelines point by point, but can use them as general framework for their PR efforts. It is hoped that DPC representatives will carry this draft back to their college Senates for further discussion and input.

### **Biennial Review & Viability Review**

The committee revisited Board Rule 6802 & 6803, covering Vocational Program Biennial Review and Viability Review. Biennial Review is happening on some campuses, not happening on some campuses, and not enforced correctly at others. The committee agreed that a process needs to be developed to enforce BR 6802.

It was noted that each college should have a documented process for Viability Review. G. Colombo will survey college VR processes and report back at the next meeting.

### **Proposed Change in DSP Goal #3**

The committee reviewed the draft amendment to Goal #3 of the District Strategic Plan. It was suggested that “Unions” be replaced by “CTE Deans” as one of the agents responsible for Objective 3.8. A final version of this amendment will be brought back to the committee for review before it is forwarded to the Board of Trustees in June.

### **Proposed Process for College Strategic Plan Presentations to Board of Trustees**

Committee members reviewed a proposal for structuring the process of college strategic plan presentations to the Board of Trustees. It was generally agreed that these presentations would take place during an open “Committee of the Whole” meeting of the Board during the morning session of the Board’s visit to each college. College presidents will set the schedule of these visits once the Board calendar is established for 2008-9.

### Presentation Content

1. College Core Indicator & ARCC Data Overview
2. College Initiatives in Response to District Strategic Plan Goals and Objectives
3. Additional College Strategic Plan Goals and Initiatives & Progress to Date
4. Current College Issues & Challenges
5. Future Initiatives

With the exception of the Core Indicator and ARCC data, all presentations will be prepared and delivered by college administrative and faculty leadership.

### Documents Provided to the Board in Advance of Meeting

1. Core Indicator & ARCC Data Summary (1-2 pages)
2. College Strategic Plan/Ed Master Plan Summary (1-4 pages)
3. Additional College Outcomes Data Summary (1-4 pages)
4. Power Point Slides
5. DSP College Self Inventory

With the exception of the Core Indicator and ARCC data summary, all documents will be prepared by college administrative and faculty leadership.

In addition, it was suggested that faculty and students be involved in these presentations.

### **Next Meeting**

The next meeting will be held on May 28. If possible, G. Colombo requests that the college provide their EMP updates by May 21st.