**District-wide Workgroup for**

**Responding to ACCJC 2013 District Recommendations**

**Updated per meeting on 10/11/2013**

**At the meeting on September 27, 2013 the following assignments and timelines were established:**

**Draft Due Dates for all District recommendations:**

**First Draft**

First draft due to workgroup members Nov 4, 2013. Workgroup members review and provide feedback on Nov 5, 2013. Persons responsible (see below) make revisions, if needed, by Nov 7 noon, 2013. Revised first draft taken to the Board Accreditation Committee Meeting on Nov 12, 2013 (must be submitted to Board Office by end of day Nov 7, 2013 for inclusion with the agenda).

**Second Draft**

Second draft due to workgroup members Nov 25, 2013. Workgroup members review and provide feedback by December 10, 2013. Persons responsible make revisions, if needed, by December 19, 2013. Revised second draft taken to the Board Accreditation Committee Meeting on January 14, 2014 (must be submitted to Board Office by end of day January 9, 2014 for inclusion with the agenda).

**Final Draft**

Final draft due to workgroup members January 15, 2014. Workgroup members review and provide feedback by January 22, 2014. Persons responsible make revisions, if needed, by January 24, 2014. Final draft incorporated in final drafts of college reports and ready for submission to the Board Office by January 27, 2014 for review at the Board Meeting on February 5, 2014.

| District Recommendations | Assigned To: | References/evidence: |
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| District Recommendation 1  To meet the Standard, and as recommended by the 2007 team, the team recommends that faculty and others directly responsible for student progress toward achieving stated student learning outcomes have, as a component of their evaluation, effectiveness in producing those learning outcomes. (Standard III.A.l.c) | Gregg Carr & Robert Mendoza | Status of negotiating the SLO related component for the faculty evaluation (full-time and part-time). If no change in the faculty evaluations is made to add a SLO related component, this recommendation is not met.  If a change in faculty evaluations is made, evidence is the new evaluation form(s) and, ideally, number of evaluations conducted with the new evaluation form(s).  Status of changing the evaluation of selected positions for educational administrators and classified managers to reference SLOs. Evidence includes the revised evaluation form and, if possible, number of evaluations conducted with the new evaluation form. |
| District Recommendation 2 To meet the Standards, and as recommended by the 2007 team, the team recommends that the Board and district follow their policies regarding the delegation of authority to the Chancellor for effective operation of the district and to the college presidents for the effective operation of the colleges. Further, the team recommends that the district develop administrative procedures that effectively carry out delegation of authority to the Chancellor and the college presidents. (Standards IV.B.l.j, IV.B.3.a, IV.B.3.g) | Margaret Lovig & Andreea Serban | Agendas, minutes and attachments from meetings:  District Consultation Council September 30, October 21, 2013, October 28, 2013, November 18, 2013, December 2, 2013  Board Study Sessions and Meetings August 7, 2013, October 16, 2013, November 6, 2013, November 20, 2013, December 11, 2013, January 15, 2014  Board Accreditation Committee July 30, 2013, September 10, 2013, November 12, 2013, January 14, 2014  Goals for the Chancellor for 2013-14 (approved at the August 7, 2013 Board meeting)  Revised or new relevant BPs and APs. The primary ones are:  BP 2430 Delegation of Authority to CEO – revision  AP 2430 Delegation of Authority – new  BP 6100 Delegation of Authority – revision  AP 6100 Delegation of Authority – new  BP 6150 Designation of Authorized Signatures – revision  AP 6150 Designation of Authorized Signatures – new  BP 6340 Bids and Contracts – revision  AP 6340 Bids and Contracts – new  BP 6350 Contracts Relating to Construction – new  AP 6350 Contracts Relating to Construction – new  BP 6370 Contract for Ind Contractor or PE – new  AP 6370 Contract for Ind Contractor or PE – new  BP 7110 Delegation of Authority – new  AP 7110 Delegation of Authority– new  Additional references and evidence to be added |
| District Recommendation 3  To meet the Standard, the team recommends that the Board of Trustees follow its established process for self-evaluation of Board performance as published in its board policy. (Standard IV.B.1.g) | Pedro Gutierrez & Wes Bryan | Agendas, minutes and attachments from:  Board Study Sessions and Meetings August 7, 2013, September October 16, 2013  Board Accreditation Committee July 30, 2013  Survey instrument employee evaluation of the Board and survey for members of the Board administered in September 2013  Results of these surveys  Any subsequent reports prepared by the Board related to the Board self-evaluation |
| District Recommendation 4  To meet the Standards, and as recommended by the 2007 team, the team recommends that the Board implement a process for the evaluation of its policies and procedures according to an identified timeline and revise the policies as necessary. (Standard IV.B.l.e) | Denise Cabanel-Bleuer & Andreea Serban | Agendas, minutes and attachments from meetings:  District Governance Council September 9, 2013, September 30, October 21, 2013, October 28, 2013, November 18, 2013  Board Accreditation Committee July 30, 2013, September 10, 2013, November 12, 2013, January 14, 2014  Board Study Sessions and Meetings:  July 17, 2013, August 7, 2013, August 21, 2013, September 4, 2013, September 18, 2013, October 2, 2013, October 16, 2013, November 6, 2013, November 20, 2013, December 11, 2013, January 15, 2014  Schedule for revision, review and approval/ratification of Board Policies and Administrative Procedures  Additional references and evidence to be added |
| Commission Recommendation 1 To meet the Standards, the District needs to examine the role of the four board employees who report directly to the Board of Trustees to ensure there is no conflict with the delegation of authority of the Chancellor and the college presidents. (Standard IV.B.3.a, IV.B.3.b) | Ann Holliday & Ron Lowenberg & Georgie Monahan | Board Policies and Administrative Procedures in which the Board Secretary is mentioned in terms of duties and responsibilities – please note that all BPs and APs are being revised. Use the most recent versions that will be approved by the Board in November and December or drafts included for first reading at the 10/16/2013 Board meeting to document proposed changes.  BPs and APs in which the Board Secretary is mentioned in terms of duties and responsibilities or relationship to the Board and/or Chancellor  BP 2015 Student Member, Board of Trustees (updated version first reading 10/16/2013 BOT meeting)  BP 2105 Election of Student Member (updated version first reading 10/16/2013 BOT meeting)  BP 2200 Board Duties and Responsibilities (updated version first reading 10/16/2013 BOT meeting)  BP 2210 Officers (updated version first reading 10/16/2013 BOT meeting)  BP 2340 Agendas (updated version first reading 10/16/2013 BOT meeting)  BP 2345 Public Participation at Board Meetings (updated version first reading 10/16/2013 BOT meeting)  BP 2360 Minutes (to be updated)  BP 2365 Recording (to be updated)  BP 2410 Board Policy and Administrative Procedure (to be updated)  AP 2410 Board Policy and Administrative Procedure (to be updated)  BP 2740 New Trustee Orientation (to be updated)  BP 2741 Board Education (to be updated)  Board Policies and Administrative Procedures related to delegation of authority to the Chancellor. Use the most recent versions that will be approved by the Board in November and December 2013.  BP 2430 Delegation of Authority to CEO – revision  AP 2430 Delegation of Authority – new  BP 6100 Delegation of Authority – revision  AP 6100 Delegation of Authority – new  BP 6150 Designation of Authorized Signatures – revision  AP 6150 Designation of Authorized Signatures – new  BP 6340 Bids and Contracts – revision  AP 6340 Bids and Contracts – new  BP 6350 Contracts Relating to Construction – new  AP 6350 Contracts Relating to Construction – new  BP 6370 Contract for Ind Contractor or PE – new  AP 6370 Contract for Ind Contractor or PE – new  BP 7110 Delegation of Authority – new  AP 7110 Delegation of Authority– new  There are other BPs and APs that include delegation to the Chancellor related to a variety of duties and responsibilities.  Job description for the Board Secretary.  Interviews with the Chancellor and the Board President. |