Planning Councils Survey 2014-15

Norco College

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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 December 9, 2014, 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). Thirty-two members from the three councils responded with the following distribution of respondents:

Planning Council	Response Percent	Response Count
Academic Planning Council (APC)	79%	11
Business & Facilities Planning Council (BFPC)	50%	9
Student Services Planning Council (SSPC)	67%	12

The Academic Planning Council has 14 members listed on their webpage and the statement of purpose is as follows: *The Academic Planning Council (APC) is a standing committee of the Academic Senate, comprised of faculty chairs, co-chairs, and assistant chairs. The APC serves in an advisory capacity to campus administrators on matters concerning faculty hiring, budget planning, capital expenditures, course scheduling and staffing, and program development.*

The Business and Facilities Planning Council's has 18 members listed on their webpage and the statement of purpose is as follows: *The Business Facilities Planning Council (BFPC) is a standing committee and is part of the college Strategic Planning Process. The BFPC is comprised of faculty, staff, students and administrators. The BPFC recommends budgeting of additional funds as they become available as well as budget cuts when necessary. The BPFC recommendations go to the ISPC for approval before being forwarded to the President of the college.*

The Business and Facilities Planning Council's has 18 members listed on their webpage and the statement of purpose is as follows: *Guided by the college mission, the Student Services Planning Council is a representative group of student services professionals that produces data-driven recommendations to increase the effectiveness of student services programs. The council is responsible for guiding the Student Services Program Review process and outcomes assessment with the primary goals to increase student access, equity, learning and success. The Student Services Planning Council provides recommendations to administrative decision-makers by developing criteria for ranking staffing and equipment requests generated through program reviews and to rank the requests in accordance with the adopted criteria.*

The survey is composed of 10 questions requesting members to 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	6	8	10	75.0%	24
Somewhat Agree	3	0	2	15.6%	5
Somewhat Disagree	2	1	0	9.4%	3
Strongly Disagree	0	0	0	0.0%	0
If you disagree, please state why					3
				answered question	32
				skipped question	0

Overall, planning council members tended to agree that relevant data were used in the prioritization process. However, of the three respondents who disagreed, all provided written feedback regarding their response. Comments were as follows:
- (APC) I don't think that the point allocation system for new faculty hires is relevant.
- (BFPC) Very little data is used. Council relies primarily on staff/management statements to make decisions. Different rubrics are also needed for each type of ranking.
- (APC) Faculty ranking data is subjectively used, but I like having that flexibility to rank outside of data

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	9	8	9	81.3%	26
Somewhat Agree	2	1	3	18.8%	6
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	32
				skipped question	0

Question 3 on the survey indicated solid agreement for all members in the councils regarding open dialogue throughout the prioritization process across all three planning councils. Dialogue is clearly infused into every step of the prioritization process for 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	4	7	9	62.5%	20
Somewhat Agree	3	1	3	21.9%	7
Somewhat Disagree	4	0	0	12.5%	4
Strongly Disagree	0	1	0	3.1%	1
If you disagree, please state why					3
				answered question	32
				skipped question	0

This question on the criteria or rubrics used for prioritization showed the highest level of disagreement. However, most of the disagreement came from APC members with one "Strongly Disagree" response originating from BFPC. A total of five respondents disagreed with this item, and three provide feedback as follows:

- (BFPC) We are in the process of revising this. I hope we can make it more functionally user friendly.
- (APC) The rubric does not seem to apply to all disciplines evenly and doesn't seem to address some critical aspects.
- (APC) The scores and rubric used to rank faculty positions are not actually meaningful. The rubric needs to be revised so that the numbers mean something. Otherwise, we should get rid of it.

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	8	9	11	90.3%	28
Somewhat Agree	3	0	0	9.7%	3
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	31
				skipped question	1

This item indicated the strongest level of agreement with unanimous "Strongly Agree" responses for BFPC and SSPC. There appears to be clear understanding regarding the use of the prioritized resource requests in the resource allocation process.

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	9	10	87.1%	27
Somewhat Agree	3	0	1	12.9%	4
Somewhat Disagree	0	0	0	0.0%	0
Strongly Disagree	0	0	0	0.0%	0
If you disagree, which stakeholders are missing					1
				answered question	31
				skipped question	1

All planning council members indicated the membership of the council was representative of the necessary stakeholders. However, although no one disagreed with the statement, one APC member made the following comment:

- The APC is representative of faculty input. The process could be improved with additional administrative input for the President to consider in decision making.

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	10	9	9	90.3%	28
Somewhat Agree	1	0	2	9.7%	3
Somewhat Disagree	0	0	0	0.0%	0
Strongly Disagree	0	0	0	0.0%	0
				answered question	31
				skipped question	1

Question 7 showed a very high level of agreement that the planning councils play an important role in strategic planning with 90% of all responses being Strongly Agree. There appears to be a consistent awareness across the councils about the importance of the work they do in the strategic planning process.

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	8	9	11	87.5%	28
Somewhat Agree	3	0	1	12.5%	4
Somewhat Disagree	0	0	0	0.0%	0
Strongly Disagree	0	0	0	0.0%	0
				answered question	32
				skipped question	0

Given that this question is somewhat related to the previous, it is not surprising that the responses mirror Question 7. Since the prioritization process only occurs in the planning councils, it follows that all members agreed in a similar pattern as the previous question.

The next set of questions assessed the level of satisfaction and connectedness of the following processes to the activities of the three planning councils:

- 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	4	3	6	
Very Satisfied	7	6	6	
	11	9	12	32
Program Review				
Very Dissatisfied	0	0	0	
Dissatisfied	0	0	0	
Satisfied	6	5	4	
Very Satisfied	5	4	8	
	11	9	12	32

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9: Pertaining to the activities of this planning council, how satisfied were you with the following (Cont'd):				
Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Count
Assessment				
Very Dissatisfied	0	0	0	
Dissatisfied	0	0	0	
Satisfied	5	5	5	
Very Satisfied	6	3	7	
	11	8	12	31
Resource Allocation				
Very Dissatisfied	0	0	0	
Dissatisfied	0	1	0	
Satisfied	5	1	6	
Very Satisfied	6	7	6	
	11	9	12	32
Decision-Making Processes				
Very Dissatisfied	0	0	0	
Dissatisfied	0	1	0	
Satisfied	4	1	5	
Very Satisfied	7	7	7	
	11	9	12	32
Committee-Level Planning				
Very Dissatisfied	0	0	0	
Dissatisfied	0	0	0	
Satisfied	3	2	4	
Very Satisfied	8	6	8	
	11	8	12	31
			answered question	32
			skipped question	0

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	0	0	
Somewhat Linked	3	1	2	
Very Well Linked	8	8	10	
	11	9	12	32

Q10: How well linked were the following processes with the activities of this planning council (Cont'd):

Answer Options	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	Response Count
Program Review				
Not Well Linked	0	0	0	
Somewhat Linked	4	1	1	
Very Well Linked	7	8	11	
	11	9	12	32
Assessment				
Not Well Linked	2	0	0	
Somewhat Linked	3	4	2	
Very Well Linked	6	4	10	
	11	8	12	31
Resource Allocation				
Not Well Linked	0	1	0	
Somewhat Linked	4	0	3	
Very Well Linked	7	7	9	
	11	8	12	31
Decision-Making Processes				
Not Well Linked	0	1	0	
Somewhat Linked	2	1	2	
Very Well Linked	9	7	10	
	11	9	12	32
			answered question	32
			skipped question	0

There were similarities between response patterns for Questions 9 and 10. First, both questions indicated highly positive ratings overall in satisfaction and linkages for each of the processes with council activities. There were also a few negative responses that were interestingly similar between both of the questions. One BFPC respondent indicated that resource allocation and decision-making processes were not satisfactory or well-linked. In addition, two respondents from the APC did not indicate that assessment processes are well linked with council activities. These negative ratings should not overwhelm the fact that most council members indicated they were satisfied or very satisfied with all processes, and also indicated that these processes were somewhat or very well linked to council activities.

In summary, the Planning Councils Survey for 2014-15 indicated that respondents across all planning councils were strongly positive in their use of dialogue, perceptions of their role and purpose for resource allocation and strategic planning, and representativeness of council membership. There was minor negative feedback regarding rubrics/criteria used in prioritization, satisfaction with resource allocation and decision-making processes, and linkage of assessment to APC activities. This report was created as a summary of the planning councils'

survey data. The information will be used as feedback for each of the councils to improve their processes and activities throughout the academic year.