

**OLOS ANGELES TRADE-TECHNICAL COLLEGE  
PARTICIPATORY GOVERNANCE COMMITTEE  
SELF-EVALUATION FORM**

Academic Senate Committee: \_\_\_\_\_ Academic Rank Committee \_\_\_\_\_

Evaluation for Academic Year: \_\_\_\_\_ 2016-2017 \_\_\_\_\_

1. Please list all dates of meetings that were held by the committee and attach the approved minutes of these meetings. (Attached where appropriate)  
  
September 20, 2016; October 18, 2016; November 15, 2016; February 14, 2016; April 18, 2017; May 16, 2017 (May minutes draft only)
2. What are the main accomplishments/tasks that the committee achieved this academic year?
  - Agendas physically and electronically posted
  - Minutes electronically posted and physically distributed to Academic Senate Council
  - Committee website updated and current
  - Reviewed applications for academic rank and notified faculty of Committee's decisions
  - Faculty who applied for academic rank received letters and electronic copies of correspondence
  - Distributed forms electronically throughout academic year
  - Extraordinary outreach efforts, especially to the adjunct and emeritus faculty
  - Distributed certificates of academic rank at Faculty Convocation, August, 2016
  - Revised forms available for Convocation, August 2016
  - Made recommendation to Senate Council to include academic rank information in new hire packets
  - Maintained correspondence with all faculty interested in the academic rank process
3. What tasks was the committee unable to complete or are still in progress?
  - Review of college catalog for accuracy regarding titles of academic rank – ongoing
  - Unable to present information and distribute applications for academic rank at the New Faculty Academy as this Committee was not invited
  - March 2017 Committee meeting cancelled
4. Please list the committee's prioritized goals for the next academic year.
  - Distribute certificates of academic rank at Faculty Convocation, August 2017
  - Post and distribute agendas and minutes
  - Make quorum at every meeting
  - Maintain consistent meeting schedule – 3<sup>rd</sup> Tuesday of the month – Fall/Spring
  - Maintain website
  - Distribute forms throughout the year
  - Update Faculty information in catalog
  - Continue outreach efforts
5. Does the committee have any suggestions to improve our Participatory Governance process or make it more efficient?

Chair Signature: LOURDES M. BRENT  
Chair Name: LOURDES M. BRENT  
Date: JUNE 5, 2017