



2014 Evaluation of Planning Documents & Strategic Planning Process

By

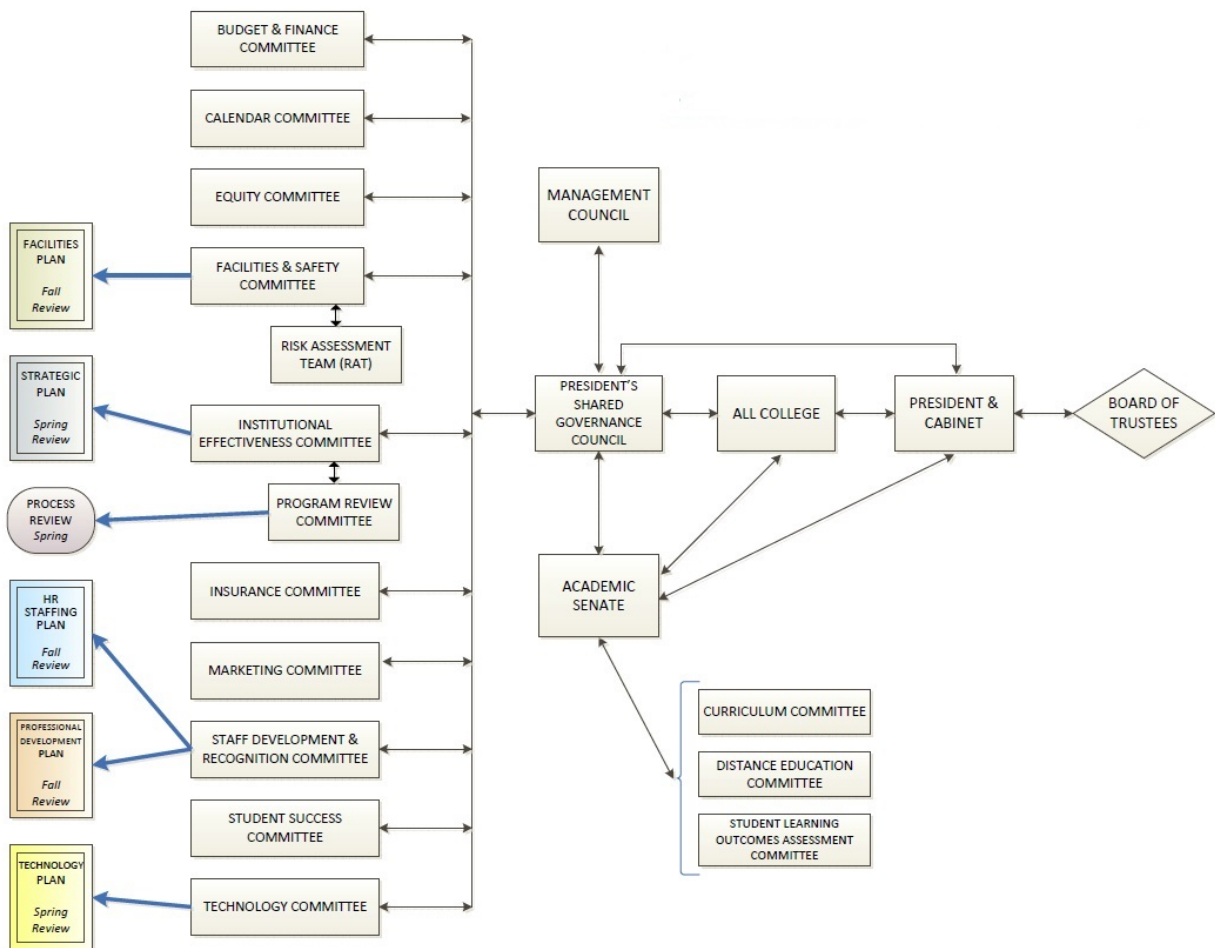
Carl Yuan
Institutional Effectiveness
Barstow Community College

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ANNUAL REVIEW PREFACE

As mandated by the ACCJC, we are required to evaluate annually the Strategic Planning Process at Barstow Community College to ensure that the process is working as designed, and to continuously look for improvements. This report is a summary of this process with the 2014 review dates included.



STRATEGIC PLANNING PROCESS REVIEW TIMELINE

- APRIL 1, 2014: Committee Evaluation Surveys are sent to members of all Shared Governance Committees.
- APRIL 7, 2014: Committee Evaluation Survey results are collected and compiled for Institutional Effectiveness Committee.
- APRIL 10, 2014: All-College Meeting Evaluation Survey is sent to all administration, faculty and classified staff members.
- APRIL 16-23, 2014: Institutional Effectiveness Committee discusses survey results and drafts recommendations for each Planning Committee. IEC also discusses the results from the All-College Meeting Evaluation Survey.
- APRIL 24-30, 2014: Institutional Effectiveness Committee forwards Committee Survey recommendations to members of Planning Committees and solicits responses from each committee.
- APRIL 30, 2014: Final review of recommendations and rebuttals at Institutional Effectiveness Committee.
- MAY 6, 2014: Presentation of findings at All-College Meeting.
- MAY 7-22, 2014: Institutional Effectiveness Committee issues final Committee Survey results to each Planning Committee.

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

PLANNING DOCUMENT REVIEW TIMELINES

FACILITIES PLAN (FALL REVIEW)

- MAY 7, 2014: Facilities and Safety Committee, first review of Background and Conditions Summary
- JUNE 18, 2014: Facilities and Safety Committee, second review and implement recommendations to draft Background and Conditions Summary.
- JULY 23, 2014: Facilities and Safety Committee, review and discuss Master Plan Recommendations
- AUGUST 20, 2014: Facilities and Safety Committee, discuss and make any and all changes to Master Plan Recommendations
- SEPTEMBER 17, 2014: Facilities and Safety Committee, first review of Attendant Issues and comment.
- OCTOBER 15, 2014: Facilities and Safety Committee, make any changes to the necessary document.
- NOVEMBER 19, 2014: Facilities and Safety Committee, will finalize all recommendations and comments to the Master Plan and implement. And review matrices, tables and plans.

STRATEGIC PRIORITIES (SPRING REVIEW)

- APRIL 2, 2014: Institutional Effectiveness Committee begins researching and drafting the current status of Strategic Priorities items.
- APRIL 9-16, 2014: Institutional Effectiveness Committee reviews draft for accuracy and completeness.
- APRIL 17-29, 2014: Institutional Effectiveness Committee forwards review draft to Cabinet and President's Shared Governance Council for comments.
- APRIL 30, 2014: Review draft is reviewed and revised (if needed) by Institutional Effectiveness Committee.
- MAY 6, 2014: The Strategic Priorities Review is presented at the All-College Meeting.

PROGRAM REVIEW (SPRING REVIEW)

- JANUARY 2014 (AND FORWARD): Program Review Committee has started reviewing the Program Review process, grading rubrics, timeline and training for the next Program Review cycle.

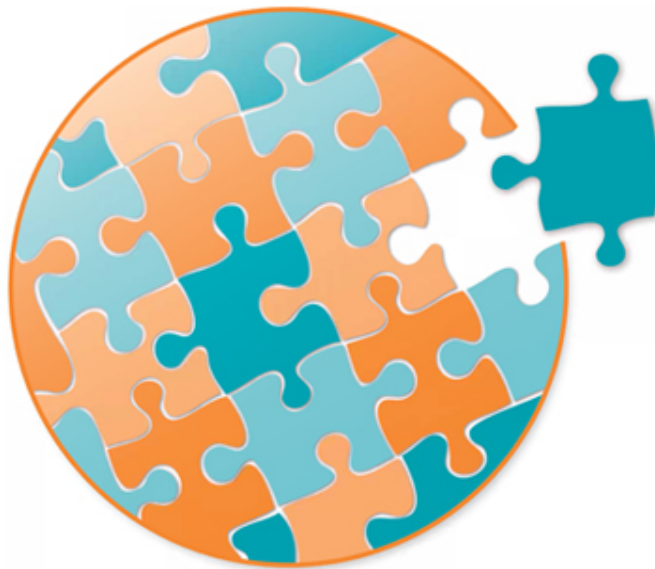
PLANNING DOCUMENT REVIEW TIMELINES (CONT'D)

HUMAN RESOURCES STAFFING PLAN (FALL REVIEW)

- SEPTEMBER 15, 2014: HR reviews employment data from previous year and incorporates information into plan.
- OCTOBER 1, 2014: HR incorporates staffing plan from non-instructional program reviews including planned re-organizations for 2015/16.
- NOVEMBER 15, 2014: HR incorporates staffing plan for faculty.
- NOVEMBER 22, 2014: HR submits draft plan to Admin Cabinet
- NOVEMBER 29, 2014: Plan submitted to Shared Governance committee
- DECEMBER 5, 2014: Final plan submitted to Admin Cabinet

PROFESSIONAL DEVELOPMENT PLAN (FALL REVIEW)

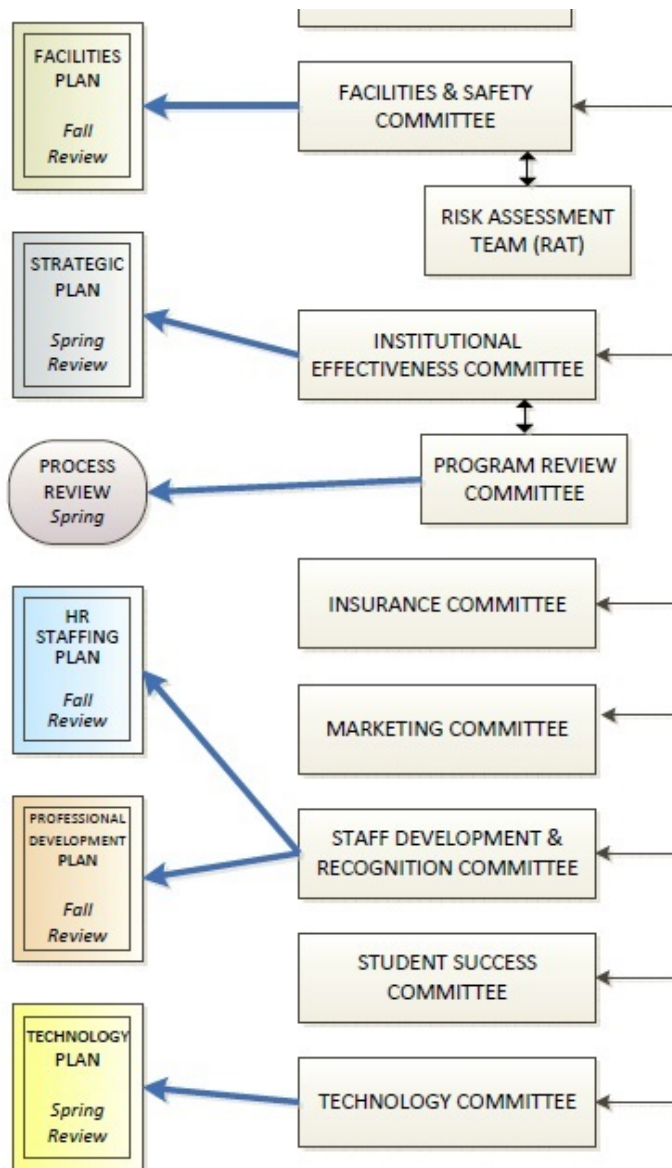
- AUGUST 30 - SEPTEMBER 30, 2014: Professional Development Committee (PDC) meet to discuss and draft plan.
- SEPTEMBER 30, 2014: Draft plan completed and reviewed by PDC.
- OCTOBER 15, 2014: Draft plan reviewed by Admin Cabinet.
- OCTOBER 30, 2014: Draft plan updated/corrected and submitted to Shared Governance
- NOVEMBER 15, 2014: Final plan submitted to Admin Cabinet.



PLANNING COMMITTEE MEETING MINUTES

DESCRIPTION

Planning Committees typically meet at a minimum once each month, and more frequently as needed, to address issues specific to their respective areas. One of the priorities for some committees is the annual review of the Planning Documents. They are reviewed for accuracy, timeliness and applicability.



PLANNING COMMITTEE MEETING MINUTES (CONT'D)

INSTITUTIONAL EFFECTIVENESS COMMITTEE MINUTES – 3/26/14



Institutional Effectiveness Committee

Meeting Minutes

March 26, 2014
9:00 a.m.
LRC Conference Room (L-4)

X	Carl Yuan	(CHAIR) Dean, RD&P	X	Sandi Thomas	Management	X	Sally VanDenBerg	President, AS (Advisory)
X	Penny Shreve	Dean of Instruction	X	Kim Young	Management		George Walters	VPAS (Advisory)
X	Nance Nunes-Gill	SLO Coordinator	X	Dayleen Hubby	Classified		Jim Daniels	VPSS (Advisory)
X	Kyri Freeman	Academic Senate	X	Nancy Olson	Classified	X	Stephen Eaton	VPAA (Advisory)
	Gabriela Edmund	ASG Representative				X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date	Status
	Call to Order: 9:00 a.m.				
1.	Approve Agenda	Approved		3/26/14	Completed
	Approved with modification (Change made to Item 4 for clarification: Evaluation of Strategic "Goals.")				
2.	Approve Minutes: 3/5/14; 3/12/14	Approved		3/26/14	Completed
3.	IEC Task Timetable for 2014–15	Discussion	Yuan	3/26/14	Completed
	<p>The committee discussed the timetable for the 2014-15 Program Review (PR)/Budget Allocation Proposal (BAP) cycle. The following dates were determined for IEC task completion:</p> <ul style="list-style-type: none"> October 6, 2014: Originators submit PRs and BAPs to VPs October 20, 2014: VPs submit PRs and BAPs to IEC November 3, 2014: BAPs distributed to applicable committees for input December 5, 2014: BAPs returned to IEC with committee input January 28, 2015: BAP scoring completed February 18, 2015: BAP ranking submitted to Budget & Finance Committee 				
4.	Evaluation of Strategic Goals: Preview	Information	Eaton	4/2/14	Carried Forward
	Stephen Eaton advised the committee of the upcoming review of the college's Strategic Goals. He will bring additional information on this item to the next meeting.				
5.	Strategic Planning and Program Review Evaluation Process	Information	Yuan	4/2/14	Carried Forward
	Carl Yuan clarified that these are actually two separate processes which will be evaluated. He shared with the group a survey he is preparing to solicit input from various committee members (and others) regarding the effectiveness of the committees in the overall strategic planning process. The effectiveness of the program review process will also be evaluated with a separate instrument. The IEC will monitor and document these evaluations.				
6.	BAP Process: Evaluation and Revision (cont.)	Tabled	Yuan	4/2/14	Carried Forward
	Adjourn: 10:05 a.m.				

CARL YUAN
APR - 2 2014
Institutional Effectiveness

PLANNING COMMITTEE MEETING MINUTES (CONT'D)

INSTITUTIONAL EFFECTIVENESS COMMITTEE MINUTES – 4/2/14



Institutional Effectiveness Committee

Meeting Minutes

April 2, 2014						
9:00 a.m.						
LRC Conference Room (L-4)						
X	Carl Yuan	(CHAIR) Dean, RD&P	Sandi Thomas	Management	X Sally VanDenBerg	President, AS (Advisory)
X	Penny Shreve	Dean of Instruction	X Kim Young	Management	X George Walters	VPAS (Advisory)
X	Nance Nunes-Gill	SLO Coordinator	X Dayleen Hubby	Classified	Jim Daniels	VPSS (Advisory)
X	Kyri Freeman	Academic Senate	Nancy Olson	Classified	X Stephen Eaton	VPAA (Advisory)
	Gabriela Edmund	ASG Representative			X Jayne Sanchez	Recorder

Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date	Status												
Call to Order: 9:05 a.m.																
1. Approve Agenda	Approved			Completed												
2. Approve Minutes: (3/26/14)	Approved			Completed												
3. Strategic Planning Process Evaluation: Procedure and Timeline	Information/Discussion	Yuan	5/7/14	Carried Forward												
<p>Carl Yuan reviewed the discussion from the 3/26/14 meeting regarding the evaluation of the Strategic Planning Process (SPP). The following procedure and timeline was outlined:</p> <table border="1"> <tr> <td>1. Surveys distributed to committees</td> <td>4/1/14</td> </tr> <tr> <td>2. Analysis of results</td> <td>4/8/14</td> </tr> <tr> <td>3. IEC discussion/recommendations</td> <td>4/16 – 4/23/14</td> </tr> <tr> <td> a. Notification to committee chairs and members</td> <td>4/24 – 4/30/14</td> </tr> <tr> <td>4. Present findings at All-College Meeting</td> <td>5/6/14</td> </tr> <tr> <td>5. Forward formal report to committees</td> <td>5/7/14</td> </tr> </table>					1. Surveys distributed to committees	4/1/14	2. Analysis of results	4/8/14	3. IEC discussion/recommendations	4/16 – 4/23/14	a. Notification to committee chairs and members	4/24 – 4/30/14	4. Present findings at All-College Meeting	5/6/14	5. Forward formal report to committees	5/7/14
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4. Present findings at All-College Meeting	5/6/14															
5. Forward formal report to committees	5/7/14															
4. Strategic Goals Annual Review: Procedure and Timeline	Information/Discussion	Yuan/Eaton	5/7/14	Carried Forward												
<p>Stephen Eaton distributed copies of the Strategic Priorities/Goals, with notations regarding progress of each goal. He reviewed each Strategic Priority and accompanying Goals, and provided a verbal summary of status and progress to date. The following procedure and timeline was outlined:</p> <table border="1"> <tr> <td>1. Update by S. Eaton at IEC</td> <td>4/2/14</td> </tr> <tr> <td>2. Written "Annual Update" to IEC for Review</td> <td>4/9 – 4/16/14</td> </tr> <tr> <td>3. "Annual Update" to Cabinet/Council</td> <td>4/17 – 4/30/14</td> </tr> <tr> <td>4. Present at All-College Meeting</td> <td>5/6/14</td> </tr> </table>					1. Update by S. Eaton at IEC	4/2/14	2. Written "Annual Update" to IEC for Review	4/9 – 4/16/14	3. "Annual Update" to Cabinet/Council	4/17 – 4/30/14	4. Present at All-College Meeting	5/6/14				
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3. "Annual Update" to Cabinet/Council	4/17 – 4/30/14															
4. Present at All-College Meeting	5/6/14															
5. BAP Process: Evaluation and Revision (cont.)	Discussion	Yuan	4/14/14	Carried Forward												
<p>Due to the brief time available for review and action, a special meeting will be scheduled for 4/14/14 to complete this item. Members from the Program Review Committee will also be included in the meeting to provide input regarding the process.</p>																
6. Other:																
<p>a. Carl Yuan reported that the Mission Statement was presented for second reading and approved at the All College Meeting on 4/1/14; it will go to the Board of Trustees for approval on 4/16/14.</p> <p>b. Stephen Eaton reported that the cabinet reviewed the report regarding trends and observations submitted by IEC. The report was well received, with questions asked for clarification. He will report next meeting on the feedback provided.</p>																
Adjourn: 10:05 a.m.																

PLANNING COMMITTEE MEETING MINUTES (CONT'D)

PROGRAM REVIEW COMMITTEE MINUTES – 1/21/14



Program Review Committee (PRC)

MEETING MINUTES

January 21, 2014 3:30 p.m. IE Conference Room (L-40)								
X	Kim Young	Co-Chair		Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair	X	Heather Caldon	Management			
X	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
	Vacant	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder
Agenda Item		Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status			
Meeting called to order: 3:30 pm								
1.	PR Cycle Debrief	Discussion						Carried Forward
<p>The committee discussed various elements of current cycle:</p> <p>What went well?</p> <ul style="list-style-type: none"> Materials were submitted on time by <i>most</i> areas Most deadlines were met Process is moving forward as anticipated, with items (BAPs) sent on to other committees for consideration <p>What areas are weak?</p> <ul style="list-style-type: none"> Training, training, and more training is needed (some colleges have a weekly seminar on program review, "Soup & Support") The "Annual Update" references information from an initial report; that information needs to be included on the same report, not merely referenced <ul style="list-style-type: none"> All DATA needs to be housed in the form so that it stays with the original Other committees (e.g. Technology Committee, Academic Senate) need to be better informed about their appropriate part in the process (specifically regard BAP input) Could IEC assist in determining process guidelines for other committees? Clarify intent of some of the PR questions (confusing for originators) PR Rubric: <ul style="list-style-type: none"> Re-do rubric so that it is tied more closely to PR form Include rubric as part of training so originators gain a better understanding of process and feedback tool <p>TRAINING</p> <ul style="list-style-type: none"> Break PR into sections to be addressed at separate, scheduled trainings FEB: make any necessary changes, tweak form MAR: begin training Will PRC notify departments/programs that have PRs due? Definitely include PR training at August Inservice <p>DATA portion is a BIG piece of PR</p> <ul style="list-style-type: none"> Revisit data elements requested on Instructional PR form Determine what info we <i>really</i> need and how it will be used <ul style="list-style-type: none"> Include "how we use the data" in the training so originators are better informed Develop a request form to ask Research (Carl) for data <ul style="list-style-type: none"> Determine timeline for data requests "I need help tracking data..." form to initiate discussion 								
2.	Other: Rubric	Discussion						Carried Forward
Next meeting will take a closer look at the PR forms and the PR Rubric								
Meeting adjourned: 4:30 p.m.								

PLANNING COMMITTEE MEETING MINUTES (CONT'D)

PROGRAM REVIEW COMMITTEE MINUTES – 2/11/14



Program Review Committee (PRC)

MEETING MINUTES

February 11, 2014 4:00 p.m. IE Conference Room (L-40)								
X	Kim Young	Co-Chair		Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management	X	Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Vacant	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 4:10				
1.	Approve Minutes (1/21/14)	Approved			Completed
2.	Continued Discussion: PR Questions	Discussion			Completed
	Committee held dialog regarding the current PR template: <ul style="list-style-type: none"> With the experience of the last cycle of PR evaluations, the committee realizes that some of the questions could be stated more clearly, or include more explanation, to help generate the type of response hoped for. However, to maintain consistency between cycles, it would be best to NOT change the form at this time, but to include additional information or clarifying material in another manner. 				
3.	Continued Discussion: PR Rubric	Discussion			Carried Forward
	Committee held dialog regarding the PR Evaluation Rubric: <ul style="list-style-type: none"> The PR Evaluation Rubric will be used for institutional data collection, as well as for a feedback tool and guide for PR originators. <ul style="list-style-type: none"> From a data collection standpoint, the rubric needs to have the same number of bullet points for levels 1 – 4 of a question, or the resulting analysis of the information could be skewed. Next meeting will address the descriptors for the questions, consistency with the number of descriptors, and tightening of alignment with the PR questions. 				
4.	Other: Upcoming PR Training	Discussion			Carried Forward
	Discussion continued regarding the importance of training for the upcoming cycle. It was agreed that the most important area for training at this time is data, for both instructional and non-instructional areas. It is also important for departments to understand that program review is meant to be a process for thoughtful self-reflection (leading to continuous quality improvement), not just a mechanism for requesting additional budget resources.				
	Meeting adjourned: 4:30				

CARL YUAN
 FEB 11 2014
 11:05 AM
 University of North Carolina

PLANNING COMMITTEE MEETING MINUTES (CONT'D)

PROGRAM REVIEW COMMITTEE MINUTES – 2/18/14



Program Review Committee (PRC)

MEETING MINUTES

February 18, 2014 3:30 p.m. IE Conference Room (L-40)								
	Kim Young	Co-Chair	X	Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair	X	Heather Caldon	Management	X	Carl Yuan	
X	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
	Vacant	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/ Deadline	Status*
	Meeting called to order: 3:30				
1.	Continued Discussion: PR Rubric Revision		Caldon; Group	2/25/14	Carried forward
	<ul style="list-style-type: none"> Committee discussed rubric elements and made several changes to enhance consistency and increase alignment with PR questions. Several areas were identified to be included in the PR Handbook (in addition to, or in lieu of, in the rubric). Heather Caldon will bring re-worded descriptors for #5: Internal Factors and #6: External Factors to the next meeting, as discussed. Members were asked to review the rubric and bring suggestions to the next meeting for any other areas they feel still need re-wording. 				
2.	Other: Next Steps				
	The next meeting the committee will address plans for upcoming training for both instructional and non-instruction areas.				
	Meeting adjourned: 4:25				

*Completed, deleted or carried forward

PLANNING COMMITTEE MEETING MINUTES (CONT'D)

PROGRAM REVIEW COMMITTEE MINUTES – 3/4/14



Program Review Committee (PRC)

MEETING MINUTES

March 4, 2014					
3:30 p.m.					
IE Conference Room (L-40)					
X	Kim Young	Co-Chair	X	Penny Shreve	Management
X	Kyri Freeman	Co-Chair		Heather Caldon	Management
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified
	Vacant	Faculty		Wendy Packer	Classified
			X	Stephen Eaton	Advisory
			X	Carl Yuan	Advisory
			X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order:				
1.	Approve Minutes (1/28/14; 2/11/14)	Approved			Completed
2.	Schedule for Upcoming Training	Discussion	Young	3/11/14	Carried Forward
	<p>The committee proposed the following schedule for Non-Instructional PR training dates</p> <ul style="list-style-type: none"> 3/17 Mission/Vision; Program Description 3/28 Data 4/11 Data 4/25 Policies & Processes 5/9 Internal Factors (Strengths, Weaknesses) 5/29 External Factors (Opportunities, Threats) 6/19 Continuing Education/Professional Development 7/10 Prior Goals and Objectives 7/31 Action Plan 8/29 Action Plan/BAP 9/12 BAP <p>The target meeting time will be 1:30 p.m.</p>				
	The proposed schedule will be brought to the next cabinet meeting for approval and endorsement.		Eaton	3/11	Carried Forward
	Discussion regarding development of Instructional training schedule will continue at the next PRC meeting following more in-depth consideration by instructional administration.		Eaton/Shreve	3/11	Carried Forward
4.	Other: Addendum for PR Forms	Homework	All	3/11	Carried Forward
	<ul style="list-style-type: none"> • Discussion was held regarding areas of the Program Review that would benefit from additional descriptive information, or other possible ways to add clarity and elicit better responses. • Due to the complexities of changing the form directly, the committee will prepare an "addendum" of helpful information which will be sent out to originators, along with their previous Program Review. • Members were asked to formulate suggestions for adding clarity to the PR questions, with the intent of improving originator responses. These will be brought to the next meeting for continued discussion. 				
	Meeting adjourned: 4:15 p.m.				

CARL YUAN

MAR 12 2014

Institutional Effectiveness

PLANNING COMMITTEE MEETING MINUTES (CONT'D)

TECHNOLOGY COMMITTEE MINUTES – 1/16/14

Barstow Community College District

Technology Committee

Minutes: January 16, 2014 from 11:00 am to 1:00 pm

LRC Conference Room

Present: Morgan Bohnsack, Co-Chairperson; Carl Yuan, Dean of Institutional Research; Carl Delzell, IT; Santos Caasi, CSEA; Jacob Batersseh, Academic Senate.

Absent: George Walters, Chairperson; Sona Vartanian, Distance Ed Coordinator; Bre-Anna Fraser, ASB.

Welcome:

Morgan welcomed everyone.

Approval of Agenda:

Approved

Review/approval of meeting notes from December 19, 2013:

Approved

Technology Use Agreement & AP 3720

Discussion: Update on where the Technology Agreement was currently and its status.

Action: No Action taken at this time.

Follow-up: No follow-up needed at this time.

IDS – Intrusion Detection Systems

Discussion: Morgan presented the IDS without the names in the hope a decision could be made without the name interfering with the decision making process. Names for the different companies and types of products was provided later in the discussion

Action: Additional information is needed by the committee, to make a better informed decision.

Follow-up: Gather more information on the different IDS for the next meeting to make a decision on which system to pursue.

Technology Strategic Plan & Policies and Procedures

Discussion: General information to the committee that a new plan was being created, and sections as they are being completed will be presented to the group.

Action: No Action taken at this time.

Follow-up: No follow-up needed at this time.

Updated Computer Inventory:

Discussion: Beginning discussion about equipment replacement.

Action: Committee decided to replace the following computers in the following locations: Computer Commons – 24, T-14 – 16, Transfer Station – 8, Tutorial – 8 with VDI's.

Follow-up: A BAP is being generated to be submitted to the IEC for approval.

Updated Network Inventory

Discussion: None

Action: None

Follow-up: None

Other:

None

Next Meeting

March 27, 2014, 11:00 am to 12:00 pm, in the admin conference room.

Technology Committee

Meeting Date: December 5, 2013

Minutes Approved: December 19, 2013

Page 1

EVALUATION OF PLANNING COMMITTEES AND PROCESS

DESCRIPTION

A survey drafted by the Institutional Effectiveness Committee has been sent to the members of all Planning Committees. The goal is to measure and evaluate the effectiveness, and provide constructive recommendations to each committee.

Those who responded to the survey were screened for level of involvement, then given statements to be rated on a five-point numerical scale, and finally provided opportunities to give verbal comments on the strength and ways to improve the effectiveness of each committee.

A sample committee survey is provided on the next page, as well as the numerical scores from the responses received. The Institutional Effective Committee is now drafting recommendations for each committee to be shared with committee members as well as at the All-College Meeting in May 2014.



EVALUATION OF PLANNING COMMITTEES AND PROCESS (CONT'D)

SAMPLE COMMITTEE SURVEY

Strategic Planning Process Survey – Technology Committee

Position with the College: Are you a (Circle One) Administrator Faculty Classified Staff

Level of Participation in Technology Committee (Check One):

- I have been actively involved since the beginning of the 2013-14 academic year.
- I have been actively involved for part of the 2013-14 academic year.
- I have been involved, but due to scheduling or personal interest have not played an active role.
- I have been only peripherally involved.
- I have not been directly involved.

Please rate the following statements:

	Disagree		Neutral		Agree	N/A
1. The College Mission Statement is the foundation for Technology Committee.	1	2	3	4	5	N/A
2. I understand the role and purpose of the Technology Committee in Barstow College.	1	2	3	4	5	N/A
3. The Technology Committee leads to a shared understanding of college goals and strategies.	1	2	3	4	5	N/A
4. The Technology Committee members represent all parts of the College.	1	2	3	4	5	N/A
5. The Technology Committee play an important role in decision making.	1	2	3	4	5	N/A
6. The Technology Committee addresses issues and makes decisions in a timely manner.	1	2	3	4	5	N/A
7. The Technology Committee decision-making process is data driven.	1	2	3	4	5	N/A
8. The Technology Committee ensures that those who carry out the plans and strategies are involved in the discussion.	1	2	3	4	5	N/A
9. The Technology Committee follows through its plans and decisions.	1	2	3	4	5	N/A
10. Participants in the Technology Committee discussions are sufficiently knowledgeable to make effective recommendations.	1	2	3	4	5	N/A
11. Participants in the Technology Committee discussions feel free to discuss difficult issues openly and honestly.	1	2	3	4	5	N/A
12. Most participants in the Technology Committee discussions put aside personal agendas when it is time to formulate a recommendation.	1	2	3	4	5	N/A
13. I think my role in the Technology Committee matters. My input is welcomed and solicited.	1	2	3	4	5	N/A
14. We are reviewing the Technology Plan.	1	2	3	4	5	N/A

What are the strengths of the Technology Committee?:

How can we improve on the Technology Committee?:

EVALUATION OF PLANNING COMMITTEES AND PROCESS (CONT'D)

COMMITTEE EVALUATION RESULTS

2013-14 Strategic Planning Process
Survey Results
DRAFT 2014.04.09

	Number of Respondents	Question Average			
Academic Senate	3				4.67
Curriculum Committee	9	22%	78%		4.44
Distance Education Committee	4	50%	50%		4.50
Student Learning Outcomes Assessment Committee	7	57%	14%	29%	4.14
Budget & Finance Committee	6	67%	17%	17%	4.17
Calendar Committee	3	67%	0%	33%	3.67
Facilities & Safety Committee	3		100%		4.33
Institutional Effectiveness Committee	8	38%	38%	25%	4.50
Insurance Committee	5	40%	20%	40%	3.00
Management Council	9	100%			4.11
Marketing Committee	2	50%	0%	50%	4.50
President's Shared Governance Council	8	63%	25%	13%	4.50
Program Review Committee	9	44%	22%	33%	4.33
Staff Development & Employee Recognition Committee	2		50%	50%	3.50
Student Success Committee	10	50%	20%	30%	4.50
Technology Committee	2	100%			4.00
Administrators/Manager					
Faculty					
Classified Staff					
Level of participation in the committee					
I have been actively involved since the beginning of the 2013-14 academic year.	100%	89%	25%	14%	4.83
I have been actively involved for part of the 2013-14 academic year.		11%	50%	57%	4.17
I have been involved, but due to scheduling or personal interest have not played an active role.			25%		4.25
I have been only peripherally involved.				14%	4.14
I have not been directly involved.					4.00
Please rate the following statements:					
The College Mission Statement is the foundation for the committee.	4.67	4.44	4.50	4.14	4.17
I understand the role and purpose of the committee in Barstow College.	4.67	4.89	4.50	4.57	4.67
The committee leads to a shared understanding of college goals and strategies.	4.33	4.33	4.50	4.43	4.50
The committee members represent all parts of the College.	4.50	4.13	3.75	3.00	4.67
The committee plays an important role in decision making.	4.67	4.78	4.75	4.00	4.50

EVALUATION OF PLANNING COMMITTEES AND PROCESS (CONT'D)

COMMITTEE EVALUATION RESULTS

	Question Average	4.16	4.02	4.24	4.36	4.40	4.44	4.11	4.46
Technology Committee	4.00	4.00	4.50	4.00	4.50	4.50	4.50	4.00	4.50
Student Success Committee	4.60	4.30	4.60	4.70	4.80	4.60	4.30	4.70	4.50
Staff Development & Employee Recognition Committee	3.00	2.50	3.00	3.00	4.00	4.00	4.00	4.00	4.00
Program Review Committee	4.78	4.78	4.56	4.89	4.67	4.67	4.78	4.67	4.89
President's Shared Governance Council	4.13	4.00	4.50	4.50	4.38	4.25	4.13	4.50	4.00
Marketing Committee	3.50	3.00	4.00	4.00	3.50	3.50	4.00	4.50	4.00
Management Council	4.13	4.00	4.38	4.25	4.22	3.89	4.11	4.33	4.00
Insurance Committee	4.20	4.40	4.40	4.40	4.60	4.80	4.00	4.60	4.00
Institutional Effectiveness Committee	4.75	4.63	4.63	4.75	4.75	4.75	3.75	4.75	4.50
Facilities & Safety Committee	4.33	4.00	4.67	4.67	4.00	5.00	5.00	5.00	4.00
Calendar Committee	4.00	3.67	4.67	4.67	4.67	4.50	3.67	4.67	4.00
Budget & Finance Committee	4.83	4.50	4.33	4.33	4.50	4.50	4.33	4.50	4.29
Student Learning Outcomes Assessment Committee	3.86	4.14	3.43	4.29	4.57	4.57	4.00	4.29	4.00
Distance Education Committee	4.00	3.75	4.00	4.00	4.50	4.50	4.00	4.25	4.00
Curriculum Committee	4.44	4.44	4.67	4.11	4.44	4.67	4.22	4.44	4.00
Academic Senate	4.00	3.67	4.00	4.67	4.33	4.33	3.00	3.67	4.00
The committee addresses issues and makes decisions in a timely manner.									
The committee decision-making process is data driven.									
The committee ensures that those who carry out the plans and strategies are involved in the discussion.									
The committee follows through with its plans and decisions.									
Participants in the committee discussions are sufficiently knowledgeable to make effective recommendations.									
Participants in the committee discussions feel free to discuss difficult issues openly and honestly.									
Most participants in the committee discussions put aside personal agendas when it is time to formulate a recommendation.									
I think my role in the committee matters. My input is welcomed and solicited.									
We are reviewing (applicable plan/process)									
Committee Average									

2013-14 Strategic Planning Process
Survey Results
DRAFT 2014.04.09

