

BRIEFING NOTE

TO: Council and Appointed Members

FROM: Governance Committee

DATE: December 2 and 3, 2019

SUBJECT: 8.6 2019 Council and Committee Effective Self-evaluations

☐ For Decision

☒ For Information

☐ Monitoring Report

Purpose:

To provide an update on the 2019 Council and Committee Effective Self-evaluations.

Background:

The COO Council is committed to the process of formally evaluating its own performance and effectiveness. Council and committee members recognize that they set the standard for excellence for the College and that their ability to lead in this area is partly through self-reflection.

At the October 2019 Council meeting, Council approved an update to the Council Effectiveness Self-Evaluation Policy. Under the updated policy, Council is to use a comprehensive self-evaluation tool on a bi-yearly basis, and a shorter modified tool during the in-between years.

A comprehensive self-evaluation of Council was carried out in 2018. Accordingly, the Council self-evaluation in 2019 will be done using the modified tool. All Council and Appointed Committee Members will also complete the committee effectiveness evaluation for each committee on which they sit.

For Consideration:

Following the December Council meeting, Council and Appointed Committee Members will receive an email that will provide the information on how to connect with and complete the online questionnaire. The surveys will remain open for two weeks. The questionnaires cover the period from January 1, 2019 to December 4, 2019 (following council's last meeting of the year).

It will take approximately up to 30 to 45 minutes to complete the questionnaires. It is not necessary to complete the survey in one sitting, the program allows one to save completes responses in order to complete the survey at a later date.

Council participation in this important process is mandatory. Council and Committee Members not responding will receive regular reminders. If there continues to be no response, the Council Chair will follow-up to determine an action plan with each Member who has not responded.

The Council and committee effectiveness self-evaluations will pertain to the Council's performance as a whole, as well as individual committees. All responses will be collated and analyzed to provide two separate reports, one for Council and one for each committee to review. Council will receive its full report at its February 2020 Council meeting.

Committee evaluation results will be forwarded to the first Committee meeting of the year for their review, analysis, and action planning. Each Committee will be asked to report back to Council on their findings and related plan at the May Council meeting.

Meridian Edge Leadership & Governance Consulting will be assisting with the data collection and implementation of this evaluation.