San Mateo County Community College District
Response to

Accreditation Site Visit Recommendations

To

Cañada College

Submitted by

San Mateo County Community College District

XXXXX, 2014

Contents

1. Report Preparation

The San Mateo County Community College District works closely and collaboratively with all three colleges to facilitate an excellent teaching and learning environment. The district began its activities to address the "District Recommendations" made in the Cañada College Commission Action Letter (February 12, 2014) in November 2013 when the district staff became aware of the areas noted for improvement.

The actions taken to address all three district recommendations were completed by _____

The individuals assigned to address the recommendations included:

Recommendation	Assigned to:	Summary of Actions Taken
District Recommendation #1 Broadly communicate the faculty evaluation process	Human Resources	The evaluation process for faculty has been revised over the past two years and the new, approved document is included in the Appendices.
District Recommendation #2 Develop goals for professional development & orientation of new Trustees	SMCCCD Board of Trustees	
District Recommendation #3 Establish regular cycle of evaluation of services and document outcomes		

2. District Response to Commission Action Letter

- ### District Recommendation #1

In order to increase effectiveness, the District and Colleges should broadly communicate the modification of the evaluation process for faculty and others directly responsible for student progress, which includes student learning outcomes, and ensure that the process is fully implemented. (III.A.1.c)

The District completed and implemented a comprehensive modification to its faculty evaluation process which incorporated, among other enhancements, student learning outcomes as an integral part of that evaluation process.

In August 2014, the faculty union members approved the faculty evaluation process. In September 2014, the Board of Trustees approved the faculty evaluation process. This newly revised faculty evaluation process will be used for all faculty beginning in Fall 2014.

The District has issued an all-inclusive communication to highlight the changes that have been made. The following has been the communication plan:

Date	Description of Communication	Audience
July 12, 2014	Final Draft Faculty Evaluation Procedures	VPI, VPSS
July 31, 2014	Final Draft Faculty Evaluation Procedures	All Faculty
August 14, 2014	FLEX Day (morning) on new Faculty Evaluation Procedures	All Faculty and Staff
August XX, 2014	Voting by AFT Members on the new Faculty Evaluation Procedures	AFT Members
September XX, 2014	Training on the new Faculty Evaluation Procedures	All Faculty, Staff, and Administrators
…		

- ## District Recommendation #2

In order to improve institutional effectiveness, the Board of Trustees should develop goals for increasing its professional development and orientation of new Trustees. (IV.B.1.f)

Members of the Board of Trustees have served SMCCCD in their elected capacity ranging from 10 years to 24 years with the average term in excess of 17 years. In addition, three of the Trustees have served several years as elected members of other local school boards or the County Office of Education prior to serving in their current capacity.

Throughout that long tenure, each Trustee has attended many conferences and workshops to enhance their knowledge and awareness of a wide variety of academic, fiscal, legislative and governance matters.

Board Policy 1.10, Duties and Responsibilities of the Board, specifically references Trustee professional development activities. It lists, as one of the responsibilities of the Board: "To engage in ongoing development as a Board and to attend trustee education programs that includes a new trustee orientation. The Board will conduct study sessions, provide access to reading materials and support conference attendance and other activities that foster trustee education." 1.01 (2) (h)

For the 2014-15 year, the Board has incorporated in its annual development of Board Goals a commitment to increase its participation in professional development activities and ensure newly elected Trustees receive orientation training. The District developed a template (attached) for New Trustee Orientation that was used when the newest Trustee joined the Board in late 2013.

The Board conducts an annual self-evaluation process in a public Board meeting in which they review the Board's performance on a number of items, including Board Operations, Chancellor/Trustee Relations, Faculty/Student/Classified Relations, and Community and Governmental Relationships.

Board members regular attend both College and community events regarding educational matters and report the highlights of these meetings at each Board meeting under the "Board Comments" section of the agenda. Board member s also attend CCLC and CCCT Trustee conferences and occasionally participate in national trustee conferences.

On each regular Board meeting agenda (except during summer months), there is a topic titled "Board Series Presentation—Innovations in Teaching, Learning and Support Services." These presentations--offered by faculty, staff and students--highlight new or innovative aspects of programs and services provided by the Colleges and serve as a means to keep the Board well informed about activities at the Colleges. Recent presentations have covered a student project

tracking a meteorite in space; X-treme Saturday, an event at which student can matriculate and register for classes in one day; and the Brothers and Sisters Conference, an innovative high school outreach program. Also at each Board meeting, there is an "Executive Report" in which the Chancellor, Presidents and Academic Senate President update the Board on recent happenings at the Colleges.

The Student Trustee typically attends the bi-annual Statewide Student Senate General Assemblies (Fall and Spring) as well as the Student Leadership Conference hosted by the California Community College Student Affairs Association. Also, all newly elected Student Trustees attend a Student Trustee workshop sponsored by the Community College League of California. Often, Student Trustees attend the National Student Advocacy Conference hosted by the American Student Association of Community Colleges in Washington DC.

New Trustee Orientation

When a new trustee is selected to serve on the Board of Trustees, the Trustee will be asked to complete the following tasks:

- Meet with the Board Chair to discuss the current issues the District Board is facing.
- Meet the Chancellor and Executive Staff to receive an overview of District operations, budget and governance.
- Meet with each of the three College Presidents to gain an understanding about the College programs, strengths and weaknesses
- Meet with the District Academic Senate President
- Attend the CCCT "New Trustee Orientation" program that is offered annually.
- Review Chapter 1 of District Policy and Procedures to gain an understanding about the duties and responsibilities of the Board, organizational structure of the Board, expectations for Board decorum and Board meeting protocols.

- ## District Recommendation #3

In order to improve institutional effectiveness, the District should establish a regular cycle for the evaluation of its services and provide documentation regarding the outcomes of the evaluations. (IV.B.3.b, IV.B.3.g)

Regular Cycle: Although the District Office regularly and continuously evaluates the services to the Colleges and documents its findings to improve such services, the schedule for these evaluations has not been presented in written form. After discussing the schedule and activities among the various District Departments, the following program review calendar has been revised. It is as follows:

District Office Program Review Calendar		
Department	**Program Review Date**	**Responsible Individual**
Administrative Services (Accounting, Payroll, Purchasing, Facilities, and Public Safety)	October 2011 March 2015	Blackwood and Nunez
Information Technology	April 2012 March 2016 March 2019	Vaskelis and Raznick
Human Resources	March 2013 March 2017	Whitlock

District Programs: District Office Program Review process is scheduled in March of each year. The following units are reviewed on a rotating basis once every three years: Administrative Services (including Accounting, Payroll, Purchasing, Facilities, and Public Safety), Information Technology, and Human Resources.

The program review process is conducted via a survey administered to all district employees. For purchasing, select vendors are also surveyed. The surveys were developed for the initial implementation of District Program review from 2011 through 2013.

The survey tool supported by IT is NoviSurvey. Prior surveys were developed in this tool.

Prior surveys and survey results are located on the DO Program Review Sharepoint site. (login and password required).

Program Review Process/Timeline:

January-February: Review/Revise Prior survey questions

February: Revise/develop/test survey in NoviSurvey (contact IT for an administrative logon, access to prior surveys and/or technical support.)

March: Deliver survey tool to all district employees via email.

April: Review/summarize results and post reports, including narrative pertinent to accreditation, to Program Review sharepoint site.

Documentation of the Outcomes: Each department will prepare a Program Review which encompasses the following elements:

Program Review Template:

1. Executive Summary
2. Unit description
3. Describe major accomplishments since last review
4. Current state of the Unit
   a. Describe the current state of the unit (May include strengths and challenges).
   b. What changes could be implemented to improve your unit?
5. Action plan. Describe how opportunities for improvement will be addressed
6. Needs: Equipment, Professional Development, Facilities, Staffing, Research (when appropriate)

3. Evidence

- Appendix G. Procedures for Evaluation of Faculty
- Communications to Faculty
- Minutes of Board of Trustees - Addressing Orientation & Professional Development
- SMCCCD District Office Program Review Schedule
- BOT agendas
- BOT meeting minutes
- Board Policy 1.10
- District Program Review Share Point (login and password required)