

Senate Overview of the 2016-2017 Assessment Survey of the Senate and its Standing Committees

According to the Strategic Plan and Process, 2013-2018, one of the evaluation procedures Norco College utilizes is The Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees. In the spring semester of each academic year, each standing committee and the Academic Senate will participate in a survey to evaluate the effectiveness of these governing bodies. During the following fall semester, the academic senate and its standing committees will separately partake in dialogue sessions to evaluate the effectiveness of their planning and decision-making processes during the previous year.

The Academic Senate will receive an executive summary from each standing committee for review and discussion at the last Academic Senate meeting in November. The Academic Senate will make recommendations to and receive recommendations from each of the standing committees based on the results of the evaluation and discussion. The survey results here overviewed are from the survey conducted during the Spring 2016 semester of all the senate and senate committee voting members and was discussed in the Fall of 2016 within the senate and its committees individually.

The survey asked the Academic Senate members and each committee member 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 Planning Council (APC)
 - b. Academic Senate (AS)
 - c. Assessment Committee (NAC)
 - d. Curriculum Committee (CC)
 - e. Distance Education Committee (DEC)
 - f. Library Advisory Committee (LAC)
 - g. Professional Development Committee (PDC)
 - h. Program Review Committee (PRC)
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: 74 respondents in total participated from the Academic Senate and its standing committees.

100% of participants in the DEC, NAC, LAC, CC, PDC, and APC agreed they had a clear understanding of the structure and purpose of the committee served on, while the AS had 92% agree and 8% had somewhat of an idea; for the PRC 88% of participants agreed they had a clear understanding of the structure and purpose of the committee, 6% somewhat of an idea and 6% replied they did not have a clear understanding. A high percentage, 95.9%, of participants are aware of the structure and purpose of their committee, with only one respondent unaware (1.3%). 98.6% of the respondents agreed that agendas and minutes are provided electronically prior to the committee meetings, and 86.3% agreed that the agenda items were usually completed within the meeting time (the Academic Senate was the lowest scoring of this group). When asked if committee members are given adequate information to make informed recommendations and decisions, 98.6% responded yes. These responses are consistent and better than those obtained in last year's survey.

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 individually, making agendas, 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:

For the Academic year 2014-2015

	Strongly agree	Agree	Disagree	Strongly disagree	Total
All members are encouraged to be actively involved.	75.00% 57	22.37% 17	0.00% 0	2.63% 2	76
Discussions are collegial, and differing opinions are respected.	73.68% 56	22.37% 17	1.32% 1	2.63% 2	76
Participation in the committee is meaningful and important to me.	68.42% 52	28.95% 22	1.32% 1	1.32% 1	76
The committee charge is understood and the members work towards fulfilling the charge.	68.42% 52	27.63% 21	2.63% 2	1.32% 1	76
The purpose of the committee aligns well with the college mission.	77.63% 59	19.74% 15	1.32% 1	1.32% 1	76
Overall I am satisfied with the committee's performance.	69.33% 52	26.67% 20	2.67% 2	1.33% 1	75

For the Academic year 2015-2016

	Strongly Agree	Agree	Disagree	Strongly Agree	Total
All members are encouraged to be actively involved.	72.6% 53	26.03% 19	1.36% 1	0% 0	73
Discussions are collegial, and differing opinions are respected.	72.6% 53	24.66% 18	2.73% 2	0% 0	73
Participation in the committee is meaningful and important to me.	65.75% 48	34.25% 25	0% 0	0% 0	73
The committee charge is understood and the members work towards fulfilling the charge.	67.12% 49	30.14% 22	2.73% 2	0% 0	73
The purpose of the committee aligns well with the college mission.	73.97% 54	24.66% 18	1.36% 1	0% 0	73
Overall I am satisfied with the committee's performance.	57.33% 43	38.36% 28	2.73% 2	0% 0	73

Recommendations from the standing committees and Academic Senate based on the discussion of this data:

- Last year the following recommendation was made: “Even though the Academic Senate should receive an executive summary from each standing committee for review, only minutes of meetings where the survey results were discussed were submitted. The possibility of creating a standard report shell of the Analysis of Effectiveness Survey Results for committee chairs to fill and submit will be discussed.” The senate standing committees report once a semester formally to the senate during a special meeting where reports are presented. Within this report, a section reporting out on the discussion of the Annual Survey of Effectiveness of the Academic Senate and the Standing Senate Committees was included. The following results arose from discussions held within the senate and committees as reported in the standardized reports and minutes.

a. Norco Academic Senate:

Questions and answers from the survey were reviewed and discussed-

Discussion:

Q2 Do you feel you have a clear understanding of the structure and purpose of this committee?

- Opening the bylaws did help provide a clear picture.
- Retreat may have added to our clarity when asked this question.
- Consider holding first meeting the 2nd week of September because first week is a holiday.

Q3 Are agendas and minutes provided electronically prior to the committee meetings?

- Minutes & Agendas – all good

Q4 Are the agenda items usually completed the agenda within the meeting time?

- How can we do all that needs to be done? Are we OK with the results of 55/45%?
- Are we getting to what is important?
- We typically unpack and deliberate as needed.
- It is the nature of the senate to expand the agenda. We have to be flexible.
- Peggy runs a good meeting.
- Historically many people do not attend and report out

Recommendations:

- Come to meetings better prepared
- Utilize consent items for pre-approval

Q5 Are committee members given adequate information to make informed recommendations and decisions?

- All good

Q6 All members are encouraged to be actively involved.

- 73% actively involved. In alignment

Q7 Discussions are collegial, and differing opinions are respected.

- 83% yes

Recommendations:

- Have a spot on your agenda to share communications from the Academic Senate in your department meetings.
- Send copy of the Academic Senate minutes to the chairs and senators separately as well as to nor-all.

General Recommendations:

- Fewer surveys
- Make suggestions more specific instead of generalized

b. Academic Planning Council:

Dr. Parks lead review and discussion of the Academic Senate and Senate Standing Committees Survey Evaluation of Effectiveness Survey - Overall the Committee did well in many categories - Dr. Parks reminded everyone to be respectful of the input from fellow APC members.

c. Assessment Committee:

Overall, responses to the survey were positive and open-ended questions were encouraging. The only question that generated some discussion due to disagreement (1 response) was on whether feedback from members is encouraged. We discussed this at length and committee feedback clarified that due to the lack of time, the meeting tends to be an “information-giving” session. We decided to return to this issue at a later time to discuss strategies (including lengthening the meeting times) by which the committee can create more of a “back-and-forth” dynamic to the meetings.

d. Curriculum Committee:

Survey was discussed at the 11/8/2016 meeting. No recommendations.

e. Distance Education Committee:

We reviewed the survey results at our meeting on 10/6. The results were all positive, with only one suggestion: virtual committee meetings.

f. Library Advisory Committee:

We reviewed and discussed the results of the 2015-2016 Annual Survey of Effectiveness of Academic Senate and Senate Standing Committees during the open forum of the Library Advisory meeting held on Tuesday, September 13, 2016. The committee members are happy with the large number of high ratings expressed in the survey (as well as the overall results). Therefore, we have no recommendations for improvement at this time.

g. Professional Development Committee:

Survey Results: Melissa Bader went over the results with the committee. The results of this survey and portion of the minutes need to be sent to Peggy Campo. Our committee responded anonymously to the questions posed and we are all aware that there are some areas that we need to work on. The following are the results, submitted comments and committee discussion:

Q3: Are agendas and minutes provided electronically prior to the committee meetings?

Answer: 80%=Yes., 20% = No.

We will work harder on getting the agenda items out quicker.

Q4: Are the agenda items usually completed within the meeting time?

Answer: 100% Yes, GREAT JOB Nicole J.

Q6: Please rate your level of agreement with the following statements:

All Members are encouraged to be actively involved: 40% Strongly agree, 60% Agree.

Discussions are collegial, and differing opinions are respected: 80% Strongly agree, 20% Disagree.

Participating in the committee is meaningful and important to me: 60% Strongly agree, 40% Agree.

The committee charge is understood and the members work towards fulfilling the charge: 80% Strongly agree, 20% Disagree.

We have been working through this and hope that we will continue forward with our progress. We need more structure in our planning for the college, staff and faculty.

The purpose of the committee aligns well with the college mission: 100% Strongly agree.

Overall, I am satisfied with the committee's performance: 20% Strongly agree, 60% Agree, 20% Disagree.

In having the calendar will be helpful in our planning.

Q7. Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings? Answer: 40% Yes, 60% No.

Q8: Is there something that you would recommend to help the committee function more effectively?

Responses submitted:

1. Committee members should research and document what Professional Development is and is not in order to judge if the charge and activities of the committee are on target.
2. The committee only focuses on training faculty. I have asked multiple times for this committee to also focus on classified staff and managers. There are colleges that have separate committees for staff and faculty. This may be the route that needs to be taken in order to satisfy the needs of staff members. On another note, this committee should meet monthly regardless of the faculty schedule. I believe that however takes the responsibility of chairing this committee should have the expectation that it needs to meet a bit more often.

h. Program Review Committee:

Survey Results: Dr. Gray went over the results with the committee. The results of this survey and portion of the minutes need to be sent to Peggy Campo. Our committee responded anonymously to the questions posed and we are all aware that there are some areas that we need to work on. The following are the results, submitted comments and committee discussion:

Survey Questions:

Q.2: Do you feel you have a clear understanding of the structure and purpose of this committee? Answer: 88%=Yes, 6% Somewhat, 6% No.

We spent a lot of time this year discussing the meaning and purpose of program review. We have not been able to reach a consensus. Meanwhile, our forms and procedures get longer and longer and more and more involved. Because we don't know what we're trying to do, it is difficult to coherently fulfill our mission.

Dr. Gray agreed with that comment and strived to work harder to improve the restructuring of our committee and our established work goals.

Q3: Are agendas and minutes provided electronically prior to the committee meetings? Answer: 100% Yes. Great job NICOLE! J

Q4: Are the agenda items usually completed within the meeting time? Answer: 81% Yes, 19% No.

We will work harder in establishing an agenda that we can complete in the timeframe of the meeting. The difficulty is estimating the time for discussion and some topics take longer than estimated.

Q5: Are committee members given adequate information to make informed recommendations and decisions? Answer: 94% Yes, 6% No.

Dr. Fleming announced to the committee members that if there is any point in time during the year that you feel you are not given adequate information in order to make informed recommendations and/or decisions, to please contact Dr. Gray or himself (Dr. Fleming), so that they have the opportunity to provide the resources you need. For this committee, there is a greater learning curve.

Q6: Please rate your level of agreement with the following statements:

* All Members are encouraged to be actively involved: 81% Strongly agree, 19% Agree.

* Discussions are collegial, and differing opinions are respected: 75% Strongly agree, 25% Agree.

* Participating in the committee is meaningful and important to me: 50% Strongly agree, 50% Agree.

* The committee charge is understood and the members work towards fulfilling the charge: 50% Strongly agree, 44% Agree, 6% Disagree.

Our mission and purpose is changing, so if you miss a few meetings, you can feel lost in trying to catch up on our progress since this committee is very busy with a lot of time consuming projects.

* The purpose of the committee aligns well with the college mission: 75% Strongly agree, 19% Agree, 6% Disagree.

Because the mission and purpose is changing, some committee members are unsure of the direction of this committee. Also, consistent attendance in this committee is essential. It was suggested at the bottom on each agenda, the committees mission and purpose statement can be added to remind the end user of our committee's charge.

* Overall, I am satisfied with the committee's performance: 44% Strongly agree, 50% Agree, 6% Disagree.

Q7. Do you regularly communicate with the members of the constituent group you represent regarding key items discussed and actions taken during committee meetings? Answer: 75% Yes, 25% No.

Q8: Is there something that you would recommend to help the committee function more effectively?

Responses submitted:

1. Automate the integration of assessment into PR automate the process so that reports can easily be summarized college-wide for requests, assessment results, request feedback, etc. * Another reason for us to have TrackDat.

2. Meetings lack focus and clarity - we seem to spend more time on philosophical issues rather than actually getting things done. These comments are not a reflection of the committee leadership, but rather with committee composition and function. This committee is likely too large to function effectively. * Dr. Gray disagrees. Our committee isn't too large.

3. Work groups and/or sub-committees will help streamline our meetings and make us more productive. * Committee agreed. Dr. Gray and Dr. Adams are going to work together on the next survey.

4. PR Template is too long; committee needs to automate the data analysis. * Another reason for us to have TrackDat.

5. Dr. Alexis Gray doing excellent job. My recommendation is the same as I wrote for professor Burnett. I think if, school gives extra release times to professor Burnett and professor Gray they work together coordinately, we may have a good results.

6. No

7. No, I think the committee is functioning well.

Q9. Please make suggestions on how this evaluation (survey) could be improved:

Responses submitted:

1. It is a good evaluation questions.
2. No suggestions, the evaluation is fine.

The committee has discussed the results on the survey, made suggestions and will make the necessary revisions from the results of the survey to improve our process.

Modifications implemented or to be implemented in response to suggestions:

- Overall, the senate and its subcommittees seem to functioning adequately. Minor revisions need to be made in the senate and its subcommittees.
- It seems that many faculty are suffering from survey overload. One recommendation would be to survey the senate and its subcommittees every other year, since things seem to be running to most participants' expectations.