

2010 ACCREDITATION ACTION LETTER RECOMMENDATIONS

Recommendation 4: As recommended by the 2004 evaluation team, the team recommends that the college complete all overdue employee evaluations, as required by Board policy and employee collective bargaining agreements, including fully implementing professional development plans to ensure that all staff obtain the necessary skills to satisfactorily perform their jobs (Standards IIIA.1b, IIIA.5). The team also recommends that the evaluation processes of faculty and others responsible for learning clearly identify how the effectiveness of producing outcomes is addressed as a component of their evaluation (Standard IIIA.1.c).

1. Resolution: – overview/big picture of how the college plans to meet this recommendation

Overdue evaluations

The district plans to continue to monitor the progress of overdue evaluations by sending a monthly list to the managers and their immediate and next level supervisor. Senior management has communicated the importance of completing the evaluations by the October 2010 deadline.

Professional Development Plans

The district plans to include the professional development plans as openers during Fall 2010 negotiations with Guild and CSEA.

2. Analysis—what has been done and what will be done in the future to ensure that the situation is resolved and will not occur again.

The district currently manages the evaluation process manually for approximately 1200 employees. In order to improve the efficiency and productivity of the evaluation process, the Human Resources Department has requested, over the last six months, funds from the Administrative Executive and 4C's to purchase a talent management software that includes performance management.

The performance module would automate reminders, generate reports, track performance ratings, and assist managers with the evaluation process. This was

also identified as a goal in the HR Strategic plan. Human Resources will be requesting funding through the Budget Committee in October 2010. The on-going challenge is funding and level of priority. It is estimated that it may take up to three years before the district will have sufficient funding.

Additionally, the Administrative Executive team will identify accountability measures for managers that complete evaluations for staff and faculty.

3. Additional Plans—if any (perhaps this matter is already related to an existing plan)
4. None