

**SANTA MONICA COLLEGE
DISTRICT PLANNING
AND ADVISORY
COUNCIL (DPAC)**

Board Policy 2515 DISTRICT PLANNING AND ADVISORY COUNCIL

The Board recognizes the District Planning and Advisory Council (DPAC) 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 2511), Classified Staff (BP 2512), Associated Students (BP 2513) or the Management Association (BP 2514). 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. It is the responsibility of DPAC to facilitate the District's long-term planning efforts, including the assessment of the College's planning process. Every five years, DPAC develops recommendations for new Strategic Initiatives and reviews the Vision, Mission and Goals. DPAC also develops annual action plans that support the five-year strategic initiatives and objectives.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff (CSEA Chapter 36), 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 members. There are 8 voting members (2 for each constituency).

Privileges and Responsibilities of DPAC Members

- Each member is expected to review agenda packets prior to each meeting.
- Each member is expected to attend meetings.
- Each member is expected to represent their group in discussions and deliberations.
- It is the responsibility of constituent leaders to solicit input from their respective constituencies to assist DPAC in developing proposed Annual Action Plans.

DPAC Chair and Vice-Chair

- The Superintendent/President is a de facto member of DPAC and shall serve as Chair of DPAC. The Superintendent/President may appoint a designee in June to serve as chair for a one-year term the following fiscal year.
- The Vice-Chair shall be elected by a majority vote of DPAC in June to serve a one-year term for the following fiscal year.
- Responsibilities of the DPAC Chair and Vice-Chair
- 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 assure that DPAC's recommendations are conveyed to the Superintendent/President

Institutional Planning

- The institutional planning process—both long-term and annual—is coordinated by DPAC.
- Every five years, DPAC facilitates 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 identification of annual action plans that support the strategic initiatives and objectives.
- DPAC forwards the results of these processes to the Superintendent/President as a recommendation for adoption.

Annual Action Plans

- Development of the Annual Action Plans is also the responsibility of DPAC and it includes the development of reports on the previous year's action plans including the status of completion for each plan.

Annual Action Plans should:

- Align and support the Strategic Initiatives and Objectives
- Should map to Institutional Planning Documents
- Align with the Chancellor's Office Vision for Success

In preparation for formulating annual action plans, DPAC reviews a number of major planning documents.

- Academic Senate Objectives
- Accreditation Reports
- Board of Trustees Goals and Priorities
- Capital Outlay Programs Update
- CCC Chancellor's Office Vision for Success
- Institutional Effectiveness Committee Observations
- Program Review Planning Summary
- SMC Vision for Success Goals
- Strategic Planning and Facilitation Summary/Strategic Initiatives
- Student Equity Plan
- Student Equity and Achievement Program Report
- Information Technology, Areas of Focus

DPAC Planning Subcommittees

- Budget Planning
- Facilities Planning
- Human Resources Planning
- Technology Planning
- Other subcommittees, as needed, to assist DPAC with the institutional planning process

DPAC Planning Subcommittees

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.

Additional Note: Co-Chairs will be required to attend DPAC meetings at which discussions of annual action plans relevant to the work of the subcommittee are agendaized.

A quorum consists of a simple majority of employee constituency members (7 of 12).

DPAC Planning Subcommittees

Responsibilities of the Planning Subcommittees Co-Chairs:

- **Develop the schedule of meetings**

- All planning subcommittees shall meet at least once a month, excluding intersessions, at a fixed time. A written summary report of each subcommittee's work related to the annual action plans shall be provided to DPAC at the end of the academic year.

- **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