

Academic Senate Grossmont College

Monday, December 1, 2008
11:00am – 12:20pm in Griffin Gate

I. CALL TO ORDER

- A. Public Comment – *Each speaker will be given a maximum of 4 minutes to address the senate about a non-agendized item or items, with a maximum of 15 minutes allowed for public comment. The senate may vote to extend public comment at any meeting. Please contact the senate secretary before the meeting when wishing to speak at public comment. The senate welcomes all speakers to participate in the discussion on agendized items.*
- B. Approval of Agenda
- C. Approval of Minutes from November 17, 2008

II. PRESIDENT'S REPORT

- A. Announcements 10 minutes
- B. Presentation of Resolution of Appreciation 10 minutes

III. COMMITTEE REPORTS

None

IV. ACTION ITEMS

- A. AP 7111 – College President Selection (Attachment #1) 15 minutes
- B. AP 3720 – Computer and Network Use (Attachment #2) 15 minutes
- C. Integrated Planning Process (Attachment #3a and b) 25 minutes

V. INFORMATION ITEMS *

- A. BP/AP 7111 – College President Evaluation (Attachment #4) 5 minutes

*The Academic Senate may move information items to action upon a 2/3 vote.

Academic Senate Grossmont College

Minutes of the Meeting – November 17, 2008

MEETING ATTENDANCE:

| | | | | | |
|---|---------------------------------|---|--|---|--------------------------------------|
| x | Chris Hill (President) | x | Janet Gelb (CSIS) | | Antonio Crespo (Foreign Lang) |
| | P.J. Ortmeier (AOJ) | x | Diane Mayne-Stafford (CSIS) | x | Sue Gonda (History-Sen Officer) |
| | Lance Parr (AOJ) | x | Ronald Norman (CSIS) | x | Devon Atchison (History-Sen Officer) |
| x | Tina Young (AOJ) | | Donne Leigh (Counseling) | x | Priscilla Rogers (Inter Bus) |
| x | Jennifer Carmean (ASL) | | Mary Rider (Counseling) | x | Patty Morrison (Library) |
| | Jamie Gould (ASL) | | Bonnie Schmiege (Counseling) | x | Jenny VandenEynden (Math) |
| x | Jim Wilsterman (Art) | | Tom Gamboa (Cross Cult Stud) | x | Susan Working (Math) |
| x | Steve Garcia (Art) | | Joe Orate (Culinary Arts) | x | Ray Funk (Math) |
| x | Jennifer Bennett (Art) | | James Foran (Culinary Arts) | x | Corey Manchester (Math) |
| | Israel Cardona (Behav Sci) | | Kathy Meyer (Dance) | | Shirley Pereira (Math) |
| | Amy Ramos (Behav Sci) | x | Jane Nolan (DSPS) | | Evan Wirig (Media Comm) |
| x | Gregg Robinson (Behav Sci) | x | Carl Fielden (DSPS) | x | William Snead (Media Comm) |
| x | Michael Golden (Biol Sci) | x | Gary Jacobson (Earth Sci) | x | Derek Cannon (Music) |
| | Allison Shearer (Biol Sci) | x | Jerry Mason (Earth Sci) | | Paul Kurokawa (Music) |
| x | Michele Perchez (Biol Sci) | x | Oralee Holder (English) | | Steve Baker (Music) |
| | Brian Keliher (Bus Admin) | x | Adelle Schmitt (English) | x | Joy Zozuk (Nursing) |
| | Nate Scharff (Bus Admin) | x | Joan Ahrens (English) | | Christine Vicino (Occ Therapy) |
| | Linda Snider (BOT) | | Lisa Ledri-Aguilar (English) | | David Milroy (Part-time Rep) |
| | Barb Gillespie (BOT) | | Micah Jendian (English) | | Lee Johnson (Part-time Rep) |
| | Rick Kirby (CVT) | x | Chuck Passentino (ESL) | x | Zoe Close (Phil/Hum/Rel Studies) |
| | Don Ridgway (CVT) | | Barbara Loveless (ESL) | x | Bill Hoaglin (Phil/Hum/Rel Studies) |
| x | Jeff Lehman (Chemistry-Sen Off) | x | Nancy Herzfeld-Pipkin (ESL) | | Ross Cohen (Physics) |
| | Martin Larter (Chemistry) | | Sylvia Montejano (EOPS) | x | Joe Braunworth (Polit Economy) |
| | Diana Vance (Chemistry) | x | Pearl Lopez (EOPS) | x | Scott McGann (Polit Economy) |
| x | Sheridan DeWolf (Child Dev) | x | Laura Burger (Exer Sci/Well-Sen Officer) | | Lorenda Seibold-Phalan (Resp Ther) |
| x | Mary Courtney (Child Dev) | x | Jim Symington (Exer Sci/Well) | | Barry Winn (Resp Ther) |
| x | Joel Castellaw (Comm) | x | Randy Abshier (Exer Sci/Well) | x | Craig Everett (Theatre Arts) |
| x | Jill Carleton (Comm) | | Dan Clauss (Exer Sci/Well) | | Beth Duggan (Theatre Arts) |
| | Victoria Howitt (Comm) | | Larry Larsen (Exer Sci/Well) | | |

X = present at meeting

GUESTS:

- Dr. Janet Castanos – Dean, Humanities, Social and Behavioral Sciences and International Programs
- Jerry Buckley – Dean, Math, Natural Sciences, Exercise Science and Wellness
- Beth Smith – Math Faculty, South Representative-Academic Senate for California Community Colleges

RECORDER: Joy Tapscott

I. CALL TO ORDER (11:05 am)

A. Public Comment

None

B. Approval of Agenda

A motion was made to approve the day's agenda.
M/S/U Abshier/Burger

C. Approval of Minutes from November 3, 2008

A motion was made to approve the minutes from the November 3, 2008 meeting.
M/S/U Fielden/Abshier

II. PRESIDENT'S REPORT

A. Announcements

Chris announced that there will be a training session on Monday, Nov. 24th, in Tech 1 & 2, on the bottom floor of the Tech Mall, for Chairs and Coordinators regarding the department plan application. Robert Gillespie will be demonstrating how to fill out and submit forms.

Chris then discussed the statewide Academic Senate Plenary session and thanked everyone for their feedback. She also acknowledged Beth Smith and her work with the statewide Resolutions Committee.

Chris also discussed the recent accreditation visit and said that there was good feedback and 'kudos' for all involved. She announced that there would be a letter coming to the college in the near future regarding recommendations.

B. Close Nominations for Senate President

There was only one name for nomination for Senate President. Chris Hill received that nomination and accepted. Nominations were then closed. Chris announced that there would be a candidate statement to be posted this week.

C. Election Process

Chris introduced Jeff Lehman who discussed the electronic voting process. There was much discussion. The final outcome was that there would be an email sent out from Bernadette Black that would outline and further explain the details of the process. That email would then be forwarded by the chairs and coordinators to those faculty in their departments.

III. COMMITTEE REPORTS

None

IV. ACTION ITEMS

A. Resolution of Appreciation

Chris mentioned the handout and asked everyone to take a moment to review it. She then thanked Laura Burger and Sue Gonda for assisting with the writing of the resolution. A motion was made to approve the resolution.
M/S/U Holder/Burger

B. Integrated Planning Process

Chris presented the diagram of the Institutional Planning Cycle and announced a motion for approval and to open it up for discussion.
M/S/U Burger/Fielden

There was much discussion regarding this entire process including suggestions for better representing the diagram and requests for a written version as well. Chris thanked everyone for their comments. She then entertained a motion to table the discussion until the next meeting.

M/S/U Burger/Atchison

C. Election Rules

Chris presented the rules and opened the floor for discussion. There was focus and discussion on rules # 8 and # 4. Rule # 8 was changed as follows: Omit the first and third sentences leaving the second sentence to read, "Once balloting begins, no campaign

materials may be distributed in any form.” Chris asked that a motion be made to approve the changes on # 8.

M/S/U Robinson/Hoaglin

Rule # 4 was changed to read, “The election committee will not be responsible for any campaign material or event other than posting the candidate statement.” Chris asked that a motion be made to approve the change on # 4.

M/S/U /Abshier

There was not enough time to discuss Action Item D and Chris announced that this would be covered in the next meeting.

V. INFORMATION ITEMS

There was not enough time to discuss the Information Items and Chris announced that these would be covered in the next meeting.

Meeting Adjourned at 12:18pm.

CH:jt

The Academic Senate minutes are recorded and published in summary form. Readers of these minutes must understand that recorded comments in these minutes do not represent the official position of the Academic Senate. The Academic Senate expresses its official positions only through votes noted under “Action.”

Attachment #1

AP 7111 College President Selection

Accreditation Standard IV.B.1.j, IV.B.2, IV.B.3.e.

Reference:

Date Issued:

Overview

Under the direction of the Chancellor, the college president has primary responsibility for the quality of the college. Within this responsibility, the president leads, directs, and supervises the college, administering programs and operations in compliance with applicable rules, regulations, policies, and legal requirements.

Process

- (1) The Chancellor shall recommend a college president selection process to the Governing Board for approval. The recommendation shall be provided to Chancellor's Cabinet and Districtwide Executive Council for review prior to being submitted to the Board. The recommendation shall include the following elements:
- The designation of a person, committee, or firm to conduct the search
 - Development of a timeline that includes public forums
 - Development of a position description
 - Designation of a Search and Interview Committee, to be composed of the following members from the searching college unless otherwise noted:
 - ◆ Co-chair: A cabinet-level administrator from the searching college
 - ◆ Co-chair: The Academic Senate president or designee from the searching college
 - ◆ ~~Co-chair: A cabinet-level administrator from the searching college~~
 - ◆ The president (or interim president) of the non-searching college
 - ◆ One or two Community representative(s) selected by the Governing Board
 - ◆ A representative from the Administrators' Association
 - ◆ Two faculty representatives appointed by the Academic Senate
 - ◆ A representative from United Faculty
 - ◆ A representative from the Classified Senate
 - ◆ A representative from CSEA
 - ◆ A student representative
 - ◆ A representative from the District administration
 - ◆ An at-large representative selected by the Chancellor

~~The recommendations shall be provided to Chancellor's Cabinet and Districtwide Executive Council for review prior to being recommended to the Board.~~

- (2) The Search and Interview Committee shall:
- Develop the screening and interview plan
 - Screen candidates and select those to be interviewed
 - Conduct preliminary interviews and ~~recommend~~ forward finalists to the Chancellor
- (43) The Human Resources Department ~~Conducts~~ coordinates public forums that have been previously advertised to the community for candidates that have been forwarded ~~recommended~~ to the Chancellor. Campus leadership will help facilitate the forums in conjunction with Human Resources.
- (34) The Chancellor ~~Designates~~ a team of representatives, including one or more members of the Search and Interview Committee, to check references and conduct site visits, ~~ations and check references~~
- (35) The Chancellor and Governing Board ~~committee~~ shall conduct final interviews of the candidates forwarded recommended by the Search and Interview Committee. ~~The Academic Senate President or designee shall be present as a resource.~~
- (46) The Chancellor, after considering all relevant information, including reference checks, observations from the search and interview committee, and feedback from the public forums, recommends a candidate to the Governing Board.
- (7) Should the Governing Board not take action, or desire additional options, the Chancellor, after consultation with the Search and Interview Committee, shall provide recommendations for proceeding. ~~Such a recommendation could include reconstituting the process outlined in this administrative procedure.~~
- (58) Once the Board has confirmed a candidate and ~~C~~ contract negotiations are completed, ~~and~~ the new college ~~P~~ president begins assignment.

Action Item – December 1, 2008

Attachment #2

AP 3720 Computer and Network Use

Reference: Education Code Section 70902; Board Policies 3720, 4030; Title 5 Sections 58050, 58164, 58168, 58170, 58172; Federal Rules of Civil Procedure, Rules 16, 26, 33, 34, 37, 45

Date Issued: May 25, 2006 Updated: TBD

Overview

The District Computer and Network systems are the sole property of the Grossmont-Cuyamaca Community College District. They may not be used by any person without the proper authorization of the District. The Computer and Network systems are for District instructional and work related purposes only.

This procedure applies to all District students, employees, officers and others granted use of District information resources. This procedure refers to all District information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the District. This includes personal computers, workstations, mainframes, minicomputers, and associated peripherals, software and information resources, regardless of whether used for administration, research, teaching or other purposes.

Nondiscrimination Statement of Principles

All users have the right to be free from any conduct connected with the use of Grossmont-Cuyamaca Community College District (GCCCD) computing systems which discriminates against any person. Discriminatory conduct includes, but is not limited to, written or graphic conduct that satisfies one of the following conditions: (1) harasses, denigrates or shows hostility or aversion toward an individual or group based on that person's gender, sexual orientation, race, color, national origin or disability, or (2) has the purpose or effect of creating a hostile, intimidating, or offensive environment. "Harassing conduct" and "hostile environment" are defined below:

- "Harassing conduct" includes, but is not limited to, the following: epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, national origin, gender, sexual orientation, or disability. This includes acts that purport to be "jokes" or "pranks," but that are hostile or demeaning.
- A "hostile environment" is established when harassing conduct is sufficiently severe, pervasive or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the GCCCD computing systems.

Any user who believes he or she has been subject to a hostile environment or discrimination on the basis of race, color, national origin, gender, sexual orientation, or disability may inform the system administrator or the appropriate college or district administrator. Upon receiving any such complaint, GCCCD will process the complaint in accordance with established grievance procedures.

Academic Freedom

Users of these systems have rights that may be protected by federal, state, and local laws. This procedure shall not be interpreted in a manner which would abrogate any provision of the District Policy on Academic Freedom (Board Policy 4030).

Conditions of Use

Basic conditions of use are also defined by the *Corporation for Education Network Initiatives in California (CENIC)/California Research and Education Network (CaREN) Acceptable Use Policy. The District adheres to basic conditions of use and industry standards as defined by CENIC/CaREN.* The District may define additional conditions of use. Refer to Operating Procedure IS 11.

Legal Process

This procedure exists within the framework of the District Board Policy and state and federal laws. A user of District information resources who is found to have violated any of these policies will be subject to disciplinary action up to and including but not limited to loss of information resources privileges; disciplinary suspension or termination from employment or expulsion and/or civil or criminal legal action.

Copyrights and Licenses

Computer users must respect copyrights and licenses to software and other on-line information.

- Copying – Software protected by copyright may not be copied except as expressly permitted by the owner of the copyright or otherwise permitted by copyright law. Protected software may not be copied into, from, or by any District facility or system, except pursuant to a valid license or as otherwise permitted by copyright law.
- Number of Simultaneous Users – The number and distribution of copies must be handled in such a way that does not violate the licensing rules for the product.
- Copyrights – In addition to software, all other copyrighted information (text, images, icons, programs, etc.) retrieved from computer or network resources must be used in conformance with applicable copyright and other law. Copied material must be properly attributed. Plagiarism of computer information is prohibited in the same way that plagiarism of any other protected work is prohibited.

Integrity of Information Resources

Computer users must respect the integrity of computer-based information resources.

- Modification or Removal of Equipment – Computer users must not attempt to modify or remove computer equipment, software, or peripherals without proper authorization from District Information Systems.
- Unauthorized Use – Computer users must not interfere with others' access and use of the District computers. This includes but is not limited to: the sending of chain letters or excessive messages, either locally or off-campus; printing excess copies of documents, files, data, or programs, running grossly inefficient programs when efficient alternatives are known by the user to be available; unauthorized modification of system facilities, operating systems, of disk partitions; attempting to crash or tie up a District computer or network; and damaging or vandalizing District computing facilities, equipment, software or computer files.
- Unauthorized Programs – Computer users must not intentionally develop or use programs (including spam, viruses and worms) which disrupt other computer users or which access private or restricted portions of the system, or which damage the software or hardware components of the system. Computer users must ensure that they do not use programs or utilities that interfere with other computer users or that modify normally protected or restricted portions of the system or user accounts. The use of any unauthorized or destructive program will result in disciplinary action as provided in this procedure, and may further lead to civil or criminal legal proceedings.

Unauthorized Access

Computer users must not seek to gain unauthorized access to information resources and must not assist any other persons to gain unauthorized access.

- Abuse of Computing Privileges – Users of District information resources must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the District. For example, abuse of the networks to which the District belongs or the computers at other sites connected to those networks will be treated as an abuse of District computing privileges.
- Reporting Problems – Any defects discovered in system security must be reported promptly to the Information Systems Department so that steps can be taken to investigate and solve the problem.
- Password Protection – A computer user who has been authorized to use a password-protected account may be subject to both civil and criminal liability if the user discloses the password or otherwise makes the account available to others without permission of the Information Systems Department with the exception that users may designate others to access their e-mail and voice mail accounts.

Usage

Computer users must respect the rights of other computer users. Attempts to circumvent these mechanisms in order to gain unauthorized access to the system or to another person's information are a violation of District procedure and may violate applicable law.

- Unlawful Messages – Users may not use electronic communication facilities to send defamatory, fraudulent, harassing, obscene, threatening, or other messages that violate applicable federal, state or other law, Student Code of Conduct or District policy, or which constitute the unauthorized release of confidential information.
- Commercial Usage – Electronic communication facilities may not be used to transmit commercial or personal advertisements, solicitations or promotions (see Commercial Use, below.)
- Information Belonging to Others – Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, or passwords belonging to other users, without the permission of those other users. This type of information includes course-specific materials for purposes other than those intended by the instructor.
- Rights of Individuals – Users must not release any individual's (student, faculty, and staff) personal information to anyone without proper authorization.
- User Identification – Users shall not send unauthorized communications or messages anonymously or without accurately identifying the originating account or station. Examples of permissible anonymous communications are student evaluations and responses to accreditation surveys.
- Political, Personal and Commercial Use – The District is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters. Political activities shall not include the dissemination of course-related materials discussing, presenting, or analyzing political positions, opinions or commentaries. In addition, District information technology resources must not be used for partisan political activities where prohibited by federal, state or other applicable laws, or District policies.
- Personal Use – District information resources should not be used for personal activities not related to appropriate District functions. Incidental uses may be allowed and may include checking non-district e-mail accounts, the weather, traffic, news, stocks, etc. for a brief period of time at the discretion of legitimate supervision. Certain computers may be designated for "public use" and non-District functions are allowed. Examples of public use areas include specified workstations in labs, wireless hot spots, etc.
- Commercial Use – District information resources may not be used for commercial purposes. Individual personal advertisements in authorized internal newsletters will not be considered a

commercial purpose. Users also are reminded that the “.cc” and “.edu” domains on the Internet have rules restricting or prohibiting commercial use, and users shall abide by the rule governing those domains.

Disclosure

- District Access to Network Computers - The District will exercise the right to access all uses of the District network and computers only for legitimate District purposes, including, but not limited to, ensuring compliance with this procedure; or integrity and security of the system; or to access District information when an employee is out sick or otherwise not on duty; or in response to a subpoena or court order. In addition, users should also be aware that Information Systems, contractor or external agency personnel may have incidental access to data contained in or transported by network, e-mail, voice mail, telephone and other systems in the course of routine system operation, problem resolution and support. Employees should have no expectation of privacy in the use of the District network and computers ~~a job-related personal computer.~~
- ~~No Expectation of Privacy – The District reserves the right to access all use of the District network and computers to assure compliance with these policies. Users should be aware that they have no expectation of privacy in the use of the District network and computer resources. The District will exercise this right only for legitimate District purposes, including but not limited to ensuring compliance with this procedure and the integrity and security of the system.~~
- Possibility of Unintended Disclosure – Users must be aware of the possibility of unintended disclosure of communications.
- District’s Disclosure Responsibility – Users must be aware that all electronic communications and electronic documents may be subject to disclosure by the District in response to law enforcement investigations, judicial orders, California Public Records Act requests and other requests/demands that are outside of the District’s control to limit or deny. Additionally, the District may be prohibited from notifying the user of the disclosure demand and/or the response to that demand.
- Retrieval – It is possible for information entered on or transmitted via computer and communications systems to be retrieved, even if a user has deleted such information.
- Public Records – The California Public Records Act (Government Code Sections 6250 *et seq.*) includes computer transmissions in the definition of “public record” and nonexempt communications made on the District network and computers must be disclosed by the District if requested by a member of the public.
- Litigation – Computer transmissions and electronically stored information may be discoverable in litigation.

Dissemination And User Acknowledgment of This Procedure

All users shall be provided copies of these procedures and be directed to familiarize themselves with them.

Any disciplinary action will be in accordance with Board policy, labor/management negotiated agreements, and the Student Discipline Procedures handbook.

Users shall sign and date an acknowledgement and waiver stating that they have read and understand this procedure, and will comply with it. Where possible, a “pop-up” screen describing the agreement shall appear prior to accessing the network.

This acknowledgment and waiver shall be in the form as follows:

Acknowledgment

Computer and Network Use Agreement

I have received and read a copy of the District Computer and Network Use Procedure and this Agreement dated, _____, and recognize and understand the AP 3720 guidelines. I agree to abide by the standards set in the Procedure for the duration of my employment and/or enrollment. I am aware that violations of this Computer and Network Usage Procedure may subject me to disciplinary action, including but not limited to revocation of my network account up to and including prosecution for violation of State and/or Federal law.

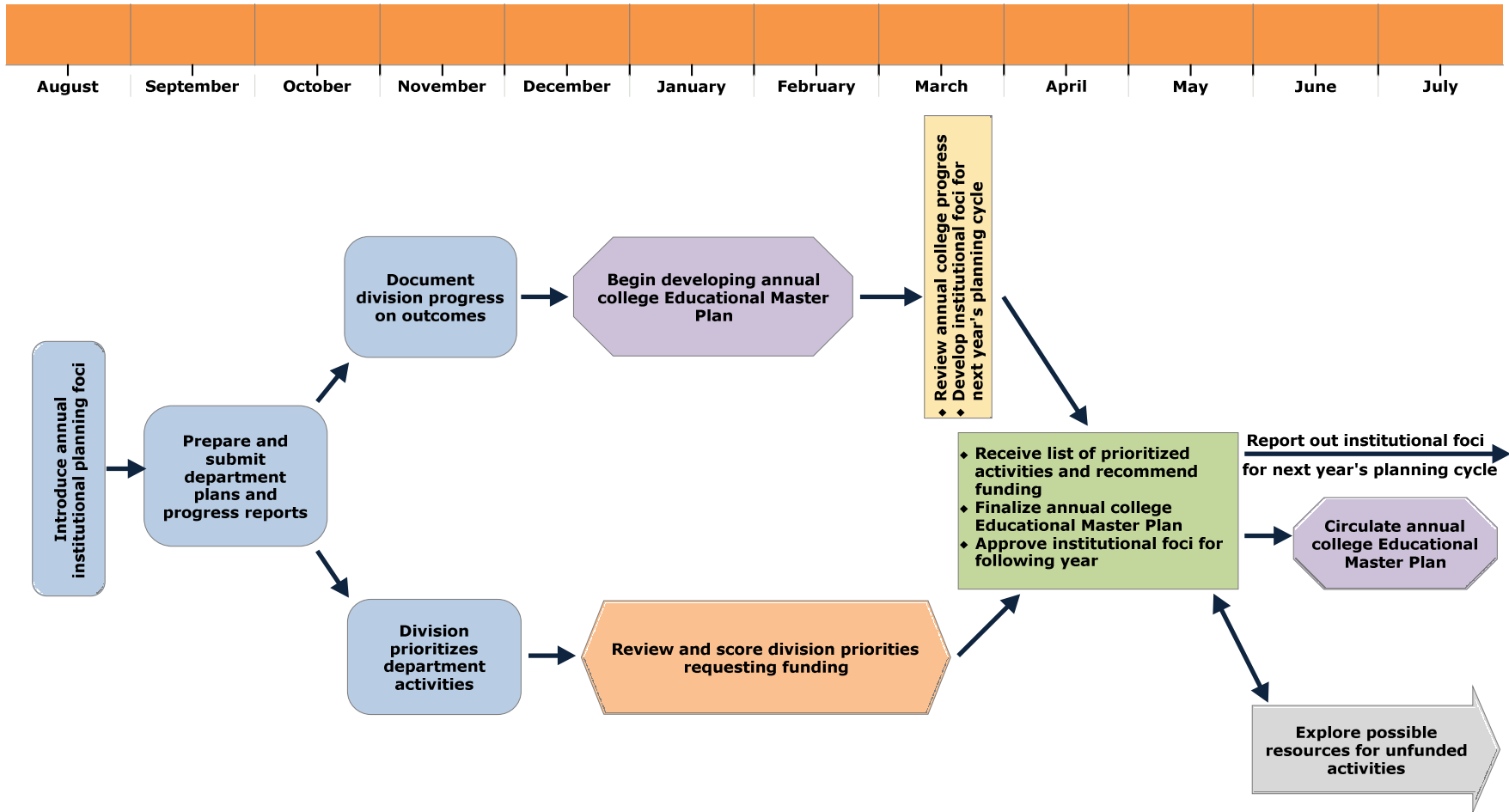
Print Name

Date

Signature

Note: This page will be kept and filed by originating department.

GROSSMONT COLLEGE ANNUAL INSTITUTIONAL PLANNING CYCLE



KEY:

 Department/Division/Area

 TBD

 Institutional Review Committee

 Annual Leadership Retreat

 Planning and Resources Council

 Resource Development Committee

**Grossmont College
Annual Institutional Planning Cycle Summary**

This cycle will occur during a given academic year and include progress from the previous academic year as well as planning for the following academic year.

| | | |
|--|--|---|
| <p align="center">August</p> | <p align="center">Introduce annual institutional planning foci</p> | <p>The institutional foci are the areas on which the college has decided to focus its primary planning for any given year. The foci are developed at the College Leadership Retreat during the spring semester of the previous academic year. The foci will be introduced following the leadership retreat and at the Fall Convocation, discussed at various division council meetings, and communicated through college publications.</p> |
| <p align="center">September-October</p> | <p align="center">Prepare and Submit Department Plans and Progress Reports</p> | <p>Each department or area will develop a department plan for the following academic year that will outline planned activities, how the activities fit with the college's institutional foci and strategic plan, and indicate the anticipated outcomes. In addition, the department or area will prepare a report that details progress toward the outcomes of activities conducted during the previous academic year.</p> |
| <p align="center">October-November</p> | <p align="center">Document division progress on outcomes</p> | <p>Division or area councils will review the department progress reports and develop a summary of the progress made on the outcomes. The summary from each division will later be included in the annual college Educational Master Plan (EMP).</p> |
| <p align="center">October-November</p> | <p align="center">Division prioritizes department activities</p> | <p>Each division or area council will review the activities from the department plans and develop a division priority list. A specified number of prioritized activities requesting funding will be forwarded to the Institutional Review Committee.</p> |
| <p align="center">December-February</p> | <p align="center">Begin developing annual college Educational Master Plan</p> | <p>Various components of the EMP will be collected (e.g. progress summaries, division outcomes, prioritized activities) and a draft plan will be prepared.</p> |
| <p align="center">December-March</p> | <p align="center">Review and score division priorities requesting funding</p> | <p>The Institutional Review Committee (IRC) will convene to review the forwarded prioritized activities. Representatives of the various divisions or areas will have the opportunity to present additional materials or information and answer any questions regarding the activities. The IRC will score the activities based on predetermined criteria. The final list of scored and prioritized activities will be forwarded to the Planning and Resources Council (P&RC).</p> |
| <p align="center">March</p> | <ul style="list-style-type: none"> ◆ Review annual college progress ◆ Develop institutional foci for next year's planning cycle | <p>At the annual College Leadership Retreat, the progress summaries from each of the divisions will be reviewed. In addition, institutional foci for the next year's planning cycle will be developed and forwarded to the P&RC.</p> |
| <p align="center">March-May</p> | <ul style="list-style-type: none"> ◆ Receive list of prioritized activities and recommend funding ◆ Finalize annual college Educational Master Plan ◆ Approve institutional foci for following year | <p>The P&RC will receive the prioritized list from the IRC and make recommendations to the college president regarding funding of the prioritized activities. In addition, they will review the draft college EMP and approve the final version. They will also review and approve the institutional foci developed at the College Leadership Retreat.</p> |
| <p align="center">June-following academic year</p> | <p align="center">Circulate annual college Educational Master Plan</p> <p align="center">Report out institutional foci for next planning cycle</p> | <p>The EMP will include a summary of progress made during the previous academic year, a summary of the overall planning process, the activities planned for the upcoming year, and a summary of those projects recommended for funding.</p> <p>In addition, the institutional foci for the next planning cycle will be reported out via various channels.</p> |
| <p align="center">June-onward</p> | <p align="center">Explore possible resources for unfunded activities</p> | <p>Any prioritized activities that were not recommended for funding will be forwarded to the Resource Development Committee. That committee will work to identify potential sources of alternative funding (e.g. grants, other available college funds).</p> |

Attachment #4

AP 7112 **College President Evaluation**

Accreditation Standard IV.B.1.j, IV.B.2, IV.B.3.e.

Reference:

Date Issued:

Overview

The Chancellor delegates to the college presidents responsibility and authority to implement and administer district and system policies and holds the presidents responsible for the operation of the colleges.

The Chancellor shall conduct an evaluation of each college president at least annually based on board policies, position description, and requirements set forth in their contract of employment.

Process

Each college president shall be evaluated by the Chancellor at least annually based on the District's fiscal year beginning July 1 and ending June 30. The evaluation process shall include performance goals and objectives developed jointly by the Chancellor and college president. Performance goals and objectives are personal to the administrator, confidential, part of the evaluation process, discussed as a part of the evaluation only in closed session, and are not released to the public.

- The Chancellor, or designee, will provide, no later than June 1 of each year, a Performance Self-Assessment form to each college president for completion. The college president shall include in their self-evaluation a review of their progress or accomplishments in meeting current year goals and objectives. Upon receipt of the Performance Self-Assessment from the college president, the Chancellor will schedule a performance review meeting with the college president.
- The performance review will be based on the position description, contract, goals and objectives for the current year, employee self-evaluation, and Chancellor Performance evaluation. The evaluation will also include a mechanism/tool to solicit direct feedback from those with a direct or regular working relationship with the President (e.g. President's Cabinet members, Academic Senate President). This feedback will be shared as one component to be discussed during the performance review meeting between the President and the Chancellor.
- Performance factors may include:
 - ◆ Planning, organizing, and executing
 - ◆ Problem solving/decision making
 - ◆ Job knowledge
 - ◆ Leadership and development
 - ◆ Communication

- ◆ Working relationships
- ◆ Contributions to the advancement of *The Way Forward*
- ◆ Commitment to the principles of effective collegial consultation

Following the performance review meeting, the Chancellor will complete the Performance Review form, have it routed to the college president for review and signature, and have the completed form provided to the Vice Chancellor Human Resources and Labor Relations to be filed in the college president's file. The Vice Chancellor Human Resources and Labor Relations will provide a final copy to the college president.

The Chancellor will report the results of college president evaluations to the Governing Board at its next closed session meeting.