



Committee Self Evaluation Form 2015-2016

Guidelines

September 2015

Committee Chairs and members,

In a spirit of regular evaluation of practices, the Accreditation Steering Committee is requesting that each campus committee complete an annual self-evaluation. The goal of this exercise is to improve effectiveness and better fulfill ELAC's mission (Attached).

In order to streamline the process, it is helpful to have the committee, either all members or a point person(s) such as the chair(s) to review 2014-5 minutes and highlight accomplishments and issues that surfaced. A thorough review of past activities would facilitate an honest and reflective discussion of future goals/activities. Some committees found it helpful to provide members a summary of last year activities, prior to the discussion/completion of self-evaluation form. Other committees facilitated discussion/completion of the self-evaluation by preparing a template version and asked for committee feedback.

Some general items to think about, that seem to be trends from past evaluations:

- Consider how your committee communicates discussions, ideas, actions to the wider ELAC community. Does your committee have a web site? Does your committee prepare a newsletter?
- Consider who participates. Does your committee have wide participation? Do members assigned to the committee regularly participate? Who speaks up at meetings? Is there ample time for different opinions? Are new members given an orientation/welcome?
- Consider how the committee time is used. Does the committee focus on actions that help ELAC students (improve teaching/learning environment)? Where does the committee bog down? Is there a general sense that committee meetings are productive?
- How are difference of opinions handled?

The key is to remember that each committee at ELAC should help advance the mission of the college. "Within shared governance committees, the collaborative process is to work with others in making decisions that are in the best interest of the college instead of one constituency or one individual." *Governance Policy Handbook Pg. 13.*

Remember to return the completed evaluation to the Accreditation Faculty Chair (dunsheba@elac.edu) by the end of October 2015.

Thanks much.



MISSION STATEMENT

East Los Angeles College empowers students to achieve their educational goals, to expand their individual potential, and to successfully pursue their aspirations for a better future for themselves, their community and the world.

Goal 1: Increasing student success and academic excellence through student-centered instruction, student-centered support services, and dynamic technologies.

Goal 2: Increasing equity in successful outcomes by analyzing gaps in student achievement and using this to identify and implement effective models and programming to remedy these gaps.

Goal 3: Sustaining community-centered access, participation, and preparation that improves the college's presence in the community, maximizes access to higher education and provides outlets for artistic, civic, cultural, scientific and social expression as well as environmental awareness.

Goal 4: Ensuring institutional effectiveness and accountability through data-driven decision-making as well as evaluation and improvement of all college programs and governance structures.

In collaboration with the District's Mission, ELAC is committed to advancement in student learning and student achievement that prepares students to transfer, successfully complete workforce development programs, earn associate degrees, and pursue opportunities for lifelong learning and civic engagement.

