

San Jose-Evergreen Community College District
District Advisory Council (DAC) By-Laws

Updated 05/01/2025
(next Update due September 2027)

Article 1. Name

- a. The official title of the participatory governance body for the San Jose-Evergreen Community College District shall be the District Advisory Council (DAC).

Article 2. Purpose

- a. The charge of the DAC, is as follows:
 - i. To serve as the primary participatory governance advisory committee to provide the Chancellor with input and advice in addressing the strategic priorities and Board ends policies. It is distinguished as a council to reflect its overall responsibility for coordinating district-wide planning, including coordination, input and review of district policies and procedures and district-wide committees. The council must have direct representation from the other district advisory committees in order to ensure appropriate linkages with the other planning processes within the district. Members of the Council will be responsible for bringing information back to their constituent groups. This permits a constant flow of information between the colleges and the district office, and across all planning activities of the various entities and constituency groups.
- b. The duties of the council shall include the following:
 - i. Articulate a vision of the future for the district, reflective of its mission.
 - ii. Develop a set of long-range goals for the district through a collaborative process involving all segments of the district.
 - iii. Collect, analyze, maintain, and disseminate institutional planning data. Develop planning assumptions and priorities to advance the strategic priorities and Board ends policies.
 - iv. Coordinate implementation of district planning priorities through district-wide committees.
 - v. Coordinate the review of all proposals for district policies and administrative procedures changes to ensure that all appropriate constituencies have had adequate opportunity to review and comment on the proposed changes.
 - vi. Provide recommendations and information that reflects the views of their respective college councils and constituent groups.
 - vii. Accept responsibility for taking information back to the colleges and their respective groups for discussion, revision and input.
 - viii. Create standing committees and task forces when needed.

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Article 3. Membership

- a. Membership of the DAC includes 28 members as follows:
 - i. Chair: Chancellor (1)
 - a. Faculty Members (7)
 - i. Academic Senate:
 - 1. SJCC Academic Senate (2): President & Additional Member.
 - 2. EVC Academic Senate (2): President & Additional Member.
 - 3. District Academic Senate (1): President.
 - 4. AFT 6157 (2): Executive Director & Additional Member.
 - i. CSEA 363 (4): appointed by CSEA.
 - 1. SJCC Classified Senate (2): President & Additional Member.
 - 2. EVC Classified Senate (2): President & Additional Member.
 - 3. SJCC Associated Student Government (1)
 - 4. EVC Associated Student Government (1)
 - 5. MSC (2)
 - 6. SJCC College Advisory Council (1)
 - 7. EVC College Advisory Council (1)
 - 8. SJCC College President (1)
 - 9. EVC College President (1)
 - 10. Vice Chancellor, Administrative Services (1)
 - 11. Vice Chancellor, Human Resources (1)
 - 12. Vice Chancellor, Educational Services (1)
 - 13. Associate Vice Chancellor, Information Technology and Institutional Effectiveness (1)

Article 4. Term

- a. A term begins and ends with the last scheduled meeting date of the academic calendar.

Article 5. Vacancies

- a. DAC vacancies are filled by the constituent groups responsible for making the appointment for that seat.

Article 6. Officers

- a. DAC meetings and other activities are facilitated by the Chair.

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Article 7. Meetings

- a. Meetings are scheduled a minimum of once per month.
- b. Meeting dates are agreed upon by membership consensus at the first DAC meeting of the Academic Year.
- c. The DAC reserves the right to cancel and/or reschedule any DAC meeting that conflicts with the needs of the DAC.
- d. Official minutes/meeting notes of DAC shall be maintained and distributed through posting on the District's BoardDocs website, in a timely manner.

Article 8. Agendas

- a. DAC agendas are constructed by the Chancellor and the Chancellor's Cabinet.
- b. Items placed on the agenda are based on project schedules, District initiatives, and requests from DAC members or members of the college and district community.
- c. Items for the Agenda must be submitted one week prior to the meeting at which it will be presented as information.
- d. Persons bringing information items to the DAC are responsible for the distribution of any printed materials, or electronic copies, at least three days prior to the meeting.
- e. Information items the DAC wishes to address are forwarded to the next available agenda as items for recommendation.
- f. Agendas of DAC meetings are provided to the district community in advance of each meeting through posting on the District's BoardDocs website and DAC webpage.
- g. Any DAC committee requesting DAC endorsement for a plan or action will provide documentation to the DAC for a 1st and 2nd reading, allowing reasonable time for DAC representatives to consult with and/or inform constituent groups for feedback.

Article 9. Committees

- a. Definitions
 - i. Standing Committees: The DAC oversees and receives regular input from standing committees that report to it. The following standing committees are established to achieve the District Mission, Strategic Plan goals or objectives:
 - a. District Budget Committee
 - b. District Technology Committee

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- c. District Institutional Effectiveness Committee
 - d. The DAC acts as the District's Strategic Planning Committee
 - e. Standing Committee work is regularly reported to the DAC.
- ii. Temporary Committees: Temporary Committees may consist of task forces, ad hoc committees, or work groups established:
 - a. to achieve the District Mission, Strategic Plan goals or objectives.
 - b. for the specific purpose of completing a defined project, that reports back for discussion.
 - c. to provide feedback or recommendations that will facilitate the DAC in making a final decision.
- iii. Any temporary committee will consist of volunteers from DAC and is open to general constituent participation for discussion, and constituent group feedback. A final decision will then be made by the DAC members during a regularly scheduled meeting.
 - a. The DAC has the prerogative to convert a temporary committee to a permanent committee.
 - b. Academic Professional matters (Title V, 53200) are referred to the Faculty Senate for consultation and follow-up.
- b. DAC Standing Committee Membership and Co-Chairs
 - i. The composition of DAC Standing Committees ideally parallels that of the DAC and includes member representation from the following constituent groups:
 - a. Faculty
 - b. Students
 - c. Classified Professional Staff
 - d. Administrators
 - ii. A major consideration in committee selection should be volunteers interested in a particular committee. However, in the event of committees not achieving an adequate number of volunteers, constituent/representative groups may appoint members (e.g., Faculty Senate, CSEA, Administration).

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- iii. All committee members should participate regularly in committee meetings. If committee members do not participate, the DAC member should send a representative in their place to report back to the respective constituent group.
- c. Committee Formation
 - i. The DAC may establish standing or temporary DAC committees to achieve the District's Strategic Plan goals or objectives, or to provide input on relevant administrative procedures, with such duties and responsibilities, as the DAC deems appropriate.
 - ii. Any person or group expressing interest in forming a DAC committee (standing or temporary) must obtain sponsorship from a current member of DAC. The member will then ask the DAC to add the topic of the proposed committee's creation to an upcoming meeting.
 - iii. If the DAC agrees to add the topic of creating the committee to a future meeting, a presentation made by the person or group must address the following:
 - a. How does the committee align with the mission, vision, values, goals and/or objectives as outlined in the District Strategic Plan?
 - b. Does the issue affect the District as a whole?
 - c. Proposed name of the committee
 - d. Purpose and Charge of the committee
 - e. Expected lifespan of the committee (standing or temporary)
 - f. Anticipated number of members
 - g. Anticipated meeting frequency
 - iv. After review of the information presented, the DAC will approve, deny, or postpone the request to establish a temporary committee. This will occur at the next regularly scheduled meeting of the DAC following the presentation of the topic. If more information is needed, this will warrant a postponement recommendation. The DAC will then ask the sponsoring DAC member and the person/group making the presentation to return with information requested by the DAC at a subsequent DAC meeting. At the next regularly scheduled DAC meeting following the

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second presentation to the DAC, the DAC will recommend/not recommend the request to establish a temporary committee.

- v. If approved, newly established committees will be on a probationary basis for one-year and will be required to report back progress to the DAC during their probationary period. Continuance of the committee thereafter is subject to approval by the DAC
- d. Disbanding DAC committees
 - i. The DAC may disband or merge committees for which it is responsible. Disbanding a committee may occur when its purpose has been achieved; it no longer serves the purpose of achieving the District Mission, Strategic Plan goals or objectives; or its purpose and activities are no longer consistent with the DAC by-laws. Multiple committees may be merged should the DAC determine that there is significant overlap in the scope, mission, or purposes of the committees.
- e. Guidelines for Committee Presentations to DAC
 - i. Committees should report 1 – 2 times per year.
 - ii. Committees shall maintain an updated webpage, including agenda, minutes, and other related documents.
 - iii. The semi-annual or annual presentation could include:
 - a. Purpose of Committee
 - b. Committee membership
 - c. Committee goals and relation to the Strategic Plan goals
 - d. Substantive issues or topics, assessments, findings, and actions.
 - e. Committee objectives and action plans:
 - Timelines/milestones/completion dates
 - Responsible parties
 - Required/desired resources
 - Recent accomplishments, progress toward committee objectives
 - f. New priorities or projects

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- g. Assessment on committees' current scope/purpose and recommendations for continuation/change/disbanding
- h. Future, on-going efforts.

Article 10. Parliamentary Authority

- a. These DAC by-laws align the relationships mandated by Title V, AB1725, California Education Code, and the San Jose-Evergreen Community College District Board of Trustees, and its employees and students.

Article 11. Amendment of By-Laws

- b. Any member of the DAC may propose an amendment to the by-laws.
- c. The DAC Chair shall review the by-laws biennially (every two-years) with DAC membership.