



Santa Monica Community College District  
**District Planning and Advisory Council**  
**MEETING – OCTOBER 27, 2010**  
**AGENDA**

A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, **October 27, 2010** at 3:00 p.m. at Santa Monica College, Drescher Hall Room 300-E (the Loft), 1900 Pico Boulevard, Santa Monica, California.

I. Call to Order

II. Members

Randal Lawson, Administration, Chair Designee  
Jeff Shimizu, Administration Representative

Al Vasquez, Management Association President  
Erica LeBlanc, Management Association Representative

Eric Oifer, Academic Senate President, Vice-Chair  
Janet Harclerode, Academic Senate Representative

Mitra Moassessi, Faculty Association President  
Sandra Burnett, Faculty Association Representative

Bernie Rosenloecher, CSEA President  
Leroy Lauer, CSEA Representative

Tiffany Inabu, Associated Students President  
Chantelle Eastman, Associated Students Representative

III. Review of Minutes: October 13, 2010

IV. Reports

V. Agenda

Public Comments

*Individuals may address the District Planning and Advisory Council (DPAC) concerning any subject that lies within the jurisdiction of DPAC by submitting an information card with name and topic on which comment is to be made. The Chair reserves the right to limit the time for each speaker.*

A. Discussion: Contract Education Pilot Program for International Students

B. Institutional Effectiveness Matrix

C. DPAC Planning Subcommittees (*continued from October 13<sup>th</sup> meeting*). Revisions suggested at the last DPAC meeting are indicated in **red**.

D. Orientation (*Social to follow at El Torito*)

VI. Adjournment

Meeting schedule through June, 2011 (second and fourth Wednesdays each month at 3 p.m.)

November 10, 24

March 9, 23

December 8

April 13, 27

January 12, 26, 2011

May 11, 25

February 9, 23

June 8, 22

VII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the November 10, 2010 DPAC meeting.



*District Planning and Advisory Council (DPAC)*

**Orientation for New DPAC Members and Resource Liaisons**

- DPAC was established in 2005 and comprises representatives of college constituencies – the Administration, Management Association, Academic Senate, Faculty Association, Classified Senate, CSEA and the Associated Students.
- The DPAC Chair is the Superintendent/President or designee; the DPAC Vice-Chair is elected annually by DPAC.
- Five planning subcommittees were created as resources to DPAC– Budget, College Services, Facilities, Human Resources and Technology.
- Four Academic Senate Joint Committees also act as resource committees – Curriculum, Program Review, Student Affairs and Student Learning Outcomes.
- The Co-chairs of the planning subcommittees and the chairs and vice-chairs of the Academic Senate Joint Committees participate in DPAC meetings.
- The Chair and Vice-Chair of DPAC and the Co-chairs of the planning subcommittee must represent different constituencies.
- Most issues considered by DPAC are decided by consensus; however, when necessary, a roll call vote by constituency is taken.
- The agenda is set by the Council of Presidents after each meeting.
- DPAC and the planning subcommittees are subject the open meeting guidelines of the Brown Act. Agendas must be posted 72 hours in advance of the meeting and the public must have an opportunity to participate.



## **District Planning and Advisory Council CHARTER**

### **Board Policy 2250**

The Board recognizes the District Planning and Advisory Council 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 2210), Classified Staff (BP 2220), Associated Students (BP 2230) or the Management Association (BP 2240). 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.

The District Planning and Advisory Council shall comprise representatives of the faculty (Academic Senate and Faculty Association), classified staff, 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 people (President + One).

### **DPAC Chair and Vice-Chair:**

The Chair shall be selected by the Superintendent/President in June to serve a one-year term the following fiscal year.

The Vice-Chair shall be elected by a majority vote of DPAC members (8 votes) in June to serve a one-year term for the following fiscal year.

Note: The Vice Chair shall not come from the same constituency group as the Chair of DPAC. If the Superintendent/President selects a faculty person for Chair then the Vice Chair must come from a constituency group other than faculty.

### **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 convey DPAC's recommendations to the Superintendent/President

## **DPAC Coordinator**

The DPAC Coordinator shall be responsible for the following:

- Prepare, post/distribute agendas for DPAC meetings in compliance with the Brown Act (72 hours in advance of a regular meeting)
- Prepare, post/distribute minutes of DPAC meetings
- Keep a full, accurate and indexed record of DPAC proceedings
- Have charge of all DPAC records and files
- Prepare DPAC Annual Report

## **Privileges and Obligations of Council Members**

- Each member is expected to represent their group in discussions and deliberations
- Each member of the Council will attend meetings
- Each constituency president will participate in agenda setting

## **Meetings**

Meetings of the District Planning and Advisory Council are subject to the provisions of the Brown Act. The District Planning and Advisory Council meets on the second and fourth Wednesdays of the month.

## **Quorum**

A quorum will consist of a simple majority of DPAC members (7 of 12 members).

## **Voting on DPAC**

No voting will take place during the first ten minutes of a meeting.

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

Note: There are 8 votes only on DPAC

## **Orientation for DPAC Members**

An annual orientation session will be held for members of DPAC.

## **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.

## **Agenda Setting Meetings**

The Council of Presidents shall set DPAC agendas. The Council of Presidents shall comprise the presidents of each constituency.

### **Planning Subcommittees:**

1. Budget Planning
2. College Services Planning
3. Facilities Planning
4. Human Resources Planning
5. Technology Planning

Meetings of the DPAC Planning Subcommittees are subject to the provisions of the Brown Act.

Each of the five Planning Subcommittees shall comprise 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)

The members of DPAC shall determine the scope and function of the five Planning Subcommittees. In other words, DPAC is to provide direction for the five Planning Subcommittees.

### **Quorum**

A quorum will consist of a simple majority of subcommittee members.

### **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 30<sup>th</sup> of each year.

Note: Chairs shall not come from the same constituency group. If the Superintendent/President selects a faculty person for chair then the other chair must come from a constituency group other than faculty.

Additional Note: All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings

### **Responsibilities of the Planning Subcommittees Co-Chairs**

- Develop the schedule of meetings
  - All planning subcommittees shall meet at least once a month at a fixed time and location and report to the District Planning and Advisory Council on a monthly basis.
- 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

## **Resources to DPAC**

1. Academic Senate Joint Committees (these committees are not subcommittees of DPAC)
  - a. Program Review
  - b. Curriculum
  - c. Student Affairs
  - d. Student Learning Outcomes
  
2. Chair of Academic Senate Department Chairs and Coordinators Committee (representing the department chairs)

Note: All Chairs and Vice Chairs of these Academic Senate Joint Committees and the Chair of Chairs are expected to attend all DPAC meetings.

An annual orientation session will be held for Planning Subcommittee Co-Chairs and Academic Senate Joint Committee Chairs and Vice-Chairs.

Approved: 4/21/05

Revised: 5/25/05, 6/8/05; 6/22/05, 2/27/08, 9/10/08, 1/28/09, 8/12/09, 11/11/09