

# District Services Planning & Program Review Subcommittee

## Charge

The charge of the District Services Planning and Program Review Subcommittee (DSPPRS) is to advance continual, sustainable quality improvement at all levels of the District Services to support student success. Toward that end, the committee conducts a thorough and comprehensive review of each unit at District Services on an annual basis and oversees the annual District Services planning and program review process. The results of planning and program review inform the integrated planning and resource allocation process at the District Services and are aligned with the district strategic planning process. The committee relies on quantitative and qualitative evidence to evaluate programs, develop recommendations to the Institutional Effectiveness Advisory Committee, and determine and implement improvements to the District Services Planning and Program Review process.

## Meetings

2<sup>nd</sup> Tuesday, 10:30 a.m. via Zoom, Non-Brown Act

Members will:

- Honor agenda and be prepared to participate in the entire meeting.
- Keep discussions focused on the issues, not on the person presenting them, nor on items not immediately relevant to the topic.
- Encourage full and open participation by all DSPPRS members and make a concerted effort to avoid discussions that are dominated by a few people.
- Welcome and solicit diverse opinions and viewpoints, remembering that disagreements are acceptable, often leading to good decision-making.
- Practice active listening skills in order to avoid pre-formulated responses, interruptions and sidebar conversations.

## Representation

Members will:

- Maintain and promote a focus that is based on district strategic priorities rather than personal, constituency or college interests.
- Represent constituency with accuracy and truthfulness, presenting data as completely as possible and not selectively withholding information.
- Communicate a clear understanding of the issues and any DSPPRS recommendations to their constituency.
- Solicit input from and disseminate information to their respective constituency group.
- Base interpersonal behavior on the assumption that we are all people of goodwill, ensuring that interactions within and outside the DSPPRS meetings are consistent with expectations of discretion and respect for individual and institutional integrity.
- Honor and acknowledge the contributions of individuals as well as the accomplishments of the whole team, regardless of the level of controversy in the discussion or its outcome.

## Membership

- Tri-Chair (administrative) Vice Chancellor of Educational Services (proxy District Director of RPIE)
- Tri-Chair (faculty) elected by committee from committee
- Tri-Chair (classified) elected by committee from committee
- TESS Manager (appointed by CTO)
- TESS Representative (appointed by CTO)
- KVCR Manager (appointed by KVCR ED)
- KVCR Staff (appointed by KVCR ED)
- EDCT Manager (appointed by EDCT ED)
- EDCT Staff (appointed by EDCT ED)
- Chief of Police
- Police Staff (appointed by Chief of Police)
- Human Resources Manager (appointed by VC HR)
- Human Resources Staff (appointed by VC HR)
- Manager DSO Business & Fiscal (appointed by EVC)
- Manager DSO Business & Fiscal (appointed by EVC)
- Manager CHC (appointed by President)
- Manager SBVC (appointed by President)
- Two DSO Classified Staff Business & Fiscal (appointed by CSEA)
- District Director of RPIE
- Confidential Group Representative (by position, EA Office of the Chancellor)
- Faculty Member, CHC & SBVC (Campus Planning and Program Review Committee membership preferred. Appointed by the Academic Senate Presidents)
- Classified Member, CHC & SBVC (Campus Planning and Program Review Committee membership preferred. Appointed by Classified Senate Presidents)
- CSEA Representative, CHC & SBVC (appointed by CSEA)
- CTA Representative (appointed by CTA)
- Associated Student Government President or designee, CHC
- Associated Student Government President or designee, SBVC
- Black Faculty & Staff Representative
- Latino Faculty, Staff, & Administrators' Association Representative

**Quorum**

A quorum from the committee's membership will be comprised of:

*Not applicable – no quorum requirements. Voted unanimously by IEAC on 10/28/2021.*

