



**ACADEMIC SENATE**  
for California Community Colleges  
LEADERSHIP • EMPOWERMENT • VOICE

**Periodic Review  
of the  
Academic Senate for  
California Community Colleges**

**Periodic Review Rubric and Report Template**

**Adopted Spring Plenary 2022**

# Periodic Review of the Academic Senate for California Community Colleges Periodic Review Rubric and Report Template

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## **Periodic Review: Instructions for Executive Committee**

Using the attached rubric and the report template described below, the Executive Committee will complete an internal evaluation.

1. For the 2026-2027 Periodic Review, the Internal Evaluation shall be initiated Fall 2025 by ASCCC President and Executive Director using the Periodic Review Rubric.
2. The Internal Evaluation Report shall be completed by the 2026 Spring Plenary Session so it can be utilized by the Periodic Review Committee (PRC) as it conducts its review of the ASCCC.

*Note: Following the completion of the 2026-2027 Periodic Review, the Periodic Review of the Academic Senate for California Colleges process, including cycle-length, this document, and the Periodic Review Committee composition and selection will be reviewed and updated as needed in preparation for the next periodic review.*

### **Internal Evaluation Report Process**

1. The Executive Committee's self-evaluation and subsequent Internal Evaluation Report shall be based on the Periodic Review Criteria approved by ASCCC delegates in Fall 2021.
2. Sample questions are provided to guide the Executive Committee's self-evaluation and completion of the Periodic Review Rubric;
  - a. They are intended as a guide only, not as a list of questions that must be answered or addressed.
  - b. Sample sources of evidence are also provided to guide the Executive Committee's consideration.
3. Each Executive Committee member will complete the Periodic Review Rubric.
4. The ASCCC President and Executive Director in consultation with the ASCCC Officers will compile the results into one comprehensive Executive Committee Periodic Review Rubric and present to the Executive Committee for feedback and approval.
5. In evaluation of each criterion, the executive committee will determine whether the ASCCC mostly exceeds expectations, meets expectations, or needs some improvement.
6. The ASCCC President and Executive Director in consultation with the ASCCC Officers will complete the Internal Evaluation Report (see Report Template)

## **Key Terms**

***Activities*** – events held to support local academic senate work

Examples: Plenary sessions, institutes, academies, regional events, webinars, workshops

***Operations*** – internal ASCCC business-related efforts

Examples: office hiring, event planning, project coordination

***Resources*** – materials and tools developed to convey information and support local academic senate work

Examples: Rostrum articles, ASCCC papers, Handbooks, Canvas courses, presentation materials

## Periodic Review Criteria

**Mission** – The ASCCC aligns its operations, policies, processes, and activities with the mission and the strategic plan.

Guiding Questions:

- How current is the strategic plan? How often does the Executive Committee take action to review progress in addressing elements of the strategic plan?
- Is the strategic plan aligned with the mission? Are the strategic plan and mission evident in the operations and activities of the ASCCC?

Sample Sources of Evidence:

- ASCCC Strategic Plan
- ASCCC Executive Committee meeting agendas and minutes
- Review of ASCCC operations, policies, processes, and activities for consistency with strategic plan
- ASCCC Executive Committee Evaluation Survey

**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.

Guiding Questions:

- Are ASCCC activities and operations aligned with the strategic plan and mission approved by delegates?
- How are ASCCC activities and resources driven by or reflective of resolutions passed by the delegates?

Sample Sources of Evidence:

- Executive Committee resolution assignments
  - Usually on the Executive Committee meeting agenda after each Plenary
  - Committee priorities spreadsheet (Livebinder)
- Review of individual resolutions and the actions taken to address resolved statements
- Review of Rostrum articles, papers, event themes, presentations, and meeting agendas

**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.

Guiding Questions:

- What is the feedback from event attendees?
- What is the feedback through other ASCCC surveys?

- How aligned are ASCCC resources, services, and guidance with current needs of the local academic senates and academic and professional matters?

Sample Sources of Evidence

- ASCCC Event surveys
- ASCCC local senate and other surveys
- Review of resources, services, and guidance
- Review of annual reports

**Transparency** – The work of the ASCCC, including processes and communication, is transparent.

Guiding Questions:

- How timely, accessible, and relevant are ASCCC Executive Committee meeting agendas, supporting documents, and minutes?
- How does the ASCCC document processes for decisions it makes? How accessible are process and decision-making documentation to the public?
- How does the ASCCC ensure transparency?

Sample Sources of Evidence:

- Review of meeting agendas and minutes
- Review of ASCCC website
- Committee appointment process

## Resources to Review

In completing the Periodic Review Template and Rubric, Executive Committee members shall consider the following resources, to be provided to committee members by the Executive Director or designee:

- ASCCC Committee End of Year Reports (LiveBinder)
- ASCCC Periodic Review Tracking document
- ASCCC Website information and resources, including the following:
  - ASCCC Mission and Vision, Values Statement, Bylaws, and Rules webpages
  - ASCCC Resolutions webpage
  - ASCCC Events webpage
  - ASCCC Committees webpages
  - ASCCC Resources webpages
  - ASCCC Services
  - ASCCC Publications
  - ASCCC Annual Report
- ASCCC Surveys as appropriate
  - Other resources the Executive Committee finds helpful in reflecting on and evaluating ASCCC work relative to the four program review criteria



## Executive Committee Periodic Review Rubric

For completion by the Executive Committee to be included in the Internal Self Evaluation Report

<b>MISSION</b> - The ASCCC aligns its operations, policies, processes, and activities with the mission and the strategic plan.			
Evaluation: The ASCCC mostly...	Needs Improvement	Meets Expectations	Exceeds Expectations
Overall Analysis:			
Supporting Resources:			
Additional Comments:			
<b>ACCOUNTABILITY</b> - 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.			
Evaluation: The ASCCC mostly...	Needs Improvement	Meets Expectations	Exceeds Expectations
Overall Analysis:			
Supporting Resources:			
Additional Comments:			
<b>BENEFIT TO MEMBERSHIP AND PUBLIC</b> - 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.			
Evaluation:	Needs	Meets	Exceeds

The ASCCC mostly...	Improvement	Expectations	Expectations
Overall Analysis:			
Supporting Resources:			
Additional Comments:			
<b>TRANSPARENCY</b> - The work of the ASCCC, including processes and communication, is transparent.			
Evaluation: The ASCCC mostly...	Needs Improvement	Meets Expectations	Exceeds Expectations
Overall Analysis:			
Supporting Resources:			
Additional Comments:			





## **Executive Committee Internal Evaluation Report Template**

Following is an example of a format to help guide the ASCCC President and Executive Director (or their designees) in completing the Internal Evaluation Report.

**Internal Evaluation Report for the [Academic Year of Review] Periodic Review of the  
ASCCC**

Presented at the ASCCC 202[6] Spring Plenary Session

Table of Contents  
[Insert Table]

- I. Introduction [brief overview of processes to create internal evaluation report, approval dates, authors]
- II. Current [2025-2026] Executive Committee members
- III. Response to previous Periodic Review Report recommendations or findings [as needed; see ASCCC Annual Reports, Committee End of Year Reports, Periodic Review Tracking document (to be created)]
- IV. Periodic Review Rubric [insert completed template]
- V. Summary [Brief overall analysis; may include internal recommendations]



## Periodic Review: Instructions for Periodic Review Committee

### Periodic Review Process

The Periodic Review Committee's evaluation and subsequent report shall be based on the Periodic Review Criteria and Guidelines approved by ASCCC delegates in Fall 2021.

Sample questions and sources of evidence are provided to guide the Periodic Review Committee's evaluation and completion of the Periodic Review Rubric and Report.

- Sample questions are intended as a guide only, not as a list of questions that must be answered or addressed.
- Sample sources of evidence are also provided to guide the Periodic Review Committee's consideration.

### Key Terms

**Activities** – events held to support local academic senate work

Examples: Plenary sessions, institutes, academies, regional events, webinars, workshops

**Operations** – internal ASCCC business-related efforts

Examples: office hiring, event planning, project coordination

**Resources** – materials and tools developed to convey information and support local academic senate work

Examples: Rostrum articles, ASCCC papers, Handbooks, Canvas courses, presentation materials

### Periodic Review Criteria

**Mission** – The ASCCC aligns its operations, policies, processes, and activities with the mission and the strategic plan.

Guiding Questions:

- How current is the strategic plan? How often does the Executive Committee take action to review progress in addressing elements of the strategic plan?
- Is the strategic plan aligned with the mission? Are the strategic plan and mission evident in the operations and activities of the ASCCC?

Sample Sources of Evidence:

- ASCCC Strategic Plan
- ASCCC Executive Committee meeting agendas and minutes
- Review of ASCCC operations, policies, processes, and activities for consistency with strategic plan
- ASCCC Executive Committee Evaluation Survey

**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.

Guiding Questions:

- Are ASCCC activities and operations aligned with the strategic plan and mission approved by delegates?
- How are ASCCC activities and resources driven by or reflective of resolutions passed by the delegates?

Sample Sources of Evidence:

- Executive Committee resolution assignments
  - Usually on the Executive Committee meeting agenda after each Plenary
  - Committee priorities spreadsheet (Livebinder)
- Review of individual resolutions and the actions taken to address resolved statements
- Review of Rostrum articles, papers, event themes, presentations, and meeting agendas

**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.

Guiding Questions:

- What is the feedback from event attendees?
- What is the feedback through other ASCCC surveys?
- How aligned are ASCCC resources, services, and guidance with current needs of the local academic senates and academic and professional matters?

Sample Sources of Evidence

- ASCCC Event surveys
- ASCCC local senate and other surveys
- Review of resources, services, and guidance
- Review of annual reports

**Transparency** – The work of the ASCCC, including processes and communication, is transparent.

Guiding Questions:

- How timely, accessible, and relevant are ASCCC Executive Committee meeting agendas, supporting documents, and minutes?
- How does the ASCCC document processes for decisions it makes? How accessible are process and decision-making documentation to the public?
- How does the ASCCC ensure transparency?

Sample Sources of Evidence:

- Review of meeting agendas and minutes
- Review of ASCCC website
- Committee appointment process

## **Resources to Review**

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

- Internal Evaluation Report for the [Academic Year of Review] Periodic Review of the ASCCC (which includes Executive Committee Internal Evaluation Rubric and Report)
- ASCCC Website information and resources, including the following:
  - ASCCC Mission and Vision, Values Statement, Bylaws, and Rules webpages
  - ASCCC Resolutions webpage
  - ASCCC Events webpage
  - ASCCC Committees webpages
  - ASCCC Resources webpages
  - ASCCC Services
  - ASCCC Publications
  - ASCCC Annual Report
- 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



## Periodic Review Committee Periodic Review Rubric

The Periodic Review Committee shall record its overall assessment of each of the Periodic Review Criteria using the Rubric.

- In examining each criterion, the Periodic Review Committee shall factor in its own review of the operations, policies, procedures, and activities which support these areas and how well they function
- The Periodic Review Committee shall also consider the responses in the Executive Committee Internal Evaluation Rubric included in the Internal Evaluation Report.
- As appropriate, the Periodic Review Committee shall provide a brief analysis which may include commendations, recommendations, and rationale.

<b>MISSION</b> - The ASCCC aligns its operations, policies, processes, and activities with the mission and the strategic plan.			
Evaluation: The ASCCC mostly...	Needs Improvement	Meets Expectations	Exceeds Expectations
Overall Analysis:			
Supporting Resources:			
Additional Comments:			
<b>ACCOUNTABILITY</b> - 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.			
Evaluation: The ASCCC mostly...	Needs Improvement	Meets Expectations	Exceeds Expectations
Overall Analysis:			
Supporting Resources:			
Additional Comments:			

**BENEFIT TO 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.

Evaluation:  
The ASCCC mostly...

Needs  
Improvement

Meets  
Expectations

Exceeds  
Expectations

Overall Analysis:

Supporting Resources:

Additional Comments:

**TRANSPARENCY** - The work of the ASCCC, including processes and communication, is transparent.

Evaluation:  
The ASCCC mostly...

Needs  
Improvement

Meets  
Expectations

Exceeds  
Expectations

Overall Analysis:

Supporting Resources:

Additional Comments:



## **Periodic Review Committee Report Template**

Following is an example of a format to help guide the Periodic Review Committee in compiling their report.

**Periodic Review Report**  
[Academic Year of Review]

Presented to the ASCCC Executive Committee  
[Date]

Table of Contents  
[Insert Table]

- I. Introduction [brief overview of process]
- II. Periodic Review Committee Members [Name, discipline, college]
- III. Periodic Review Rubric [insert completed template]
- IV. Summary [Overall analysis; optional: recommendations/commendations]