NORCO COLLEGE

Planning Councils Survey

Fall 2016

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Introduction

The Planning Councils Survey is administered to determine members' satisfaction with the processes involved in committee level planning, program review, resource allocation and decision-making; to annually evaluate the criteria used for prioritization; and to assess members' perceptions regarding the degree to which the above processes are effective and integrated at the planning council level.   On December 8, 2016, 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-five members from the three councils responded with the following distribution of respondents:

Planning Council	Response Rate	Response Count
Academic Planning Council (APC)	85%	11
Business & Facilities Planning Council (BFPC)	63%	12
Student Services Planning Council (SSPC)	60%	12

The Academic Planning Council has 13 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 19 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 Student Services Planning Council's has 20 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 drives the student services program review process, provides guidance to administrative decision-makers by developing ranking criteria, and prioritizes requests generated through program review.*

Survey Results

The survey is comprised of 10 questions requesting members to rate their level of agreement or satisfaction with survey items. The same survey is sent to all planning councils, but Question 1

asks to which council they are responding which allows the disaggregation of results by planning council. Question 2 requests council members to rank the relevancy of data used in the ranking process for the various positions and equipment requests made in program reviews.

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	8	4	9	60.0%	21
Somewhat Agree	2	7	3	34.2%	12
Somewhat Disagree	0	1	0	2.9%	1
Strongly Disagree	1	0	0	2.9%	1
If you disagree, please state why					2
				answered question	35
				skipped question	0

As indicated by the response count for the statements of disagreement, two respondents made statements as indicated below. This question showed some concerns regarding process for non-faculty positions and equipment in APC, and one member of BFPC questioned the rationale for high ranked items. However, including consideration of the statements below, the overall agreement rate for this question was quite high at 94.2%

Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you disagree, please state why
X			Decisions about faculty positions are data-informed. Somehow non-faculty staff position (lab tech) and increases in part-time faculty hours were sent to APC to prioritize. Equipment prioritization occurs in the individual departments there is no standardized rubric or data requested by the departments to aid in the prioritization.
	X		Many items had no rationale given yet they were ranked highly.

Question 3 on the survey addressed the level of dialogue present throughout the prioritization process. As indicated in the table below the agreement had the same distribution of disagreement as the previous question (1-Strongly Disagree, 1-Disagree), but the agreement

ratings were grouped in greater number in "Strongly Agree". There were no written responses for the question, even though there was some disagreement.

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	7	12	80.0%	28
Somewhat Agree	1	4	0	14.2%	5
Somewhat Disagree	1	0		2.9%	1
Strongly Disagree	0	1	0	2.9%	1
If you disagree, please state why					0
				answered question	35
				skipped question	0

Question 4 assessed the relevancy of the criteria used for prioritization. Although the overall agreement was still high for this item (88.6%), there was higher disagreement than on item than on any of the other questions. Despite this disagreement, there was relatively scant written responses to clarify these responses as shown in the tables below.

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	6	4	9	54.3%	19
Somewhat Agree	3	7	2	34.3%	12
Somewhat Disagree	2	1	1	11.4%	4
Strongly Disagree	0	0	0	0.0%	0
If you disagree, please state why					1
				answered question	35
				skipped question	0

Number	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you disagree, please state why
1	X			for faculty prioritization

Question 5 requested ratings on the understanding of council members regarding how prioritized resource requests are used in the resource allocation process. As evidenced by the table below, responses were clear that members did understand this part of the process with agreement at 100%.

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	10	8	9	77.1%	27
Somewhat Agree	1	4	3	22.9%	8
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	35
				skipped question	0

Question 6 addressed whether the planning council membership was representative of the necessary stakeholders. Thirty-two out of 34 council members indicated that their council was representative, but there were two members in BFPC that did not. One of those members explained why in their statement of disagreement shown below.

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	10	8	9	79.4%	27
Somewhat Agree	1	2	2	14.7%	5
Somewhat Disagree	0	2	0	5.9%	2
Strongly Disagree	0	0	0	0.0%	0
If you disagree, which stakeholders are missing					1
				answered question	34
				skipped question	1

Number	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you disagree, which stakeholders are missing
1		X		Now that we agreed to add two more faculty, I agree. I still think there are too many administrators.

Question 7 requested feedback on council members' perceptions on how important of a role their council plays in strategic planning. Members were mostly positive with 34 out of 35 respondents agreed at some level (most of which were strongly agreed) that the council played an important role.

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	9	9	8	76.5%	26
Somewhat Agree	2	3	2	20.6%	7
Somewhat Disagree	0	0	1	2.9%	1
Strongly Disagree	0	0	0	0.0%	0
				answered question	34
				skipped question	0

Since Question 8 is somewhat related to the previous, it is not surprising that the response pattern closely mirrors Question 7. The prioritization process is integral to the strategic planning process, therefore it follows that council members might agree in a similar pattern as the previous question.

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	9	9	9	77.1%	27
Somewhat Agree	3	1	3	20.0%	7
Somewhat Disagree	0	0	1	2.9%	1
Strongly Disagree	0	0	0	0.0%	0
				answered question	35
				skipped question	0

Questions 9 and 10 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
- Committee-Level Planning

If any statements regarding disagreement were given, they are shown after the response table.

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	0
Dissatisfied	0	0	0	0
Satisfied	4	7	7	18
Very Satisfied	7	5	5	17
	11	12	12	35
Program Review				
Very Dissatisfied	0	0	0	0
Dissatisfied	1	1	0	2
Satisfied	9	6	7	22
Very Satisfied	1	5	5	11
	11	12	12	35
Assessment				
Very Dissatisfied	0	0	0	0
Dissatisfied	0	1	0	1
Satisfied	8	8	8	24
Very Satisfied	3	3	4	10
	11	12	12	35
Resource Allocation				
Very Dissatisfied	0	0	0	0
Dissatisfied	1	1	1	3
Satisfied	3	4	8	15
Very Satisfied	7	7	3	17
	11	12	12	35
Decision-Making Processes				
Very Dissatisfied	0	0	0	0
Dissatisfied	0	1	0	1
Satisfied	3	6	8	17
Very Satisfied	8	5	4	17
	11	12	12	35
Committee-Level Planning				
Very Dissatisfied	0	0	0	0
Dissatisfied	0	0	0	0
Satisfied	3	6	7	16
Very Satisfied	8	6	5	19
	11	12	12	35
If you answered "Dissatisfied" or "Very Dissatisfied" to any of the above, please explain your rating				2
answered question				32
skipped question				0

Number	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	If you answered "Dissatisfied" or "Very Dissatisfied" to any of the above please explain your rating below
1	X			Our council doesn't do Program Review or Assessment so I cannot comment on that appropriately.
2			X	resource allocation and the decision making process is not part of this councils objective. Ranking of positions and equipment, and ensuring department SLO's are direct learning are the main priorities of this council.

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

Answer Options	Please choose the appropriate planning council:			Response Count
	Academic Planning Council (APC)	Business & Facilities Planning Council (BFPC)	Student Services Planning Council (SSPC)	
Strategic Planning				
Not Well Linked	0	0	0	0
Somewhat Linked	3	6	2	11
Very Well Linked	8	6	10	24
	11	12	12	35
Program Review				
Not Well Linked	1	0	1	2
Somewhat Linked	4	4	1	9
Very Well Linked	5	8	11	24
	11	12	12	35
Assessment				
Not Well Linked	2	1	0	3
Somewhat Linked	4	7	2	13
Very Well Linked	5	4	10	19
	11	12	12	35
Resource Allocation				
Not Well Linked	0	0	1	1
Somewhat Linked	2	4	4	10
Very Well Linked	9	8	7	24
	11	12	12	35
Decision-Making Processes				
Not Well Linked	0	0	1	1
Somewhat Linked	2	4	3	9
Very Well Linked	9	8	8	25
	11	12	12	35
			answered question	35
			skipped question	0

Questions 9 and 10 showed high levels of satisfaction and integration with each of these processes and the activities of the planning councils. Although there were some comments written in regards to these questions, neither of them were overtly negative. They mainly stated that certain processes were not germane to their council so rating them was not applicable from their perspective.

Summary

In summary, the Planning Councils Survey for 2016-17 indicated that respondents across all planning councils were strongly positive in their ratings across all questions in the survey. In comparison to previous years, there seemed to be a decrease in the number and substance of statements made regarding disagreement. Although few, these statements in conjunction with the entire response pattern for the questions provide council co-chairs valuable qualitative and quantitative data on which to begin dialogue and ultimately work toward improving effectiveness of councils' processes.