



MONTEREY PENINSULA
College

ADMINISTRATIVE PROCEDURES

AP 2745 Board Self-Evaluation & Board Goals

The purpose of the Board self-evaluation is to identify areas of Board functioning that are working well and those that may need improvement. Following the evaluation, the resulting discussion of Board roles and responsibilities should enhance communication and understanding among members and lead to a stronger, more cohesive, and effective Board that takes responsibility for the overall quality and stability of the institution, and regularly monitors progress toward its goals and fiscal health. At the end of the evaluation discussion, Board members should have:

- 1) identified areas for improvement, perhaps stated as goals and criteria for future evaluations;
- 2) an understanding of what they expect from themselves and each other to be an effective Board; and
- 3) a summary of accomplishments and characteristics of which they can be proud.

Timeline and Process for the Self-Evaluation

January of each year	Board appoints a Board self-evaluation ad hoc committee of two trustees.
February of each year	Ad hoc committee works with the Superintendent/President to revise evaluation survey instrument(s), process, and timeline as necessary. <i>The process shall include the recommendation of an independent member of the administrative staff and/or external company to be responsible for an anonymous survey distribution; collection, review, and tabulation of survey data; and the provision of redacted survey results to each Board member.</i>
March of each year	<ol style="list-style-type: none"> 1. Board approves evaluation instrument(s), process, and timeline. 2. Survey(s) distributed to approved constituencies.
April of each year	<ol style="list-style-type: none"> 1. Survey data is collected, reviewed, and tabulated. 2. Each Board member is provided a complete copy of the redacted survey results.



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May of each year	<ol style="list-style-type: none">1. Ad hoc committee reviews and discusses evaluation results and works with the Superintendent/President to develop goals for the upcoming academic year.2. Board reviews, discusses, and reports on evaluation data and results at a public meeting.3. Board holds first reading of Board goals for the upcoming academic year.
June of each year	Board holds second reading and adopts Board goals for the upcoming academic year.

See Board Policy 2745 – Board Self-Evaluation

References: ACCJC Accreditation Standard 4
Reviewed: September 28, 2016; May 13, 2019
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