



D5-02 VCCCD Board Policy/Administrative Procedure
2745 Self-Evaluation

Book VCCCD Board Policy Manual
Section Chapter 2 Board of Trustees
Title BP 2745 BOARD SELF-EVALUATION
Number BP 2745
Status Active
Legal Accreditation Standard IV.B.1.e & g
Adopted November 8, 2005
Last Reviewed August 14, 2012

The Board is committed to assessing its own performance as a Board through monthly meeting assessments and annually in May to identify its strengths and areas in which it may improve its functioning. Trustees will establish goals strengthening performance based upon the Board's monthly meeting assessments and annual assessment to measure its performance, effectiveness, and improvement in meeting Board performance goals. Results, progress, and corrective actions in meeting established Board performance goals will be reported in June each year.

To that end, the Chancellor shall establish a procedure.

See Administrative Procedure 2745.



Book VCCCD Administrative Procedure Manual
Section Chapter 2 Board of Trustees
Title AP 2745 BOARD SELF-EVALUATION
Number AP 2745
Status Active
Legal Accreditation Standard IV.B.1.e & g
Adopted May 10, 2011
Last Reviewed August 14, 2012

To strengthen Board performance, the Board evaluates itself monthly and annually according to the following process:

Monthly Meeting Assessments

- A Board meeting assessment will be distributed monthly, following each Board meeting, to all Board members in electronic format by the Chancellor's Office.
- Each Board member will complete and submit the provided monthly Board meeting assessment electronically within one week of distribution. Trustees who complete the survey will be identified.
- Chancellor's Office will compile the results by listing the distribution of responses given for each question and providing a list of all comments, including Trustees completing the assessment.
- Results for each monthly meeting assessment will be reviewed at the next regularly scheduled Board meeting as an item for discussion by the full Board.
- Chancellor's Office will compile the monthly meeting assessment results for the period of July through May into a Summary Report to be reviewed and discussed at the Board's Annual Planning Session in June. Findings will be used in developing Board annual goals for strengthening Board performance.
- All forms and documentation associated with monthly meeting assessments will be maintained in the Chancellor's Office.

Annual Board Self-Evaluation

- A Board Self-Evaluation will be distributed annually, in May, to all Board members in electronic format by the Chancellor's Office.
- Each Board member will complete the provided Board Self-Evaluation and submit it electronically one month prior to the Board's Annual Planning Session in June.
- To provide constituent feedback to the Board, a Board Evaluation will be distributed annually, in May, to Consultation Council members in electronic format by the Chancellor's Office.
- Consultation Council members will be given an opportunity to complete the Board Evaluation and submit it electronically one month prior to the Board's Annual Planning Session in June.

- The Director of Administrative Relations will compile survey results into a Board Evaluation Summary Report by listing the distribution of responses given for each question and providing a list of all comments.
- Survey results will then be reviewed and discussed at the Board's Annual Planning Session in June. Results, progress, and corrective actions in meeting previously-established Board annual performance goals will be evaluated and reported. New or updated Board development goals for strengthening performance will then be determined based on results in meeting previously-established Board performance goals and placed on a future Board meeting agenda for review and action.
- All forms and documentation associated with the Board Self-Evaluation process will be maintained in the Chancellor's Office.