



## Administrative Procedure 2745 Board Self-Evaluation

Reference: *Accreditation Standard IV.B.1.e & g*

The purpose of the Board self-evaluation is to identify those areas of Board functions which are working well and those which may need improvement. The Board self-evaluation speaks to the Board as a whole, not to individual trustees. It is the evaluation process of the overall effectiveness of the Board as a decision-making group.

The following process will be used:

- A self-evaluation form (Appendix A) will be distributed to all Board members annually.
- The completed self-evaluation forms shall be submitted to the Chancellor's Office at least one week prior to the regularly scheduled Board Retreat or Board Study Session at which the self evaluation will be discussed.
- The self-evaluation results shall be included as an agenda item for review at a regularly scheduled Board Retreat or Board Study Session.
- The Board of Trustees will develop a remediation plan during a future Board Retreat or Board Study Session within one year from the date of the initial approval of this administrative procedure.

Board approval date: 2/21/06

**West Hills Community College District  
Board of Trustees  
Self-Evaluation**

Rating Scale

4 = Excellent    3 = Acceptable    2 = Need Improvement    1 = Unsatisfactory    0 = Unknown

<b>Question</b>	<b>Yes / No</b>	<b>Rating</b>	<b>Comments / Suggestions</b>
1. Board meetings are conducted in a manner that the purposes are achieved effectively and efficiently.			
2. Board members are punctual to and attend all meetings to conclusion.			
3. The Board reviews agenda materials and is prepared for Board meeting.			
4. Board members respect the opinions of one another.			
5. Discussions are structured so that all members have an opportunity to contribute to the decision.			
6. Board members have adequate information upon which to base decisions.			
7. The Board reaches decisions on the basis of study of all available background data and consideration of the recommendation of the chancellor.			
8. New Board members, including student trustees, receive an orientation to rules and responsibilities and District mission and policies.			
9. Board members are knowledgeable about community college and state related issues.			
10. The Board acts as an advocate for community colleges.			
11. Board members participate actively in community affairs.			

Question	Yes / No	Rating	Comments / Suggestions
12. Board members are available to District employees for comments and suggestions.			
13. The Board keeps the Chancellor informed of community contacts.			
14. The Board shows its support for the District through members attending various events.			
15. The Board is sensitive to the concerns of students and employees while maintaining impartiality.			
16. The Board is knowledgeable about the District's history, values, strengths and weaknesses.			
17. Members of the Board reflect Board policy in individual answers to public questions and in public statements.			
18. The Board reflects the interests of the District.			
19. The Board has processes in place for appropriately involving the community in relevant decisions.			
20. The Board helps promote the image of the District in the community.			
21. The Board agendas focus on policy issues that relate to Board responsibilities.			
22. The Board conducts its meetings in compliance with state laws including the Brown Act.			
23. Agendas include legislative and state policy issues that will impact the District.			
24. The Board understands the collective bargaining process and its role in that process.			
25. Board meetings include some education or information time.			

Question	Yes / No	Rating	Comments / Suggestions
26. The Board is involved in and understands the budget process.			
27. Board meetings provide adequate time for discussion.			
28. The Board gives adequate attention to the mission and goals of the District.			
29. The Board gives adequate attention to future planning.			
30. The Board has a procedure for annual evaluations of the Chancellor.			
31. The Board provides appropriate commendations for District employees.			
32. The Board demonstrates a good understanding of collegial consultation and related processes.			
33. In general, what rating does the Board as a whole deserve?	Not applicable		