



STUDENT REPRESENTATIVE for CAMPUS COMMITTEES APPLICATION PACKET

Must be completed online and downloaded for signature.

Minimum Requirements:

- Currently enrolled in at least 6 units at SMC,
- Have a cumulative grade point average of 2.0 or higher,
- A current member of the Associated Students Organization,
- In "good standing" at Santa Monica College, no discipline cases for the past two years, and
- Must be able to attend all committee meetings for at least one semester.

Thank you for your interest in serving your student constituency at Santa Monica College. As an A.S. Student Representative you will be serving on a committee with representatives from three other constituency groups at Santa Monica College (Administrators, Faculty & Classified Employees). You will be professionally exchanging ideas, expressing the benefits for your student constituency, which you represent, and there may be research work involved, pending on the committee's topic at hand. This experience will not only teach you how decision-making-policy is created, but will also benefit you in your future endeavors at the university and career levels.

Because this position is vital to the students at large, your commitment must be second priority to your academic responsibilities. You may only miss one meeting, provided that you have a responsible alternate person that can attend the meeting in your place, and you will have to notify the A.S. Director in charge of assigning representatives, at least, 36 hours before the meeting time.

After completion of all your responsibilities, at least one full semester, as an A.S. Student Representative, you will be eligible for a recommendation letter from the Associate Dean of Student Life and a stipend at the end of the school year.

Please read the attached SMC Committee Summaries completely, before selecting the committees of your choice.

All applications are reviewed by the AS Directors and if eligible, will be contacted for an interview. Applicants who are selected to serve, will be assigned to one of their preferred choices for one semester.

Name: _____ SMC ID # _____ Representative for Semester/Yr: _____

Phone # _____ Email Address: _____ Current AS Sticker # _____

Mailing Address: _____ City: _____ Zip Code: _____

Application Packet- must submit a complete packet with the following items. Submit typed and stapled:

1. Application
2. Class schedule
3. Essay: In your essay, answers the following questions:
 - a. Why do you want to be an A.S. Student Representative and what strengths will assist you in representing the student constituency in the committee?
 - b. Name at least one policy or service you would like to see added or changed at Santa Monica College and why?
 - c. Have you ever participated in a meeting conducted by Parliamentary Procedure, if yes- explain?

I wish to serve on the following committee(s)-SEE PAGES 2 & 3 FOR COMMITTEE LISTINGS. If selected, I understand that I may serve on no more than two committees.

1. _____ 2. _____ 3. _____ 4. _____

I have read, understand and hereby am committed to complete the responsibilities of the A.S. Student Representative position I have been assigned to. I also understand that if I fail to complete my responsibilities, I may be terminated immediately and will not be eligible for the recommendation letter and stipend, nor may I serve as an A.S. Student Representative in the future.

Student Signature: _____ Date: _____

<u>AS Office Use Only: Academic Year of :</u> _____			
Currently in 6 units: <input type="checkbox"/> Yes, <input type="checkbox"/> No	GPA ok?: <input type="checkbox"/> Yes, <input type="checkbox"/> No	Current AS Sticker: <input type="checkbox"/> Yes, <input type="checkbox"/> No	Good Standing: <input type="checkbox"/> Yes, <input type="checkbox"/> No
Schedule Okay: <input type="checkbox"/> Yes, <input type="checkbox"/> No; Committee #1 & Semester: _____;		Committee #2 & Semester: _____	
Verified by Staff (initials): _____	Approved by AS Director Academic Support (sig.): _____	Date: _____	

ACADEMIC SENATE – CAMPUS WIDE COMMITTEES

1. **(SAC) Student Affairs Committee**; every other Tuesdays; 2:15 p.m. – 3:45 p.m.; Student Affairs Conference Room
 - a. Purpose:
Student Affairs Committee deals with Academic regulations and issues that affect students on campus
2. **(CC) Curriculum Committee**; 1st and 3rd Wednesday; 3:00 p.m – 5:00 p.m.; Drescher Hall, Loft
 - a. Purpose:
 - i. To review and recommend to the Academic Senate action on existing and proposed curricula, courses, prerequisites, co-requisites, advisories and programs.
 - ii. To encourage and recommend development of new curricula and courses
3. **(EAC) Environmental Affairs Committee**; 1st and 4th Wednesdays; 3:00 p.m. – 4:30 p.m.; HSS 261
 - a. Purpose:
The Committee educates the campus and the surrounding community on environmental needs and concerns

DISTRICT PLANNING AND ADVISORY COUNCIL (DPAC)

What is District Planning and Advisory Council (DPAC)?

The DPAC is formally recognized in Board Policy 2250 as the body primarily responsible for making recommendations to the Superintendent/President on matters that are not otherwise the primary responsible of the Academic Senate, Classified Senate, Associated Students or the Management Association. Issues include, but are not limited to, District Budget, facilities, human resources, instruction, student services and technology planning.

1. **(BP) The Budget Planning Subcommittee meets every 1st & 3rd Wednesday/month; 2pm-4pm; Library #275, purpose:**
 - Have recommending authority on budget matters to the District Planning and Advisory Council.
 - Review, in a timely manner, tentative and final budgets for consistency with annual institutional goals and objectives, strategic institutional plans, and the college vision, mission, goals, and master plans, and forward recommendations to the District Planning and Advisory Council
 - Review institutional expenditure practices, policies, and categories-not specific budget items-for consistency and compliance with the college vision, mission, goals, and master plans and federal and state laws.
2. **(CSP) The College (Operational) Services Planning Subcommittee meets once a month 9am-11am; Student Affairs Conference Room, purpose:**
 - Make recommendations to the District Planning and Advisory Council on matters pertaining to how operational services (such as Business Services, Security, Food Services, Intercampus Transportation, Events, Custodial Services, Network Services, Payroll, Purchasing, Shipping and Receiving, and Accounts Payable) impact instruction and direct services to students.
 - Initiate discussions on defining Student Learning Outcomes for these areas and devise ways in which to measure their effectiveness in meeting student needs for use in making planning decisions.

3. **(FP) The Facilities Planning Subcommittee meets every 2nd & 4th Wednesday/month; 11:05 am-12:05 pm; PE Skybox, purpose:**
 - Have recommending authority on facilities planning matters to the District Planning and Advisory Council.
 - Review the process for the preparation of various District facilities related documents, such as the facilities section of the Master Plan for Education, the Facilities Master Plan, the Five-Year Construction Plan submitted to the Chancellor's Office.
 - Develop plans for allocating funds for operational and maintenance costs of new facilities.

4. **(HRP) The Human Resources Planning Subcommittee meets 2nd Tuesday/month; 1pm-3pm; Library #193, purpose:**
 - Make recommendations on human resources matters to the District Planning and Advisory Council that are consistent with the college's mission and goals.
 - Review data and practices as they relate to staffing needs, recruitment, hiring, and retention of employees so to inform human resources planning.

5. **(TP) The Technology Planning Subcommittee meets 3rd Friday/month; 10:30am-12pm; Library Conference Room, purpose:**
 - Review technology planning issues respective to Budget, Human Resources, Facilities, Student Services, and Instruction.
 - Focus on technology integration and communication with other college planning areas.
 - Recommend campus-wide technology solutions and provide ongoing support for the maintenance of the Master Plan for Technology.

OTHER CAMPUS WIDE COMMITTEES

1. **(GA) Grade Appeals:** Thursdays; 1:30/2 pm-5pm; DH 300E, Loft
2. **(DA/SC) Discipline Appeals/Student Conduct:** Fridays; 9 am, as needed; Student Affairs Conference Room
3. **(HC) Honor Council:** Every other Thursday; 1-2:30pm; Hearings on Friday mornings, as needed; Student Affairs Conference Room