

MEMORANDUM

TO: President's Office

FROM: Juanita "Tico" Tenorio (Chair Standard IV)

DATE: April 6, 2016

SUBJECT: Governance Committees' Year End Report for AY 2015-2016

Instructions: Update the committee's accomplishments for the 2015-2016 year. Complete the self-assessment. Make recommendations for 2015-2016 for this or other committees.

NOTE: The committee chair (co-chairs) is (are) responsible for completing reports following dialogue with the committee. As a committee, please assess progress toward these goals. Assessment of the committee's progress toward these goals is a critical part of the annual cycle of assessment where outcomes lead to change and improvement.

- **Name of the Committee: Standard IV**
- **Committee Members** (chair and liaison noted)

Juanita "Tico" Tenorio, Chair
Rosemary Loveridge, Chair-Elect
Jennifer Artero
Barb Mafnas

Initiatives		Completed	Carried Forward	Will Not Pursue	Status Description
1.	Goal 1: To gather, organize, and analyze quantitative and qualitative data that demonstrate the achievement of Standard IV: Leadership and Governance	X	<input type="checkbox"/>	<input type="checkbox"/>	Continual update of Draft ISER Report.
2.	Goal 2: To continuously collect evidence that builds on the development and writing of progress reports that will be compiled and	X	<input type="checkbox"/>	<input type="checkbox"/>	Continual update of Draft ISER Report.

	consolidated as the Midterm Report, addressing the team's recommendations and actionable improvement plans (AIPs) reflected in the College's Institutional Self Evaluation Report (ISER).				
3.	Goal 3: To continuously collect and analyze data that lead toward the writing of the College's Institutional Self Evaluation Report (ISER) which comprehensively addresses ACCJC's established accreditation standards.	X	<input type="checkbox"/>	<input type="checkbox"/>	Continual update of Draft ISER Report.
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Self Assessment

- To what degree has the committee met its roles and responsibilities?

We have met regularly with the other Standards and as needed for Standard IV. Each member was given tasks which they completed as best as they were able.

- How could the committee improve its effectiveness in regard to meeting its roles and responsibilities?

Members are at different levels of understanding of the various aspects of writing the ISER report.

- How effective was the committee in completing its goals?

We accomplished our goals.

- How might the committee improve its effectiveness in regard to accomplishing its initiatives?

We should consider assigning mentors to less experienced members. The task of writing meeting minutes should alternate between members.

- What resources are needed to assist the committee in achieving its goals?

Not all necessary documents are available; for example, the most recent evaluation of the President has not been published. Perhaps additional training on creating useful TracDat reports can be provided since most faculty are only familiar with creating reports in their own programs.

Clear and consistent guidelines about the required format would alleviate confusion. For example, we received instructions about footnotes near the end of the year instead of the beginning, and we were given instructions about including Distance Education but then told not to include it until next year.

- List the committee's recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.

Additional members and/or extra release time would allow the committee members to focus the required time on producing quality work, especially if the Standards Committees will be asked to meet as a whole more regularly.

Recommendations

- What topics should be addressed by this committee next year?

The committee should continue to work on updating its report.

- Are there any additional roles or responsibilities this committee should be addressing?

None at this time.

- What issues, initiatives or work has the committee identified that other committee(s) and/or departments should address next year?

None at this time.

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