A meeting of the Santa Monica Community College District Planning and Advisory Council (DPAC) is scheduled to be held on Wednesday, August 12, 2009 at 3 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

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

Eric Oifer, Academic Senate President, Vice-Chair
Richard Tahvildaran-Jesswein Academic Senate Representative

Lantz Simpson, Faculty Association President
Howard Stahl, Faculty Association Representative

Bernie Rosenloecher, CSEA President
Leroy Lauer, CSEA Representative

Cameron Henton, Associated Students President
Rochelle Watkins, Associated Students Representative

III. Review of Minutes: July 22, 2009

IV. Reports

A. Superintendent/President — Response to DPAC recommendations, if any.

B. Accreditation Update

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. Recommendation from Technology Planning Subcommittee

At an emergency meeting of the Technology Planning Committee on July 9, 2009, the Committee noted that (1) the recent successful phishing attack on the SMC email system severely affected the ability of the College to communicate with students and the outside world, and (2) many users are not aware of the importance of protecting their account information and of information security best practices.
By a unanimous vote, the Technology Planning Committee recommends to the District Planning and Advisory Council that the following actions be taken:

1. At the beginning of the Fall Semester, users will have to acknowledge reading the section of the computer use policy/administrative regulation relating to email security.

2. Our email server should be upgraded to Exchange 2007 as soon as is possible since this has the ability to limit the bandwidth of outgoing messages.

3. The implementation of an outgoing spam filter should be evaluated.

4. Information regarding email security should be sent to department chairs so that this important issue can be discussed in department meetings prior to the start of the fall semester.

5. An announcement regarding email security should be made to all faculty, staff and administrators on flex day in August.

6. The appropriate computer use policy/administrative regulation should be disseminated to new hires and its importance made an integral part of the orientation process.

7. The TPC should develop a comprehensive information security policy or administrative regulation as soon as is practical.

B. Research Request Process (follow up from last meeting)

C. Revision to Administrative Regulation 2250

D. Master Plan for Education 2009-2010 Update:
   - Updated Responses to 2008-09 Objectives
   - Proposed Objectives for 2009-10

E. 2008-09 DPAC Annual Report (information)

VI. Adjournment

Meeting schedule through June, 2010 (second and fourth Wednesdays each month at 3 p.m.)

August 26
September 9, 23 (orientation)
October 14, 28
November 11, 25
December 9
January 13, 27, 2010
February 10, 24
March 10, 24
April 14, 28
May 12, 26
June 9, 23

VII. Council of Presidents Meeting

The Council of Presidents will set the agenda for the August 26, 2009 DPAC meeting.
**ARTICLE 2200: PARTICIPATORY GOVERNANCE**

**AR 2250 District Planning and Advisory Council (DPAC)**

The District Planning and Advisory Council 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 responsibility of the Academic Senate (BP 2210), Classified Senate (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.

**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: 09/28/05, 11/12/08*