

- Doc. 30 KCCD Board Meeting Agendas, September 2012, December 2012, February 2013, March 2013, April 2013 (two meetings), May 2013, June 2013
- Doc. 31 KCCD Board Retreat Agendas (confidential document)
- Doc. 32 KCCD Board Self Evaluation Summaries (confidential document)
- Doc. 39 KCCD Trustee Development Plan Table of Contents -- *Draft*
- Doc. 40 Kern Community College District Board Policy, section 2E
- Doc. 42 Kern Community College District Board Policy, Proposed Revision, 2F

District Recommendation 3

Evaluate the Board of Trustees Self Evaluation Process

In order to comply with the Standards, the team recommends that the Board of Trustees review the elements of its Self Evaluation Process and ensure that the Standards' minimum requirements for a Self Evaluation which: 1) have clearly defined processes in place, 2) have processes implement and 3) have processes published in the Board's policy manual which are included in the Self Evaluation Process. The Board's policy 2E2 prescribes additional requirements when conducting the Board's Self Evaluation. (IV.B.1.g)

Progress in Addressing Recommendation

Accreditation visiting team members indicated the need for additional evidence to “verify the Board’s compliance with Accreditation Standards regarding self evaluation. The team’s conclusion (contained in the External Evaluation Team Report to Bakersfield College, pgs. 72-73) was that there is insufficient evidence to verify compliance. To respond to the request and recommendation, the following detail and citations are offered.

The board self-evaluation process is conducted every two years with the next evaluation scheduled October 2013. The policy and process for evaluation of the governing board was adopted and added to the KCCD Board Policy in October 4, 2007, including Standards of Good Practice and a Statement of Ethics (**doc. 29; doc. 41; doc. 43**). In addition, the trustees established a biennial schedule for Board evaluation (**doc. 40**). The confidential evaluation process is designed to provide constructive feedback to governing board members about their individual performance, as well as the performance of the board as a whole, including board effectiveness and decision making. The trustees identify past accomplishments and annual goals, clarify roles, and take actions based on the evaluation summaries to improve effectiveness and efficiency of board meetings. The process is clearly defined in the KCCD Board Policy as well as the KCCD Governing Board Self Evaluation instrument (**doc. 38**).

The Board of Trustees reviews and approves procedures for self-evaluation in the fall of each odd-numbered year (**doc. 40**). In October of the evaluation year, the Secretary of the Board provides the board members an agreed-upon evaluation instrument. In the past, when evaluations took place in consecutive years, the trustees compared and analyzed the results of the consecutive evaluation processes. This analysis revealed that differences between one year and the next year were insignificant. The trustees changed the self-evaluation process to take place every two years. Additionally, the analysis by the trustees of the evaluation instrument resulted in removal of duplicative evaluation questions to create a more focused evaluation instrument.

Once the board members complete the evaluation instrument, they submit their responses to the Secretary of the Board. A summary of the evaluations is presented to the Board in a written communication no later than December of the evaluation year (**doc. 32**).

Conclusion

A clearly defined self-evaluation process is in place. To address the recommendation, preceding the distribution of the evaluation instrument, trustees will evaluate the instrument and the process to ensure its continued effectiveness, making any changes deemed appropriate.

Future Plans

- *Goal:* The next board self-evaluation will be conducted in October 2013 in accordance with the procedure described above. At that time, the trustees will review the evaluation instrument to determine its effectiveness or need for reform. This process will continue henceforth as stated in Board policy. *Expected Completion Date:* November 30, 2013. *Position Responsible:* Chancellor

List of Evidence

Doc. 29	KCCD Board Meeting Minutes, October 2007
Doc. 32	KCCD Board Self Evaluation Summaries (confidential document)
Doc. 38	KCCD Governing Board Self Evaluation Instrument
Doc. 40	Kern Community College District Board Policy, section 2E
Doc. 41	Kern Community College District Board Policy, section 2F
Doc. 43	Kern Community College District Board Policy, section 2G