

# COTW Survey Report 2015

Norco College

**OFFICE OF INSTITUTIONAL EFFECTIVENESS**

July 14, 2015

# COTW Survey 2015

## Norco College

At the end of last committee of the whole (COTW) meeting for the academic year, a short survey (see Appendix A) is distributed to all individuals in attendance. The survey items assess level of awareness, participation, and perceptions of the ranking processes involved in resource allocation. The survey was administered on June 4, 2015, and 47 people participated. An extra question was added for the 2014 survey which requested that respondents identify their employee classification (faculty, staff, administrator, other). This allowed disaggregation by employee classification which is how all of the following results will be displayed. Below is the distribution of respondents by employee classification:

**Employee Classification**

	Frequency	Percent	Valid Percent	Cumulative Percent
Valid Administrator	7	14.9	14.9	14.9
Staff	10	21.3	21.3	36.2
Faculty	30	63.8	63.8	100.0
Total	47	100.0	100.0	

This distribution approximated the distribution of employee classification during Fall 2014 which was 4%, 28%, and 68% for administrators, staff, and faculty, respectively. The largest discrepancy was in the overrepresentation of administrators. This was most likely due to the small numbers (n= 14) and the nature of the COTW meeting.

QUESTION #1 - I am aware of the processes by which Norco College ranks staffing and equipment needs identified in program review.			Employee Classification			Total
			Administrator	Staff	Faculty	
Very Much	Count		7	7	21	35
	Percent		100.0%	70.0%	70.0%	74.5%
Somewhat	Count		0	3	9	12
	Percent		0.0%	30.0%	30.0%	25.5%
Not At All	Count		0	0	0	0
	Percent		0.0%	0.0%	0.0%	0.0%
Total	Count		7	10	30	47
	Percent		100.0%	100.0%	100.0%	100.0%

Administrators indicated the highest awareness levels, and faculty and staff showed equal levels of awareness of the ranking processes. The pattern of no response at the lowest levels of agreement in response to questions was a common pattern on this survey. This is somewhat different than the previous year where every question had some responses at the lowest levels.

QUESTION #2 - I participate in the processes by which Norco College ranks staffing and equipment needs.			Employee Classification			Total
			Administrator	Staff	Faculty	
Very Much	Count		5	3	13	21
	Percent		71.4%	30.0%	43.3%	44.7%
Somewhat	Count		0	5	10	15
	Percent		0.0%	50.0%	33.3%	31.9%
Not At All	Count		2	2	7	11
	Percent		28.6%	20.0%	23.3%	23.4%
Total	Count		7	10	30	47
	Percent		100.0%	100.0%	100.0%	100.0%

Participation in ranking processes indicated fairly consistent levels of participation/non-participation across employee categories. As might be expected there was a greater percentage of respondents in all employee groups who didn't participate in the ranking process at all compared to those who were not aware (Question 1).

QUESTION #3 -Administrators at Norco College give consideration to priority list approved by the Planning Councils in making resource allocation decisions.			Employee Classification			Total
			Administrator	Staff	Faculty	
Very Much	Count		7	6	19	32
	Percent		100.0%	66.7%	67.9%	72.7%
Somewhat	Count		0	3	8	11
	Percent		0.0%	33.3%	28.6%	25.0%
Not At All	Count		0	0	1	1
	Percent		0.0%	0.0%	3.6%	2.3%
Total	Count		7	9	28	44
	Percent		100.0%	100.0%	100.0%	100.0%

Administrators were perceived by all employee groups (with the exception of one faculty member) to have given some level of consideration to the priority lists in making resource allocation decisions. This pattern, including the one dissenting response in faculty, was exactly the same as the same question in the 2014 COTW survey. This shows a consistent perception that consideration is given to the priority lists provided by the planning councils in making resource allocation decisions.

QUESTION #4 - Norco College's priorities ranking processes are a _____ means of ensuring that resource allocation decisions are based on documented needs identified in program reviews.			Employee Classification			Total
			Administrator	Staff	Faculty	
	Very Effective	Count	7	5	14	26
		Percent	100.0%	50.0%	51.9%	59.1%
	Somewhat Effective	Count	0	5	13	18
		Percent	0.0%	50.0%	48.1%	40.9%
	Not At All Effective	Count	0	0	0	0
		Percent	0.0%	0.0%	0.0%	0.0%
	Total	Count	7	10	27	44
		Percent	100.0%	100.0%	100.0%	100.0%

All employee groups indicated that the ranking processes were effective at some level. Administrators indicated highest ratings on this question, and staff and faculty indicated similar effectiveness levels for ranking processes being based on needs in program reviews.

QUESTION #5 - The needs of my unit are _____ addressed through Norco College's priorities ranking processes.			Employee Classification			Total
			Administrator	Staff	Faculty	
	Always	Count	3	0	7	10
		Percent	42.9%	0.0%	25.9%	22.7%
	Often	Count	4	9	12	25
		Percent	57.1%	90.0%	44.4%	56.8%
	Sometimes	Count	0	1	5	6
		Percent	0.0%	10.0%	18.5%	13.6%
	Rarely	Count	0	0	3	3
		Percent	0.0%	0.0%	11.1%	6.8%
	Never	Count	0	0	0	0
		Percent	0.0%	0.0%	0.0%	0.0%
	Total	Count	7	10	27	44
		Percent	100.0%	100.0%	100.0%	100.0%

The last question assessed whether the needs of the respondents' units had been met through the prioritization process. This question had five possible responses ranging from "Always" to "Never". All administrators and staff indicated that unit needs were met by the process, and 89% of faculty indicated their unit needs were met through the prioritization process.

Overall, the COTW survey indicated that the ranking process is perceived as a process that is effectively meeting the needs of units, and has a high level of support from all employee groups.

## Appendix A- COTW Survey

*As you are aware, for the past several budget cycles, Norco college has been implementing and refining processes by which staffing and equipment needs identified in instructional, administrative and student services program reviews are prioritized by the Planning Councils based on agreed upon ranking criteria. The purpose of this survey is to determine the degree to which faculty and staff members consider these processes to be effective as a means of linking program review, planning and resource allocation, as well as the extent to which faculty and staff are participating in them. To assist us in conducting this analysis, please circle your responses to the following questions. If you would like to leave any comments, please do so on the reverse side.*

- 1) I am aware of the processes by which Norco College ranks staffing and equipment needs identified in program review.
  - a. Very much
  - b. Somewhat
  - c. Not at all
  
- 2) I participate in the processes by which Norco College ranks staffing and equipment needs.
  - a. Very much
  - b. Somewhat
  - c. Not at all
  
- 3) Administrators at Norco College give consideration to priority list approved by the Planning Councils in making resource allocation decisions.
  - a. Very much
  - b. Somewhat
  - c. Not at all
  
- 4) Norco College's priorities ranking processes are a \_\_\_\_\_ means of ensuring that resource allocation decisions are based on documented needs identified in program reviews.
  - a. Very effective
  - b. Somewhat effective
  - c. Not at all effective
  
- 5) The needs of my unit are \_\_\_\_\_ addressed through Norco College's priorities ranking processes.
  - a. Always
  - b. Often
  - c. Sometimes
  - d. Rarely
  - e. Never
  
- 6) Please select your employee classification at the college
  - a. Faculty
  - b. Staff
  - c. Administrator
  - d. Other