

Senate Overview of the 2013-14 Assessment Survey of the Senate and its Standing Committees

Background: In the September 9th meeting of the Academic Senate, 3 goals were discussed by the members for the 2013-14 year. One discussion centered around the problem of last year's assessment of the Senate by their standing committees. The discussion also centered on the assessment cycle of the Senate which is set by a strategic planning policy of 2010.

In mid-October, a survey was adopted and sent to the 8 standing committees of the Senate asking for their participation. Upon completion during the first week of November, the preliminary results were tallied and provided by Dr. Aycock. The findings were presented by the President to the Senate at the November 18th meeting and to ISPC in the November 20th meeting.

The survey asked each committee to evaluate the Academic Senate standing committee that they served on. The survey included 14 questions:

1. Which committee are you evaluating today using this survey?
 - a. Academic Senate
 - b. Program Review Committee
 - c. Distance Education Committee
 - d. Assessment Committee
 - e. Library Advisory Committee
 - f. Curriculum Committee
 - g. Professional Development Committee
 - h. Academic Planning Council
 - i. Student Success Committee
2. Do you feel you have a clear understanding of the structure and purpose of this committee?
 - a. Yes
 - b. Somewhat
 - c. No

Additional comments:
3. Are agendas and minutes provided electronically prior to the committee meetings?
 - a. Yes
 - b. No
4. Are the agenda items usually completed the agenda within the meeting time?
 - a. Yes
 - b. No
5. Are committee members given adequate information to make informed recommendations and decisions?
 - a. Yes
 - b. No
6. All members are encouraged to be actively involved.
 - a. Strongly agree
 - b. Agree

- c. Disagree
 - d. Strongly disagree
7. Discussions are collegial, and differing opinions are respected.
- a. Strongly agree
 - b. Agree
 - c. Disagree
 - d. Strongly disagree
8. Participation in the committee is meaningful and important to me.
- a. Strongly agree
 - b. Agree
 - c. Disagree
 - d. Strongly disagree
9. The committee charge is understood and the members work towards fulfilling the charge.
- a. Strongly agree
 - b. Agree
 - c. Disagree
 - d. Strongly disagree
10. The purpose of the committee aligns well with the college mission.
- a. Strongly agree
 - b. Agree
 - c. Disagree
 - d. Strongly disagree
11. Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings?
- a. Yes
 - b. No
12. Overall I am satisfied with the committee's performance.
- a. Strongly agree
 - b. Agree
 - c. Disagree
 - d. Strongly disagree
13. Is there something that you would recommend to help the committee function more effectively?
14. Please provide any additional comments and suggestions for improvement.

Participation was high: 92 responses in total with numerous committees achieving above a 90% response rate.

In combining all the responses of all the committee members, there was strong agreement on all the questions. Technically, the committees and the Senate are working well: agendaing, providing information for decisions, providing a clear definition of the purpose of the committee and timely completion of work.

Again, combining all the responses of all the committee members, they were asked to rate their level of agreement with the following statements:

	Strongly agree	Agree	Disagree	Strongly disagree	Total
All members are encouraged to be actively involved.	81.52% 75	16.30% 15	2.17% 2	0% 0	92
Discussions are collegial, and differing opinions are respected.	83.52% 76	12.09% 11	4.40% 4	0% 0	91
Participation in the committee is meaningful and important to me.	83.70% 77	16.30% 15	0% 0	0% 0	92
The committee charge is understood and the members work towards fulfilling the charge.	84.78% 78	14.13% 13	1.09% 1	0% 0	92
The purpose of the committee aligns well with the college mission.	89.13% 82	9.78% 9	1.09% 1	0% 0	92
Overall I am satisfied with the committee's performance.	85.87% 79	10.87% 10	3.26% 3	0% 0	92

Evaluative agreement is displayed and the baseline for all the committees is set both as separate entities and as a whole.

The Senate's self-evaluation suggested possible areas for improvement when rating these same statements:

	Strongly agree	Agree	Disagree	Strongly disagree	Total
All members are encouraged to be actively involved.	61.54% 8	38.46% 5	0% 0	0% 0	13
Discussions are collegial, and differing opinions are respected.	69.23% 9	23.08% 3	7.69% 1	0% 0	13
Participation in the committee is meaningful and important to me.	76.92% 10	23.08% 3	0% 0	0% 0	13
The committee charge is understood and the members work towards fulfilling the charge.	76.92% 10	15.38% 2	7.69% 1	0% 0	13
The purpose of the committee aligns well with the college mission.	76.92% 10	15.38% 2	7.69% 1	0% 0	13
Overall I am satisfied with the committee's performance.	76.92% 10	15.38% 2	7.69% 1	0% 0	13

Recommendations and possible goals based on this data and the evaluation summaries from the standing committees:

1. The Senate requested that each standing committee send a summary evaluation report of the Academic Senate. Four committees responded. Once again the problem of communication between the Senate and the standing committees remains problematic. Many senators serve on several of the committees and several of the committee chairs sporadically attend the Senate meetings and serve as voting members. But consistency is weak (with the exception of APC). This needs to be discussed and a solution needs to be implemented with full agreement of the bodies.

2. Also mentioned in the summaries and discussed by the Senate was faculty service. Service on committees is sporadic and a continuing problem and burnout by faculty who serve on multiple committees is becoming more prevalent. This solution might be harder to acquire without a contractual requirement.

One of last year's goals was better communication with the faculty about what the Senate does. We instituted talking points that each Senator took back to their departments to report out during department meetings. In the Fall, the Senate has discussed the possibility of a (short) President's report that goes out by email to faculty members. With this increase in communication over the last year and a half, the Senate will consider expanding the survey above to all faculty, not just its committee structure. Hopefully we will set the baseline with the entire faculty to help expand the universe that evaluates the Senate and its work.

AS Standing Committees Survey of Effectiveness

1. Which committee are you evaluating today using this survey?

	%	n	
Academic Senate (AS)	14.1%	13	
Program Review Committee (PRC)	8.7%	8	
Distance Education Committee (DEC)	6.5%	6	
Assessment Committee (NAC)	14.1%	13	
Library Advisory Committee (LAC)	7.6%	7	
Curriculum Committee (CC)	14.1%	13	
Professional Development Committee (PDC)	7.6%	7	
Academic Planning Council (APC)	12.0%	11	
Student Success Committee (SSC)	15.2%	14	
			answered question 92
			skipped question 0

2. Do you feel you have a clear understanding of the structure and purpose of this committee?

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	%	TOTAL
Yes	12	8	6	12	7	13	7	11	14	97.8%	90
Somewhat	1	0	0	0	0	0	0	0	0	1.1%	1
No	0	0	0	1	0	0	0	0	0	1.1%	1
Additional Comments											4
											answered question 92
											skipped question 0

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	
1					X					I feel this is a very active and important committee that has a focus on the academic heart of the college.
2					X					Committee has an important and active role in the strategic planning process.
3									X	Committee is very important to strategic planning

4		X	process. New to the committee, but have had a lot of help getting up to speed
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3. Are agendas and minutes provided electronically prior to the committee meetings?

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	%	TOTAL
Yes	13	8	6	13	7	12	7	11	14	100.0%	91
No	0	0	0	0	0	0	0	0	0	0.0%	0
<i>answered question</i>											91
<i>skipped question</i>											1

4. Are the agenda items usually completed within the meeting time?

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	%	TOTAL
Yes	13	8	5	11	7	13	7	11	12	95.6%	87
No	0	0	0	2	0	0	0	0	2	4.4%	4
<i>answered question</i>											91
<i>skipped question</i>											1

5. Are committee members given adequate information to make informed recommendations and decisions?

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	%	TOTAL
Yes	12	8	6	11	7	13	7	11	14	97.8%	89
No	1	0	0	1	0	0	0	0	0	2.2%	2
<i>answered question</i>											91
<i>skipped question</i>											1

6. Please rate your level of agreement with the following statements:

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	TOTAL
All members are encouraged to be actively involved.										
Strongly agree	8	8	6	8	6	12	5	11	11	
Agree	5	0	0	3	1	1	2	0	3	
Disagree	0	0	0	2	0	0	0	0	0	
Strongly disagree	0	0	0	0	0	0	0	0	0	
	13	8	6	13	7	13	7	11	14	
Discussions are collegial, and differing opinions are respected.										
Strongly agree	9	8	5	8	6	13	6	9	12	
Agree	3	0	0	2	1	0	1	2	2	
Disagree	1	0	0	3	0	0	0	0	0	
Strongly disagree	0	0	0	0	0	0	0	0	0	
	13	8	5	13	7	13	7	11	14	
Participation in the committee is meaningful and important to me.										
Strongly agree	10	6	6	8	5	12	5	11	14	
Agree	3	2	0	5	2	1	2	0	0	
Disagree	0	0	0	0	0	0	0	0	0	
Strongly disagree	0	0	0	0	0	0	0	0	0	
	13	8	6	13	7	13	7	11	14	

The committee charge is understood and the members work towards fulfilling the charge.											
	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	TOTAL	
Strongly agree	10	7	6	11	5	13	6	10	10	92	
Agree	2	1	0	2	2	0	1	1	4		
Disagree	1	0	0	0	0	0	0	0	0		
Strongly disagree	0	0	0	0	0	0	0	0	0		
	13	8	6	13	7	13	7	11	14		
The purpose of the committee aligns well with the college mission.											
Strongly agree	10	8	6	11	5	11	6	11	14		92
Agree	2	0	0	2	2	2	1	0	0		
Disagree	1	0	0	0	0	0	0	0	0		
Strongly disagree	0	0	0	0	0	0	0	0	0		
	13	8	6	13	7	13	7	11	14		
Overall I am satisfied with the committee's performance.											
Strongly agree	10	8	5	11	5	13	6	9	12	92	
Agree	2	0	1	0	2	0	1	2	2		
Disagree	1	0	0	2	0	0	0	0	0		
Strongly disagree	0	0	0	0	0	0	0	0	0		
	13	8	6	13	7	13	7	11	14		
<i>answered question</i>											92
<i>skipped question</i>											0

7. Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings?

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	%	TOTAL
Yes	13	8	6	12	5	13	5	11	10	93.3%	83
No	0	0	0	1	1	0	2	0	2	6.7%	6
<i>answered question</i>											89
<i>skipped question</i>											3

8. Is there something that you would recommend to help the committee function more effectively?

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	TOTAL
	2	3	2	3	3	0	2	3	5	23
<i>answered question</i>										23
<i>skipped question</i>										69

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	
1					X					Not at this time
2				X						Increase dialogue among members.
3			X							We need more members!
4	X									Coffee.
5		X								Coffee, chocolate; more cupcakes.
6				X						The committee meetings often feel like a series of information items and other than performing tasks assigned by the leader, it does not feel collaborative. Dissent is also highly discouraged.
7		X								Reconsider the form and function of the comprehensive program review for instructional disciplines.
8					X					No, I believe we collaborate very well and I enjoy my work on this committee.

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	
9		X								The committee is well structured and aligns effectively with our strategic planning process. One of the areas we need to work on is the extent to which we align with district level program review.
10				X						Agenda topics with specific time durations would help to ensure discussions do not eat into the available time to discuss other items. Topics at the end of the agenda are often truncated.
11					X					No-committee is efficient and effective.
12									X	No-Committee is effective.
13			X							Sometimes can a bit fast and is hard to keep up
14									X	As a result of combining EMAC and SSC, the scope of our committee has grown to include an even wider range of initiatives that qualify under the umbrella of student success. Many of these initiatives impact instruction, yet the faculty participation rate is not where it should be. It will be important for SSC to explore strategies to get more faculty involved in order to effectively develop and implement the many student success initiatives that we have before us.
15									X	Ceeate more subcommittees to deal with things like the reports for basic skills, matric, and equity. Committee time should not be taken up with these items.
16									X	The committee is too large, so its difficult to get a lot done. I recommend forming subcommittees to work on specific initiatives.
17									X	Nope

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	AS
18							X			We have a great committee! I really enjoy working with the faculty and staff on this committee. We have several great minds that come together to create intriguing dialogue and great ideas. I can't think of anything I would change.
19								X		We need to continue to improve how new instructor positions are selected
20								X		We need to reorganize the departments. Over time, the disciplines have changed membership and there are areas where groups are under-represented.
21	X									No
22							X			Since the committee now involves professional development opportunities for staff and administration, along with faculty, input from staff should be considered and encouraged.
23								X		Perhaps a little more efficiency in the use of the time.

9. Please provide any additional comments and suggestions for improvement.

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	TOTAL
	1	0	0	1	3	0	1	3	3	12
	<i>answered question</i>									12
	<i>skipped question</i>									80

	AS	PRC	DEC	NAC	LAC	CC	PDC	APC	SSC	
1					X					None at this time
2				X						More group collaboration on policies. By far the most collaborative team I have ever worked with.
3								X		We need a bigger room right now to have our committee meetings
4					X					I enjoy being a member of this committee.
5					X					Maybe move to meetings no longer than 1 1/2 hours.
6									X	Need more representation of full time faculty from various disciplines.
7									X	A great move merging this group.
8									X	None
9								X		None
10	X									None
11								X		Dr Farrar does a very good job of getting us the information we need and explaining it to us.
12							X			I feel that the decisions made by this committee are respected by our administrators, and the time spent in the meetings is well-invested. Meet at a larger room.