



Book VCCCD Board Policy Manual  
Section Chapter 2 Board of Trustees  
Title BP 2745 BOARD SELF-EVALUATION  
Number BP 2745  
Status Active  
Legal [Accreditation Standard IV.B.1.e & g](#)  
Adopted November 8, 2005  
Last Reviewed May 12, 2015

The Board is committed to assessing its own performance as a Board through monthly meeting assessments and annually in May to identify its strengths and areas in which it may improve its functioning. Trustees will establish goals strengthening performance based upon the Board's monthly meeting assessments and annual assessment to measure its performance, effectiveness, and improvement in meeting Board performance goals. Results, progress, and corrective actions in meeting established Board performance goals will be reported in June each year.

To that end, the Chancellor shall establish a procedure.

See [Administrative Procedure 2745](#).



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To strengthen Board performance, the Board evaluates itself monthly and annually according to the following process:

#### Monthly Meeting Assessments

- A Board meeting assessment will be distributed monthly, following each Board meeting, to all Board members in electronic format by the Chancellor's Office.
- Each Board member will complete and submit the provided monthly Board meeting assessment electronically within one week of distribution. Trustees who complete the survey will be identified.
- Chancellor's Office will compile the results by listing the distribution of responses given for each question and providing a list of all comments, including Trustees completing the assessment.
- Results for each monthly meeting assessment will be reviewed at the next regularly scheduled Board meeting as an item for discussion by the full Board.
- Chancellor's Office will compile the monthly meeting assessment results for the period of July through May into a Summary Report to be reviewed and discussed at the Board's Annual Planning Session in June. Findings will be used in developing Board annual goals for strengthening Board performance.
- All forms and documentation associated with monthly meeting assessments will be maintained in the Chancellor's Office.

#### Annual Board Self-Evaluation

- Each January, the Board will appoint two Trustees to serve on an Ad Hoc Board Self-Evaluation Committee to review the Board Self-Evaluation process and survey instruments with the Chancellor and/or Chancellor's designee(s).
- Ad Hoc Committee members will report outcomes to the full Board in a regularly-scheduled Board meeting no later than May.
- The Board Self-Evaluation will be distributed annually, in May, to all Board members in electronic format by the Chancellor's Office.
- Each Board member will complete the provided Board Self-Evaluation within a two-week period.
- To provide constituent feedback to the Board, a Board Evaluation will be distributed annually, in May, to Consultation Council members in electronic format by the Chancellor's Office.
- Consultation Council members will be given a two-week period to complete the Board Evaluation.
- The Director of Administrative Relations will compile survey results into a Board Evaluation Summary

Report by listing the distribution of responses given for each question and providing a list of all comments. In addition, Consultation Council members will prepare a written report summarizing Consultation Council's survey findings and comments to be presented to the full Board. One Trustee from the Ad Hoc Board Self-Evaluation Committee (or Trustee Deisgnee) will attend Consultation Council to participate in the survey findings' discussion.

- Survey results and Consultation Council's written summary report will then be reviewed and discussed at the Board's Annual Planning Session in June. Results, progress, and corrective actions in meeting previously-established Board annual performance goals will be evaluated and reported. New or updated Board development goals for strengthening performance will then be determined based on results in meeting previously-established Board performance goals and placed on a future Board meeting agenda for review and action.
- All forms and documentation associated with the Board Self-Evaluation process will be maintained in the Chancellor's Office.