

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

Academic Senate Committee: _____ Academic Rank Committee _____

Evaluation for Academic Year: _____ 2017-2018 _____

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 19, 2017; October 17, 2017; February 20, 2017; March 20, 2018;
April 17, 2018; May 15, 2018 (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
- Updated academic rank in college catalog
- Extraordinary outreach efforts, especially to the adjunct and emeritus faculty
- 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?

- Unable to present certificates of academic rank to faculty members at Faculty Convocation, August, 2017 – at the direction of the Senate President – they were delivered to their respective departments instead
- Unable to present information and distribute applications for academic rank at the New Faculty Academy as this Committee was not invited
- November 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 2018
- Post and distribute agendas and minutes
- Make quorum at every meeting
- Maintain consistent meeting schedule – 3rd 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: _____ *Louderes M. Brent* _____
Chair Name: _____ LOURDES M. BRENT _____
Date: _____ MAY 15, 2018 _____