# 2015 Evaluation of Planning Documents & Strategic Planning Process

Institutional Effectiveness
Barstow Community College

Annual Strategic Planning Review

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.
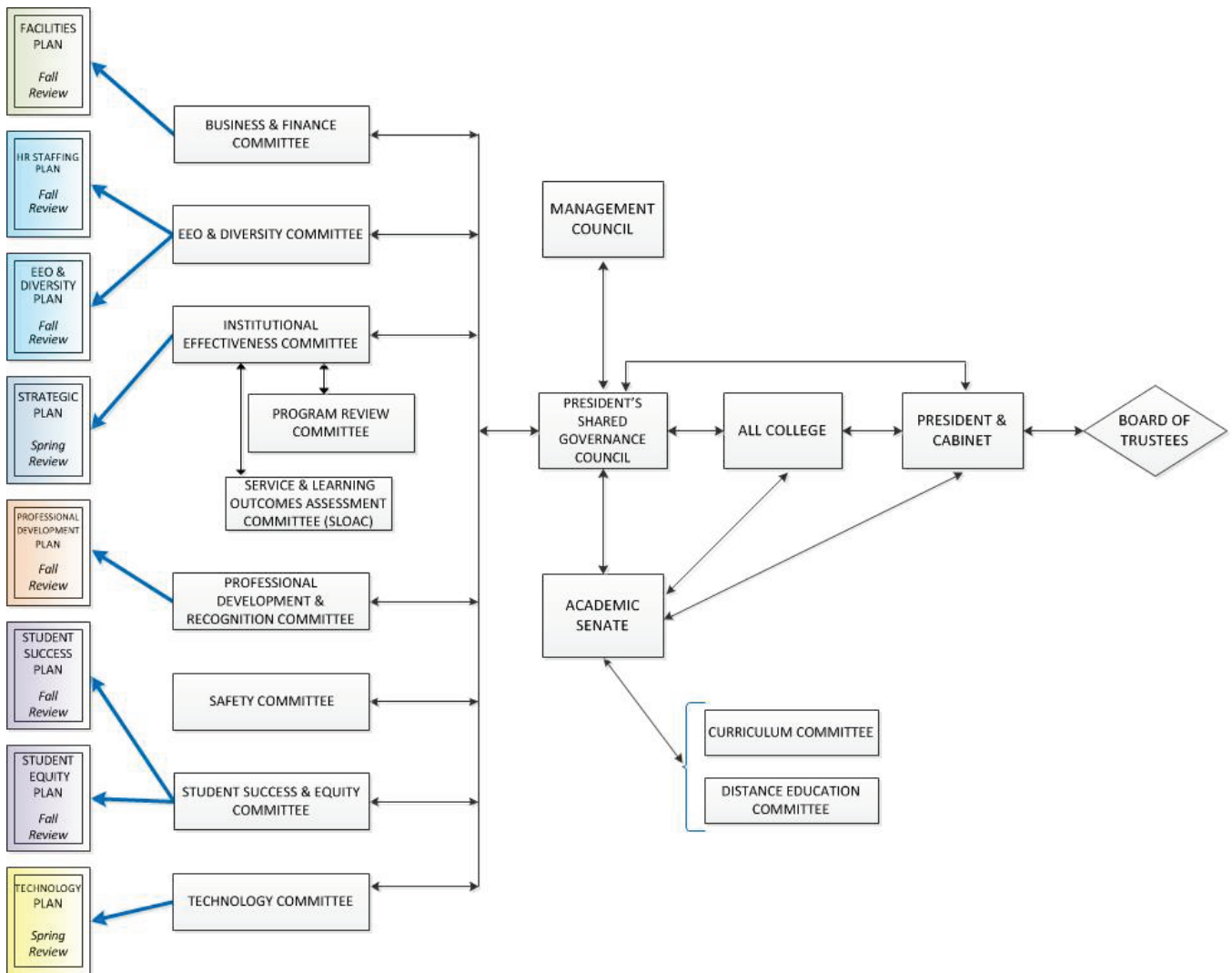
Strategic Planning Document Review

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.
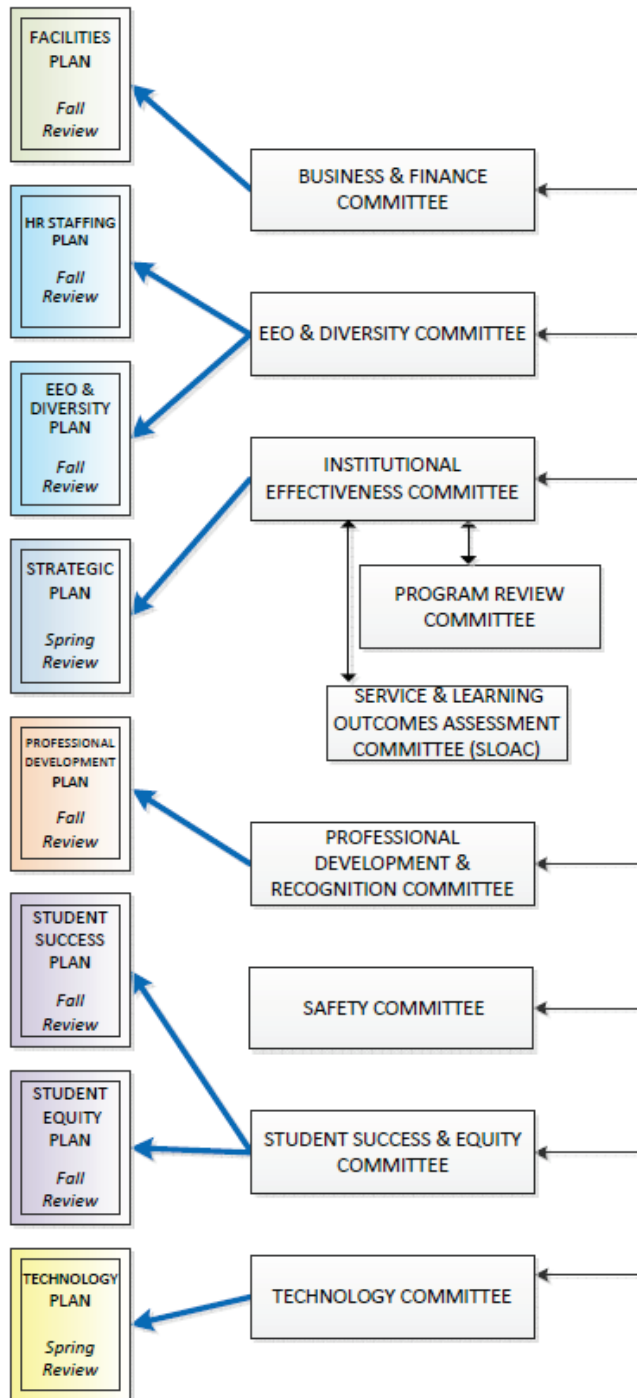
Strategic Planning Documents

Plan	Annual Review	Responsible Committee	Status
Facilities Master Plan	*(Fall Review)*	Business & Finance Committee	Facilities Plan 2014-15 Update ~ Board Approved 3/18/15 (*Document on file*)
HR Staffing Plan	*(Fall Review)*	EEO & Diversity Committee	2015-2018 Staffing Plan ~ Board Approved 5/20/15 (*Document on file*)
EEO & Diversity Plan	*(Fall Review)*	EEO & Diversity Committee	Final draft of EEO Plan reviewed by committee May, 2015. Approval expected beginning of fall 2015 semester.
Strategic Plan	*(Spring Review)*	IEC	Spring 2015 Update (*Document on file*)
Professional Development Plan	*(Fall Review)*	Professional Development & Recognition Committee	Final draft of updated Professional Development Plan reviewed by committee May, 2015. Approval expected beginning of fall 2015 semester.
Student Success Plan	*(Fall Review)*	Student Success & Equity Committee	(*Document on file*)
Student Equity Plan	*(Fall Review)*	Student Success & Equity Committee	(*Document on file*)
Technology Plan	*(Spring Review)*	Technology Committee	(*Document on file*)

Evaluation of Planning Committees and Process

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.

The responses to the Committee surveys are included in the pages following, along with recommendations from the IEC, Committee Chair's responses, and meeting minutes, if available.

2014–15 Strategic Planning Process Evaluation
Survey Results: Academic Senate

SURVEY RESPONSE RATE	Number Sent:	7	Number Received:	3	Percent:	43%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	0.0%	0
Other	100.0%	3
answered question		3
skipped question		0

2. Please indicate your level of participation in the Academic Senate:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	100.0%	3
I have been actively involved for part of the 2014-15 academic year.	0.0%	0
I have been involved, but have not played an active role.	0.0%	0
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		3
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Academic Senate.	0	0	0	2	1	0	4.33	3
2. I understand the role and purpose of the Academic Senate.	0	0	0	3	0	0	4.00	3
3. The Academic Senate leads to a shared understanding of college goals and strategies.	0	0	0	2	1	0	4.33	3
4. The Academic Senate members represent all parts of the College.	0	2	0	1	0	0	2.67	3
5. The Academic Senate plays an important role in decision-making.	0	0	0	2	1	0	4.33	3
6. The Academic Senate addresses issues and makes decisions in a timely manner.	0	0	1	2	0	0	3.67	3
7. The Academic Senate decision-making process is data driven.	0	0	1	2	0	0	3.67	3
8. The Academic Senate ensures that those who carry out the plans and strategies are involved in the discussion.	0	0	0	3	0	0	4.00	3
9. The Academic Senate follows through with its plans and decisions.	0	0	0	3	0	0	4.00	3
10. Participants in the Academic Senate discussions are sufficiently knowledgeable to make effective recommendations.	0	0	0	2	1	0	4.33	3
11. Participants in the Academic Senate discussions feel free to discuss difficult issues openly and honestly.	0	0	0	3	0	0	4.00	3
12. Most participants in the Academic Senate put aside personal agendas when it is time to formulate a recommendation.	0	1	1	1	0	0	3.00	3
13. I think my role in the Academic Senate matters. My input is welcomed and solicited.	0	0	0	3	0	0	4.00	3
answered question								3
skipped question								0

What are the strengths of the Academic Senate?
Regular meetings on college relative materials with discussion.
Motivation, understanding of college workings, willingness to be involved

How can the Academic Senate improve?
More members; required by contract to attend less they lose a %portion of their pay (and the same for committees, especially sub committees of Ac.Senate.)
More involvement with peers.

Additional comments regarding Academic Senate:
There are no responses.

IEC Comments from Survey Results

‣ Only 3 of 7 responding means the data collected is questionable. There were a couple of low scores, "AS represents all parts of the College", "AS addresses issues and makes decisions in a timely manner", "AS decisions are data-driven", and "Most participants in AS put aside personal agendas". I wouldn't be concerned about the first one since AS is not meant to represent all parts of the college.

‣ The responses don't directly address the scores. Someone is clearly frustrated regarding low committee attendance, a frustration in which he or she is not alone. I don't know about docking pay, which I doubt BCFA would endorse, but there should be some consequence for frequent absenteeism, like a "conversation" with one of the Deans or the committee chair.

‣ Either gathering more data, or presenting the data more clearly to committee members, would seem to be a priority. It's hard to assess timeliness since many actions, and this is true of most committees, are dependent upon other committees or individuals for completion. Personal tangents are hard to get rid of, but a very clear and specific meeting agenda might help, if not already in use.

‣ The committee response show these responders (43% of committee) feel valued and relevant

‣ The lack of participation in the survey and suggestions that not all members regularly attend suggest that this may not universal for all committee members.

‣ **Strengths:** Reflect the numerical results as motivated members and valuing committee and its purpose in the college.
Improvement: Members not regularly attending and meeting contractual obligations.

‣ With less than 50% responding this may not be representative of the group.
Disagreements: At least one Disagree or Strongly Disagree response
Only two questions have any disagree responses
4 - Represents all areas of the college: Number 4 is not a valid question and should have been answered NA as by intent the senate only includes faculty and no other representation from the college
12 – Put aside personal issues: Committee seems split on this 1 agree, one neutral and one disagree
Agreements: Committee Agrees or Strongly Agrees -- may have one neutral response
  1 - BCC Mission is the foundation
  2 – Understand role and Purpose
  3 – Leads to understanding goals and strategies
  5 - Committee plays an important role in decision making
  6 - Addresses issues in a timely manner
  7 - Data driven
  9 - Follows through
  10 - Members are sufficiently knowledgeable
  11 – Feel free to discuss openly
  13 - Role matters, input welcome
Analysis = Strong sense of purpose and sense of responsibility and dedication from the members that answered.
Overall Analysis: Responses show, the members value on the group's mission.
All most all responses positive (3.5-4.5)
Only two have lower averages #4 (not an applicable question for this committee) and # 12
 "Most participants in the Academic Senate put aside personal agendas when it is time to formulate a recommendation>"
Clearly there is a perception of discussion and or voting being completely objective.
The committee may consider training or rules of conduct that will help emphasize to the committee and hold all members to agree upon rules of discussion to help moderate perceived

Survey Results: Academic Senate

Committee Chair Response:

No response.

Committee Meeting Minutes:

None

2014–15 Strategic Planning Process Evaluation

Survey Results: Business & Finance Committee

SURVEY RESPONSE RATE	Number Sent:	8	Number Received:	5	Percent:	63%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	80.0%	4
Other	20.0%	1
answered question		5
skipped question		0

2. Please indicate your level of participation in the Business & Finance Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	100.0%	5
I have been actively involved for part of the 2014-15 academic year.	0.0%	0
I have been involved, but have not played an active role.	0.0%	0
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		5
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Business & Finance Committee.	0	0	0	2	3	0	4.6	5
2. I understand the role and purpose of the Business & Finance Committee.	0	0	0	1	4	0	4.8	5
3. The Business & Finance Committee leads to a shared understanding of college goals and strategies.	0	0	0	2	3	0	4.6	5
4. The Business & Finance Committee members represent all parts of the College.	0	0	0	0	5	0	5.0	5
5. The Business & Finance Committee plays an important role in decision-making.	0	0	0	0	5	0	5.0	5
6. The Business & Finance Committee addresses issues and makes decisions in a timely manner.	0	0	0	0	5	0	5.0	5
7. The Business & Finance Committee decision-making process is data driven.	0	0	1	0	4	0	4.6	5
8. The Business & Finance Committee ensures that those who carry out the plans and strategies are involved in the discussion.	0	0	1	0	4	0	4.6	5
9. The Business & Finance Committee follows through with its plans and decisions.	0	0	0	1	4	0	4.8	5
10. Participants in the Business & Finance Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	0	0	0	5	0	5.0	5
11. Participants in the Business & Finance Committee discussions feel free to discuss difficult issues openly and honestly.	0	0	0	0	5	0	5.0	5
12. Most participants in the Business & Finance Committee put aside personal agendas when it is time to formulate a recommendation.	0	0	2	0	3	0	4.2	5
13. I think my role in the Business & Finance Committee matters. My input is welcomed and solicited.	0	0	1	1	3	0	4.4	5
14. We are reviewing or have reviewed the Facilities Plan.	0	0	0	0	4	0	5.0	4
answered question								5
skipped question								0

Survey Results: Business & Finance Committee

What are the strengths of the Business & Finance Committee?
Indepth look at processes.
The committee members are the strength of this committee.

How can the Business & Finance Committee improve?
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Additional comments regarding Business & Finance Committee:
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IEC Comments from Survey Results

▸ There are a few people who are neutral with the process of Budget and Finance and people making decisions that may be influenced by personal agendas and not necessarily looking at data,

▸ Members feel that they are taking in-depth look of processes with members who are knowledgeable and experienced.

▸ No comments were given in response to this question.

Committee Chair's Response:
No rebuttal needed.

Committee Meeting Minutes:
Discussed 4/22/15. *(See following page.)*

4/22/15

Business and Finance Agenda/minutes

Stephen Eaton	Present
Heather Caldon	Present
Jose Hernandez	Present
Lewis Goldstein	absent
Ramon Vasconcellos	absent
Rick Hernandez	absent
George Walters	Present

1. Finalize BAP recommendations

   3/25/15 notes – The discussion ended with the agreement our priorities were going to focus on the following areas:

   A. **Physical and Fiscal Risk Management**
      a. Safety – physical and virtual
      b. Security – physical and virtual
      c. Enrollment management
   B. **Student Success**
      a. Improve data collection and accuracy
      b. Improve student engagement
      c. Improve physical and cultural environment

The committee finalized the priorities listed above and will present them to the Cabinet along with a written observation of concerns related to the BAP's.

2. District Work Study – the student worker AP was reviewed to include a statement that states the following: "During budget development, the business and finance committee will propose funding levels for district work study to be approved by the BOT's"
3. California State Water Mandate The new water mandate report was reviewed. Water use was reduced by 17% from 2010 to 2014 but our water costs rose by 23%.
4. P2 Apportionment report – The P2s figures were reviewed indicating we were above CAP by approx. 75 FTES
5. Committee survey results – The committee survey results were discussed. No rebuttal was needed.

Next steps: The committee will draft the written observation of the BAP's to be forwarded to the President's Cabinet.

2014–15 Strategic Planning Process Evaluation
Survey Results: Curriculum Committee

SURVEY RESPONSE RATE	Number Sent:	14	Number Received:	7	Percent:	50%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	28.6%	2
Other	71.4%	5
answered question		7
skipped question		0

2. Please indicate your level of participation in the Curriculum Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	71.4%	5
I have been actively involved for part of the 2014-15 academic year.	28.6%	2
I have been involved, but have not played an active role.	0.0%	0
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		7
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Curriculum Committee.	0	0	1	3	3	0	4.3	7
2. I understand the role and purpose of the Curriculum Committee.	0	0	0	2	5	0	4.7	7
3. The Curriculum Committee leads to a shared understanding of college goals and strategies.	0	0	2	5	0	0	3.7	7
4. The Curriculum Committee members represent all parts of the College.	0	2	0	3	1	1	3.5	7
5. The Curriculum Committee plays an important role in decision-making.	0	0	1	3	3	0	4.3	7
6. The Curriculum Committee addresses issues and makes decisions in a timely manner.	0	3	2	0	2	0	3.1	7
7. The Curriculum Committee decision-making process is data driven.	0	1	4	0	2	0	3.4	7
8. The Curriculum Committee ensures that those who carry out the plans and strategies are involved in the discussion.	1	0	0	3	3	0	4.0	7
9. The Curriculum Committee follows through with its plans and decisions.	0	1	3	3	0	0	3.3	7
10. Participants in the Curriculum Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	0	1	6	0	0	3.9	7
11. Participants in the Curriculum Committee discussions feel free to discuss difficult issues openly and honestly.	0	1	0	3	3	0	4.1	7
12. Most participants in the Curriculum Committee put aside personal agendas when it is time to formulate a recommendation.	0	1	1	5	0	0	3.6	7
13. I think my role in the Curriculum Committee matters. My input is welcomed and solicited.	0	1	0	2	4	0	4.3	7
answered question								7
skipped question								0

Survey Results: Curriculum Committee

What are the strengths of the Curriculum Committee?

Clear purpose Focus on students, instruction, and completion is evident Good counselor representation - allows for excellent "larger" picture input.

Strong process that is consistent for all submitted items

It continues to monitor its own strengths and weaknesses and becomes more efficient each year.

How can the Curriculum Committee improve?

Use CurricUNET Know where proposal items are in the process after local approval NOTE I gave the committee a "disagree" on timeliness mostly because of the after local curriculum action completion - though I know there are difficulties, this is an ongoing and frustrating items for many people on campus. Just knowing the status would help alleviate many frustrations. Not race through meetings Not always prepared (members often show up without having read the items fully) NOTE in CurricuNET this may be improved Not have personal opinions made clear about items that should be handled more professionally - especially if these come from the chair these comments have more weight and impact the committee's attitudes. Ask for more data and comparisons - those that support and those that don't so the whole picture can be seen Consider making first meeting read and dialog only and the second meeting (currently as needed the actual VOTING meeting)- sometimes we approve items when more info or input would help also ensure more research from initiators and members Allow initiators to attend via CCConfer or phone

I wish we had ways to examine proposed new programs on a higher, more institution-wide level. We get proposals, especially for vocational programs, that seem to have already been rubber-stamped. There is a prior expectation for us to approve these programs and it seems that promises have already been made to industry or to our CTE district. That affects the integrity of the committee. Decisions about whether the college should focus on becoming a training center for extractive industry, for example, should be made with input from all the stakeholders, particularly from Academic Senate of which Curriculum Committee is a subcommittee, not by individual administrators or faculty members acting alone.

The Instruction Office Coordinator needs assistance. The amount of work that must be done by one person is staggering and as a result, some things are probably pushed aside.

Additional comments regarding Curriculum Committee:

Overall, this committee is important. It has a clear purpose and members care about the actions and role of the committee

In general I feel this committee works well and plays an important role.

IEC Comments from Survey Results

- The Curriculum Committee appears to suffer from its large size and complex tasks. As a result this committee has numbers below four in several categories, and participation in the survey is 50%. Such low participation in the survey in itself indicates a lack of willingness to participate at any level for at least half of its membership.

- There appears to be general dissatisfaction with the curriculum process. A procedure should be developed to allow the entire process of curriculum items to be tracked and to become transparent to committee members and curriculum submitters.

- Mentoring of the committee and its leadership by a more experienced leader may resolve many of these issues. Perhaps the leader of this committee should be chosen as a participant in the next President's Leadership Academy.

Committee Chair's Response:
No response.
Committee Meeting Minutes:
None

2014–15 Strategic Planning Process Evaluation
Survey Results: Distance Education Committee

SURVEY RESPONSE RATE	Number Sent:	9	Number Received:	5	Percent:	56%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	0.0%	0
Other	100.0%	5
answered question		5
skipped question		0

2. Please indicate your level of participation in the Distance Education Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	60.0%	3
I have been actively involved for part of the 2014-15 academic year.	40.0%	2
I have been involved, but have not played an active role.	0.0%	0
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		5
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Distance Education Committee.	0	0	0	3	2	0	4.40	5
2. I understand the role and purpose of the Distance Education Committee.	0	0	0	1	4	0	4.80	5
3. The Distance Education Committee leads to a shared understanding of college goals and strategies.	0	0	1	1	3	0	4.40	5
4. The Distance Education Committee members represent all parts of the College.	0	0	0	3	2	0	4.40	5
5. The Distance Education Committee plays an important role in decision-making.	0	0	1	2	2	0	4.20	5
6. The Distance Education Committee addresses issues and makes decisions in a timely manner.	0	1	1	3	0	0	3.40	5
7. The Distance Education Committee decision-making process is data driven.	0	1	3	1	0	0	3.00	5
8. The Distance Education Committee ensures that those who carry out the plans and strategies are involved in the discussion.	0	0	0	4	1	0	4.20	5
9. The Distance Education Committee follows through with its plans and decisions.	0	0	3	1	1	0	3.60	5
10. Participants in the Distance Education Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	0	0	4	1	0	4.20	5
11. Participants in the Distance Education Committee discussions feel free to discuss difficult issues openly and honestly.	0	0	1	1	3	0	4.40	5
12. Most participants in the Distance Education Committee put aside personal agendas when it is time to formulate a recommendation.	0	0	0	5	0	0	4.00	5
13. I think my role in the Distance Education Committee matters. My input is welcomed and solicited.	0	0	1	4	0	0	3.80	5
answered question								5
skipped question								0

Survey Results: Distance Education Committee

What are the strengths of the Distance Education Committee?
The diversity of the members
Knowledge and experience
Participants care about the college.
How can the Distance Education Committee improve?
Meet twice a month with sufficient lead time of date and location for all members
Additional comments regarding Distance Education Committee:
There are no responses.

IEC Comments from Survey Results

‣ All that replied were actively involved for part of the year. Most answers for all options were Agree and Strongly Agree.

‣ There are four areas that average low: "The DEC addresses issues and makes decisions in a timely manner", "The DEC decision-making process is data-driven", "The DEC follows through with its plans and decisions", and "I think my role in the DEC matters".

‣ May want to look at meeting twice a month and setting meeting dates and locations in advance.

‣ The text responses did not clarify the lower scores.

‣ The only response I would be concerned about would be the low score for being data-driven. There should be plenty of data available on student success rates in distance education courses, on how many courses are taught online/hybrid, etc.. It may be that data is being used but isn't being shown clearly to the committee, or it may be that there are some areas where new data tools need to be created. Maybe Carl can help.

Committee Chair Response:
    "I can certainly discuss the results with the committee when we return in the fall.
Committee Meeting Minutes:
    None

2014–15 Strategic Planning Process Evaluation
Survey Results: EEO & Diversity Committee

SURVEY RESPONSE RATE	Number Sent:	6	Number Received:	3	Percent:	50%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	66.7%	2
Other	33.3%	1
answered question		3
skipped question		0

2. Please indicate your level of participation in the EEO & Diversity Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	66.7%	2
I have been actively involved for part of the 2014-15 academic year.	0.0%	0
I have been involved, but have not played an active role.	33.3%	1
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		3
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the EEO & Diversity Committee.	1	0	0	1	1	0	3.33	3
2. I understand the role and purpose of the EEO & Diversity Committee.	1	0	0	0	2	0	3.67	3
3. The EEO & Diversity Committee leads to a shared understanding of college goals and strategies.	1	0	0	1	1	0	3.33	3
4. The EEO & Diversity Committee members represent all parts of the College.	1	0	0	0	2	0	3.67	3
5. The EEO & Diversity Committee plays an important role in decision-making.	1	0	0	1	1	0	3.33	3
6. The EEO & Diversity Committee addresses issues and makes decisions in a timely manner.	0	0	1	1	1	0	4.00	3
7. The EEO & Diversity Committee decision-making process is data driven.	1	0	0	2	0	0	3.00	3
8. The EEO & Diversity Committee ensures that those who carry out the plans and strategies are involved in the discussion.	0	1	0	1	1	0	3.67	3
9. The EEO & Diversity Committee follows through with its plans and decisions.	0	0	1	1	1	0	4.00	3
10. Participants in the EEO & Diversity Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	0	2	0	1	0	3.67	3
11. Participants in the EEO & Diversity Committee discussions feel free to discuss difficult issues openly and honestly.	1	0	0	1	1	0	3.33	3
12. Most participants in the EEO & Diversity Committee put aside personal agendas when it is time to formulate a recommendation.	1	0	0	1	1	0	3.33	3
13. I think my role in the EEO & Diversity Committee matters. My input is welcomed and solicited.	1	0	0	1	1	0	3.33	3
14. We are reviewing or have reviewed the HR Staffing Plan and the EEO & Diversity Plan.	0	0	0	2	1	0	4.33	3
answered question								3
skipped question								0

Survey Results: EEO & Diversity Committee

What are the strengths of the EEO & Diversity Committee?
The strengths are that all groups are represented. Administration, faculty, management, classified, and a student.
Participants are all involved, made significant progress on EEO Plan

How can the EEO & Diversity Committee improve?
We meet for two hours as necessary. Meeting from one hour to two hours is an improvement.
Need to get more done quicker

Additional comments regarding EEO & Diversity Committee:
The EEO and Diversity Committee have all nationalities represented on the committee. This is a plus for the committee who prepare the document which includes diversity from staff on the campus.

IEC Comments from Survey Results

- Only three people responded out of six surveys sent. It seems like among the three respondents, two are supportive of the committee and its activities, and one is having a tough time either having his voice heard and feel excluded. There is a consistent "strongly disagree" among the numerical responses.

- The verbal comments are generally supportive of the committee

- **Strengths:** Representation, involvement, and progress on the plan. Representation is praised for different college constituencies and ethnicities.

- **Improvement:** Need to be more timely and efficient in products

- While a 50% response rate to a survey is not dismal, for a small committee like this one, it is critical that everyone responds to ensure that the results are not overly distorted by a single respondent.

- With only 50% responding this may not be representative of the group.
  Almost all areas have votes in agree AND disagree showing a clear divergent in perception of the committee effectiveness. However, with so few responses, it is unclear if this is a real pattern or one anomaly.
  Disagreements: At least one Disagree or Strongly Disagree response
  1 - BCC Mission is the foundation
  2 – Understand role and Purpose
  3 – Leads to understanding goals and strategies
  4 - Represents all areas of the college
  5 - Committee plays an important role in decision making
  7 - Data driven
  8 - Those carrying out plans are in discussion (not Strongly Disagree)
  11 – Feel free to discuss openly
  12 – Put aside personal issues
  13 - Role matters, input welcome
  Analysis = At least on member strongly feels the committee or their role in the committee does not meet the effective parameters of a strategic planning committee. Maybe the disagreeing vote in most cases is from the person who has not been involved and thus possibly not aware, but there this is supposition only.
  However, it is clear there is minimal consensus on effectiveness or connection of the committee to college goals and effective practices. Training or open discuss may be warranted to address this.
  Agreements: All in Agree (Agree or Strongly Agree)
  14 - Working on professional development plan
  Analysis = Every one agree the plan is being worked on
  Neutral (Agree) Ones with Agree or neutral At least one neutral and one agree (no disagree)
  6 - Addresses issues in a timely manner (1 Neutral; 1 Agree; 1 Strongly Agree)
  9 - Follows through (1 Neutral; 1 Agree; 1 Strongly Agree)
  10 - Members are sufficiently knowledgeable (2 Neutral; 1 Strongly Agree)
  Analysis = Completion and follow through are either effective and/or some committee members feel unable to respond with an opinion. This again may show need for more open awareness of committee follow through and how these follow through leads to other items with disagreement responses.

Survey Results: EEO & Diversity Committee

Committee Chair's Response:

I found this survey to be invalid due to an inadequate population so I did not share with the committee.

Committee Meeting Minutes:

None

2014–15 Strategic Planning Process Evaluation

Survey Results: Institutional Effectiveness Committee

SURVEY RESPONSE RATE	Number Sent:	13	Number Received:	10	Percent:	77%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	40.0%	4
Other	60.0%	6
answered question		10
skipped question		0

2. Please indicate your level of participation in the Institutional Effectiveness Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	100.0%	10
I have been actively involved for part of the 2014-15 academic year.	0.0%	0
I have been involved, but have not played an active role.	0.0%	0
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		10
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Institutional Effectiveness Committee.	0	0	0	4	6	0	4.60	10
2. I understand the role and purpose of the Institutional Effectiveness Committee.	0	0	0	3	7	0	4.70	10
3. The Institutional Effectiveness Committee leads to a shared understanding of college goals and strategies.	0	0	1	2	7	0	4.60	10
4. The Institutional Effectiveness Committee members represent all parts of the College.	0	0	0	3	7	0	4.70	10
5. The Institutional Effectiveness Committee plays an important role in decision-making.	0	0	1	2	7	0	4.60	10
6. The Institutional Effectiveness Committee addresses issues and makes decisions in a timely manner.	0	0	1	2	7	0	4.60	10
7. The Institutional Effectiveness Committee decision-making process is data driven.	0	0	2	1	7	0	4.50	10
8. The Institutional Effectiveness Committee ensures that those who carry out the plans and strategies are involved in the discussion.	0	0	2	4	4	0	4.20	10
9. The Institutional Effectiveness Committee follows through with its plans and decisions.	0	0	0	4	6	0	4.60	10
10. Participants in the Institutional Effectiveness Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	0	1	2	7	0	4.60	10
11. Participants in the Institutional Effectiveness Committee discussions feel free to discuss difficult issues openly and honestly.	0	1	0	2	7	0	4.50	10
12. Most participants in the Institutional Effectiveness Committee put aside personal agendas when it is time to formulate a recommendation.	0	1	0	4	5	0	4.30	10
13. I think my role in the Institutional Effectiveness Committee matters. My input is welcomed and solicited.	0	1	0	5	4	0	4.20	10
14. We are reviewing or have reviewed the Strategic Priorities/Strategic Plan.	0	0	0	4	6	0	4.60	10
answered question								
skipped question								0

Survey Results: Institutional Effectiveness Committee

What are the strengths of the Institutional Effectiveness Committee?

Strong attendance by members

Knowledge, experience, willingness to be involved, motivation

focus goal oriented open dialogue lots of data and reflection on the data Great support staff - Jayne is wonderful at keeping the meetings run smoothly and ensuring we all have what we need to be effective in the committee and committee tasks and decisions.

This is an important committee that works with dedication on major issues.

Diverse group that represents many areas of the college.

How can the Institutional Effectiveness Committee improve?

Share minutes College wide

not have everything in PPTs and documents read out loud to the committee - maybe only the high lights?

It seems that we often take actions, such as reviewing BAPs, only to have other bodies on campus delay their input for a very long time, so that our having stuck to a deadline seems pointless. It really doesn't work to have people turn in a BAP in October and still have no idea if it has been approved four or five months later.

Additional comments regarding Institutional Effectiveness Committee:

This is a great committee - we get things done and have great dialogue -- also this committee allows members to feel connected and see all the connections across the campus, region, and state. Any one who wants to learn and be involved in a committee that looks at the big picture should join this committee!

IEC Comments from Survey Results

‣ Based on the numerical values, it would appear that most people are quite pleased with the IEC Meetings (as most of the values are between Neutral and Strongly Agree. There were a few selected in the Disagree category, which may be a fluke, or one individual that is not happy. Over all a good reporting response with 10 people.

‣ All that replied were actively involved for all of the fiscal year. Most answers for all options were Strongly Agree.

‣ Not a lot of comments/feedback. However there were good comments about being motivated, and that the committee was a good things to have on major issues.

‣ Strong well organized committee that is able to get a lot done.

‣ Members of this committee feel that they accomplish a lot, well-represented, and have great dialogue. It's a worthwhile committee to be a part of.

Committee Chair's Response:
There is some indication that the reporting process for BAPs may need more definition and clarification, both within the committee and college-wide.

Committee Meeting Minutes:
Discussed 4/22/15. *(See following page)*

<table>
<tr><td colspan="3" align="center">**April 22, 2015**
9:00 a.m.
LRC Conference Room (L-4)</td></tr>
<tr><td>X</td><td>**Carl Yuan**</td><td>*(CHAIR) Dean, RD&P*</td><td></td><td>**Sandi Thomas**</td><td>*Management*</td><td>X</td><td>**Rich Johnston**</td><td>*President, AS (Advisory)*</td></tr>
<tr><td>X</td><td>**Penny Shreve**</td><td>*Dean of Instruction*</td><td>X</td><td>**Morgan Bohnsack**</td><td>*Management*</td><td>X</td><td>**George Walters**</td><td>*VPAS (Advisory)*</td></tr>
<tr><td>X</td><td>**Nance Nunes-Gill**</td><td>*SLO Coordinator*</td><td>X</td><td>**Dayleen Hubby**</td><td>*Classified*</td><td></td><td>**Stephen Eaton**</td><td>*VPAA (Advisory)*</td></tr>
<tr><td>X</td><td>**Kyri Freeman**</td><td>*Academic Senate*</td><td>X</td><td>**Nancy Olson**</td><td>*Classified*</td><td></td><td></td><td></td></tr>
<tr><td></td><td>**Tresse White**</td><td>*ASG Representative*</td><td></td><td></td><td></td><td>X</td><td>**Jayne Sanchez**</td><td>*Recorder*</td></tr>
</table>

	Call to Order: 9:05 a.m.	
1.	**Approve Agenda**	**Approved**
	The agenda was approved as presented.	
2.	**Approve Minutes** (4/15/22)	**Approved**
	The minutes were approve as submitted.	
3.	**PRC and SLOAC Report Out**	**Information**
	PRC: The PRC is reviewing the Non-Instructional PR form and has made some minor changes in presentation. The "Annual Update" has been moved to the end of the document and consists of only three parts: 1) questions re Outcomes Assessment, 2) an update of Goals and Objectives from the Action Plan, and 3) an opportunity for resource requests. The committee has identified Instructional "Superstars" for each PR section. These will be placed on the web and used as models to assist originators in PR preparation. "Superstars" for Non-Instructional PRs will follow shortly. **SLOAC:** The committee reviewed the SPP survey results and had good dialogue regarding ideas for improvement. The response regarding SPP will be finalized at the May 1 meeting. Work continues with the revision of the SLOAC Handbook, which is now divided into separate sections for assessment of Course Level, Program Level, and Non-Instructional Unit Outcomes.	
4.	**SPP Results for IEC**	**Discussion**
	The committee reviewed the SPP survey scores and comments for IEC. C. Yuan indicated the high numerical scores are a reflection of members' efforts, and he thanked everyone for their contributions and participation in the work of the IEC. Most comments were very positive and supportive of the committee. However, there is some indication that the reporting process for BAPs may need more definition and clarification, both within the committee and college-wide.	
5.	**Strategic Priorities**	**Discussion**

The committee was divided into groups to continue development of the priority statements. The following was reported out and discussed:

Strategic Student Success Priorities

1. **Educational Success:** Measurably improve student equity, completion and attainment of educational goals.
2. **Fiscal Health:** Sustain and nurture an environment that enhances the district's long-term fiscal health.
3. **Safety for All:** Improve safety and security of all facets of the College community.
4. **Campus culture:** Build a diverse and committed campus culture that promotes engagement among students, staff, faculty, the college and the community.
5. **Evidence-based decision-making:** Enhance and nurture an evidence-based environment that supports the institution's decision-making process.
6. **Diverse and excellent workforce:** Attract, develop and retain an excellent and diverse workforce.
7. **Marketing and Outreach:** Improve marketing, outreach, and access to our community so as to advance BCC's image as the best small college in the high desert.

C. Yuan will send the results to the group via email for additional input and comment.

| | **Adjourn: 10:05 a.m.** | |

2014–15 Strategic Planning Process Evaluation
Survey Results: Management Council

SURVEY RESPONSE RATE	Number Sent:	19	Number Received:	12	Percent:	63%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	100.0%	12
Other	0.0%	0
answered question		12
skipped question		0

2. Please indicate your level of participation in the Management Council:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	100.0%	12
I have been actively involved for part of the 2014-15 academic year.	0.0%	0
I have been involved, but have not played an active role.	0.0%	0
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		12
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Management Council.	0	0	0	6	6	0	4.50	12
2. I understand the role and purpose of the Management Council.	0	1	1	5	5	0	4.17	12
3. The Management Council leads to a shared understanding of college goals and strategies.	0	1	1	4	6	0	4.25	12
4. The Management Council members represent all parts of the College.	0	0	1	5	3	3	4.22	12
5. The Management Council plays an important role in decision-making.	0	1	4	4	3	0	3.75	12
6. The Management Council addresses issues and makes decisions in a timely manner.	0	2	1	6	3	0	3.83	12
7. The Management Council decision-making process is data driven.	0	1	5	4	2	0	3.58	12
8. The Management Council ensures that those who carry out the plans and strategies are involved in the discussion.	0	2	1	5	4	0	3.92	12
9. The Management Council follows through with its plans and decisions.	0	0	2	5	4	1	4.18	12
10. Participants in the Management Council discussions are sufficiently knowledgeable to make effective recommendations.	0	1	0	6	5	0	4.25	12
11. Participants in the Management Council discussions feel free to discuss difficult issues openly and honestly.	0	2	3	4	3	0	3.67	12
12. Most participants in the Management Council put aside personal agendas when it is time to formulate a recommendation.	0	2	2	6	2	0	3.67	12
13. I think my role in the Management Council matters. My input is welcomed and solicited.	0	1	3	4	4	0	3.92	12
answered question								12
skipped question								0

Survey Results: Management Council

What are the strengths of the Management Council?

Our College Present leads the team and prepares an Agenda that includes input from the Management Team.

Opportunity to share information, form and vote on policies and procedures Good attendance Always asks for input for agenda Does not waste paper - THANK YOU!!! Going over the contract together! This was great and ensures not only that everyone read the contract but that areas that one person may not see the possible nuances can discuss detailed points with other managers' who are impacted by the same areas.

Communication

Commitment, intelligence, dialogue.

Opportunity to receive communication in person from cabinet members.

Can't think of anything.

Our leader, Dr. DiThomas and her ability to break down the pre-existing walls and to get everyone to comfortably open up. The ability of members to speak openly, honestly and knowing that nothing leaves the room.

All of the managers come together to discuss items related to campus operations.

How can the Management Council improve?

It has improved significantly from past administration, Managers discuss openly on items. Opinions and Input are welcomed.

Find more innovative ways to get feedback and dialog on issues. NOTE - The nature of the committee in some ways reduces the comfort level of communication, and while open dialogue is not needed in all areas of the committee's goals and purposes, more open dialogue would help in some areas.

Move from policy and procedures and get to outcomes and evaluate if policy and procedures are effective and accomplishing desired outcomes

Respect confidentiality. Set aside personal interests for good of the group. Leave emotions out of it.

Have a relevant agenda, open communication from the bottom up instead of top down, solicit input from managers for agenda

Additional comments regarding Management Council:

Our College President allows the team to speak, have input, and provides information to the managers on processes, procedures, and administrative decisions.

Learning what is going on and what is coming up is important Able to meet in safe, secure environment with other managers

Great team!

I think it needs to transition to being an administrative cabinet format and that VPs should have regular management meetings in their areas.

IEC Comments from Survey Results

- There continues to be representatives on the committee who believe they aren't truly a process of the committee. In several of the questions asked there was almost half of the responders who either disagreed or were neutral in regards to the questions #5, 7, 11, and 1/3 for #6, 12, and 13. This indicates a significant number are still not fully comfortable with the committee as it's designed.
- Comments were directed to Dr. DiThomas in her leadership encouraging team members to share ideas and the process of procedures and decision making. The consensus is that a team has evolved and that many feel it is open communication, there are some that feel the opposite and again personal agendas are still apparent.
- Despite the positive and supportive comments, there is a significant number of members who rate this committee low on several areas such as data-driven decision making and open discussion without personal agendas.

Survey Results: Management Council

Committee Chair's Response:
    No response.
Committee Meeting Minutes:
    Discussed 6/2/15 (*See following page*)

Management Team Meeting

Meeting Minutes
Tuesday, June 02, 2015
2:00 p.m. / LRC Conference Room

****

Present: Morgan Bohnsack, Heather Minehart, Chris Clarke, Debbie DiThomas, Clint Dougherty, Stephen Eaton, Joann Garcia, James Gorth, Rick Hernandez, Jerry Peters, Shawna Robbins, Sherry Simburger, Penny Shreve, Sandi Thomas, George Walters, Carl Yuan, and Michelle Henderson (recorder)

The meeting was called to order at 2:03 p.m. by Clint Dougherty.

I) **Meeting Minutes – May 05, 2015**
   Motion by Jerry Peters with a second by Joann Garcia to approve the minutes from May 05, 2015. All were in favor. The motion carried.

II) **Activity**
   Dr. DiThomas spoke about how busy college staff has been over the last couple of years and wanted to take a minute to recognize some of the accomplishments. The entire group contributed in drafting a list of projects, initiatives, tasks, goals, etc. that have been completed over the past couple of years. The entire list will be emailed to the group as a reminder that there is much to celebrate as a result of all the hard work.

III) **Discussion Items**
   a) Management Team Survey Results – Dr. DiThomas discussed the results of the Management Team Meeting Survey. There was discussion regarding some of the responses received regarding the effectiveness of the meeting. The group also discussed the appropriateness of some of the questions and how to determine what items should be placed on the meeting agendas. Managers are encouraged to participate in future surveys and to discuss any concerns or ideas with their VP or directly with Dr. DiThomas.
   b) Completion Agenda – Stephen Eaton distributed a handout outlining the progress to date (short-term and long-term goals). Dr. DiThomas stated this information has been shared with the IE Site Team. The three (3) main issues are data integrity, completion agenda and enrollment management.
   c) Strategic Priorities – Stephen Eaton stated the Priorities have been identified (pending PSGC approval) as well as the committees that will take the lead on developing the goals and activities. The committees will begin their work in the Fall and the Strategic Plan will be written over the next academic year.
   d) Managing Employee Leave – Clint Dougherty stated that managers/supervisors need to take the lead on managing employee leave. New forms have been created. Leave Requests are submitted in advance of the leave and Leave Reports (replace timecards) are submitted after the leave to report absences that have been taken. It is the manager/supervisor's responsibility to ensure employees are submitting the paperwork. Leave Requests stay within the department and Absence Reports are forwarded to Human Resources for processing. Employees have the responsibility to know the balance of their sick/vacation leave and they need to be held accountable. Supervisors also need to know how much leave their employees have. Leave

Survey Results: Professional Development & Recognition Committee

SURVEY RESPONSE RATE	Number Sent:	**4**	Number Received:	**3**	Percent:	**75%**

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	33.3%	1
Other	66.7%	2
answered question		3
skipped question		0

2. Please indicate your level of participation in the Professional Development & Recognition Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	66.7%	2
I have been actively involved for part of the 2014-15 academic year.	0.0%	0
I have been involved, but have not played an active role.	33.3%	1
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		3
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Professional Development & Recognition Committee.	0	0	2	1	0	0	3.33	3
2. I understand the role and purpose of the Professional Development & Recognition Committee.	0	0	1	2	0	0	3.67	3
3. The Professional Development & Recognition Committee leads to a shared understanding of college goals and strategies.	0	0	1	1	0	0	3.50	2
4. The Professional Development & Recognition Committee members represent all parts of the College.	0	0	0	3	0	0	4.00	3
5. The Professional Development & Recognition Committee plays an important role in decision-making.	0	1	1	1	0	0	3.00	3
6. The Professional Development & Recognition Committee addresses issues and makes decisions in a timely manner.	0	1	1	0	0	1	2.50	3
7. The Professional Development & Recognition Committee decision-making process is data driven.	0	0	3	0	0	0	3.00	3
8. The Professional Development & Recognition Committee ensures that those who carry out the plans and strategies are involved in the discussion.	0	1	1	1	0	0	3.00	3
9. The Professional Development & Recognition Committee follows through with its plans and decisions.	0	0	2	1	0	0	3.33	3
10. Participants in the Professional Development & Recognition Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	1	1	1	0	0	3.00	3
11. Participants in the Professional Development & Recognition Committee discussions feel free to discuss difficult issues openly and honestly.	0	0	1	2	0	0	3.67	3
12. Most participants in the Professional Development & Recognition Committee put aside personal agendas when it is time to formulate a recommendation.	0	0	1	2	0	0	3.67	3
13. I think my role in the Professional Development & Recognition Committee matters. My input is welcomed and solicited.	0	0	0	3	0	0	4.00	3
14. We are reviewing or have reviewed the Professional Development Plan.	0	0	0	3	0	0	4.00	3
answered question								3
skipped question								0

Survey Results: Professional Development & Recognition Committee

What are the strengths of the Professional Development & Recognition Committee?
We have only had two meetings, I cannot properly assess the strengths of the members.
That we are actually meeting, good discussion and ideas

How can the Professional Development & Recognition Committee improve?
We need to see the plan of each department for tracking and recommending development and recognition. We do not have a list of mandatory training (for each department) and how have they tracked the training.
We have only had two meetings, I cannot properly assess improvements to the committee.
Heading in the right direction but need to do more quicker.

Additional comments regarding Professional Development & Recognition Committee:
There are no responses.

IEC Comments from Survey Results

▸ From the numerical responses it would appear that most people are neutral when it comes to their answers. Most responded with either Agree or Neutral. Item 6 seems to be a bit off, with people responding in the extremes on both ends. Only 3 people responded to the survey are there more in the committee..? If so, why didn't they respond..?

▸ From the comments, the members seem to feel that there has been only 2 meetings, and not enough time to assess members strengths. The members feel there is a lack of training. No other comments were provided.

▸ **Strengths**: Not enough committee meetings for fair assessment, but clear improvement in strengths that the committee is meeting (compared to before?)
Improvement: Need more data from departments and needs to be moving quicker
Analysis = Compared to previous semesters, the committee has improved in that there are meetings and even a clear desire for data and action. However, more action and information seems desired.

▸ Definite a feeling of improvement in the committee process, but lacking data and timeliness to reach an end goal.

▸ A trend to needed training regarding data and clear established purpose and goals for the committee.

▸ 75% answered – This should be a good representation of the committee, however, since one indicates less involvement, the neutral answers that differ from the majority may be lack of experience in the committee rather than not willing or knowledge when actively attending
Agreements: Three areas are all in agreement:
4 - Represents all areas of the college
13 - Role matters, input welcome
14 - Working on professional development plan
Analysis = agreement on committee make up and organization

Disagreements: were 4 areas with 1 disagree
5 - Committee plays an important role in decision making
6 - Addresses issues in a timely manner
8 - Those that carrying out plans are in discussion
10 - Members are sufficiently knowledgeable
Analysis = concerns that what is done in the committee may not have meaning outside of committee and seems to suggest a base-line training is needed to ensure general knowledge on committee goals.

Neutral: Three questions had higher neutral responses (2 or 3)
1 - BCC Mission is the foundation
7 - Data driven
9 - Follows through
Analysis = neutral (not NA) suggests a lack of knowledge on the question. Again base-line training could help. Training could explain goals and processes of committee and role in college.

Survey Results: Professional Development & Recognition Committee

Committee Chair Response:

"I did not share this with the committee due to an inadequate population making the survey invalid."

Committee Meeting Minutes:

None

2014–15 Strategic Planning Process Evaluation
Survey Results: Program Review Committee

SURVEY RESPONSE RATE	Number Sent:	11	Number Received:	10	Percent:	91%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	40.0%	4
Other	60.0%	6
answered question		10
skipped question		0

2. Please indicate your level of participation in the Program Review Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	90.0%	9
I have been actively involved for part of the 2014-15 academic year.	0.0%	0
I have been involved, but have not played an active role.	10.0%	1
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		10
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Program Review Committee.	0	0	2	3	5	0	4.30	10
2. I understand the role and purpose of the Program Review Committee.	0	1	0	0	9	0	4.70	10
3. The Program Review Committee leads to a shared understanding of college goals and strategies.	0	1	0	2	7	0	4.50	10
4. The Program Review Committee members represent all parts of the College.	0	0	1	3	6	0	4.50	10
5. The Program Review Committee plays an important role in decision-making.	1	0	3	1	5	0	3.90	10
6. The Program Review Committee addresses issues and makes decisions in a timely manner.	0	0	1	1	8	0	4.70	10
7. The Program Review Committee decision-making process is data driven.	0	0	1	2	7	0	4.60	10
8. The Program Review Committee ensures that those who carry out the plans and strategies are involved in the discussion.	0	1	1	1	7	0	4.40	10
9. The Program Review Committee follows through with its plans and decisions.	0	0	1	2	7	0	4.60	10
10. Participants in the Program Review Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	0	2	2	6	0	4.40	10
11. Participants in the Program Review Committee discussions feel free to discuss difficult issues openly and honestly.	0	0	1	1	8	0	4.70	10
12. Most participants in the Program Review Committee put aside personal agendas when it is time to formulate a recommendation.	0	0	1	1	8	0	4.70	10
13. I think my role in the Program Review Committee matters. My input is welcomed and solicited.	0	1	0	2	7	0	4.50	10
answered question								10
skipped question								0

Survey Results: Program Review Committee

What are the strengths of the Program Review Committee?

The strengths are that we have a Dean of Research on the committee, Dean of Faculty who has BCC years of experience with Program Reviews, A member of the classified staff who has been on the SLO and Program Review Committee and has provided support for years.

Members are dedicated and hard working. Committee completes projects and has tangible results!

Thorough review of processes

We have a knowledgeable group of people who have served on the committee many years. We are all aware of our duties and responsibilities and know how important our job is in the cycle. All of our work is done in a timely manner and we work together well as a team.

Makes a dedicated effort to improve the program review documents and training process

The strengths of the Program Review Committee is the timeliness of which tasks are completed. We have given ourselves a strict timeline, and we have been able to adhere to that timeline. Also, the fact that most of the committee members are the same for the 2014-15 year as they were for the 2013-14 year is also a strength.

Good input and communication, believe in importance of purpose, desire to implement ideas between work areas and the committee.

Hard work and honesty of those involved.

How can the Program Review Committee improve?

Improvements have begun, as the committee has decided to place an example of a Great Program Review for the Lead of each Department. This would visually help see what is expected for the review committee.

More members to help.

Continue thorough review of processes

N/A

It seems that we rewrite documents and rubrics over and over but still do not get the results we are hoping for. I wonder if the documentation should be re-examined one last time to make it simpler, rather than spending lots of time making small adjustments to complex documents. It also seems that, while training for non-instructional departments has generally been successful, training for instructors was often hijacked by people wanting to whine about having to do program reviews in the first place and by discussion on other topics. Maybe there should be some negative consequence (other than not having BAPs approved) for people who ignore the instructions and turn in nonsensical program reviews -- at least their administrator should insist that they do a rewrite.

The form or process of how we handle updates as opposed to full program reviews needs to be looked at. This is something we have already discussed as needing to be re-evaluated at our last program review meeting.

more regular faculty attendance, improve communication with academic senate report

Members of the Program Review Committee need to take their responsibilities seriously and be present for meetings.

Additional comments regarding Program Review Committee:

I am a new member of the committee, but I see that the committee strives to see all angles of the Program Review document, to make it make sense to the Team who would submit the document to the committee for the good of the department as a whole.

I knew close to nothing about program review prior to joining the committee. Now I have a strong understanding of how important the program review process is as well as how it ties to all of our other strategic planning processes. My overall experience on the committee has been 100% positive.

This committee has purpose and enthusiasm. Everyone brings ideas to the table.

Survey Results: Program Review Committee

IEC Comments on Survey Results

▸ The Program Review Committee is proud of its accomplishments, and rightly so. Numerical responses do not go below 4 out of 5, which indicates a well run committee.

▸ The response rate is very high, with 10 responses from 11 surveys sent. Most responses are positive about the committee, with strong understanding and support regarding the role of the Program Review Committee. The weak link, and the low score, comes from whether the members feel that the committee plays an important role in decision making.

▸ There is still some confusion as to whether we should modify forms to make them more complex, or whether we should simplify the forms. The faculty are not attending as well as other groups on campus.

▸ The comments are overwhelming supportive of the committee's effort to carry on and improve on the Program Review process. The members are asking for better participation from the faculty and maybe a revision of the Program Review form.

▸ The Program Review committee does an excellent job of both reviewing and providing critiques for Program Reviews. The comments indicate a greater enthusiasm amongst faculty for the program review process needs to be fostered.

▸ Members are super-committed to this committee and its efforts. There is no negativity among those who actively participate, which is critical in order to continue driving this process.

Committee Chair Response:
   Pending
Committee Meeting Minutes:
   Pending

2014–15 Strategic Planning Process Evaluation
Survey Results: President's Shared Governance Council

SURVEY RESPONSE RATE	Number Sent:	16	Number Received:	10	Percent:	63%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	70.0%	7
Other	30.0%	3
answered question		
skipped question		

2. Please indicate your level of participation in the President's Shared Governance Council:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	100.0%	10
I have been actively involved for part of the 2014-15 academic year.	0.0%	0
I have been involved, but have not played an active role.	0.0%	0
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		10
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the President's Shared Governance Council.	0	0	0	5	5	0	4.50	10
2. I understand the role and purpose of the President's Shared Governance Council.	0	0	0	2	8	0	4.80	10
3. The President's Shared Governance Council leads to a shared understanding of college goals and strategies.	0	1	0	2	7	0	4.50	10
4. The President's Shared Governance Council members represent all parts of the College.	0	0	0	2	8	0	4.80	10
5. The President's Shared Governance Council plays an important role in decision-making.	0	0	3	2	5	0	4.20	10
6. The President's Shared Governance Council addresses issues and makes decisions in a timely manner.	0	1	0	4	5	0	4.30	10
7. The President's Shared Governance Council decision-making process is data driven.	0	1	3	3	3	0	3.80	10
8. The President's Shared Governance Council ensures that those who carry out the plans and strategies are involved in the discussion.	0	0	1	5	4	0	4.30	10
9. The President's Shared Governance Council follows through with its plans and decisions.	0	0	1	4	5	0	4.40	10
10. Participants in the President's Shared Governance Council discussions are sufficiently knowledgeable to make effective recommendations.	0	0	1	4	5	0	4.40	10
11. Participants in the President's Shared Governance Council discussions feel free to discuss difficult issues openly and honestly.	0	1	2	3	4	0	4.00	10
12. Most participants in the President's Shared Governance Council put aside personal agendas when it is time to formulate a recommendation.	0	1	1	5	3	0	4.00	10
13. I think my role in the President's Shared Governance Council matters. My input is welcomed and solicited.	0	1	1	4	4	0	4.10	10
answered question								10
skipped question								0

Survey Results: President's Shared Governance Council

What are the strengths of the President's Shared Governance Council?
Dialogue.
All of the different constituency groups having the opportunity to provide input on various discussions.
It provides better communication and discussion then if we did not have it.
Diverse campus make up. Members are overall consistent in attendance.

How can the President's Shared Governance Council improve?
Some of the members need to put aside their own egos and listen to others. One in particular needs to quit fighting everything and trying to take over meetings and maybe try getting along with administration.
It needs to be more focused, longer, more inclusive, needs to be called Participatory Governance not Shared

Additional comments regarding President's Shared Governance Council:
Love the inclusiveness this allows.

IEC Comments from Survey Results

‣ All that replied were actively involved for all of the fiscal year.   Most answers for all options were Strongly Agree.

‣ The response rate at 63% is moderately high, although more responses will give an even better picture of this committee. The support is generally high, with the average ratings (except for one) above 4.00. The low score is given on a statement regarding data-driven in decision making.

‣ May want to look at ways the committee members can be more focused.

‣ The comments are generally positive, with communication being the most outstanding feature of this committee. Various constituent groups value the opportunity to have their voices heard.

‣ As discussions get heated and personal occasionally, maybe a good professional development activity for participatory governance is a training on professional and diplomatic discussion (and email) etiquette.

Committee Chair Response:
    No response.
Committee Meeting Minutes:
    None.

2014–15 Strategic Planning Process Evaluation
Survey Results: Safety Committee

SURVEY RESPONSE RATE	Number Sent:	9	Number Received:	5	Percent:	56%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	40.0%	2
Other	60.0%	3
answered question		5
skipped question		0

2. Please indicate your level of participation in the Safety Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	60.0%	3
I have been actively involved for part of the 2014-15 academic year.	0.0%	0
I have been involved, but have not played an active role.	0.0%	0
I have been only peripherally involved.	0.0%	0
I have not been involved.	40.0%	2
answered question		5
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Safety Committee.	0	0	1	4	0	0	3.80	5
2. I understand the role and purpose of the Safety Committee.	0	1	1	2	1	0	3.60	5
3. The Safety Committee leads to a shared understanding of college goals and strategies.	0	1	1	2	1	0	3.60	5
4. The Safety Committee members represent all parts of the College.	0	0	1	1	3	0	4.40	5
5. The Safety Committee plays an important role in decision-making.	0	1	1	3	0	0	3.40	5
6. The Safety Committee addresses issues and makes decisions in a timely manner.	0	2	1	0	2	0	3.40	5
7. The Safety Committee decision-making process is data driven.	0	2	1	0	2	0	3.40	5
8. The Safety Committee ensures that those who carry out the plans and strategies are involved in the discussion.	0	0	2	2	1	0	3.80	5
9. The Safety Committee follows through with its plans and decisions.	0	1	2	1	1	0	3.40	5
10. Participants in the Safety Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	0	1	1	2	1	4.25	5
11. Participants in the Safety Committee discussions feel free to discuss difficult issues openly and honestly.	0	0	1	1	2	1	4.25	5
12. Most participants in the Safety Committee put aside personal agendas when it is time to formulate a recommendation.	0	0	2	1	1	1	3.75	5
13. I think my role in the Safety Committee matters. My input is welcomed and solicited.	0	1	1	2	1	0	3.60	5
answered question								5
skipped question								0

Survey Results: Safety Committee

What are the strengths of the Safety Committee?
I'm a good team player.
The committee has not met this year
well represented by all parts of the college

How can the Safety Committee improve?
Meet more often.
Start by having regular meetings, define its purpose, have goals or objectives
meet regularly with an understanding of the focus of the committee

Additional comments regarding Safety Committee:
I believe this committee to be completely dysfunctional and without guidance on what their role is.
direction of committee could be more clear

IEC Comments from Survey Results

▸ The number suggest quite a range of opinions on how things are viewed in the meeting. When there are both Disagree and Strongly Agree being selected by members of the committee. First thought would be some members are bitter about something and others have no issues, further research would be needed to make a better informed decision on what is taking place.

▸ The numbers show only half the members are participating in the committee. Only 1/3 of committee has been actively involved, 2 members responded to survey, but are not involved, and the remainder of committee has not responded at all. In the rating portion of the survey, only 50% responded and most understand the purpose of the committee, and the goals and strategies. When it comes to decision making and the decision process, there is a 50/50 split of agreement and disagreement .There is also a range of responses for planning and valued input.

▸ Biggest complaint is that the committee has not met this year, and is not having regular meetings, which could be the reason for the lower marks. There are two comments that are of concern: "committee to be completely dysfunctional and without guidance", and "direction of committee could be more clear". More research should be conducted to determine what is happening.

▸ Only 3 members responded to the freeform text, demonstrated lack of completion by other members, more input is necessary. The 3 members see that more meetings are necessary, and that there needs to be more focus on goals and purpose.

▸ I think a second look at the committee and what is causing the concern from the members should be looked into.

▸ Maybe committee members should be re-evaluated as to the right fit for this committee. If the participation is so low, then maybe the right people are not on this committee.

Committee Chair Response: No response   **Committee Meeting Minutes:**   None

2014–15 Strategic Planning Process Evaluation

Survey Results: Service & Learning Outcomes Assessment Committee (SLOAC)

SURVEY RESPONSE RATE	Number Sent:	**13**	Number Received:	**8**	Percent:	**62%**

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	28.6%	2
Other	71.4%	5
answered question		7
skipped question		1

2. Please indicate your level of participation in the Service & Learning Outcomes Assessment Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	50.0%	4
I have been actively involved for part of the 2014-15 academic year.	37.5%	3
I have been involved, but have not played an active role.	0.0%	0
I have been only peripherally involved.	12.5%	1
I have not been involved.	0.0%	0
answered question		8
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Service & Learning Outcomes Assessment Committee.	0	0	1	4	3	0	4.25	8
2. I understand the role and purpose of the Service & Learning Outcomes Assessment Committee.	0	0	0	4	4	0	4.50	8
3. The Service & Learning Outcomes Assessment Committee leads to a shared understanding of college goals and strategies.	0	0	0	5	3	0	4.38	8
4. The Service & Learning Outcomes Assessment Committee members represent all parts of the College.	0	1	1	3	3	0	4.00	8
5. The Service & Learning Outcomes Assessment Committee plays an important role in decision-making.	0	1	2	2	3	0	3.88	8
6. The Service & Learning Outcomes Assessment Committee addresses issues and makes decisions in a timely manner.	1	0	0	6	1	0	3.75	8
7. The Service & Learning Outcomes Assessment Committee decision-making process is data driven.	0	0	1	6	1	0	4.00	8
8. The Service & Learning Outcomes Assessment Committee ensures that those who carry out the plans and strategies are involved in the discussion.	0	0	0	5	3	0	4.38	8
9. The Service & Learning Outcomes Assessment Committee follows through with its plans and decisions.	0	0	0	5	3	0	4.38	8
10. Participants in the Service & Learning Outcomes Assessment Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	0	0	5	3	0	4.38	8
11. Participants in the Service & Learning Outcomes Assessment Committee discussions feel free to discuss difficult issues openly and honestly.	1	0	0	4	3	0	4.00	8
12. Most participants in the Service & Learning Outcomes Assessment Committee put aside personal agendas when it is time to formulate a recommendation.	0	0	0	5	3	0	4.38	8
13. I think my role in the Service & Learning Outcomes Assessment Committee matters. My input is welcomed and solicited.	0	0	1	5	2	0	4.13	8
answered question								8
skipped question								0

Survey Results: Service & Learning Outcomes Assessment Committee (SLOAC)

What are the strengths of the Service & Learning Outcomes Assessment Committee?
Good leadership. Experienced membership.
Consistent review of best practices
Enthusiastic, knowledgeable, and motivated leader and members. clear actionable measurements Start implementing TrackDat support staff (Jayne is AWESOME)
Strong leadership.
None

How can the Service & Learning Outcomes Assessment Committee improve?
Need representatives from ALL areas to attend regularly.
Expanded involvement of constituency groups.
Stay focused Sometime the weeds take over the meeting Be sure all campus areas are represented (i.e. Administrative Units) Implement a sustainable process for working with larger outcomes (program - instruction and non-instruction) for feedback and assistance.
Have more meetings, improve the decision making process.

Additional comments regarding Service & Learning Outcomes Assessment Committee:
Overall, this committee has clear end goals and excellent dialog from different areas.
This committee meets to "talk" and not necessarily make meaningful decisions and/or progress.

IEC Comments from Survey Results

‣ The committee leader may want to remind committee members of the importance of responding to the survey. The responses received indicate strong leadership and generally high satisfaction levels within the committee.

‣ The committee members are aware appropriate support staff need to be assigned to Trackdat for it to be a workable system. The committee members appreciate the expertise of the current leadership.

‣ SLOAC is a committee which requires extensive knowledge and commitment to be effective. Overall the committee members are satisfied with the makeup and leadership of the committee.

‣ Overall very supportive ratings and comments – the only areas to review are the timeliness and decision-making processes to make them even better

Survey Results: Service & Learning Outcomes Assessment Committee (SLOAC)

Committee Response:

‣ The committee makeup fully represents all areas of the college. When we have a lack of attendees it means less representation and if this occurs we will seek replacement of the individuals.

‣ Set goals / objectives for the year

‣ Determine realistic time lines

‣ Specific timelines on agenda items
  o i.e., SLOAC survey – 5 – 10 minutes

‣ Specific topics and not generalized
  o Limit amount of discussion (similar to previous comment)
  o Train people to share if we are in the weeds to bring back to specific topic

‣ Long term deadlines / projects
  o Email information as applicable for comments

‣ Initially schedule more meetings
  o 2 / month as we can always cancel if needed

‣ Orientation on what "SLOAC" represents, expectations, and what's being worked on

Committee Meeting Minutes:

Discussed on 5/1/15 *(see following page)*

<table>
<tr><td colspan="8">

May 1, 2015
10:00 a.m.
LRC Conference Room

</td></tr>
<tr><td>Carole Blake</td><td>*Faculty (CTE)*</td><td></td><td>Jill Murphy</td><td>*Faculty (Hum/SocSci)*</td><td></td><td>Sandi Thomas</td><td>*Dean, WED (Advisory)*</td></tr>
<tr><td>Stephen Eaton</td><td>*VPAA*</td><td>X</td><td>Nance Nunes-Gill</td><td>*SLO Coordinator*</td><td></td><td>Sally VanDenBerg</td><td>*Faculty (Math/NatSci)*</td></tr>
<tr><td>Jose Hernandez</td><td>*Service Area Rep.*</td><td></td><td>Linda Pugliese</td><td>*Service Area Rep.*</td><td>X</td><td>Carl Yuan</td><td>*Dean, RD&P (Advisory)*</td></tr>
<tr><td>Rich Johnston</td><td>*Academic Senate*</td><td>X</td><td>Jayne Sanchez</td><td>*IE Support*</td><td></td><td>Meg Freeland</td><td>*Admin. Unit Rep.*</td></tr>
<tr><td>Gene Low</td><td>*Counseling*</td><td>X</td><td>Penny Shreve</td><td>*Dean, Instruction (Adv.)*</td><td></td><td>Melissa Meadows</td><td>*Admin. Unit Rep*</td></tr>
<tr><td>Paul Courtney</td><td>*Faculty (CTE)*</td><td></td><td></td><td></td><td></td><td></td><td></td></tr>
</table>

Call to order: *9:39 a.m.*

1.	**Approve Agenda**	**Approved**

Agenda was approved as presented.

2.	**Approve Minutes (04/20/2015)**	**Approved**

Minutes were approved as submitted.

3.	**SLOAC Survey**	**Discussion**

The response to the IEC Committee was previously mailed out to the committee to determine if everyone's thoughts were captured accurately. It was agreed that we would submit what had been shared at the previous meeting.

4.	**Review Handbook**	**Discussion**

Instructional – Course Level, Instructional – PLO and Non-Instructional. Penny made some English corrections and developed a table for the 3 M's, in addition she lined up the PLO component to compliment the Course Level. Jayne shared that the information developed for the Non-Instructional component was a good place to start as this is the first time for its incorporation into the handbook. This is a working document and can be changed as determined.

5.	**Other**	**Information**

Core Competency – it was recommended that perhaps a group of instructors working this summer be asked to form a subcommittee to review and make changes to the CORE Competencies. Penny will the invite instructors and participate on the subcommittee.

Adjourn: 11:00 a.m.

Survey Results: Student Success & Equity Committee

SURVEY RESPONSE RATE	Number Sent:	19	Number Received:	11	Percent:	58%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	60.0%	6
Other	40.0%	4
answered question		10
skipped question		1

2. Please indicate your level of participation in the Student Success & Equity Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	81.8%	9
I have been actively involved for part of the 2014-15 academic year.	0.0%	0
I have been involved, but have not played an active role.	18.2%	2
I have been only peripherally involved.	0.0%	0
I have not been involved.	0.0%	0
answered question		11
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Student Success & Equity Committee.	0	0	1	4	6	0	4.45	11
2. I understand the role and purpose of the Student Success & Equity Committee.	0	0	1	4	6	0	4.45	11
3. The Student Success & Equity Committee leads to a shared understanding of college goals and strategies.	0	0	2	4	5	0	4.27	11
4. The Student Success & Equity Committee members represent all parts of the College.	0	0	2	3	6	0	4.36	11
5. The Student Success & Equity Committee plays an important role in decision-making.	0	0	2	4	5	0	4.27	11
6. The Student Success & Equity Committee addresses issues and makes decisions in a timely manner.	0	0	3	3	5	0	4.18	11
7. The Student Success & Equity Committee decision-making process is data driven.	0	0	2	4	5	0	4.27	11
8. The Student Success & Equity Committee ensures that those who carry out the plans and strategies are involved in the discussion.	0	0	3	4	4	0	4.09	11
9. The Student Success & Equity Committee follows through with its plans and decisions.	0	0	2	4	5	0	4.27	11
10. Participants in the Student Success & Equity Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	1	1	4	5	0	4.18	11
11. Participants in the Student Success & Equity Committee discussions feel free to discuss difficult issues openly and honestly.	0	1	1	5	4	0	4.09	11
12. Most participants in the Student Success & Equity Committee put aside personal agendas when it is time to formulate a recommendation.	0	1	4	2	4	0	3.82	11
13. I think my role in the Student Success & Equity Committee matters. My input is welcomed and solicited.	0	1	2	4	4	0	4.00	11
14. We are reviewing or have reviewed the Student Success Plan and the Equity Plan.	0	0	1	4	6	0	4.45	11
answered question								11
skipped question								0

Survey Results: Student Success & Equity Committee

What are the strengths of the Student Success & Equity Committee?

The committee consist of all members of the campus at large. Our VP of Academic and Student Services leads the team.

Enthusiastic and knowledgeable leadership and members Clear purpose that is close to the members' hearts (student success) Open minded members and great dialogue

People really care about these issues and are aware of the college-level plans and the statewide mandates.

We have a strong leader, who cares about the college.

Diverse constituency, thus diverse input representing a good cross-section of campus

How can the Student Success & Equity Committee improve?

We already involve all members on the decision making process and an Agenda is on the table at all meetings. Roll Call is taking and minutes as well.

Would like to see more faculty and students involved either as members or invited guests.

This is a new committee that hasn't had time to implement many actions or assess what has been done. I think it will be effective as time goes on, up to a point.

Quit reading reports to us. I can read it quicker than you can speak it.

More subcommittees

Additional comments regarding Student Success & Equity Committee:

I am the Director of Student Life where I have served on past committees as the Outreach staff member. The change I have experienced is that it now involves many staff members who come together to make it happen for Student Success. All of members have a vote and say about the Outreach Component and not just a small group of staff. Shared Governance has truly made a difference on this committee.

This is an important committee - anyone would benefit from being on this committee! I feel good about the actions and motivations of all members and the committee as a whole.

I just think that as we assess the reasons why students do not succeed, we're ignoring an elephant in the room, which is that many of our students do not want to succeed by our definition of success, or are unwilling to do what they need to do to succeed, or perhaps are not clearly aware of what they need to do. I see them choosing to fail every time I interact with them, whether they are aware of it or not. I'm not sure how the institution can address this effectively or if it is even our duty to try.

This is a new committee and as such it is still finding its strengths. It has consistently improved since the first meeting.

IEC Comments from Survey Results

▸ There appears to be 1/4 of the submitters who when combined fall into the Neutral (for the most Part) and/or disagree for #'s – 8, 12, and 13.

▸ There are many positive things occurring and that the committee is very new, the consensus appears to be to see how things play out…and that there are concerns that need to be addressed pertaining to getting into the nuts and bolts of things to be more effective.

▸ Members feel that this is an important committee that can accomplish much to improve student success and institutional quality. The comments and responses are overall supportive and positive. It seems to indicate that a more inclusive and open discussion with less personal agenda would make this committee even better.

Survey Results: Student Success & Equity Committee

Committee Chair Response:

>   None

Committee Meeting Minutes:

Discussed on 4/15/15: *(See following page)*

- The committee asked the IEC Committee chair to discuss with IEC the creation of an outline to having people replaced when they do not attend meetings.
- Have an all college meeting discussing the importance and roles of people on the committee at the beginning of the fall semester.
- The first meeting of the committee for the year; have an agenda item to recap last year and discuss goals/roles for the upcoming year.

Barstow Community College
Student Success and Equity Committee Meeting Minutes
April 9, 2015
3pm-4pm

Members Present: Carl Yuan, Kim Young, Samera Kabir, Heather Caldon, Joann Garcia, Jerry Peters, Penny Shreve
Absent: Morgan Bohnsack, Maricela Angulo, Nancy Olson, Paulette Pereira, Sandi Thomas, Rich Johnston, Kyri Freeman, Gene Low, Stephen Eaton, Gloria Webster, Megan Freeland, Carole Blake
Guest: Lesia Louro

Approve Agenda
Motion-1st: Samera 2nd: Joann
All in favor

Approve Minutes: 3.26.2015
Motion-1st: Heather 2nd: Jerry
All in favor

Student Success & Equity Committee Survey
Survey results came back from the IEC. They made note of question 8, 12 and 13. Committee discussed and addressed the results.

- The committee asked the IEC Committee chair to discuss with IEC the creation of an outline to having people replaced when they do not attend meetings.
- Have an all college meeting discussing the importance and roles of people on the committee at the beginning of the fall semester.
- The first meeting of the committee for the year; have an agenda item to recap last year and discuss goals/roles for the upcoming year.

Institution Effectiveness Target for Completion
The committee kept the set targets for two student performance outcomes and decided to create aspirational goals for the other items.

- College Prepared-to increase the difference between the District average and the state average by 50% over the next 5 years.
- Remedial Rate for English- to increase the difference between the District average and the state average by 50% over the next 5 years.
- Additional:
  - Unprepared for College, Remedial Rate for Math and ESL, Career Technical Education Rate, Successful Course Completion: Increase the performance outcomes .25% annually with a 5 year increase of 1.25%.
  - Completion of Degrees, Completion of Certificates: 5% increase the first year and reevaluate the data for the following years to create a new goal.

The committee is going to create a workgroup to collect and review data on each yearly cohort to create data driven programs for the students in the cohorts.

Student Success & Equity Cmte
Meeting Date: April 9, 2015
Minutes Approved:

Summer Committee Membership
Faculty was not in attendance at the meeting. Kim will send an email to the Academic Senate and BCFA representatives and discuss feedback at the next meeting. Once everyone has been chosen a time and date will be determined for the summer committee meetings.

Hispanic Outreach Update
Special programs has been attending the Chili Cook-off for 11 years. The staff handed out brochures, spoke about BCC resources and networked with community leaders. The team took over 60 names to follow up with. Elena Ramirez from the Chamber of Commerce and Carmen Hernandez were both identified as possible additions to the committee and the community representative.

Student Success & Equity Cmte
Meeting Date: April 9, 2015
Minutes Approved:

2014–15 Strategic Planning Process Evaluation
Survey Results: Technology Committee

SURVEY RESPONSE RATE	Number Sent:	9	Number Received:	6	Percent:	67%

1. Please indicate your position with the College:

Answer Options	Response Percent	Response Count
Administration/Management	50.0%	3
Other	50.0%	3
answered question		6
skipped question		0

2. Please indicate your level of participation in the Technology Committee:

Answer Options	Response Percent	Response Count
I have been actively involved for all of the 2014-15 academic year.	33.3%	2
I have been actively involved for part of the 2014-15 academic year.	33.3%	2
I have been involved, but have not played an active role.	16.7%	1
I have been only peripherally involved.	16.7%	1
I have not been involved.	0.0%	0
answered question		6
skipped question		0

3. Please rate the following statements:

Answer Options	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	N/A	Rating Average	Response Count
1. The College Mission Statement is the foundation for the Technology Committee.	0	0	2	2	2	0	4.00	6
2. I understand the role and purpose of the Technology Committee.	0	0	1	3	2	0	4.17	6
3. The Technology Committee leads to a shared understanding of college goals and strategies.	0	0	2	3	1	0	3.83	6
4. The Technology Committee members represent all parts of the College.	0	1	0	4	1	0	3.83	6
5. The Technology Committee plays an important role in decision-making.	0	1	2	3	0	0	3.33	6
6. The Technology Committee addresses issues and makes decisions in a timely manner.	1	2	0	3	0	0	2.83	6
7. The Technology Committee decision-making process is data driven.	0	0	1	5	0	0	3.83	6
8. The Technology Committee ensures that those who carry out the plans and strategies are involved in the discussion.	0	0	2	4	0	0	3.67	6
9. The Technology Committee follows through with its plans and decisions.	0	0	2	4	0	0	3.67	6
10. Participants in the Technology Committee discussions are sufficiently knowledgeable to make effective recommendations.	0	0	1	3	2	0	4.17	6
11. Participants in the Technology Committee discussions feel free to discuss difficult issues openly and honestly.	0	0	1	3	2	0	4.17	6
12. Most participants in the Technology Committee put aside personal agendas when it is time to formulate a recommendation.	1	0	1	2	2	0	3.67	6
13. I think my role in the Technology Committee matters. My input is welcomed and solicited.	0	0	2	3	1	0	3.83	6
14. We are reviewing or have reviewed the Technology Plan.	0	0	1	2	3	0	4.33	6
answered question								
skipped question								

Survey Results: Technology Committee

What are the strengths of the Technology Committee?

Membership is diverse. One of the few committees the student member regularly attends and is involved in the discussion

The technology committee meets regularly and have a focus to each meeting. It seems that the committee can come to agreement on many major projects such as the updating the technology plan, password policy, and deciding on a vendor for the network security system.

How can the Technology Committee improve?

Meet more frequently.

Consist meeting with plenty of time to go over materials to be discussed come to conclusion on items more effectively - the open dialogue is good and many items are complex, but eventually a clear action (move forward, not move forward, or need more info) should be a bit swifter to avoid hammering same items over and over

Members that participate in the Technology Committee need to see the larger picture and not just their own departments that they come from.

I would say if we had more members attend the meeting to get more input from all the members on the committee to represent their parts of the college. I think this is important as each perspective helps to ensure we are making decisions that a representative from each area of the college has agreed upon. For example our last meeting was myself, the chair, and the ASB rep. This participation doesn't seem to be very good and some members I have maybe only seen once since I was appointed to this committee. Maybe working on scheduling to ensure everyone is available at those times or ensuring coverage is provided in the areas so the committee members will be able to attend regularly to provide their valuable input.

Additional comments regarding Technology Committee:

This is the best incarnations of the Technology committee (have seen several) so considering weak past practice for actually meeting regularly, meeting goals, purpose, and involvement, this is a step in the right direction.

My experience with this committee has been great and I look forward to being able to sit on other committees. It provides an opportunity to find out more information about the particular area and the goals they are trying to achieve.

IEC Comments from Survey Results

▸ Not all members participated in the survey, only 6 out of 9 are documented. Most participants were in agreement or neutral in rating the statements, however there were 2 responses that should be looked at regarding putting aside personal agendas and decisions made in a timely manner. Also that only 4 are actively participating in the committee.

▸ It seems like while this is an important committee, it could make some logistical improvements to optimize its effectiveness – maybe meeting more frequently, or try to accomplish more in each meeting. Participation may also be an issue.

▸ Only 2 or three persons responded to the freeform area. This is less than adequate for the committee of 9. Either they did not look past the rating portion of the survey, or just didn't take the time to complete the survey. This is a poor example of participation.

▸ Participation could be improved

▸ The committee could meet more regularly to invite better attendance and participation. Perhaps to have a greater vision of what the committee is about and the goals it is trying to accomplish.

▸ This is a great committee that oversees an important part of the College. It seems to be on the right track and it has positive support from the members to accomplish many great things.

Survey Results: Technology Committee

Committee Chair Response:

Here are the results of the questions that had a Disagree or Strongly Disagree in the survey:

#4. Who attends the meeting, perhaps more people should attend. Those that have been assigned are not coming the meeting as they have been requested.

#5. Clearer goals as the fiscal year progresses. Possibly more meetings, instead of the monthly meeting. Flowchart on the decision making process.

#12. Stick to the Agenda. Address the Technology Committee Mission Statement. Guidelines for the committee, and values – 3 things to keep us on track of the topics. Training for nontechnical personal on terminology.

Committee Meeting Minutes:

None