

COTW Survey 2014

Norco College

OFFICE OF INSTITUTIONAL EFFECTIVENESS

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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 May 20, 2014, and 77 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. The following is the distribution of respondents by employee classification:

EMPLOYEE CLASSIFICATION	Count	Percent	Valid Percent
Administrator	10	13.0	13.5
Staff	20	26.0	27.0
Faculty	43	55.8	58.1
Other	1	1.3	1.4
Total	74	94.8	100.0
Missing	3	3.9	
Total	77	100.0	

The employee who identified as “Other” will not be disaggregated in the following results in order to safeguard the identity of this person.

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	9	12	31	52	
	Percent	90.0%	60.0%	72.1%	71.2%	
Somewhat	Count	0	6	12	18	
	Percent	0.0%	30.0%	27.9%	24.7%	
Not At All	Count	1	2	0	3	
	Percent	10.0%	10.0%	0.0%	4.1%	
Total	Count	10	20	43	73	
	Percent	100.0%	100.0%	100.0%	100.0%	

Administrators indicated the highest awareness levels, followed by faculty, and then lowest was staff. Although staff had the lowest levels (as indicated by a response of “Very Much”), the majority of staff respondents reported they were very aware of the processes. This pattern of response with administrators highest and staff lowest in response to questions was a common pattern on this survey.

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		8	10	24	42
	Percent		80.0%	50.0%	55.8%	57.5%
Somewhat	Count		0	3	16	19
	Percent		0.0%	15.0%	37.2%	26.0%
Not At All	Count		2	7	3	12
	Percent		20.0%	35.0%	7.0%	16.4%
Total	Count		10	20	43	73
	Percent		100.0%	100.0%	100.0%	100.0%

A similar pattern to Question 1 of responses by employee category existed for Question 2 which assessed the level of participation in the ranking process. 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.

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		9	10	26	45
	Percent		90.0%	50.0%	63.4%	63.4%
Somewhat	Count		1	10	14	25
	Percent		10.0%	50.0%	34.1%	35.2%
Not At All	Count		0	0	1	1
	Percent		0.0%	0.0%	2.4%	1.4%
Total	Count		10	20	41	71
	Percent		100.0%	100.0%	100.0%	100.0%

In perceptions of administrators in the ranking process, all employee groups (with the exception of one faculty member) felt that some level of consideration was given to the priority lists in making resource allocation decisions. Again, the employee classifications pattern remained the same as previous questions for responses to Question 3.

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	9	20	36
		Percent	70.0%	45.0%	48.8%	50.7%
	Somewhat Effective	Count	3	11	21	35
		Percent	30.0%	55.0%	51.2%	49.3%
Not At All Effective	Count	0	0	0	0	
	Percent	0.0%	0.0%	0.0%	0.0%	
Total	Count	10	20	41	71	
	Percent	100.0%	100.0%	100.0%	100.0%	

All employee groups indicated that the ranking processes were effective at some level. Again, the common pattern of administrators indicating highest ratings and staff indicating lowest ratings were evident in effectiveness of ranking processes being based on documented needs from 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	2	7	12
		Percent	30.0%	11.1%	16.7%	17.1%
	Often	Count	2	3	21	26
		Percent	20.0%	16.7%	50.0%	37.1%
	Sometimes	Count	5	11	11	27
		Percent	50.0%	61.1%	26.2%	38.6%
	Rarely	Count	0	1	2	3
		Percent	0.0%	5.6%	4.8%	4.3%
	Never	Count	0	1	1	2
		Percent	0.0%	5.6%	2.4%	2.9%
Total	Count	10	18	42	70	
	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 broke from the 3-response choices and provided 5 different possible responses ranging from "Always" to "Never". All administrators indicated that needs were met by the process, 93% of faculty indicated needs were met, and 89% of staff indicated 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 2014

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