

Committee Effectiveness

Survey Results



Surveys were administered
in Spring 2023



Survey Purpose



**Measure member
perceptions of
Committee effectiveness**



**Be a catalyst for
thoughtful discussion**



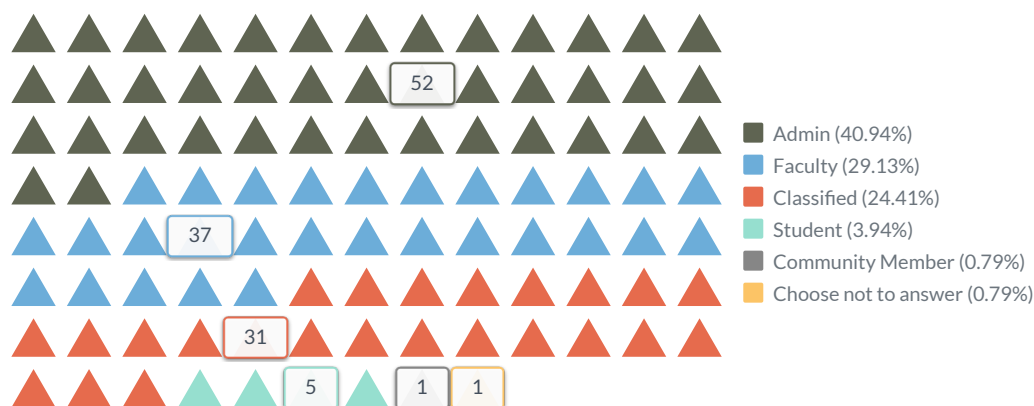
**Help inform actionable
committee changes moving
into the new year**

Committees with Participating Members

✓ Academic Support	✓ Enrollment Management	✓ Safety
✓ Business and Finance	✓ EEO & Diversity	✓ Student Equity and Achievement
✓ Calendar	✓ Health and Welfare Benefits	✓ Technology
✓ College Governance	✓ Institutional Effectiveness	✓ Tech Review
✓ Curriculum	✓ Program Review	✓ Outcomes Assessment
✓ Distance Education & Instructional Technology	✓ Professional Development	

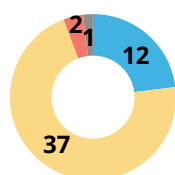
**Note: Last year 11 committees had members who participated in the survey, this year there were 17. There was an increase of 6 committees or subcommittees who participated when compared to last years committee participation.*

Participation- 127 survey responses (33 more than last year)

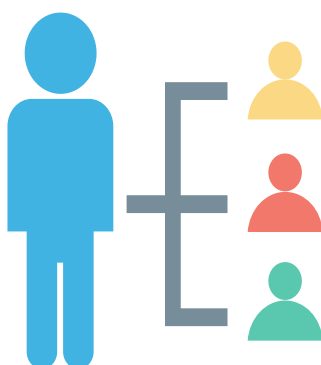


**Note: The distribution of survey takers is significantly different when compared to last year. Admin distribution increased by 11%, faculty fell by 21%, classified increased by 5% and students increased by 1%.*

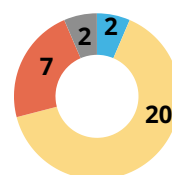
28 Administration/Management



- Advisory (Non-voting) (23.08%)
- Committee Member (71.15%)
- Guest (3.85%)
- Unsure of my Role (1.92%)

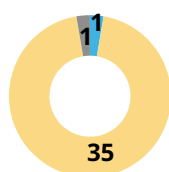


18 Classified Professionals



- Advisory (Non-voting) (6.45%)
- Committee Member (64.52%)
- Guest (22.58%)
- Unsure of my Role (6.45%)

43 Faculty

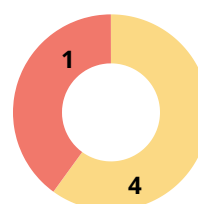


- Advisory (Non-voting) (2.7%)
- Committee Member (94.59%)
- Unsure of my Role (2.7%)

- Committee Members: 97
- Advisory (Non-Voting): 15
- Guest: 11
- Unsure of their role: 4

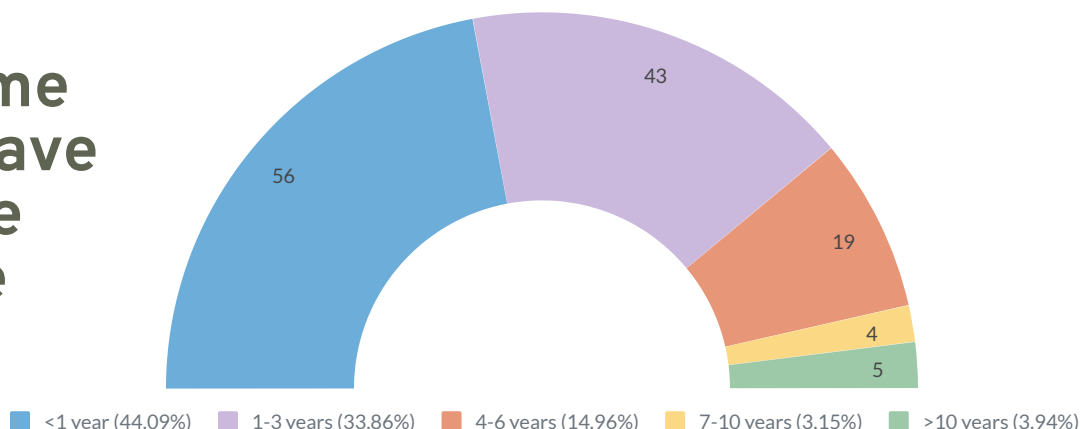
**Note: Participants who were unsure of their role increased by 3% compared to last year.*

5 Students



- Committee Member (60%)
- Guest (40%)

Amount of time participants have spent on the committee



**Note: The distribution of participants who have been on the committee for less than a year nearly doubled when compared to last year from 23.4% to 44.1%. The most significant drop among other categories was those who have spent 1-3 years on the committee decreasing from 48.9% to 33.9%. 1/3 of advisory members have served on the committee for less than one year (33%). 40% of management have served on the committee for less than 1 year.*

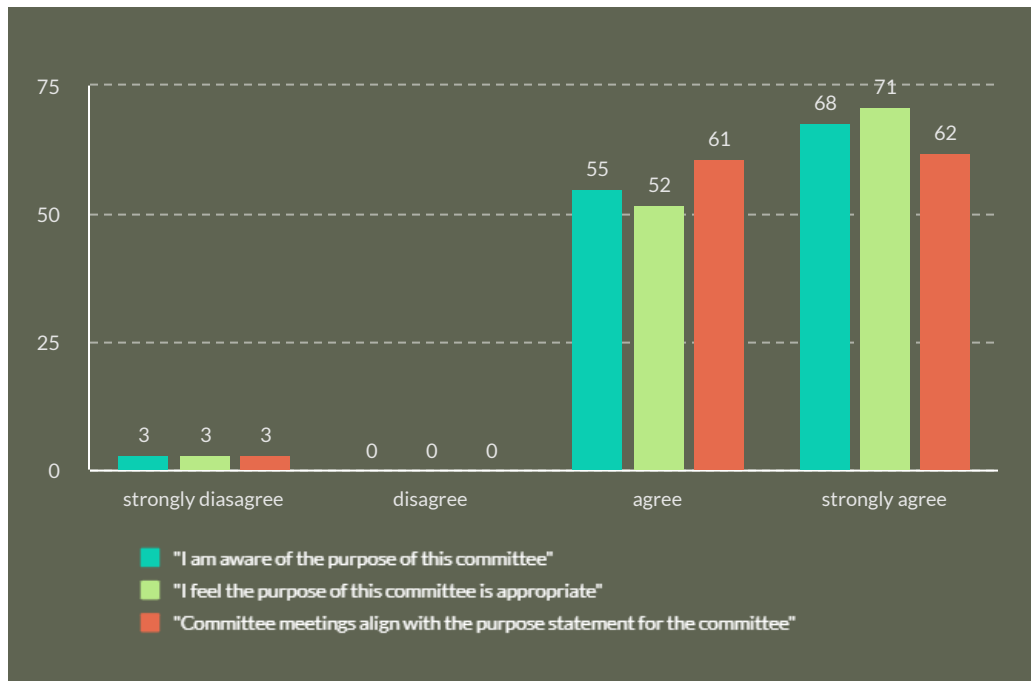
Survey Result Highlights

- 127 Committee Members took the Committee Self-Assessment Survey.
- 44% have served on the committee less than one year (23% last year).
- Members had more awareness of the committee purpose (+2%) when compared to last year.
- 98% agree that meetings align with the committees purpose.
- 91% agree meetings are held with appropriate regularity, and 94% agree the length is appropriate (no change from last year).
- Member were less likely to agree they receive the meeting agenda and materials with enough advance notice for preparation (-3%) when compared to last year.
- 96% agree meeting minutes are accurate and reflective of meeting discussions (-1% from last year).
- 93% of members agreed meeting time is spent in an appropriate manner (+7% when compared to last year).
- 89% agree that members are sufficiently knowledgeable to make effective recommendations (+3% from last year).
- 84% agree that members come to the meetings prepared (+1% from last year). This is the lowest statement of agreement throughout the survey. Comments about lack of member attendance contributed to this low rate of preparedness.
- Members agree there is mutual respect (98%) and consideration (97%) for one another during meetings.
- 96% share meeting information with the groups or areas they represent (+3% from last year).
- 99% agree the committee supports the college mission (+4% from last year).
- 93% agree the committee contributes to district-wide decision making (+4% from last year)
- 90% agree the committee's decision-making is data-driven (no change from year prior).
- 90% agree the committee addresses issues and makes decisions in a timely manner (+6% from last year).
- 93% agree the committee follows through with its plans and decisions (+5% from last year).
- 94% agree their comments are taken into consideration during the decision-making process (+3% from last year).

Committee Purpose



98% of participants agree or strongly agree that they are aware of the committee purpose (96% last year). 98% agree or strongly agree that the purpose is appropriate (97% last year). 98% agree or strongly agree that committee meetings align with the committee purpose.



People commended:

- The meeting minutes and the easy access via BoardDocs
- Committee Leadership
- The report-out process
- Organization and alignment of meetings with purpose

Improvement comments:

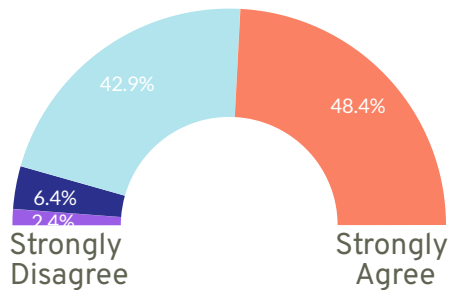
- Some areas of the purpose are met, but others are not
- Revise the description to accurately reflect the work we do to meet our purpose
- Focus more on student equity
- Periodically refocus throughout the semester

One committee shared they made changes to the committee purpose and description based on survey feedback.

Another committee said they would, "review purpose and description for clarity and appropriateness [and] set goals for this year."

Timing of the Meetings

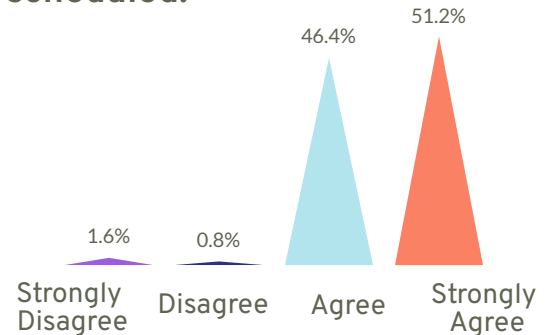
"Our Meetings are held regularly and with appropriate frequency."



91%

Agree or strongly agree

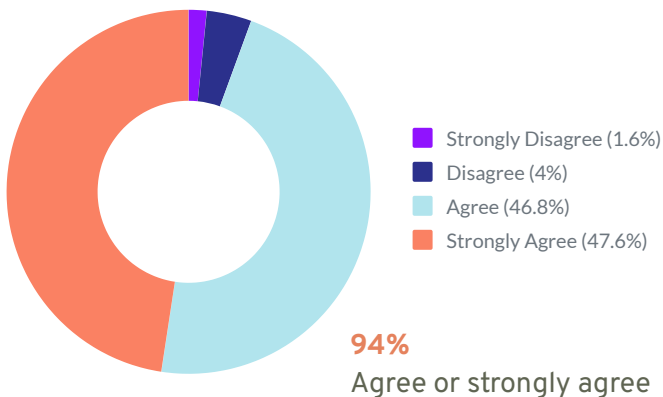
"Our Meetings begin and end as scheduled."



98%

Agree or strongly agree

"The length of our meeting is appropriate."



94%

Agree or strongly agree

Areas for improvement:

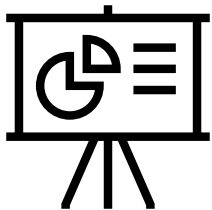
- Meetings held regularly
- Better organization and use of time
- Less information loaded into one meeting
- Ensure enough time for all agenda items
- Minutes should capture discussion during the meeting
- Work with scheduling issues for members

We will "focus on the delivery/publication of agendas on the Friday before the meeting [and] meeting for the full length of time scheduled."

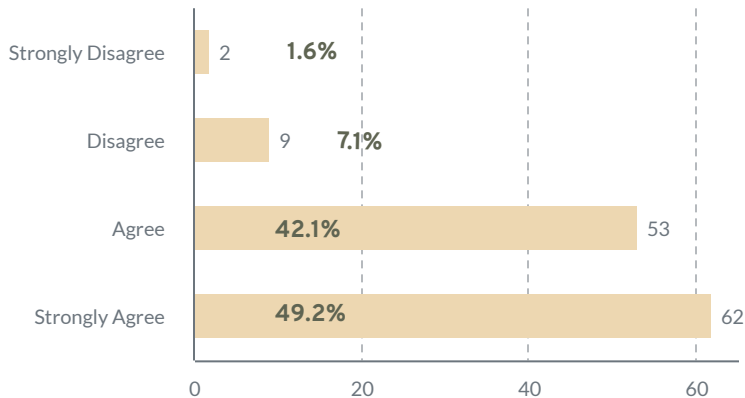
"Continued agenda prioritization based upon the topic of urgency and importance. The chairperson will periodically review the time allocated and adjust time limits based on evolving priorities to ensure efficiency."

"Leave the meetings as is with one meeting for discussion/planning and one as working meeting."

Meeting Minutes and Materials



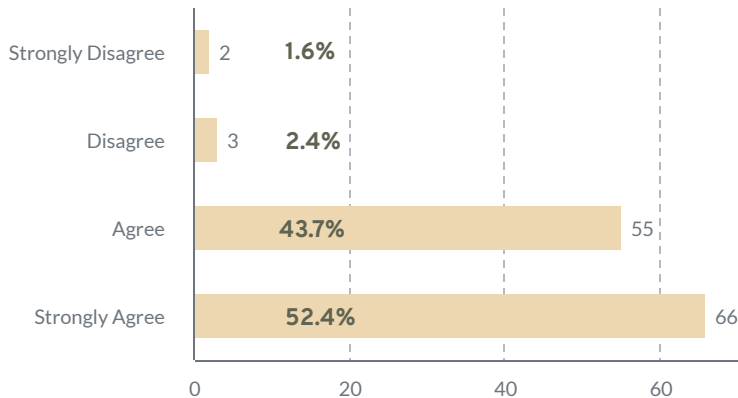
"I receive the meeting agenda and materials in advance of the meeting to allow for appropriate review and preparation."



91% agree or strongly agree
94% last year



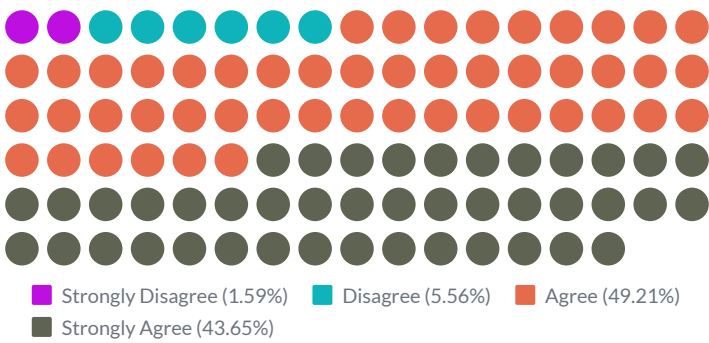
"The minutes of the meetings are accurate and reflect the discussion, next steps, and/or actions items articulated by the members."



96% agree or strongly agree
97% last year

Time Usage:

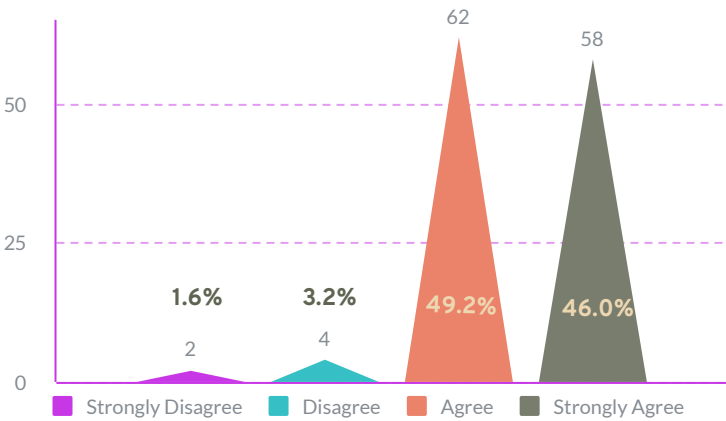
"I feel we use our meeting time well. Issues get the time and attention proportionate to their importance."



93% agree or strongly agree
86% last year

Membership:

"The membership of the committee is appropriate."



Membership Improvement Areas:

- Member participation/preparedness
- Member attendance
- Additional training for members

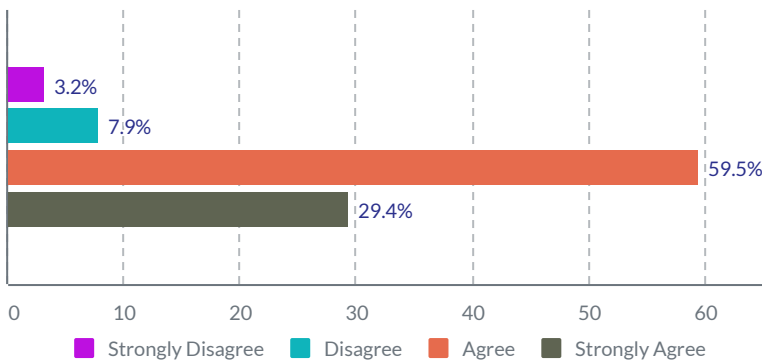
Some committee feedback:
"Everyone agrees to attend and participate in meetings."
"Members will make a concerted effort to attend at least 90% of meetings and, if not able, will have an alternate fill in for them."

"To make sure all members are knowledgeable, training materials will be shared with members and... there will be a meeting held strictly for norming sessions for scoring [program review] feedback"

"Chairs will take the time to explain everything we are doing and really slow down to ensure everyone understands what is going on and has background information before we begin discussing"feedback."

Knowledge:

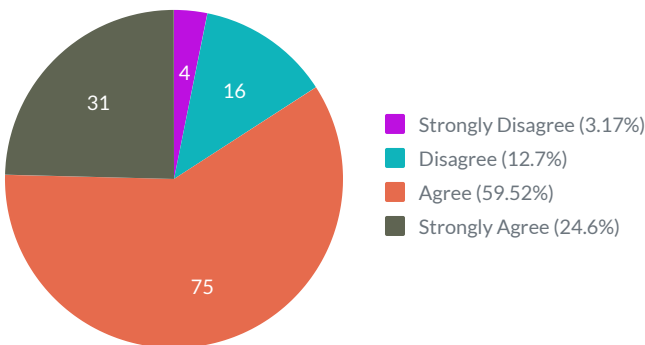
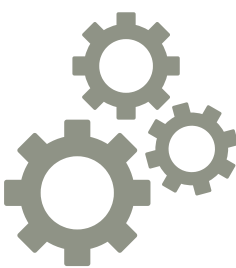
"Members are sufficiently knowledgeable to make effective recommendations."



89% agree or strongly agree
86% last year

Preparedness:

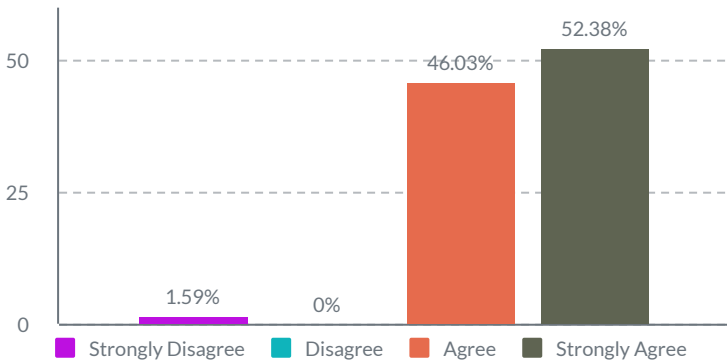
"Members of the committee come to the meeting prepared and ready to contribute."



84% agree or strongly agree
83% last year

Respect:

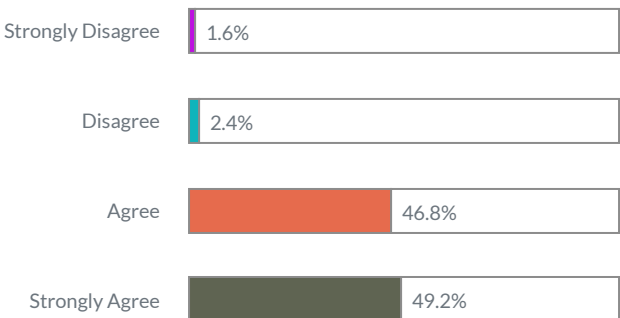
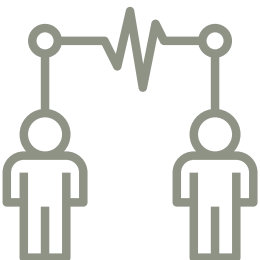
"Members treat each other with respect and courtesy."



98% agree or strongly agree
98% last year

Consideration:

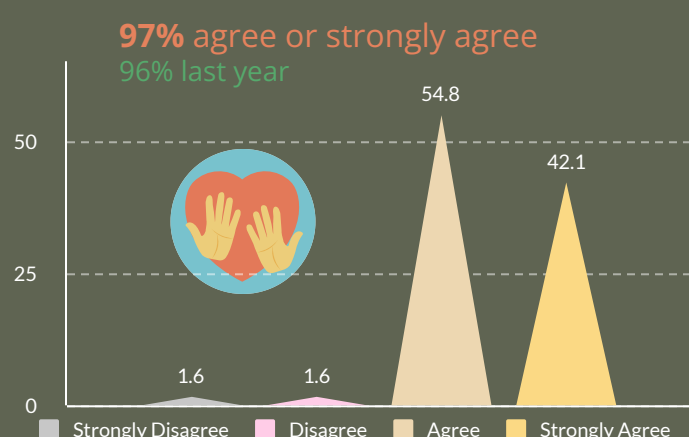
"As a general rule, when I speak I feel that my comments are listened to."



97% agree or strongly agree
96% last year

Putting Aside Agendas

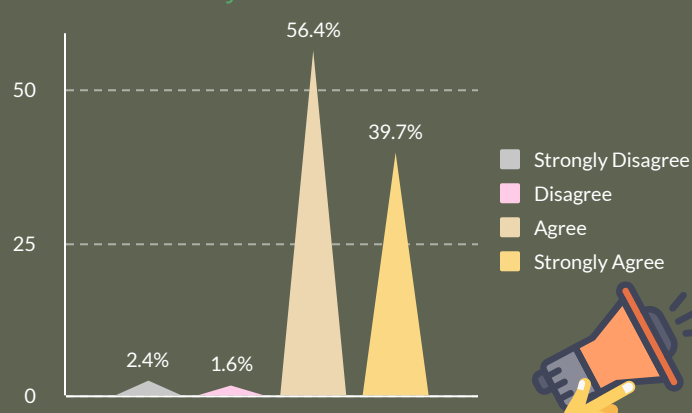
"Most participants in the committee discussions put aside personal agendas when it is time to formulate a recommendation."



Sharing Information

"I share the information with my constituent group or area I represent."

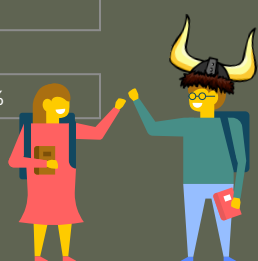
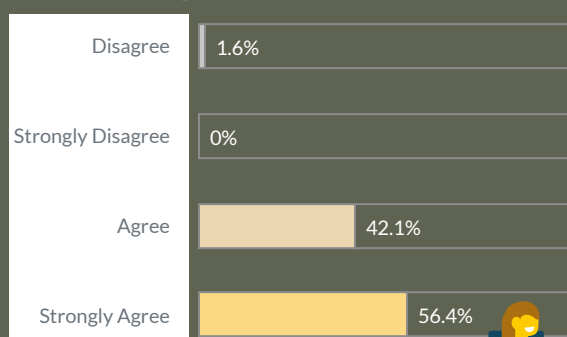
96% agree or strongly agree
93% last year



Supporting the Mission

"The committee supports the college mission."

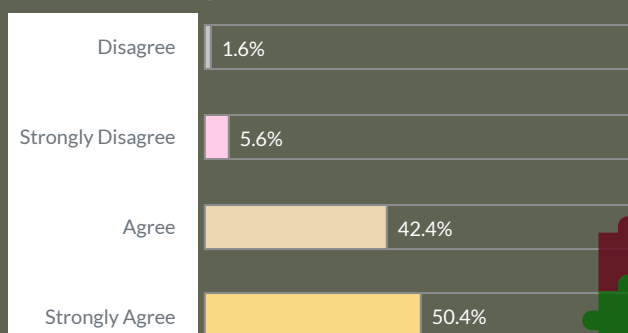
99% agree or strongly agree
95% last year



District-wide Contribution

"The committee contributes to district-wide decision making."

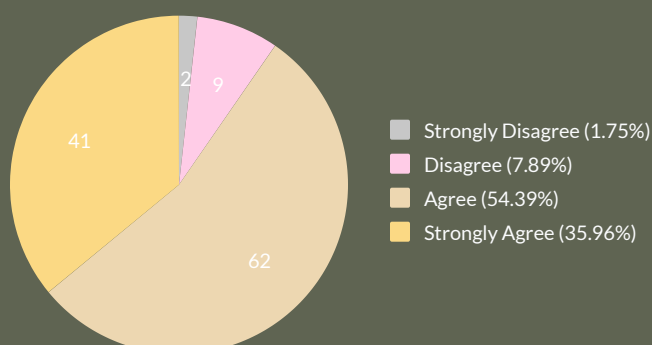
93% agree or strongly agree
89% last year



Data-Driven Decisions

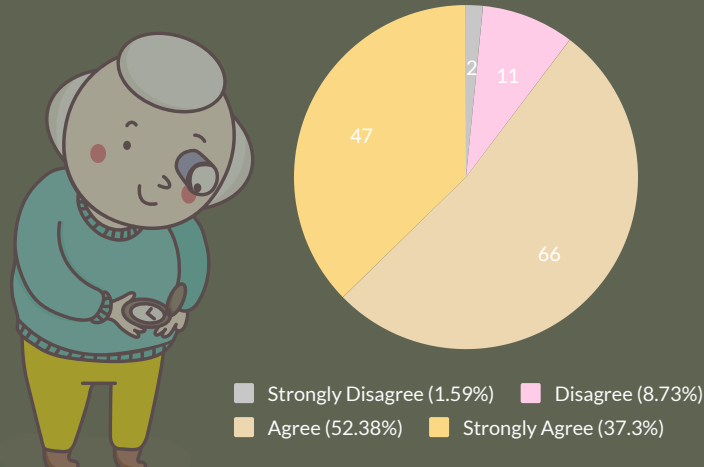
"The committee's decision-making process is data driven."

90% agree or strongly agree
90% last year



Addressing Issues Timely

"The committee addresses issues and makes decisions in a timely manner."



"Members would like to feel the committee contributes to the success of the organization [so] accomplishments could be shared and celebrated to create a supportive culture and boost morale."

"Data collection and analysis for issues that are presented. Sources such as incident reports, research findings, and M&O work orders pertaining to safety matters can be a start to identifying trends and insights from issues on campus."

Where do committee members say they share the information?

Discipline Meetings

Academic Senate

Committee Meetings

Monthly Meetings

Provide information when asked

Cabinet

Via Meeting Minutes

Other Managers in My Building

Discussions

Public Comments Management Meeting

Via Board Report

Feedback on sharing out:

"We were able to present at in-service which gave greater context to the work that is done in tech [review] and curriculum."

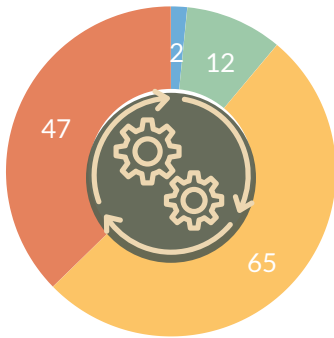
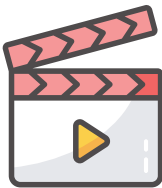
"The committee follows through with its plans and decisions."



- Strongly Disagree (1.59%)
- Disagree (5.56%)
- Agree (53.97%)
- Strongly Agree (38.89%)

93% agree or strongly agree
88% last year

"I feel the decision-making process is effective."



- Strongly Disagree (1.59%)
- Disagree (9.52%)
- Agree (51.59%)
- Strongly Agree (37.3%)

89% agree or strongly agree
88% last year

Feedback for Planning and Decision-making

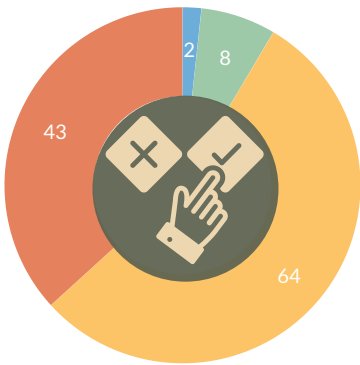
"Encourage members to recommend ways to enhance safety initiatives and processes, act on feedback promptly, and maintain transparency through updates and shared information."

"Outline the steps, resources, and milestones required to achieve desired outcomes."

"I feel the decision making process is appropriate for this committee."

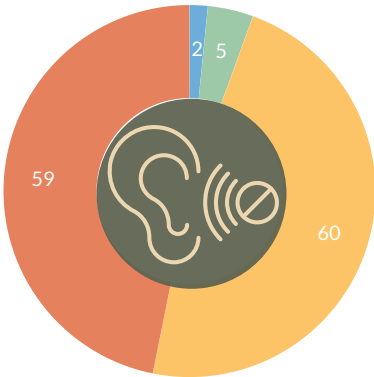
91% agree or strongly agree
90% last year

- Strongly Disagree (1.71%)
- Disagree (6.84%)
- Agree (54.7%)
- Strongly Agree (36.75%)



"I feel that my individual comments are taken into account during the decision-making process."

94% agree or strongly agree
91% last year



- Strongly Disagree (1.59%)
- Disagree (3.97%)
- Agree (47.62%)
- Strongly Agree (46.83%)



Committees felt that collaboration with other committees or areas would help improve the decision-making process.
Here is some feedback:

"[Curriculum and tech review] plan to work much closer with academic senate [since we are a subcommittee of that group], we intend to have stronger communication flow between the groups."

The Technology committee would like "Common Goals in cooperation with Distance Education/Data Governance committees, Interchange of data with other... committees, and technology usage areas."

The Calendar Committee "will coordinate with Academic Senate, the Professional Development Committee, and the College Governance Council to develop a Flexible Calendar Program which will provide faculty, staff, and administrators time for participation in professional development activities."

Committees Made Decisions and Recommendations:

**Campus
Structures**

**Program
Review
Process**

Curriculum

**Campus Policy
and Procedure**

Accreditation

**Influenced
College-Wide
Agenda and
Movements**

**Academic
Calendar**

**Student
Equity &
Achievement
Plan**

**Changes to
Committee
Membership
Structures**

Committees' Accomplished:

Curriculum
Submissions

Technology
Master Plan

Active
Shooter
Drill

Submitted
SEA Plan on
Time

POCR Team

New Curriculum
Documents
and Policies

Curriculum
Submissions

New Degree
Programs

Improvement of
Course Quality

All College
Agendas

Updating
BPs and APs

Clean-up of
curriculum
records

Discussing and
Beginning Work
for The Next
Accreditation
Cycle

Revised ILOs

By Supporting
the Work In the
TLSC, We
Support Our
Students

Establishing a
clear and concise
curriculum
submission
calendar

Agreeing and
Setting In-Service
Dates that Best
Fit the Needs of
the College Staff
and Faculty

Understanding
Which Groups Of
Students Need the
Most Help and
Suggesting/
Implementing
Changes

OAC Open
Houses

Collaboration with
Other Committees
to Gain Important
Information and
Feedback

Collected Very
Beneficial
Data

Support and
recommend
processes via
sub-committees

100% Full
Program Reviews
Completed

Performance Improvement Comments

Limit the number of agenda items to provide more time to review each

Meet more often and more consistently

Movement from discussion to implementation

Move from presentations and information sharing to more member participation and open discussion.

Clarify what is expected in report outs from other committees or department areas

Hold members accountable for attendance

More training for committee members

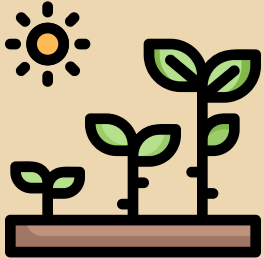
Updated forms and processes

Clear expectations for committee members and what they are responsible for

Set a timeline or plan for yearly goals that is updated regularly

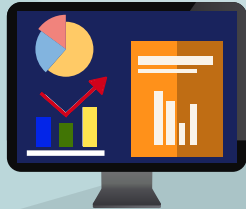
More awareness for how the role of the committee fits within the greater institution

More data-driven decisions



Moving Forward

The anonymous results of the Committee Effectiveness surveys were shared with the Chairs and Co-Chairs of each committee. They were encouraged to discuss the survey results with their committees and have thoughtful discussions during their regular committee meetings about ways their committee can improve moving forward. They were asked to document this discussion and any action-oriented decisions on a feedback form and return it to the Office of Institutional Research. Some feedback from those forms is included throughout the above infographic.



Survey Results Collected, Compiled and Analyzed by: the Office of Institutional Research

http://www.barstow.edu/institutional_effectiveness.html

August 2023