Date: May 25, 2011

To: Chancellor’s Cabinet

From: Dan LaVista

Subject: PERFORMANCE EVALUATION AND GOAL SETTING

I write to invite your involvement in the FY11 performance evaluation process and the FY12 goal setting process. Please consider the following points in developing written responses to these processes:

1. Summarize your evaluation of the FY11 performance goals and outcome measure statements we developed mutually. Specify particularly satisfying accomplishments; note incomplete or less than satisfying performance as well. Include a statement on overall performance, addressing your satisfaction level with your performance and your ideas on areas for improvement.

2. Using the LACCD District Strategic Plan (2006-2011) as a guide, delineate 8-10 goals, with corresponding outcome measure statements, for FY12. Include goals that are District and (where appropriate) college goals. Reference student success.

Please submit your evaluation and goal setting/outcome measure statements (3-4 pages) to me by June 20. I will respond with my evaluation of your performance and discuss your performance with you in individual meetings beginning in July 2011.