

BP 2745 Board Self-Evaluation

Reference: **Accreditation Standard IV.B.1e & g**

Adoption Date: August 21, 2001

Updated: June 19, 2007

July 15, 2008

September 16, 2008

The Board is committed to ~~assessing its own performance as a Board holding itself as a model for accountability and to promoting a culture of continuous quality improvement. To that end, the Board will conduct regular evaluations in order to identify its strengths and areas in which it may improve its functioning. To that end, the Board has established the following processes:~~

- ~~• A committee of the Board shall be appointed to determine the instrument or process to be used in Board self-evaluation. At a minimum, the Board will undertake a comprehensive evaluation process every other year. This evaluation will include a self-evaluation, feedback from college and community stakeholders, and analysis of Board goal achievement. AnyThe evaluation instrument shall incorporate criteria contained in these District's Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.~~

~~An Evaluation Summary Report will be included on the agenda for review and/or appropriate action at a regular Board meeting or a special Board study session.~~

- ~~• The process for evaluation shall be recommended to and approved by the Board.~~

- ~~• If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Chancellor's Office.~~

- ~~• A summary of the evaluations will be presented and discussed at a Board Special Study Session or regular meeting. The results will be used to identify accomplishments in the past year and goals for the future.~~

AP 2745 Board Self-Evaluation

Reference: **Accreditation Standard IV.B.1e, g**

Date Issued: July 15, 2008

In an effort to improve Board efficiency and performance, the Board ~~evaluates itself regularly~~ will conduct regular evaluations at an interval of not less than every other year, according to the following guidelines:

- ~~▪ Except for the Summer 2008 evaluation, the Board Self-Evaluation form (Attachment A) will be distributed to all Board members in even-numbered years beginning in January 2010. The Chancellor's Office will distribute a Board Evaluation Survey to all Board members, who will each complete it as part of the self-evaluation. Evaluation surveys will also be sent to college and community stakeholders for input. The evaluation surveys are included in Attachment A.~~
- ~~▪ Except for the Summer 2008 evaluation, in even-numbered years beginning in 2010, each Board member will complete the Self-Evaluation Form and submit it to the Chancellor's Office before the first Board meeting in February. The completed evaluation survey forms shall be submitted to the Chancellor's Office. The Chancellor's Office will compile the results into a Cumulative Board Evaluation Summary Report.~~
- ~~The Chancellor's Office will compile the results into one Board Self-Evaluation Summary Report by listing the distribution of responses given for each question and providing a list of all comments.~~
- ~~The Board Self-Evaluation Summary Report will be included on the agenda for review and/or appropriate action at the a regular Board meeting or a Special Board Study Session, (or regular meeting) in March. Results will be used for setting Board goals at a special meeting in April in even-numbered years beginning in 2010. In the interim, a goal-setting session will be held in February 2009.~~
- The Board Evaluation Summary Report will be used to identify accomplishments in the past year and goals for the future during the annual Board goal-setting workshop.
- ~~▪ All forms and documentation associated with the Board Self-Evaluation will be kept as source documents for the agenda item.~~

Board responsibilities in self-evaluation:

- Develop and review Board self-evaluation policies and processes;
- Conduct an honest and thoughtful Board self-evaluation discussion; and
- Use the results of the evaluation to continuously improve Board effectiveness.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

BOARD OF TRUSTEES

SELF-EVALUATION FORM

Board Responsibilities in Self-Evaluation

- **Develop and review Board self-evaluation policies and processes**
- **Conduct an honest and thoughtful Board self-evaluation discussion**
- **Use the results of the evaluation to continuously improve Board effectiveness**

The purpose of the Board self-evaluation is to identify areas of Board functions that are working well and those that may need improvement. In your own words, please respond to the following questions:

1. a. **What issues have most occupied the Board's time and attention during the past year?**
b. **Were these closely tied to the mission and goals of the District and the Board, which were established in January of the previous year?**

2. a. **What were major successes of the District during the past year?**
b. **How did the Board provide leadership or create an environment for the successes?**

- 3.
 - a. Are the roles of the Board chair and other officers clear?
 - b. Are meetings conducted in such a manner that the purposes are achieved effectively and efficiently?
 - c. Is there any way that members of the Board might improve the overall efficiency of the meetings?

- 4.
 - a. Does the Board have strategies for seeking input from diverse interests?
 - b. Does the Board help promote the image of the colleges in the community?
 - c. In what ways?
 - d. How can we improve?

- 5.
 - a. Do agendas focus on policy issues that are the Board's responsibility?
 - b. Do they provide adequate information and time for planning, analysis and discussion?

- 6. a. Do the Board and the Chancellor have an open, respectful partnership with clearly defined roles?
- b. Does the Board keep the Chancellor informed of contacts with the community or college employees?

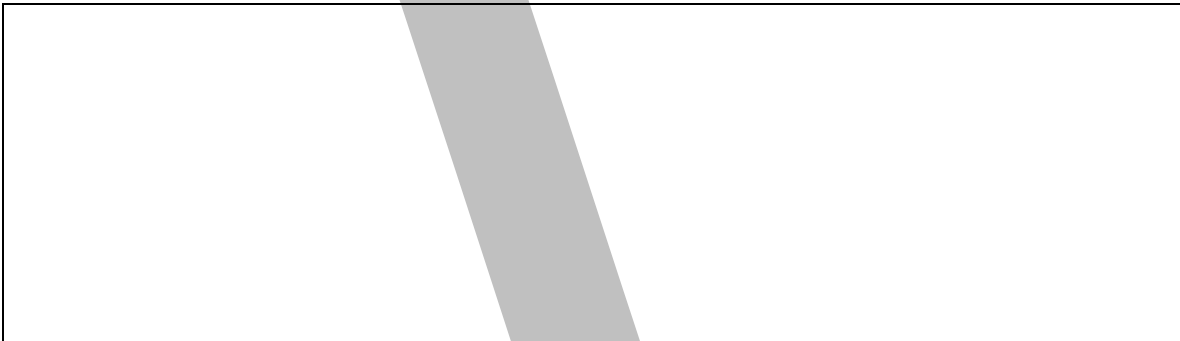
- 7. a. Do Board members support the colleges by attending various events?
- b. Can we improve and, if so, in what ways?
- c. Is the Board sensitive to the concerns of students and employees while maintaining impartiality and support for the Chancellor?

- 8. a. Do Board members respect each other's opinions?
- b. Do Board members treat each other, staff, and all college constituencies with respect?
- c. Do Board members have adequate information upon which to base decisions?

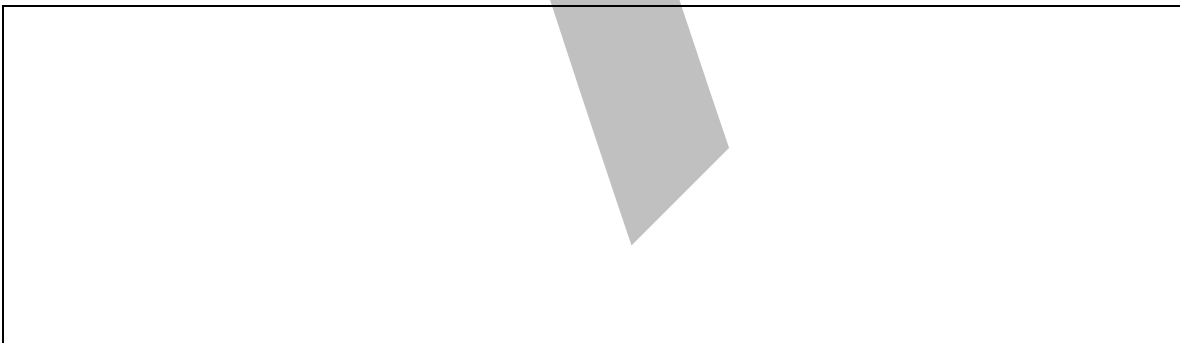
9. Do new Board members, including the student trustees, receive an orientation to the roles and responsibilities and to the District's mission and policies?



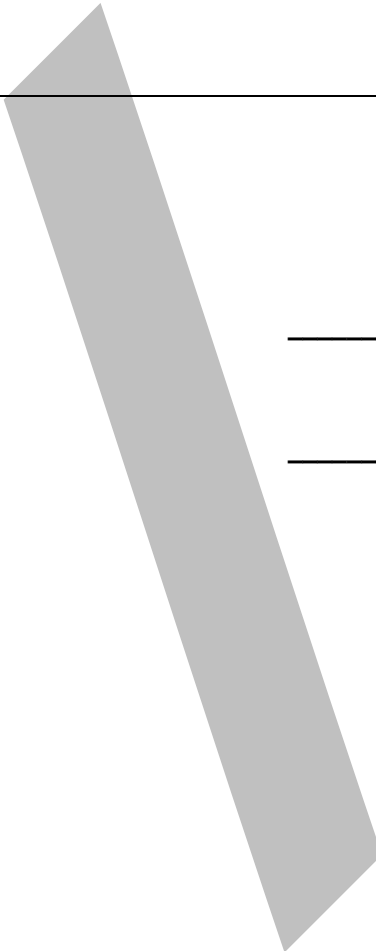
10. Does the board have its own goals and objectives for the year and evaluate itself on how it has achieved them?



11. What weaknesses, if any, should the Board seek to overcome during the next year?



12. What do you consider to be the most positive assets or strengths for the Board's actions as well as the Board's thoughts?



Signature

Date



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

GOVERNING BOARD MEMBER EVALUATION SURVEY

		Strongly Disagree	Disagree	Don't know or Not applicable	Agree	Strongly Agree
1	Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.					
2	Board members respect each others' opinions.					
3	The board conducts its meetings in compliance with the Brown Act and state laws.					
4	Board members regularly seek the opinions of student trustees.					
5	Board members receive an adequate orientation to their roles and responsibilities.					
Policy Role						
6	Board meetings focus on policy matters that relate to board responsibilities.					
7	Board agendas include legislative and state policy issues that will impact the district.					
8	The board is knowledgeable about the mission and purpose of the institution.					
9	The board clearly delegates the administration of the colleges to the chancellor.					
10	The board ensures compliance with federal and state laws and measures for emergency response.					
11	Board members have adequate information upon which to base decisions.					
Strategic Planning						
12	The board sets appropriate policy standards for the budget.					
13	The board understands the financial audit and accepts responsibility for implementation of its recommendations.					
14	The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the District.					
15	The board focuses on the mission, vision, goals, and future planning of the District.					
16	The board regularly develops and reviews goals for continuous improvement.					
17	The board supports a planning and evaluation process that promotes institutional effectiveness and student learning.					
18	The board understands the colleges' educational programs and services.					
19	The board maintains strategies for seeking input from diverse interests.					
20	The board understands the accreditation process and accepts responsibility for implementation of its recommendations.					

		Strongly Disagree	Disagree	Don't know or Not applicable	Agree	Strongly Agree
Board Relations						
21	The board reaches decisions based on analysis of data and consideration of the recommendation of the chancellor.					
22	The board keeps the chancellor informed of community and college contacts.					
23	The board follows a procedure for annual evaluations of the chancellor and uses the results to strengthen the chancellor's performance and relationships.					
24	The board and chancellor have a positive, cooperative, respectful relationship and partnership.					
25	The board differentiates between its policy and oversight roles and the roles of the chancellor, presidents, faculty, and staff.					
26	The board follows agreed upon communication procedures with staff.					
27	Board members treat each other, staff, and all college constituencies with respect.					
Community Relations and Advocacy						
28	Board members maintain current knowledge of community colleges and state-related issues.					
29	The board acts as an advocate for the colleges and district.					
30	Board members participate actively in college activities.					
31	Board members act on behalf of the entire district community.					
32	The board recognizes and celebrates positive accomplishments of the district and colleges.					
33	The board works to build a positive image of the district in the community.					
34	Board members adhere to agreed upon procedures for dealing with college, community members, and the media.					
35	Board members work directly with community leaders and elected officials (local, state, national) to address issues/legislation that affect the college district.					
Board Leadership, Ethics, and Standards of Conduct						
36	The board maintains knowledge of and its responsibilities in the collective bargaining process.					
37	The board practices appropriate collegial consultation (participatory governance).					
38	The board maintains confidentiality of privileged information.					
39	The board makes decisions in the best interest of students, colleges, and the district at-large.					
40	The board operates ethically and in keeping with established board policies.					

Open Ended Questions (please attach additional pages if necessary)	
41	What are the board's greatest strengths?
42	What are the major accomplishments of the board in the past year?
43	What are the areas in which the board could improve?



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

DISTRICTWIDE EXECUTIVE COUNCIL (DEC) FEEDBACK

BOARD OF TRUSTEES EVALUATION SURVEY

The Governing Board recognizes that it can better perform its policy making and broad oversight roles, if it annually reviews its own governance operation and performance goals.

Strongly Disagree

Disagree

Don't know or Not applicable

Agree

Strongly Agree

1 Board meetings are conducted in a manner in which the purposes are achieved effectively and efficiently.

2 Board members respect each others' opinions.

3 The board conducts its meetings in compliance with the Brown Act and state laws.

4 Board members regularly seek the opinions of student trustees.

5 Board members receive an adequate orientation to their roles and responsibilities.

Policy Role

6 Board meetings focus on policy matters that relate to board responsibilities.

7 Board agendas include legislative and state policy issues that will impact the district.

8 The board is knowledgeable about the mission and purpose of the institution.

9 The board clearly delegates the administration of the colleges to the chancellor.

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11 Board members have adequate information upon which to base decisions.

Strategic Planning

12 The board sets appropriate policy standards for the budget.

13 The board understands the financial audit and accepts responsibility for implementation of its recommendations.

14 The board understands the fiscal condition of the organization and provides fiscal oversight to assure the financial stability of the District.

15 The board focuses on the mission, vision, goals, and future planning of the District.

16 The board regularly develops and reviews goals for continuous improvement.

17 The board supports a planning and evaluation process that promotes institutional effectiveness and student learning.

18 The board understands the colleges' educational programs and services.

19 The board maintains strategies for seeking input from diverse interests.

20 The board understands the accreditation process and accepts responsibility for implementation of its recommendations.

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GOVERNING BOARD EVALUATION SURVEY

Respondents' Group: External

The Governing Board recognizes that it can better perform its policy making and broad oversight roles if it annually reviews its own governance operation and performance goals.

Strongly Disagree

Disagree

Agree

Strongly Agree

Unknown or not applicable

EXTERNAL INVOLVEMENT/RELATIONSHIPS

1	Is an effective spokesperson for the Grossmont-Cuyamaca Community College District.				
2	Creates an understanding of the role and mission of the District.				
3	Is a visible, connected presence in the community				
4	Demonstrates sensitivity to the changing needs and demographics of our east San Diego County community.				
5	Promotes the values of the District's programs and services to business and industry, civic organizations and the general public.				
6	Fosters opportunities for collaboration and appropriate community and business organizations.				

GENERAL COMMENTS