TESS Executive Committee Self-Evaluation Academic Year 2015-2016
Prepared by Keith Wurtz

Purpose of Brief

To provide a brief summary of the responses to the District Committee Self-Evaluation for the committee specified in the title. For a better understanding of areas that the committee has done well and areas suggested for improvement, please review the tables in the body of the brief.

Sample

- 10 committee members completed the survey
- 60% (n = 6) of the respondents were managers
- 40% (n = 4) of the respondents were from the District Annex

Summary of Results

- 100% of the respondents felt that the committee was often or almost always **collaborative**
- 90% of the respondents felt that the committee was often or almost always **transparent**
- 88% of the respondents felt that the committee was often or almost always **evidence-based**
- 90% of the respondents felt that the committee was often or almost always **effective**
- 90% of the respondents felt that the committee was often or almost always **efficient**

Suggested Improvement

"Meeting Attendance. Online?"

Overview

According to Objective 4.1 of the San Bernardino Community College District (SBCCD) Strategic Plan, the District will "Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems." In addition, committee structures constitute a major component of both planning and decision-making for the systems mentioned in Objective 4.1. As a result, an important step in achieving Objective 4.1 and continuous quality improvement is to ask committee members for their own observations about how well their committee's processes, interactions, and outcomes reflect these characteristics.

Methodology

The SBCCD Office of Institutional Effectiveness, Research and Planning developed a survey, which was distributed to the chairs and conveners of the District Services committees in paper and online formats during the end of the Spring 2016 semester. Committee members were asked to provide their opinions about the internal process, external interactions, and outcomes of each committee on which they served. Six demographic questions, 18 questions on 3 unique Likert scales, and 3 short-response questions were presented; all responses were optional.

Findings

The evaluation data is included with no analysis or summarization other than what is provided in the brief summary in the highlighted section on the first page. The aggregated and disaggregated results for all of the District Service Committees are available on the SBCCD Office of Institutional Effectiveness, Research and Planning website.

Below you will find the number of the question in order of its position on the survey. The question number is followed directly by the question itself. The "#" represents the number of responses received, and the "%" is the "#" divided by the number of total responses to the question. A brief explanation is provided before each bank of questions.

Questions 1 – 7 illustrate the characteristics of the committee members who responded to the survey. Specifically, the name of the committee, whether the respondent served as the chair of the committee, how long the respondent has served on the committee, whether they plan to serve on the committee next year, the number of District committees the respondent serves on, the primary function, and the location in which the respondent is primarily assigned.

Question	Responses	#	%
1. Name of committee	TESS Executive Committee	10	100.0
2. Did you serve as chair or convener of this committee this year?	1 Yes	0	0.0
	2 No	10	100.0
	Total	10	100.0
3. How long have you served continuously on this committee?	1 New member this year	0	0.0
	2 2 years	4	40.0
	3 3 years	0	0.0
	4 4 or more years	6	60.0
	Total	10	100.0
4. Do you expect to serve on this committee again next year?	1 Yes	10	100.0
	2 No	0	0.0
	3 I don't know	0	0.0
	Total	10	100.0
5. On how many other District Services committees did you serve this year?	1 0	0	0.0
	2 1	1	10.0
	3 2	4	40.0
	4 3	0	0.0
	5 4	1	10.0
	6 5 or more	4	40.0
	Total	10	100.0
6. What is your primary function in the District?	1 FT Faculty	0	0.0
	2 PT Faculty	0	0.0
	3 Classified	4	40.0
	4 Confidential	0	0.0
	5 Manager	6	60.0
	6 Student	0	0.0
	Total	10	100.0
7. At which location are you primarily assigned?	1 Crafton Hills College	3	30.0
	2 San Bernardino Valley College	2	20.0
	3 District Office	1	10.0
	4 District Annex	4	40.0
	5 KVCR	0	0.0
	6 EDCT	0	0.0
	7 Big Bear Site	0	0.0
	Total	10	100.0

In questions 8A – 8E respondents were asked to indicate how often the committee's processes, interactions, and outcomes reflected each of the following characteristics: collaborative, transparent, evidence-based, effective, and efficient. Choices on the Likert scale were Almost Always, Often, Sometimes, Seldom, and Almost Never.

Question	1 Almost Never #	%	2 Seldom #	%	3 Some-times #	%	4 Often #	%	5 Almost Always #	%	Total #
q8a Collaborative: Sharing, inclusive, open to input, respectful of diverse opinions, characterized by meaningful dialogue	0	0.0	0	0.0	0	0.0	2	20.0	8	80.0	10
q8b Transparent: Open, easy to understand, clearly defined, characterized by effective and meaningful communication with the College community	0	0.0	0	0.0	1	10.0	3	30.0	6	60.0	10
q8c Evidence-Based: Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote	0	0.0	0	0.0	1	11.1	4	44.4	4	44.4	9
q8d Effective: Working properly and productively toward the committee's intended results	0	0.0	0	0.0	1	10.0	4	40.0	5	50.0	10
q8e Efficient: Performing well with the least waste of time and effort; characterized by serving the committee's specified purposes in the best possible manner	0	0.0	0	0.0	1	10.0	4	40.0	5	50.0	10

In questions 9 and 10, respondents were asked to provide their opinion of the committee's most significant accomplishment this year, and the committee's most needed improvement.

9. Please enter this committee's most significant accomplishment this year

Can't define
Effective prioritization of project requests
Identifying and moving forward on the new ERP for HR and Fiscal Services
No more customization to Colleague
Prioritized the annual request list

10. Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work.

Meeting Attendance. Online?
None.

In questions 11A – 11C respondents were asked to indicate the extent to which they agree or disagree with statements related to their service on the committee. Choices on the Likert scale were; strongly agree, agree, disagree, and strongly disagree.

Question	1 Strongly Disagree		2 Disagree		3 Agree		4 Strongly Agree		Total
	#	%	#	%	#	%	#	%	#
q11a I feel comfortable contributing ideas	0	0.0	0	0.0	2	20.0	8	80.0	10
q11b My ideas are treated with respect, whether or not others agree with them	0	0.0	0	0.0	2	20.0	8	80.0	10
q11c I have had sufficient opportunities to provide input into committee recommendations	0	0.0	0	0.0	2	20.0	8	80.0	10

In questions 12A – 12K respondents were asked to rate aspects of the committee's work overall this year using a 5-point Likert-scale with choices of Very Good, Good, Fair, Poor, and Very Poor.

Question	1 Very Poor		2 Poor		3 Fair		4 Good		5 Very Good		Total
	#	%	#	%	#	%	#	%	#	%	#
q12a Clarity of the committee's charge	0	0.0	0	0.0	0	0.0	4	40.0	6	60.0	10
q12b Quality of communication within the committee	0	0.0	0	0.0	0	0.0	5	50.0	5	50.0	10
q12c Quality of information flow from the committee to constituency groups	0	0.0	0	0.0	1	10.0	5	50.0	4	40.0	10
q12d Quality of information flow from constituency groups to the committee	0	0.0	0	0.0	1	10.0	5	50.0	4	40.0	10
q12e Quality of communication by the committee with the district community as a whole	0	0.0	0	0.0	1	11.1	3	33.3	5	55.6	9
q12f Access to data needed for deliberations	0	0.0	0	0.0	1	10.0	4	40.0	5	50.0	10
q12g Access to meeting space	0	0.0	0	0.0	0	0.0	5	50.0	5	50.0	10
q12h Access to other resources needed for the committee to work effectively	0	0.0	0	0.0	0	0.0	4	44.4	5	55.6	9
q12i Training or mentoring for you as a committee member	0	0.0	0	0.0	1	11.1	4	44.4	4	44.4	9
q12j Establishment of expectations or norms for committee members and convener(s)	0	0.0	0	0.0	0	0.0	4	44.4	5	55.6	9
q12k Adherence to expectations or norms for committee members and convener(s)	0	0.0	0	0.0	0	0.0	4	44.4	5	55.6	9

In questions 13 and 14 respondents were asked to describe how the committee's accomplishments align with the SBCCD goals and objectives and if they would like to make any additional comments or suggestions.

13. Please describe how the committee's accomplishments align with the San Bernardino Community College District's goals and objectives?

ERP is good and under goal 9

Representation is from all sites and includes all classification of staff, managers, and faculty. Information is consistently shared and feedback is actively sought so that the leadership can make informed decisions.

14. If you would like to make any additional comments, please do so in the space below.

No responses