Administrative Regulation
Chapter 2 – Board of Trustees

AR 2515 DISTRICT PLANNING AND ADVISORY COUNCIL

The District Planning and Advisory Council is formally recognized in BP 2515 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, Classified Staff, Associated Students, or the Management Association. Issues include, but are not limited to, District budget, facilities, human resources, instruction, and technology planning.

Strategic Planning
Every five years, DPAC leads the effort for the District to develop a Strategic Plan ~~strategic initiatives~~ as part of the long-term planning process. A Strategic Planning Task Force (SPTF) will be convened to develop a comprehensive five-year strategic plan to be forwarded to the Superintendent/President for consideration. DPAC will determine the membership and scope and function of the Task Force and monitor its progress. The SPTF shall disband once its recommendations have been received and a new Strategic Plan is adopted. ~~This includes a review of the College's Vision, Mission, and Goals statements as well as the identification of long-term strategic initiatives to inform the annual identification of action plans.~~

Annual Action Plans
Each year, DPAC develops annual action plans to ~~that~~ support the Five-Year Strategic Plan ~~Strategic initiatives~~ and forwards them to the Superintendent/President for consideration ~~approval.~~

DPAC Annual Report
Development of the DPAC Annual Report ~~Strategic Planning Report~~ is the responsibility of DPAC. The report includes:

- Introduction
- DPAC Scope and Function
- Chronological and alphabetical account of DPAC discussions and actions
- Action Plans for upcoming year
- Year-End report on ~~Responses to~~ previous year's Annual Action Plans
- ~~Addenda: Other District Planning Documents~~

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.

DPAC Members

1. The District Planning and Advisory Council membership shall be comprised of the following:

   Superintendent/President (or designee)
   Academic Senate President (or designee)
   Faculty Association President (or designee)
   CSEA President (or designee)
   Management Assoc. President (or designee)
   Associated Students President (or designee)

2. Each Constituency Group President (or designee) shall be allowed one additional seat at DPAC meetings for a total of 12 people (President + One).

3. Non-voting members:
   - Dean of Institutional Research

4. Privileges and Obligations of DPAC Members
   - Each constituency group member is expected to represent their group in discussions and deliberations

   Or
   - Constituency group members are encouraged to contribute their perspectives and engage in discussions and deliberations that reflect the interests of the college community.
   - Each member of the Council will attend meetings
   - Each constituency president will participate in agenda setting
   - The Dean of Institutional Research will provide data and analysis to inform DPAC's deliberations and help align its planning work with Program Review and Institutional Effectiveness

Chair and Vice Chair:

1. The Chair shall be selected by the Superintendent/President in June to serve a one-year term the following fiscal year.
2. The Vice-Chair shall be elected by a majority vote of DPAC members (5 of 8 votes) in June to serve a one-year term for the following fiscal year.
3. The Vice-Chair shall not come from the same constituency group as the Chair of DPAC.

Meetings

1. The District Planning and Advisory Council meets on the ~~second and~~ fourth Wednesday~~s~~ of the month.
2. At the first meeting in July, DPAC will adopt rules for conducting meetings for the year by an absolute majority vote (5 of 8 votes). Is this necessary?
3. A quorum will consist of a simple majority of DPAC members (7 of 12 members)
4. Meetings are subject to the provisions on the Brown Act.
5. Voting

   ~~A. No voting will take place during the first ten minutes of a meeting.~~ Probably not necessary.

   B. 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

6. There are 8 votes only on DPAC, none of which shall be by proxy.

Planning Subcommittees

The Planning Subcommittees shall consider issues relevant to their respective areas and make recommendations to the District Planning and Advisory Council that are consistent with the college's mission, vision, and goals. DPAC shall determine the scope and function, and provide direction for the Planning Subcommittees. Planning Subcommittees include, but are not limited to, the following:

- Budget Planning
- Facilities Planning
- Human Resources Planning
- Technology Planning

1. Membership:
   Each of the Planning Subcommittees shall be comprised of 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/2 Management Association)
   - Students (4 Associated Students)

Academic Senate Joint Committees as Planning Resources

Academic Senate Committees (which are not subcommittees of DPAC) often review material and data that directly impacts or informs Strategic Initiatives and annual action plans. Members of these committees will be invited to appropriate DPAC meetings as needed to participate in discussions relevant to their work:

- Program Review
- Curriculum
- Student Affairs
- Student Learning Outcomes

Approved by DPAC: February 27, 2019
Reviewed and approved by Senior Staff: April 2, 2019