**Standard IV: Leadership and Governance**

**B. Chief Executive Officer**

**1.** The institutional chief executive officer (CEO) has primary responsibility for the quality of the institution. The CEO provides effective leadership in planning, organizing, budgeting, selecting and developing personnel, and assessing institutional effectiveness.

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| **How does MJC meet the Standard?** | **Evidence** |
| What does the CEO do to communicate institutional values, goals (institution-set standards) and direction? | MJC ReflectionsWeekly Executive Staff meetingsMonthly Report to Board of TrusteesMonthly Manager meetingsMonthly Presidents Cabinet meetingsInstitute Day Presentations (Fall and Spring)Chair of College Council \*Should there be a President’s Report Out at CCPresident’s Office WebsiteCoffee & ConversationsMinutesEmailAttendance at a variety of meetingsInformal opportunities to dialogue on college mattersGovernance Councils |
| How familiar is the CEO with data and analyses of institutional performance? | FTES updates at Reports at College Council, Deans’ Cabinet, Managers MeetingsCrystal ReportsFormal and Informal meetings with college researcherPresents Enrollment Management workshops at Leadership AcademySSSP Plan, SEP, BSI Plan dataATD PlanningStrategic Plan with Strategic Directions and measurable goalsDE PlanEd Master PlanScorecardDemographicsInstructional Outlook Report |
| How does the CEO communicate the importance of a culture of evidence and a focus on student learning? | Institute Day presentationsBoard of Trustee reportsPromotes and encourages participation in SSSP, SEP, Basic Skills and ATDSpeakers from Achieving the Dream, etc.Hiring a Director of Research/IEHiring College ResearcherHost Center of ExcellenceCouncil and meeting participationMJC ReflectionAccreditation MixersEmailCoffee and Conversations  |
| Where does the research office report in the institution; does it have easy access to the CEO’s office? | Vice President of Student ServicesOpen door to President |
| What mechanisms has the CEO put in place to link institutional research, particularly research on student learning, to institutional planning processes, and resource allocation processes? | Hiring a Director of Research/IEHiring College ResearcherHosts Center of ExcellenceInstruction and Resource Allocation Council tied to Program ReviewSSSP Plan, SEP, BSI data |
| How does the district chief executive officer follow the component parts of this Standard in the role of providing effective district leadership? | Institute Day PresentationsReports to Board of TrusteesDistrict Council MinutesChancellor’s CabinetLeadership AcademyLeadership Team Meetings/Trainings |

**2.** The CEO plans, oversees, and evaluates an administrative structure organized and staffed to reflect the institution’s purposes, size, and complexity. The CEO delegates authority to administrators and others consistent with their responsibilities, as appropriate.

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| **How does MJC meet the Standard?** | **Evidence** |
|  | MJC Org ChartDesign for Success Review ProcessEngaging All VoicesJob DescriptionsBoard Policy 2430.1 Delegation of Authority to the Presidents\*Is there something that says who/how the Acting President is determined? |

**3.** Through established policies and procedures, the CEO guides institutional improvement of the teaching and learning environment by:

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| **How does MJC meet the Standard?** | **Evidence** |
| establishing a collegial process that sets values, goals, and priorities; | Engaging All VoicesInstruction Council – Faculty Hiring Prioritization \*Need similar for Classified Hiring PrioritizationSSSP Plan, SEP, Basic Skills, ATDMission statement periodic review (see Standard IV.A also)Strategic Plan with Strategic Directions and Measurable GoalsFacilities Master PlanEd Master PlanTech Master PlanDE Master PlanWebsite |
| ensuring the college sets institutional performance standards for student achievement; | Instruction/Student Services Council meeting 2/16 minutesSuccess numbers and goals presentation 2/16 IC/SSC meetingILOs and GELOs |
| ensuring that evaluation and planning rely on high quality research and analysis of external and internal conditions; | Hiring of research staff: Director, ResearcherHost Center of ExcellenceRespiratory Care dataJob Market AnalysisEconomic and ethnic dataAchieving the Dream HSI data |
| ensuring that educational planning is integrated with resource planning and allocation to support student achievement and learning; | SSSP, SEP, ATD, BSIInstruction CouncilRACSSCProgram ReviewRespiratory Care dataNursing Program (subsidized by local hospitals)Research |
| ensuring that the allocation of resources supports and improves achievement and learning; and | RACProgram RevieweLumin (Assessment)Research data review (example?)SSSP, SEP, ATD, BSIGrant reporting Special Programs reporting |
| establishing procedures to evaluate overall institutional planning and implementation efforts to achieve the mission of the institution. | Ed Master Plan Engaging All Voices – Evaluation of CouncilsMission Statement periodic reviewProgram Review \*Suggestion: Hold a collaborative meeting inviting students, staff, faculty and admin to identify successes, weaknesses, and propose solutions/suggestions for improvement  |
| What does the CEO do to communicate institutional values, goals (institution-set standards) and direction? | Repeated from question 1 above |
| How familiar is the CEO with data and analyses of institutional performance? | Repeated from question 1 above |
| How does the CEO communicate the importance of a culture of evidence and a focus on student learning? | Repeated from question 1 above |
| What mechanisms has the CEO put in place to link institutional research, particularly research on student learning, to institutional planning processes, and resource allocation processes? | Repeated from question 1 above |
| How does the district chief executive officer follow the component parts of this Standard in the role of providing effective district leadership? | Repeated from question 1 above |

**Effective Practices**

The CEO uses data in decision making, identifying priorities, and measuring progress in building a culture of evidence and inquiry.

* FTES updates at Reports at College Council, Deans’ Cabinet, Managers Meetings
* Crystal Reports
* Formal and Informal meetings with college researcher
* Presents Enrollment Management data at Leadership Academy
* SSSP Plan, SEP, BSI Plan data
* ATD Planning
* Strategic Plan with Strategic Directions and measurable goals
* DE Plan
* Ed Master Plan
* Scorecard
* Demographics
* Instructional Outlook Report

The CEO directs the hiring of faculty, administrators, and staff who are committed to student learning and achievement.

* Instruction Council – Faculty Hiring Prioritization Process
* Division shared governance documents – hiring committee composition
* Equity data – Who should we hire
* SSSP – Program Specialists, Deans in Student Services, Directors in Student Services, Counselors
* Questions asked of faculty during interviews/application question re: student learning
* Job fairs

**4.** The CEO has the primary leadership role for accreditation, ensuring that the institution meets or exceeds Eligibility Requirements, Accreditation Standards, and Commission policies at all times. Faculty, staff, and administrative leaders of the institution also have responsibility for assuring compliance with accreditation requirements.

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| **How does MJC meet the Standard?** | **Evidence** |
| How does the CEO take a lead role in accreditation processes? | Accreditation Council – Engaging All VoicesStandards assigned to appropriate CouncilsTri-Chair structureStudent feedback via council participation |
| How does the CEO ensure others on campus also understand accreditation? | Open Accreditation MixersOpen Accreditation Council meetingsOpen invitation to any and all to participateInstitute DayMJC Reflection |

**5.** The CEO assures the implementation of statutes, regulations, and governing board policies and assures that institutional practices are consistent with institutional mission and policies, including effective control of budget and expenditures.

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| **How does MJC meet the Standard?** | **Evidence** |
|  | 1 -1 meetings with VP CASWeekly Executive Cabinet meetingsRAC Participation (find minutes)Review of BP & P at College CouncilDeans’, managers’, and President Cab meetingsOrganizations/Publications \*Need list District Council participationChancellor’s Cabinet participation |

**6.** The CEO works and communicates effectively with the communities served by the institution.

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| **How does MJC meet the Standard?** | **Evidence** |
|  | MJC ReflectionsRotaryLocal mediaPresentations\*List |

Updated 2.22.16

Standard IV Team Meeting

Members Present:

Debbi Partridge Tri-Chair – CSEA

Jon Andrews Student, ASMJC

Ross McKenzie Faculty, Math/YFA

Mike Smedshammer Faculty, Online Learning Coordinator

Laura Yager Director, Admissions & Records

Amy Bethel Executive Assistant/Recorder