



## MEMO

To: Community and Communication Council

Cc: Equity and Education Council  
Revenue and Resources Council  
Advisory Council  
Administrative Council

Fr: Thuy Thi Nguyen, President 

Date: July 28, 2020

Re: Assessment of Governance – Quality Focused Essay (QFE) for Accreditation

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Thank you for your April 23 and May 28, 2020 memoranda recommending an approach to assessment of governance.

As you know, three years ago, the College Leadership Council designed a new governance structure as part of the college's commitments in its accreditation report. Furthermore, governance assessment was identified as an annual Strategic Objectives in Academic Year 2018-19 – the first year in which the new governance redesign was implemented.

“Governance –Implement and evaluate effectiveness of new governance as committed in accreditation Quality Focused Essay.”

Note that every year prior to that, the college through our Institutional Research and Planning (IRP) Office conducted an annual assessment of governance. I was expecting a similar assessment with improvements made to past survey rubrics. This was where the Community & Communication (C&C) Council was initially engaging with the Institutional Research Office – the unit that annually implements the assessment. I request that such an annual self-assessment continue each year with reflection discussions and analysis from C&C on areas of affirmation and improvement, as had been the case each year.

Most community colleges conduct assessment of governance internally. There is no conflict of interest in conducting such a self-assessment and the IRP Office could conduct such assessment. The IRP Office is trained to ensure integrity and confidentiality in all research matters.

Nevertheless, in light of both your recommendation for an external evaluator for this first assessment of the new governance design and governance being a QFE area for accreditation (whereby a Mid-Term Report to ACCJC is due October 2021), I agree to the hiring of an external evaluator for this first assessment only. The external assessment would serve as the basis for the college's Quality Focused Essay (QFE) follow-up on

participatory governance for the October 2021 Midterm Report to the ACCJC. The external assessment would also provide a rubric that the college could adopt for self-assessments the year afterwards.

In consultation with our IRP Office / Accreditation Liaison, the following serves as the timeline for the external governance assessment:

- August/September: anticipated finalization of contract by IR Office / President's Office and district/board approval
- October / November: C & C Council works with the external evaluator and IR Office to identify areas of assessment, including any rubrics.
- December / January / February: assessment occurs (data collection)
- February / March / April: findings and recommendations by C & C Council are placed in Mid-Term Report to ACCJC
- May / June: first and second read of QFE on governance by C & C Council
- July: Board approval of Mid-Term Report to ACCJC
- October 2021: submit Mid-Term Report to ACCJC

Please note that due to legal liability, governance committees and non-managers are not authorized to enter into contract with outside vendors. Thus, I had a meeting today with the researcher, Dr. Kristen Fong, and the Executive Director of the RP Group, Dr. Darla Cooper to interview the consultants and discuss the scope of work along with associated contract costs. The RP Group usually does not evaluate participatory governance (as most colleges do internal assessments) but in interviewing them, I believe the RP Group could work with our college IRP team to provide a customized assessment that the college could use for the Mid-Term Report and for annual use afterwards.

The two liaisons designated to work with C&C Council and the RP Group are Dr. Elaine Kuo and AVP Simon Pennington. The funding source will be one-time IEPI funds.