

## Program Learning Outcomes

Competency & Subtopics	What Trustees Need to Know	How to Get the Skills & Knowledge
<p><b>Accreditation</b></p> <ul style="list-style-type: none"> <li>• Institutional effectiveness</li> <li>• Setting priorities</li> <li>• Policy development</li> <li>• Participatory governance</li> <li>• Student success</li> <li>• Linking budget to strategic plan</li> <li>• Trustee roles and responsibilities</li> <li>• Board/CEO relationship</li> </ul>	<ul style="list-style-type: none"> <li>• Role of Trustees in accreditation</li> <li>• What is covered in the four standards</li> <li>• The accreditation process and where the District is in the cycle</li> <li>• Different sanctions and their significance</li> <li>• Why data is critical to accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• Local reports from the District's Accreditation Liaison Officer</li> <li>• District visit from ACCJC staff</li> <li>• District accreditation workshops</li> <li>• Workshops at statewide meetings</li> <li>• ACCJC online course on accreditation</li> </ul>
<p><b>Board Evaluation</b></p> <ul style="list-style-type: none"> <li>• Board/CEO relationship</li> <li>• Trustee roles and responsibilities</li> <li>• Accreditation</li> <li>• Policy development</li> </ul>	<ul style="list-style-type: none"> <li>• What is the District's policy on Board and CEO evaluation?</li> <li>• Does it comply with recommended standards?</li> <li>• How often is the policy reviewed?</li> <li>• What are best practices in this area?</li> <li>• Who participates in the evaluation process?</li> </ul>	<ul style="list-style-type: none"> <li>• Local and state workshops</li> <li>• League assistance</li> <li>• Comparison with what other Districts do</li> </ul>
<p><b>Fiscal Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Fiscal literacy</li> <li>• Local fiscal operations</li> <li>• State budget</li> <li>• Budget development process</li> <li>• Being prudent/not stifling innovation</li> <li>• Linking the budget to strategic planning</li> <li>• Statutory and fiduciary responsibility</li> <li>• Advocacy</li> <li>• Connecting with stakeholders</li> <li>• Collective bargaining</li> </ul>	<ul style="list-style-type: none"> <li>• How to read a budget and understand the terminology</li> <li>• What to look for in an audit</li> <li>• Annual budget cycle</li> <li>• How the budget is developed</li> <li>• Seeking funding outside State allocations</li> <li>• District Foundation</li> <li>• How cost figures into program review</li> <li>• Importance of a reserve</li> <li>• Facility maintenance costs and needs</li> <li>• How contracts are negotiated</li> </ul>	<ul style="list-style-type: none"> <li>• Reports from the District's finance officer on a quarterly and annual basis</li> <li>• Local workshops on financial and facility topics</li> <li>• State conferences</li> <li>• Reading articles from the Chancellor's office and expert in the field</li> </ul>

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<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• Trustee roles and responsibilities</li> <li>• Meeting effectiveness</li> <li>• Working as a unit</li> <li>• Policy development</li> <li>• Statutory and fiscal responsibility</li> <li>• Internal constituencies</li> <li>• Advocacy</li> <li>• Connecting with stakeholders</li> <li>• Student success</li> <li>• Accreditation</li> <li>• History of community college governance</li> <li>• Linking the budget to planning</li> <li>• Goal setting and communication</li> </ul>	<ul style="list-style-type: none"> <li>• Duties and limits of trustees</li> <li>• What it means to be a policy-making board</li> <li>• How to delegate the authority for running the District to the CEO</li> <li>• How to avoid micromanagement</li> <li>• The difference between advocating for a cause and considering the good of the whole</li> <li>• Best practices in participatory governance</li> <li>• How to “find it” in the Government Code, Ed Code, or Board Policy</li> <li>• How CA law defines Student Success</li> <li>• How to read and interpret the Student Success Scorecard</li> <li>• Best ways to represent the District to the public</li> <li>• How to refer complaints trustees receive</li> </ul>	<ul style="list-style-type: none"> <li>• Effective Trustee Workshop</li> <li>• Board Chair Workshop</li> <li>• CCLC Legislative Conference</li> <li>• Trustee Conference</li> <li>• Annual Convention</li> <li>• The Trustee Handbook</li> <li>• District workshops on various aspects of trusteeship</li> <li>• State and regional conferences</li> </ul>
<p><b>Student Success</b></p> <ul style="list-style-type: none"> <li>• Accountability and institutional effectiveness</li> <li>• Budget development process</li> <li>• Community relations</li> <li>• Connecting with stakeholders</li> <li>• Goal setting and communication</li> <li>• Linking the budget to planning</li> <li>• Accreditation</li> <li>• Setting priorities</li> <li>• Local and state budgets</li> <li>• Statutory and fiscal responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• How to define Student Success</li> <li>• What are the District’s numbers on the Student Success Scorecard</li> <li>• What staff members are involved in Student Success</li> <li>• Who is in charge?</li> <li>• The details of the District’s Basic Skills programs</li> <li>• What are student learning outcomes?</li> <li>• How does program review work?</li> </ul>	<ul style="list-style-type: none"> <li>• Local board retreat/workshops</li> <li>• State and regional conferences on student success</li> <li>• Readings, including League resources related to each topic, leadership books</li> </ul>

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<p><b>Brown Act</b></p>	<ul style="list-style-type: none"> <li>• What is the Open Meeting Law</li> <li>• Posting agendas</li> <li>• Special meetings</li> <li>• Emergency meetings</li> <li>• Closed session topics</li> <li>• Reading out from closed session</li> <li>• Public comments</li> <li>• Free speech</li> </ul>	<ul style="list-style-type: none"> <li>• Local training from a qualified attorney</li> <li>• Brown Act sessions at state meetings</li> </ul>
<p><b>Ethics</b></p> <ul style="list-style-type: none"> <li>• Conflicts of Interest</li> <li>• Required forms and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• How to avoid conflicts of interest</li> <li>• Avoiding the appearance of impropriety</li> <li>• What forms need to be filed, how, and deadlines</li> </ul>	<ul style="list-style-type: none"> <li>• Local ethics training by a qualified attorney</li> <li>• Statewide conferences</li> <li>• FPPC online ethics course</li> </ul>