

District Support Operations Planning & Program Review Subcommittee (DSOPPRS)

Charge

The charge of the District Support Operations Planning and Program Review (DSOPPR) Subcommittee is to advance continual, sustainable quality improvement at all levels of the District Support Operations (DSO) to support student success. Toward that end, the committee conducts a thorough and comprehensive review of each unit at DSO on an annual basis and oversees the annual DSO planning and program review process. The results of planning and program review inform the integrated planning and resource allocation process at the DSO 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 Support Operations Planning and Program Review process.

Meetings

2nd 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 DSOPPRS 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 DSOPPRS 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 DSOPPRS 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

- **Chair** - Educational & Student Support Services - District Director RPIE
- **Co-Chair** - Voted by the committee from the committee
- Confidential Group Representative (by position, EA Office of the Chancellor)
- Educational & Student Support Services - TESS Manager (appointed by CTO)
- Educational & Student Support Services - TESS Staff (appointed by CTO)
- Educational & Student Support Services - EDCT Manager (appointed by EDCT ED)
- Educational & Student Support Services - EDCT Staff (appointed by EDCT ED)
- Human Resources & Police Services - Chief of Police
- Human Resources & Police Services - Police Staff (appointed by Chief of Police)
- Human Resources & Police Services - Human Resources Manager (appointed by VC HR)
- Human Resources & Police Services - Human Resources Staff (appointed by VC HR)
- DSO Fiscal, Administrative, & Media Manager (appointed by EVC)
- DSO Fiscal, Administrative, & Media Manager (appointed by EVC)
- DSO Fiscal, Administrative, & Media Staff (appointed by EVC)
- DSO Fiscal, Administrative, & Media Staff (appointed by EVC)

Quorum

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

Not applicable – no quorum requirements.

