



ADMINISTRATIVE **PROCEDURE**

2745

DESERT COMMUNITY COLLEGE DISTRICT

BOARD SELF-EVALUATION

In an effort to improve Board efficiency and performance, the Board evaluates itself annually according to the following guidelines:

- The Board Self-Evaluation Form will be distributed to all Board members at the first Board meeting in January.
- Each Board member will complete the Self-Evaluation Form and submit it to the Superintendent/President and/or Administrative Assistant to the Board of Trustees, before the first Board meeting in February.
- The Superintendent/President will compile the results into one Board Self-Evaluation Master Copy by listing the distribution of responses given for each question and providing a list of all comments;
- The Board Self-Evaluation Master Copy will be included on the Agenda for review and appropriate action at the Board Special Study Session in March. Results will be used as a database for the setting of annual Board goals;
- All forms and documentation associated with the Board Self-Evaluation will be kept as a source documents for the Agenda item;
- The Superintendent/President will be asked to complete an evaluation form, giving his/her opinions and observations on Board operation and performance. The Superintendent/President may ask members of the administration, faculty, and staff, who sit at the Board table and regularly attend Board meetings to participate as well. The results, showing the distribution of responses given for each question and a list of all comments, will be provided to the Board for information. Each respondent will not be identified and will participate at his/her option.

Board Approval: March 13, 2008
Next Review: March 2013

Administrator: Superintendent/President

College of the Desert

www.collegeofthedesert.edu

BOARD SELF-EVALUATION FORM

Please rate the Board in the following key functional areas.

1=strongly disagree; 2=somewhat disagree; 3=somewhat agree; 4=agree; 5=strongly agree

Please provide comments to improve the performance of the Board in specific functions of the job.

Board Organization	1	2	3	4	5
• Board officer responsibilities are clear					
• The board considers and respects minority opinions					
• Board committees have clear and appropriate responsibilities					
• Board members make decisions after thorough discussion and exploration of many perspectives					
• Meeting agenda items contain sufficient background information and recommendations for the board					
Policy Role					
• Board members understand and support the concept that board policy is the primary voice of the board					
• The board has clarified the difference between its policy role and the roles of the CEO and staff					
• The board focuses on policy in board discussions, not administrative matters					
• The board, through the CEO, seeks advice and recommendations from faculty, staff, and students in developing educational policy					
Community Relations					
• The board effectively represents the "voice" of the community					
• The board encourages active cooperation by citizens, organizations, and the media with respect to establishing policy on current college operations and proposed future developments					
• The board has strategies for involving the community in discussion of issues that impact the community					
• The board assists in developing educational partnerships with community agencies, businesses and local government, where appropriate					
Policy Direction					
• The board requires long-range strategic planning					
• The board is appropriately involved in the planning process					
• The board is familiar with the general strategic and master plans of the institution					
Board-CEO Relations					
• A climate of mutual trust and respect exists between the board and CEO					
• The board sets clear expectations for the CEO					
• The board effectively evaluates the CEO					
• The board clearly delegates the administration of the college to the CEO					
Standards for College Operations					
• The board assures that the budget reflects college priorities in the mission and goals of the strategic plan					

• The board assures that student access and success and institutional effectiveness are priorities in mission and goals of the strategic plan					
• The board is supportive of efforts to improve teaching and learning					
Institutional Effectiveness					
• The board monitors the effectiveness of the college in fulfilling the mission					
• The board requires the college to regularly evaluate program effectiveness					
• The board regularly reviews reports on student learning outcomes					
• The board reviews accountability reports to state and federal agencies					
Board Leadership					
• The board understands its roles and responsibilities					
• The board adheres to a code of ethics or standards of practice					
• The board works together in a spirit of harmony, unity and cooperation to accomplish the work of the board					
• Board members are adequately prepared and participate in board meetings					
• The board accommodates the differences of opinion that arise during debates of issues					
• Once a decision is made, board members cease debate and uphold the decision of the board					
• The board maintains confidentiality of privileged information					
• Through its behavior, the board has set a positive example for the CEO and other employees					
• The board works to build positive relationships with all stakeholders					
Advocating for the College					
• Board members support the colleges by attending various events					
• The board helps educate the local community about community college needs and issues					
• The board advocates college interests to state and national agencies and legislators					
• The board works to secure adequate public funding					
• The board actively supports the college's foundation and fundraising efforts					
Board Education					
• New board members receive an orientation to the board and the institution					
• Board members are engaged in a continuous process of training and development					
• The board is knowledgeable about state and national laws and issues related to community colleges					
• The board is knowledgeable about major social and economic trends and issues that affect the institution					
• The board adequately studies issues prior to board action					
• The board annually evaluates itself					

A. What are the Board's greatest strengths?

B. What are the major accomplishments of the Board in the past year?

C. What are the areas in which the Board could improve?

D. What are the one or two most important change(s) you think we need to make to improve our Board meetings and/or other functions?

E. What three to five issues do you feel the Board should make its priorities for the coming year?

College of the Desert
Board of Trustees Self-Evaluation and Monthly Item Calendar

- AUGUST: Board completes self evaluation form
- NOVEMBER: Board reviews self-evaluation assessment and set goals
- APRIL: Board analyzes mid-year review in preparation of self-evaluation

All evaluation related materials are housed with the Superintendent/President's Office.

Month	Board Agenda Items Due	Board Evaluation Activity
July		
August		Board completes self evaluation form
September		
October		
November		Board reviews self evaluation assessment
December		
January		
February		
March		
April		Board analyzes mid-year review in prepare of annual self evaluation
May		
June		