

Periodic Review of the Academic Senate for California Community Colleges

Updated 9-1-2021

Introduction

In spring 2013 the delegates of the Academic Senate for California Community Colleges (ASCCC) directed the ASCCC, through [Resolution S13 1.02](#), to develop a process of periodic institutional review for assessing operations, policies, processes, and programs in order to ensure the public good and accountability. The purpose of this review is to provide internal and external stakeholders assurance as to the ASCCC's quality and commitment to the standards it sets for itself, to assist in improving the effectiveness of its services and operations in order to meet its stated goals, and to improve its policies and procedures. In spring 2014 guidelines and process documents were adopted through [Resolution S14 1.02](#). In following a process of self-review and improvement, and in response to the Periodic Review Reports of 2016-17 and 2020-21, the Periodic Review process has been reviewed and updated. The Periodic Review shall be conducted by a Periodic Review Committee (PRC) using the following criteria and processes structured around the ASCCC Mission with a focus on accountability, benefit to the public, and transparency. Please see the Periodic Review Guidelines for additional information regarding the process for the review.

It should be noted that the ASCCC is a 501(c)(6) nonprofit organization, not an educational institution, and must adhere to laws governing such organizations. While this may resemble an accreditation review process, it is not an accreditation process, nor is it a required element of a 501(c)(6) nonprofit organization.

Review Criteria

The review criteria were originally adapted from the broad ethical principles outlined in the 10.00 Code of Ethics policy approved by the ASCCC Executive Committee on January 14, 2006, revised August 12, 2011, and revised again March 5, 2021 with a new number: 20.01 Code of Ethics.

The following criteria and processes shall be used to complete the review. The ASCCC Executive Committee (EC) will respond to each of the following areas as provided for in the Periodic Review Criteria Template and Rubric. In examining each area, the PRC shall factor in the operations, policies, procedures, and programs which support these areas and how well they function, along with the EC responses in the Periodic Review Criteria Template and Rubric. The PRC shall record its overall assessment of each of the areas using the Periodic Review Template and Rubric. As appropriate, the PRC shall provide a brief analysis which may include commendations and recommendations and a rationale for each one.

1. Mission - The ASCCC aligns its operations, policies, processes, and programs with the mission and addressing the strategic plan.
2. Accountability - The ASCCC has a system of checks and balances to ensure that the ASCCC addresses the needs of and directives from local academic senates and faculty in the California Community College system relating to academic and professional matters.
3. Benefit to the Membership and Public - The ASCCC provides resources, services, and guidance to local academic senates and faculty in regard to academic and professional matters in the California Community College system that are beneficial to member academic senates and the California Community Colleges in providing high quality, equity-focused education and educational services to students.
4. Transparency - The work of the ASCCC, including processes and communication is transparent.

ACTION:

1. Following the approval of this document through the ASCCC resolution process (for consideration Fall 2021), the ASCCC will form a workgroup to create the Periodic Review Criteria Template and Rubric:
 - a. A version to be completed by the ASCCC and
 - b. A version to be completed by the PRC.

The templates and rubrics will be considered through the resolution process by the delegates of the ASCCC at the next Plenary Session (Spring 2022).

2. Following the completion of each Periodic Review, the process including the cycle-length, the Periodic Review Criteria Template and Rubric, and PRC composition and selection process will be evaluated and updated as needed.

Guidelines

The following guidelines shall be employed for the Periodic Review of the ASCCC. These guidelines accompany the Review Criteria to be used by the Periodic Review Committee (PRC) and by the ASCCC Executive Committee. The guidelines address the following areas:

1. Composition of the PRC,
2. Selection process for the PRC,
3. Responsibilities of the PRC chair and reviewers,
4. Resources to review,
5. Responsibilities of the ASCCC Executive Committee,
6. Evaluation by the ASCCC Executive Committee, and
7. Report document and presentation.

Using the Periodic Review Template and Rubric, the PRC shall record its overall assessment of each of the areas, which will serve as the PRC Report. As appropriate, the PRC shall provide a brief analysis which may include recommendations with a rationale for each one that can be considered by the ASCCC Executive Committee to strengthen the organization, and possibly commendations for areas where the ASCCC has demonstrated outstanding service. The President and Executive Director, in consultation with the officers, will assign any recommendations from the PRC Report to the appropriate ASCCC Committees, Task Forces, or individuals for consideration, action and response. The assignments will be considered by the Executive Committee for final approval.

1. Composition of the Periodic Review Committee

The Periodic Review Committee will consist of **6 total members**:

- 1 member from each of Areas A, B, C, and D (4 members)
- 1 member from the north and 1 member from the south (2 members)

Members are included from all four areas, north, and south to ensure balanced geographic representation on the committee. The six (6) seated PRC members will

choose one individual from among themselves to be the chair. The other five (5) members are voting members. The chair will vote only in cases of a tie.

2. Selection Process for PRC

A Periodic Review Committee consisting of six (6) faculty members will be identified at the Spring Plenary Session prior to the review year. To establish a representative group of faculty evaluators, the ASCCC will employ a random selection process that ensures that committee members represent all ASCCC designated areas. A list of faculty participating in ASCCC activities during the previous 24 months will form the pool of candidates, specifically including delegates, ASCCC committee and task force members, and faculty attendees at ASCCC events. Former executive committee members that served during the most recent Periodic Review cycle (cycle ends at the end of the term in which the PRC Report is presented at the ASCCC Plenary Session) and current Executive Committee members will be excluded from the list. The ASCCC staff will compile the list of eligible candidates.

During an open meeting (to be decided by the President and ED) at the Spring Plenary Session prior to the year of the Periodic Review, each faculty member on the list will be assigned a random number. The list of prospective reviewers will then be reordered from the smallest random number to the highest, and the list will be posted at the Spring Plenary Session and on the ASCCC website. The ASCCC will select candidates from the list in the order they appear until all six Areas (A, B, C, D, North, and South) are filled. This may entail skipping candidates on the list from areas where positions have been filled. Should a candidate decline, the ASCCC will start at the top of the list seeking the next possible candidate, until all positions are filled and all candidates have agreed to serve. Then, the selection process will end and the PRC for that review cycle can begin its work. All individuals must confirm their commitment to serve within one week of the email invitation to serve. The six (6) seated PRC members will choose one individual from among themselves to be the non-voting chair. The ASCCC Vice President will oversee the selection process and serve as a liaison from the Executive Committee to the PRC. An ASCCC Staff member (selected by the ED) will assist the PRC throughout the entire process. The final PRC membership will be posted on the ASCCC Committees webpage.

3. Responsibilities of the PRC Chair

The chair of the PRC will agree to the following responsibilities:

- Work with the Executive Director in managing the budget for the PRC activities
- Develop the meeting schedule in consultation with the PRC
- Attend both Fall and Spring Plenary Sessions (ASCCC will finance attendance)

- Sign a statement of responsibility to be fair, responsible, and professional and to have no conflicts of interest
- Attend and facilitate all meetings of the PRC
- Coordinate the preparation of the PRC report and submit the report to the Executive Committee no later than the February Executive Committee meeting
- Present a completed report to the body at the Spring Plenary Session

4. The five voting members of the PRC will agree to the following responsibilities:

- Attend either the fall or spring plenary session (ASCCC will finance attendance contingent upon available funding)
- Determine in consultation with the PRC chair which members will attend and participate in each plenary session presentation,
- Participate in the creation, completion, and finalization of the PRC Report
- Sign a statement of responsibility to be fair, responsible, and professional and to have no conflicts of interest
- Attend all meetings of the PRC unless prevented from attending a specific meeting by extenuating or emergency circumstances

5. Resources to Review

PRC members will base their report on the following resources, to be provided to committee members by the Executive Director or designee, to be provided to committee members by the Executive Director or designee:

- ASCCC Website information and resources, including the following:
 - ASCCC Mission, Values, Bylaws, Policies, and Procedures
 - ASCCC Program webpage
 - ASCCC Resolutions webpage
 - ASCCC Events webpage
 - ASCCC Publications
 - ASCCC Resources
 - ASCCC Services
 - ASCCC Events webpage
 - ASCCC Publications
 - ASCCC Resources
 - ASCCC Services
- ASCCC Annual Report
- Executive Committee Internal Evaluation Template and Rubric
- Other ASCCC Surveys as appropriate

- Interviews with Executive Committee members, ASCCC committee and task force members, and other individuals as appropriate
- Other resources as determined to be appropriate by the Periodic Review Committee

6. Responsibilities of the ASCCC Executive Committee

The ASCCC Executive Committee (EC) members are expected to participate in the periodic review process by providing information when requested, being available for interviews by PRC members, and striving for honesty, integrity, and professionalism in their interactions with the PRC members. The EC will complete an Internal Evaluation (IE) by responding to each of the areas provided for in the Periodic Review Criteria Template and Rubric. The EC is responsible for approving the budget for the PRC's work and providing any necessary resources in a timely manner to ensure that the PRC members are able to complete their work. Finally, the EC may compose a response to the PRC Report to address any factual errors or if the EC determines there is a need to provide additional context or interpretation of events or actions.

7. Evaluation by the Executive Committee

The members of the Executive Committee possess a unique perspective on the decision-making, planning, and advocacy efforts of the ASCCC that is derived from their daily efforts representing the faculty of the California community colleges in regard to academic and professional matters. To assist the PRC, the EC will be surveyed about each of the areas provided for in the Periodic Review Criteria Template and Rubric that consists of the same review criteria being considered by the PRC. The Periodic Review Criteria template and rubric will be created so that individual Executive Committee members' analysis of how effectively the ASCCC is working in each of the areas under the review criteria may be incorporated. It should include specific details that support the statements made and information regarding resources through which the PRC can locate additional details. After the EC members (all 15) complete the Periodic Review Template and Rubric, the President and ED (or their designees) will prepare a report based on the Periodic Review Template and Rubric which will be the Internal Evaluation (IE). The IE will be available at the beginning of the spring plenary session that initiates the Periodic Review process.

8. Report Content and Presentation

The PRC Report will be completed using a similar template and rubric that was used by the EC, include an analysis on areas of success and areas for possible improvement and may include both commendations and recommendations regarding the work of the

ASCCC as a whole. The PRC will present the PRC Report at an Executive Committee meeting no later than February of the academic year in which the Periodic Review is being conducted. The EC will have this opportunity to request clarifications regarding the analysis or to offer further information to the PRC. The updated and final PRC Report will be “received” through an action item by the EC at the March meeting. The PRC will then present its final report to the body of the ASCCC at the Spring Plenary Session.

Following the Spring Plenary Session in which the PRC Report is presented, the President and Executive Director, in consultation with the officers, will assign the recommendations (if any) from the PRC Report to the appropriate ASCCC Committees, Task Forces, or individuals for consideration, action and response. The assignments will be considered by the EC for final approval no later than the June Executive Committee meeting directly following the Spring Plenary Session presentation. A report on the status of all recommendations will be available by the following Spring Plenary Session.

Review Cycle

- The ASCCC Executive Committee will initiate the Periodic Review every six (6) academic years.
 - The cycle begins on the first day of the incoming Executive Committee (next periodic review: 2026-27; cycle begins June 5, 2021).
 - The cycle ends on the last day of the outgoing Executive Committee terms (next periodic review: 2026- 2027; cycle ends at the completion of the June 2027 executive committee meeting).
- Completed Periodic Reviews
 - 2016-17 (cycle ended June 1, 2017)
 - 2020-21 (cycle ended June 4, 2021 - presented to body in fall 2021 due to COVID-19 pandemic)
- Next Periodic Review
 - 2026-27
 - Internal Evaluation to be completed by the 2026 Spring Plenary Session
 - PRC to be selected during the 2026 Spring Plenary Session

2026-27 Periodic Review Timeline:

- Fall 2025: ASCCC ED and President to initiate Periodic Review Process for 2026-27 Periodic Review and provide direction to the Executive Committee
- Spring 2026: Internal Evaluation completed by Spring Plenary Session

- Spring 2026: PRC selection at Spring Plenary Session
- Fall 2026: PRC meets, conducts Periodic Review
- Fall 2026: PR Breakout at Fall 2026 Plenary Session
- Jan-Feb 2027: PRC Draft Report to the EC for questions and corrections of errors of fact
- March 2027: PRC Final report received by EC
- April 2027: PRC PR Presentation of PRC Report at Spring 2027 Plenary Session
- May-June 2027: EC assignment of PRC recommendations
- Spring 2028: Executive Committee report on status of all recommendations from the PRC Report by Spring Plenary Session

Evaluation of the Periodic Review Process

The ASCCC will evaluate and revise the Periodic Review Process every two cycles.

For Consideration