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 <u>faculty and others responsible for learning</u> 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

   <u>Overdue evaluations</u>

   All management overdue evaluations have been completed.   There has been 91% of the full time faculty evaluations completed. There still remains approximately 9% of the faculty evaluations of which 6% are partially completed; 95% of the classified employee evaluations are completed.   The district continues 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 and has made this a criterion on management evaluations.

   As a result of the review of overdue evaluations, it has come to our attention that 75% of the adjunct faculty evaluations have been completed. The District will be addressing this issue and shall develop a plan to get these evaluations completed.

   <u>Professional Development Plan</u>

   A taskforce was established to address this recommendation and the taskforce has developed a framework for implementing district wide professional development program. This will ensure that when there is a new process implemented that impacts the campus there will be a plan for training. The plan will include, what training is needed, who will be responsible for providing such training, necessary supporting budget and a timeline for when it will be completed.

   For example, the District recently implemented PeopleSoft, a software application for student services functions. Training has taken place for the IT Staff and a cross section of staff.   The District has held three forums for all employees to dialogue and get questions answered, online training for faculty, and has developed a FAQ website for frequently asked questions related to PeopleSoft.

<u>Learning Outcomes</u>

The District is in the process of institutionalizing student learning outcomes at the course and program levels. Student Learning Outcomes are addressed in faculty evaluations. Faculty evaluations include assessment of evidence of student learning, flexibility in approaches to learning, keeping current in the discipline, and a willingness to try new teaching techniques. There is administrative oversight in place to ensure that Student Learning Outcomes are being written, evaluated and assessed.

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 Administrative Executive team has identified accountability measures for managers that complete evaluations for staff and faculty.

   The district currently manages the evaluation process manually for approximately 1200 employees. Because this process is not productive or efficient, 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. 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. Until the District implements a performance management system, the process will continue to be handled manually to ensure that performance evaluations are completed on a timely basis for all employees.

3. Additional Plans—if any (perhaps this matter is already related to an existing plan) Training Component