Planning Councils Survey 2013-14

Norco College

OFFICE OF INSTITUTIONAL EFFECTIVENESS

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Planning Councils Survey- 2013

Norco College

The manifold purpose of the Planning Councils Survey is to determine the degree of members' satisfaction with the processes involved in committee level planning, program review, resource allocation and decision-making; annually evaluate the criteria used for prioritization; and assess members' perceptions regarding the degree to which the above processes are effective and linked at the planning council level. On November 25, 2013, the Planning Councils Survey was sent out to the co-chairs of the Academic Planning Council (APC), Student Services Planning Council (SSPC), and Business and Facilities Planning Council (BFPC). Twenty-five members from the three councils responded with the following distribution of respondents:

Academic Planning Council (APC)	8
Business & Facilities Planning Council (BFPC)	7
Student Services Planning Council (SSPC)	10

The survey is composed of 10 questions requesting members rate their level of agreement or satisfaction with survey items. The following is a disaggregation by council of responses for each of the items on the survey. Since the number of respondents was relatively low, frequencies will be reported for each council but the overall percentage for the responses on the survey will be presented.

Q2: This planning council used relevant data to rank positions and equipment in the prioritization process.

Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	7	4	7	72.0%	18
Somewhat Agree	1	3	3	28.0%	7
Somewhat Disagree	0	0	0	0.0%	0
Strongly Disagree	0	0	0	0.0%	0
If you disagree, please state why					0
				answered question	25
				skipped question	0

Clearly, all planning council members agree that relevant data were used in the prioritization process.

Q3: This planning council had open dialogue throughout the prioritization process.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	8	7	8	95.8%	23
Somewhat Agree	0	0	1	4.2%	1
Somewhat Disagree	0	0	0	0.0%	0
Strongly Disagree	0	0	0	0.0%	0
If you disagree, please state why					0
				answered question	24
				skipped question	1

This survey item was one with the highest level of agreement with all but one member indicating Strongly Agree on open dialogue throughout the prioritization process across all three planning councils. The element of dialogue is clearly infused into every step of the prioritization process in each of the planning councils.

Q4: The ranking criteria (rubrics) used for the prioritization process were relevant.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	3	1	7	45.8%	11
Somewhat Agree	5	4	2	45.8%	11
Somewhat Disagree	0	1	0	4.2%	1
Strongly Disagree	0	1	0	4.2%	1
If you disagree, please state why					2
				answered question	24
				skipped question	1

This question on the criteria or rubrics used for prioritization showed a little less agreement than previous questions. However, all of the disagreement came from BFPC members. The survey prompted respondents who disagreed with questions to provide qualitative feedback and this question had two responses as follows:

- The criteria needs to be updated to be linked more clearly to student learning, but also to be inclusive of the types of requests being ranked.
- Recommend the council review and modify the criteria in the spring to make it as relevant as possible to all areas.

Q5: I understand how the prioritized resource requests are used for resource allocation.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	7	7	8	91.7%	22
Somewhat Agree	1	0	1	8.3%	2
Somewhat Disagree	0	0	0	0.0%	0
Strongly Disagree	0	0	0	0.0%	0
If you disagree, please state why					0
				answered question	24
				skipped question	1

The responses to Question 5 indicated that all planning council members had a strong understanding regarding the use of the prioritization lists for resource allocation.

Q6: The membership of this planning council is a representative body of the necessary stakeholders.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	8	5	8	87.5%	21
Somewhat Agree	0	1	1	8.3%	2
Somewhat Disagree	0	1	0	4.2%	1
Strongly Disagree	0	0	0	0.0%	0
If you disagree, which stakeholders are missing					1
				answered question	24
				skipped question	1

Most planning council members indicated the membership of the council was representative of the necessary stakeholders. One BFPC member indicated disagreement with the statement and made the following comment:

- I think it needs at least one more faculty and staff member.

Q7: This planning council plays an important role in strategic planning.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	8	7	8	92.0%	23
Somewhat Agree	0	0	1	4.0%	1
Somewhat Disagree	0	0	1	4.0%	1
Strongly Disagree	0	0	0	0.0%	0
				answered question	25
				skipped question	0

This showed a very high level of agreement that the planning councils play an important role in strategic planning with 92% of all responses being Strongly Agree. There was one member who indicated disagreement with this item, however, no comments were left to explain the answer.

Q8: This planning council plays an important role in the prioritization process.					
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Percent	Response Count
Strongly Agree	7	7	8	88.0%	22
Somewhat Agree	1	0	2	12.0%	3
Somewhat Disagree	0	0	0	0.0%	0
Strongly Disagree	0	0	0	0.0%	0
				answered question	25
				skipped question	0

Since the prioritization process only takes place in the planning councils, it is not surprising that all members indicated agreement with this question. The Somewhat Agree responses are curious but since they were not indications of disagreement, the survey didn't request qualitative feedback.

The next set of questions assessed the level of satisfaction and connectedness of specific processes with the activities of the three planning councils. The processes that were assessed in regard to the planning councils were:

- Strategic Planning
- Program Review
- Assessment of Student Learning
- Resource Allocation
- Decision-Making Processes

9: Pertaining to the activities of this planning council, how satisfied were you with the following:				
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Count
Strategic Planning				
Very Dissatisfied	0	0	0	
Dissatisfied	0	0	0	
Satisfied	2	3	4	
Very Satisfied	6	4	6	
	8	7	10	25
Program Review				
Very Dissatisfied	0	0	0	
Dissatisfied	0	0	0	
Satisfied	2	4	4	
Very Satisfied	5	3	6	
	7	7	10	24
Assessment				
Very Dissatisfied	0	0	0	
Dissatisfied	0	1	0	
Satisfied	4	4	5	
Very Satisfied	3	2	5	
	7	7	10	24
Resource Allocation				
Very Dissatisfied	0	0	0	
Dissatisfied	0	0	0	
Satisfied	3	2	6	
Very Satisfied	5	5	4	
	8	7	10	25
Decision-Making Processes				
Very Dissatisfied	0	0	0	
Dissatisfied	0	0	1	
Satisfied	1	4	4	
Very Satisfied	7	3	4	
	8	7	9	24
Committee-Level Planning				
Very Dissatisfied	0	0	0	
Dissatisfied	0	1	0	
Satisfied	1	2	5	
Very Satisfied	6	3	5	
	7	6	10	23
If you answered "Dissatisfied" or "Very Dissatisfied" to any of the above please explain your rating below				1
			answered question	**25**
			skipped question	**0**

The satisfaction level with all of the processes was very high for most council members. Two council members indicated (one each from BFPC and SSPC) dissatisfaction with assessment and

decision making processes. One council member left a comment which clarified that their dissatisfaction was not with assessment, but with the council's lack of use of assessment in their processes.

- The council seldom uses assessment to make decisions. The council also tends to be reactive and seldom engages in conversations that deal with future planning.

Q10: How well linked were the following processes with the activities of this planning council:

Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Count
Strategic Planning				
Not Well Linked	0	1	0	
Somewhat Linked	1	0	2	
Very Well Linked	7	6	8	
	8	7	10	25
Program Review				
Not Well Linked	1	0	1	
Somewhat Linked	4	2	2	
Very Well Linked	3	5	7	
	8	7	10	25
Assessment				
Not Well Linked	1	1	0	
Somewhat Linked	6	3	3	
Very Well Linked	1	3	7	
	8	7	10	25
Resource Allocation				
Not Well Linked	0	0	0	
Somewhat Linked	1	2	2	
Very Well Linked	7	5	8	
	8	7	10	25
Decision-Making Processes				
Not Well Linked	0	0	0	
Somewhat Linked	1	2	3	
Very Well Linked	7	5	7	
	8	7	10	25
			answered question	**25**
			skipped question	**0**

With Question 10, there appeared to be more variability in the ratings for linkages between the various processes and the activities of the planning councils. Strategic Planning and Decision-Making Processes were very well linked with the planning councils for the most part. Assessment, Program Review, and Resource Allocation indicated some lacks in linkage (listed from worst to better) as indicated by combined frequencies of Not Well Linked and Somewhat Linked responses.

In summary, the Planning Councils Survey for 2013-14 indicated that planning councils were strong in their use of data, dialogue, perceptions of their role and purpose for resource allocation and strategic planning. Regarding strategic planning, program review, assessment, resource allocation, and decision making, council members were satisfied with these processes, but did not always feel they were strongly linked with council activities. These data will be helpful in evaluating and improving the strategic planning process during the 2014-15 academic year.