

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

6. All

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	Disagree	Strongly	Total
[REDACTED]					

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



- 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

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

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 is 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.

\* Participants are encouraged to provide input: 81% Strongly agree, 19% Agree.

\* 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.



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.