Senate Overview of the 2014-2015 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 October of each academic year, each standing committee and the Academic Senate will participate separately 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.

Due to the low response rate, the Survey of the Senate and its Standing Committees was resubmitted for completion in December 2014 and discussion of the results conducted in the spring of 2015.

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
    b. Academic Senate
    c. Assessment Committee
    d. Curriculum Committee
    e. Distance Education Committee
    f. Library Advisory Committee
    g. Professional Development Committee
    h. Program Review Committee

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: 76 respondents in total participated from the Academic Senate and its standing committees. This year the survey had to be taken twice due to low response rates in the first attempt to survey the Senate and its standing committees. Although the number of

respondents this year (76) was significantly lower than last year (92), the overall response rate was higher (75% in 2014-15 vs. 70% in 2013-14). This was due to the Student Success Committee being removed as a standing committee of the Academic Senate which resulted in a loss of approximately 30 potential respondents.

89.47% of participants agreed they had a clear understanding of the structure and purpose of the committee served on, while 10.53% had somewhat of an idea; 0% replied they did not have a clear understanding. Although relatively still a high percentage of participants are aware of the structure and purpose of their committee, this percentage has noticeably changed from last year's survey results (97.83% yes, and 1.09 somewhat). 98.68% of the respondents agreed that agendas and minutes are provided electronically prior to the committee meetings, and 89.47% agreed that the agenda items were usually completed within the meeting time. When asked if committee members are given adequate information to make informed recommendations and decisions, 96.05% responded yes. These responses, although slightly lower, are consistent with 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 2013-2014

	Strongly agree	Agree	Disagree	Strongly disagree	Total
All members are encouraged to be actively involved.	81.52% 75	16.30% 15	2.17% 2	0% 0	92
Discussions are collegial, and differing opinions are respected.	83.52% 76	12.09% 11	4.40% 4	0% 0	91
Participation in the committee is meaningful and important to me.	83.70% 77	16.30% 15	0% 0	0% 0	92
The committee charge is understood and the members work towards fulfilling the charge.	84.78% 78	14.13% 13	1.09% 1	0% 0	92
The purpose of the committee aligns well with the college mission.	89.13% 82	9.78% 9	1.09% 1	0% 0	92
Overall I am satisfied with the committee's performance.	85.87% 79	10.87% 10	3.26% 3	0% 0	92

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

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

1. The Senate and all the Senate's standing committees discussed the results of the Annual Survey of Effectiveness. Some of the recommendations made were as follows:

   a. Norco Academic Senate:
      - Would like to talk about communication with subcommittees, faculty departments and district meetings.
      - Discussion on agenda preparation and sending out handouts in time for review by committee members.
      - Suggestion to move reports from Norco and District committees higher on the agenda and to include 10+1 on each agenda item to better understand the senate's responsibilities.
   b. Academic Planning Council:
      - No suggestions.

   c. Assessment Committee:
      - Suggested a retreat for the co-chairs of the standing committees of the Senate.
      - How can we incorporate the student services side of the committee, especially in the area of TracDat?
      - Communicating with constituent group? Some of us are in departments with the co-chair of NAC so we don't give feed out because she is present. Not enough opportunities to have action items that engage the committee with the constituent groups.
      - Please put meeting reminders on Outlook.
      - Let's find out why people aren't coming, we can't meet quorum. Do we need to review the member list?

   d. Curriculum Committee:
      - Based on the results, our results were fantastic! Great job everyone.
      - Below are the results: Q1. Academic Senate and Senate Standing Committee Evaluation of Effectiveness = 100% YES Q2. Do you feel

you have a clear understanding of the structure and purpose of this committee? 75% YES, 25% SOMEWHAT Q3. Are agenda's and minutes provides electronically prior to the committee meetings? 100% YES Q4. Are the agenda items usually completed within the meeting time? 100% YES Q5. Are committee members given adequate information to make informed recommendations and decisions? 100% YES Q6. Please rate your level of agreement with the following statements: • All members are encouraged to be actively involved. 75% Strongly Agree, 25% Agree • Discussions are collegial, and differing opinions are respected. 75% Strongly Agree, 25% Agree • Participation in the committee is meaningful and important to me. 75% Strongly Agree, 25% Agree.

- The committee charge is understood and the members work towards fulfilling the charge. 75% Strongly Agree, 25% Agree • The purpose of the committee aligns well with the college mission. 75% Strongly Agree, 25% Agree • Overall I am satisfied with the committee performance. 75% Strongly Agree, 25% Agree 4 Q7. Do you regularly communicate with the members of the constituent groups you represent regarding key items discussed and actions taken during committee meetings? 100% YES Q8.
- Is there something that you would recommend to help the committee function more effectively?
  - o More frequent trainings (monthly) on different curriculum related topics.
  - o Certain discussions should be made by the college curriculum committee without having to be approved by the district curriculum committee. Q9.
- Please make suggestions on how this evaluation (survey) could be improved. NO Responses from Curriculum Committee

e. Distance Education Committee:
- Senate completed annual survey and this year combined all committees.
- All agendas and all minutes from all meetings of all committees are being archived. Senate is still seeking even more participation from faculty. Chairs of the committees met with the Senate president in order to explore different ways they can interact and collaborate.
- One recommendation found in the survey is that the NDEC should clarify its relationship with the Academic Senate. The Chair of NDEC (Harris) has already met with the Senate president to work on this.
- Committee reviewed results of annual NDEC specific survey. Overall, responses were positive in general, with one recurring negative responder. The NDEC will continue to explore various committee meeting options with awareness of accommodating Brown Act regulations.

f. Library Advisory Committee:
- 12 people responded. Currently there are 22 committee members.
- In almost all cases, the responses were very positive (agree and strongly agree) in terms of the questions asked by the survey.
- The only notable comments were that 1) some members think the meetings should adhere more to the agenda and complete the agenda

items on time. 2) Some members may not be clear about the responsibility of informing their departments about information that may be pertinent to their departments, from the Library Advisory Committee meetings.
- There were two constructive suggestions in response to the two comments.
- For comment 1) shorten the agenda so that we can complete it, and complete it on time.
- For comment 2) that an email might be sent out after the meetings, reminding the committee members to bring particular information back to their departments.

g. Professional Development Committee:
- Overall we are quite happy with the results of this survey.
- Average response received a rating of 8.
- How can we continue to be more productive?
    1. The process of going through FLEX to final survey could be smoother.
    2. It would be nice to find a way for faculty to attend more events. A lot of work goes into preparing for a workshop, but they are not always well attended. Consider RSVP.
    3. FLEX Days increased to three days. 24 hours are required by contract.
    4. The average attendance on FLEX Fridays averages 3 attendees. Consider offering one "college hour" specific workshop for flex attendance or one offered immediately following college hour.
    5. We began offering FLEX Fridays at the request of faculty/staff but they are not well attended by either.
    6. Consider offering some morning flex workshops and a monthly flex calendar.

h. Program Review Committee:
- No suggestions.

Modifications implemented or to be implemented in response to suggestions:

- The addition of which of the 10+1 a specific agenda item is related to for Senators to better understand the role of the Academic Senate and the 10+1.
- Agendas and meeting materials are submitted earlier to Senators to ensure enough time to come prepared to meetings. Request for agenda items are sent Monday to Nor-all and final agendas and materials sent to senate members no later than Thursday.
- Committee reports are placed first on the agenda at the second monthly meeting (3rd Monday of the month) to ensure committees have enough time to report out to the senate.
- A Senate Retreat has been scheduled for September 18, 2015 from 11 am to 2 pm to discuss the role of the Senate and its committees and establish desired goals for the year.

- Two additional Senate sub-committee special meetings have been added to the Senate yearly schedule, Nov. 30, 2015 and May 23, 2016, where only committee reports will be discussed.
- 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.