



---

**Administrative Regulation**  
Chapter 3 – General Institution

---

**AR 3250      INSTITUTIONAL PLANNING**

**District Planning and Advisory Council (DPAC)**

The District Planning and Advisory Council is formally recognized in BP 3250 Institutional Planning 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, student services, and technology planning.

**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. Privileges and Obligations of DPAC 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

**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 Wednesdays 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).
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.
  - 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 proxy.
7. Agenda Setting Meeting: The Council of Presidents, or designees, shall set agendas for DPAC meetings.

## 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
  - College Services 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)
  2. Co-Chairs:
    - A. One 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 universe.
    - B. One Chair elected by the work-group/subcommittee. This co-chair shall be selected from within the work-group/subcommittee membership.
    - C. 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.

- D. All Co-Chairs (or designees) of the Planning Subcommittees are expected to attend all DPAC meetings.

#### **Academic Senate Joint Committees as Planning Resources**

1. Chairs and Vice-Chairs of the following Academic Senate Joint Committees shall serve as planning resources to DPAC:
  - Program Review
  - Curriculum
  - Student Affairs
  - Student Learning Outcomes
2. All Chairs and Vice Chairs of these Academic Senate Joint Committees are expected to attend all DPAC meetings.
3. These committees are not subcommittees to DPAC.

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

#### **Resource Liaisons**

1. Additional Resource Liaisons invited to participate in DPAC meetings include:
  - Chair of Chairs
  - Others as designated by DPAC

Approved by DPAC: 09/28/2005, 11/1220/08, 8/12/2009

#### **References:**

Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.;  
ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, and IV.B.3

---

**Approved:** September 28, 2005

**Revised:** November 12, 2008; August 12, 2009;

**Updated:** November 2018

*(Replaces SMC AR 2250)*