



# El Camino College

## 2019-20 College Council Self-Evaluation Report

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### Summary of Findings, Improvements Mentioned by Respondents, and IRP Recommendations

#### Findings: Purpose, Goals & Tasks

- All respondents:
  - Stated being aware of the purpose of College Council.
  - Participated in the setting of the committee's goals.
  - Reviewed the progress of annual goals.
  - Reviewed the *Making Decisions at El Camino College* document during a committee meeting.
  - Had a clear understanding of the responsibilities of College Council.
- Most respondents (76%) stated that **goal 1** was completed or mostly completed.
- Most respondents (75%) stated that **goal 4** was completed.
- Around 60% of respondents stated that **goal 5** was completed.
- Around 60% of respondents stated that **goal 6** was mostly completed.
- Half of respondents stated that **goals 2 and 3** were completed or mostly completed.

#### Respondents' Improvements & IRP Recommendations

##### *Respondents*

- No improvements were mentioned in this area of evaluation.

##### *IRP*

- IRP has no recommendations as results are an evidence of the effectiveness of the committee in this area of evaluation.

#### Findings: Committee's Functioning

- All respondents received meeting minutes and materials sufficiently in advance to review; asserted having opportunities to provide input for the committee and felt comfortable contributing ideas during meetings.
- Most respondents (88%) received an orientation when beginning to serve in the committee.
- Respondents' absence from meetings was due to varied reasons. For 25% of respondents, the time of the meeting conflicted with another meeting.
- Respondents' perception about the frequency of use of this survey's results was similar (*always, most of the time or often*).

#### Respondents' Improvements & IRP Recommendations

##### *Respondents*

- Increase constituents' participation through committee members
- Expand even more active participation of all committee members during meetings
- Allow the committee to have the ability to respond/discuss emerging needs after goals have been set at the beginning of the year

- Reassess the amount of time dedicated to some topics and adjust accordingly to allow enough time for committee members to engage and thoroughly discuss

*IRP*

- Continue strengthening the capacity to offer orientation to new/newer members of the committee at the beginning of their term
- Reinforce that meeting attendance is key to have all College constituencies participate in the discussion/resolution of topics. As meetings date and time are established at the beginning of the year, recommend committee members to set aside the slot in their calendars
- Continue to encourage responding to the committee self-evaluation survey so that results are representative of the majority of the members (8 out of 15 responded the survey)

## Findings: Decision-Making Effectiveness & Communication

- All respondents:
  - Clearly understood how decisions are made in the committee.
  - Received the information they needed to make decisions in the committee.
  - Were aware of the way College Council communicates its decisions to other committees.
  - Asserted College Council evaluates its work practices, and assesses its decision-making process and how decisions are communicated.
- Most respondents (88%) stated that they communicated the committee's decisions to the constituents they represent.

## Respondents' Improvements & IRP Recommendations

*Respondents*

- Share best practices that committee members have found effective in communicating and engaging with constituent groups.

*IRP*

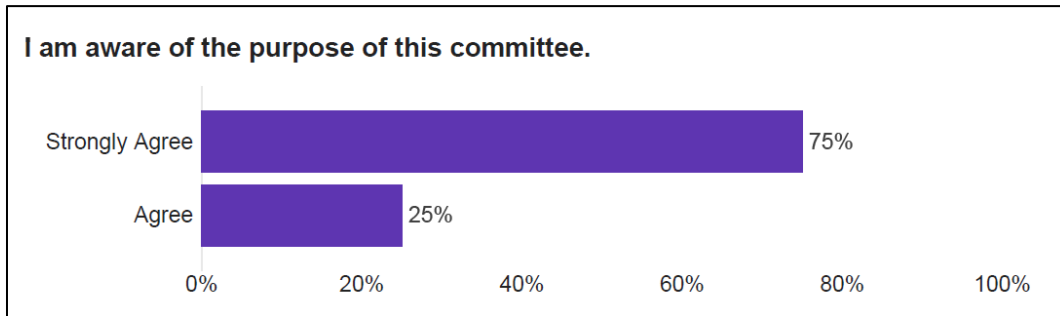
- IRP has no recommendations as results are an evidence of the effectiveness of the committee in this area of evaluation.

## Findings

### Purpose, Goals & Tasks<sup>1</sup>

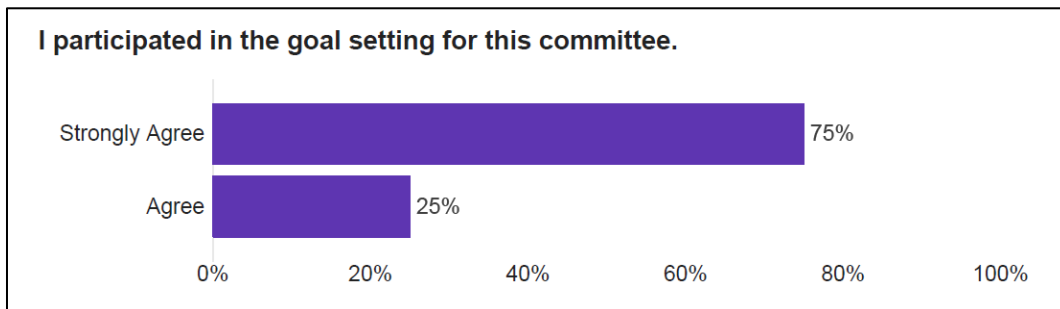
All respondents stated being aware of the purpose of College Council.

Chart 1



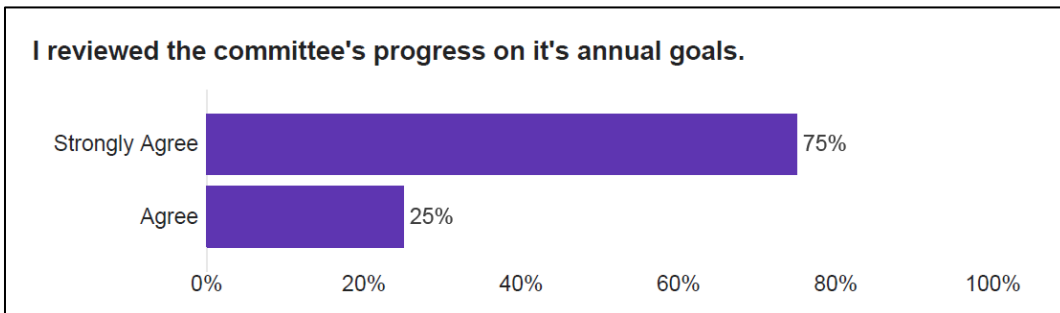
All respondents asserted participating in the setting of goals of College Council.

Chart 2



All respondents asserted reviewing the progress of the committee's annual goals.

Chart 3

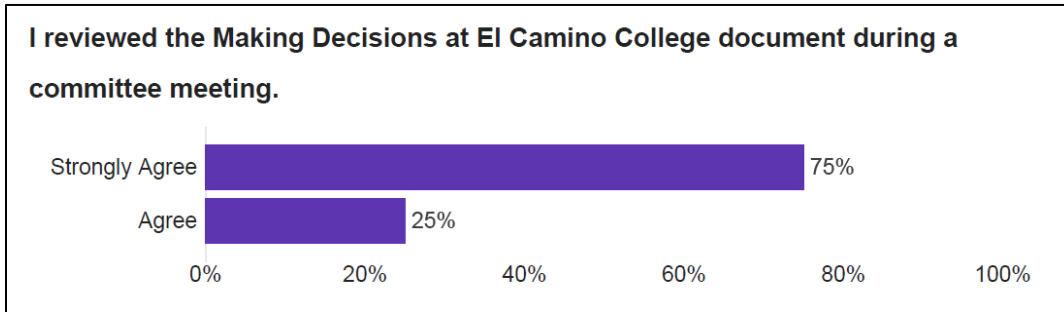


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<sup>1</sup> The eight committee members who responded the survey served in the committee as chair or in a supporting role.

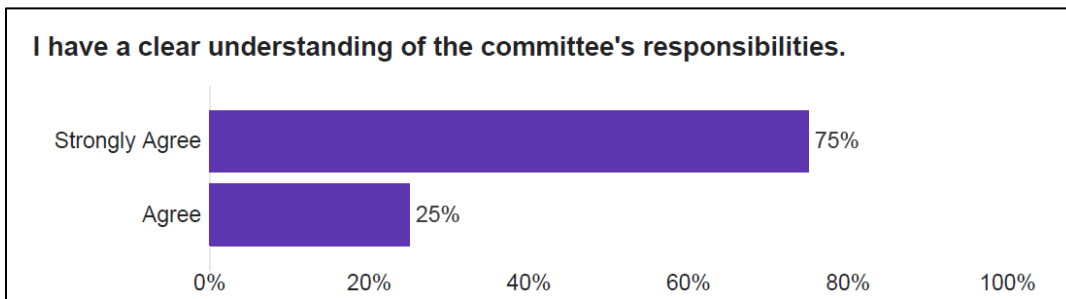
All respondents stated reviewing the *Making Decisions at El Camino College* document during a committee meeting.

Chart 4



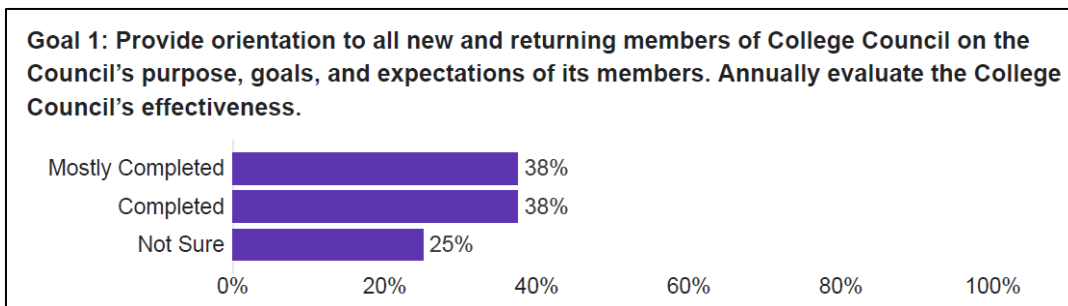
All respondents stated having a clear understanding of the responsibilities of College Council.

Chart 5



Most respondents (76%) stated that **goal 1** was completed or mostly completed. A quarter of respondents were unsure of the goal's level of completion.

Chart 6



Half of respondents stated that **goals 2 and 3** were completed. The other half asserted they were mostly completed.

Chart 7

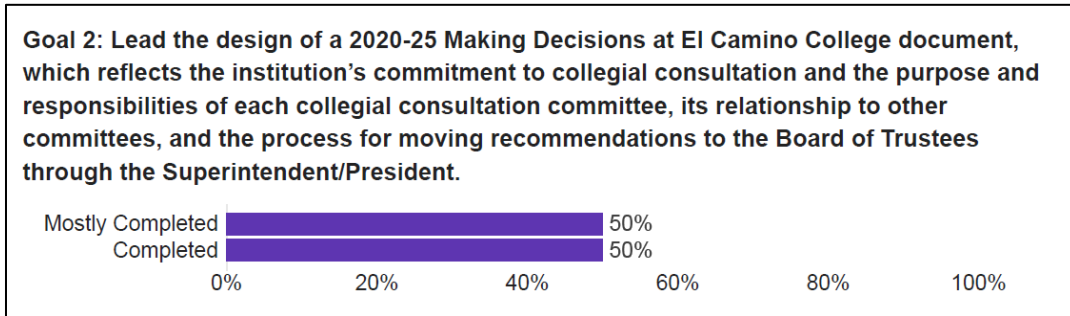
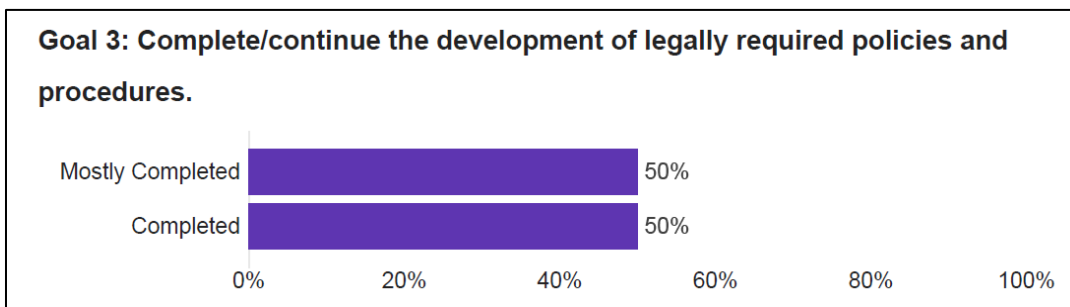
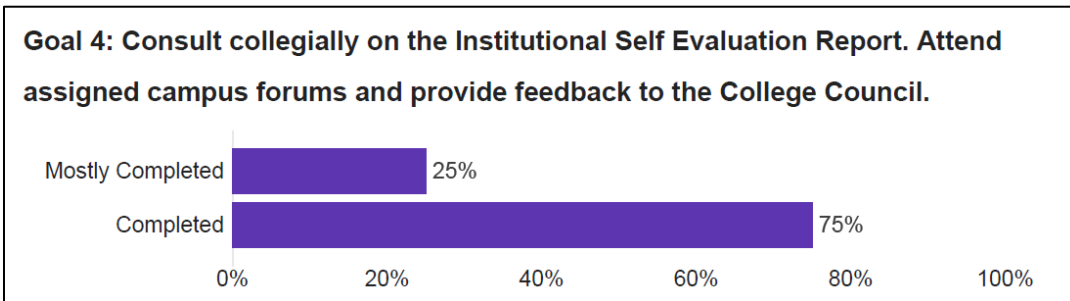


Chart 8



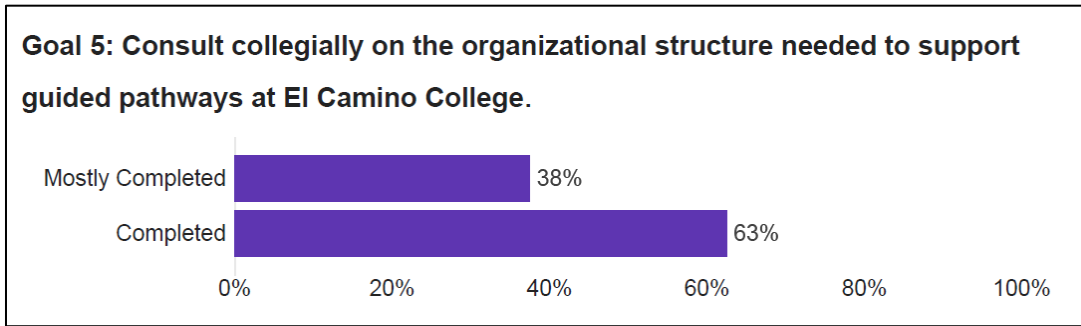
Most respondents (75%) stated that **goal 4** was completed. A quarter of respondents said that this goal was mostly completed.

Chart 9



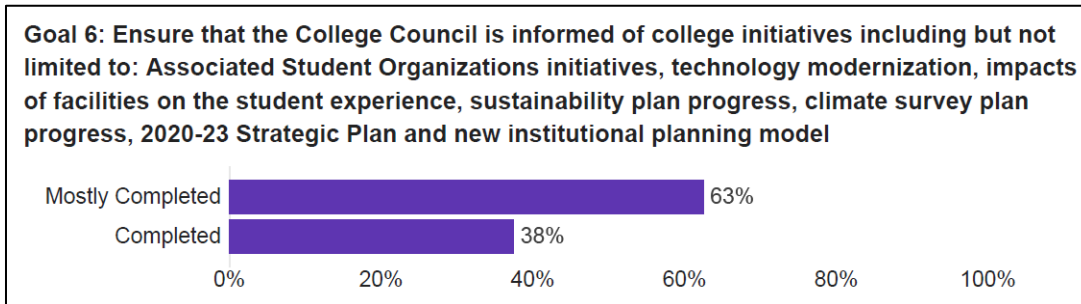
Around 60% of respondents stated that **goal 5** was completed. Almost 40% of respondents said that this goal was mostly completed.

Chart 10



Around 60% of respondents stated that **goal 6** was mostly completed. Almost 40% of respondents said that this goal was completed.

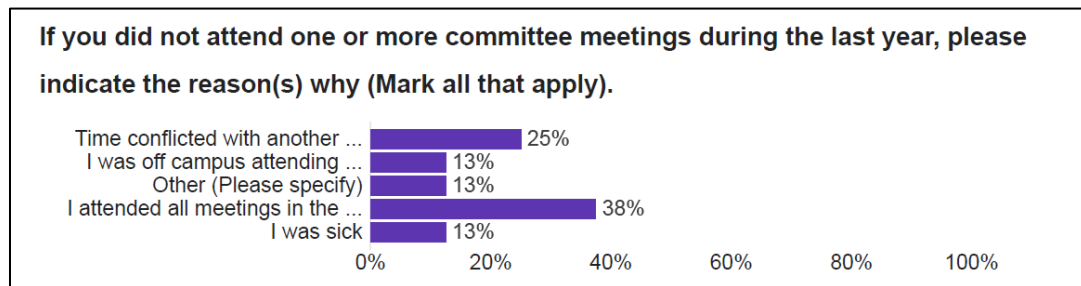
Chart 11



## Committee's Functioning

Respondents' absence from College Council meetings was due to a variety of reasons. A quarter of respondents asserted that the time of the meeting conflicted with another meeting. Thirteen percent of respondents said they were off campus attending other meetings.

Chart 12



All respondents received meeting minutes and materials sufficiently in advance to review.

Chart 13

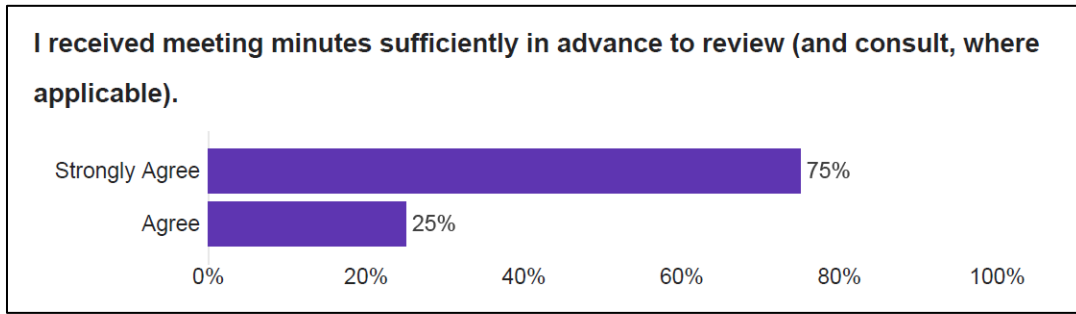
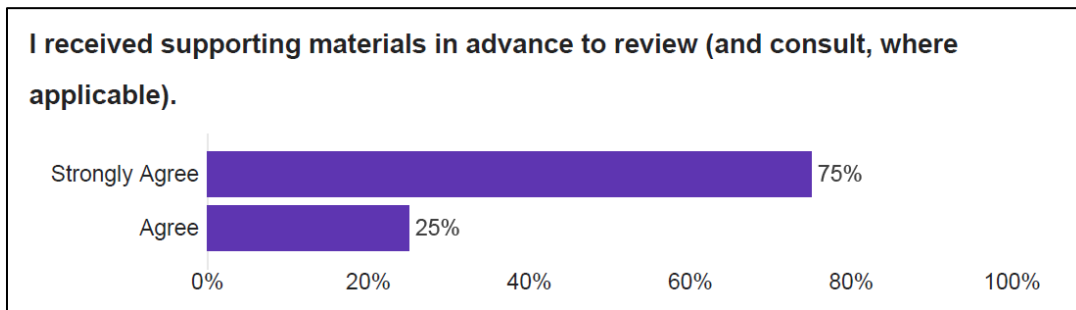
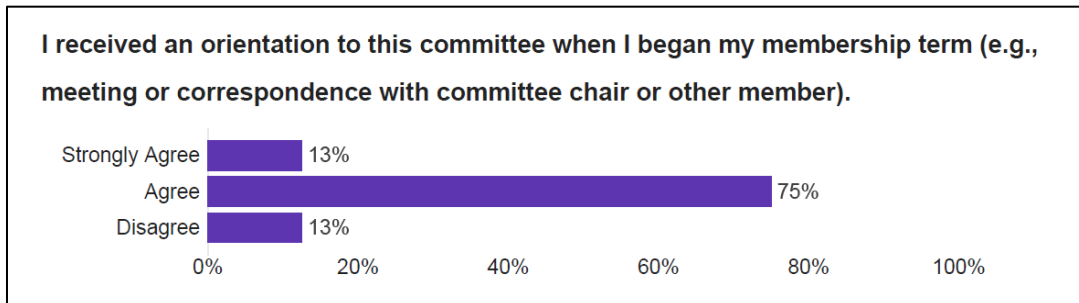


Chart 14



Most respondents (88%) received an orientation when beginning to serve in the committee. Thirteen percent of respondents did not.

Chart 15



All respondents asserted having opportunities to provide input for the committee and felt comfortable contributing ideas during meetings.

Chart 16

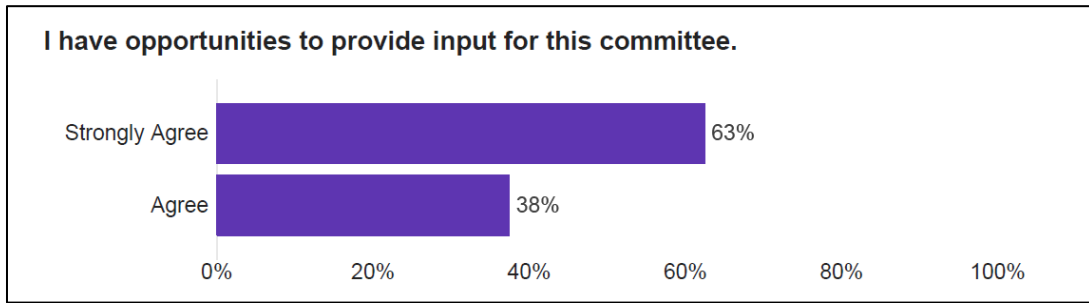
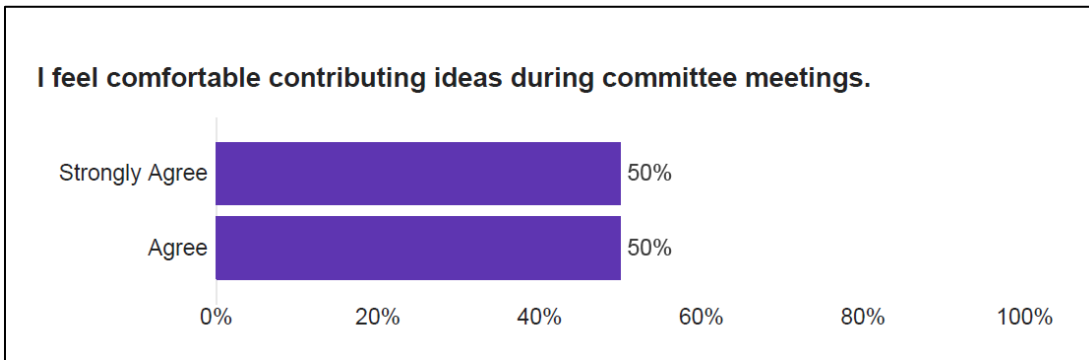
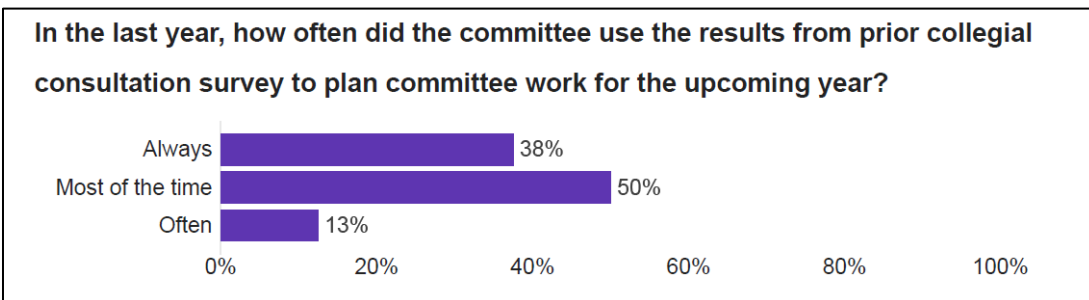


Chart 17



Respondents' perception about the frequency of use of this survey's results was similar, as observed in the chart below. Half of respondents said that the committee used them *most of the time*. Almost 40% of respondents said College Council *always* used these results. The remaining thirteen percent asserted the committee used the survey results *often*.

Chart 18

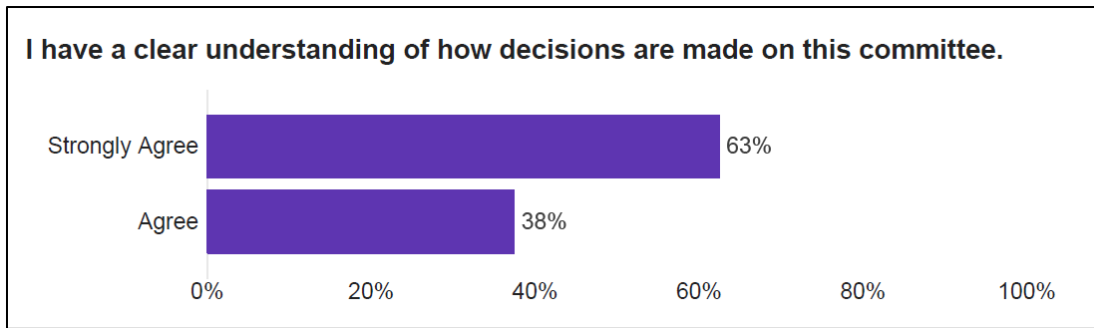


## Decision-Making Effectiveness & Communication

All respondents said they clearly understood how decisions are made in the committee.

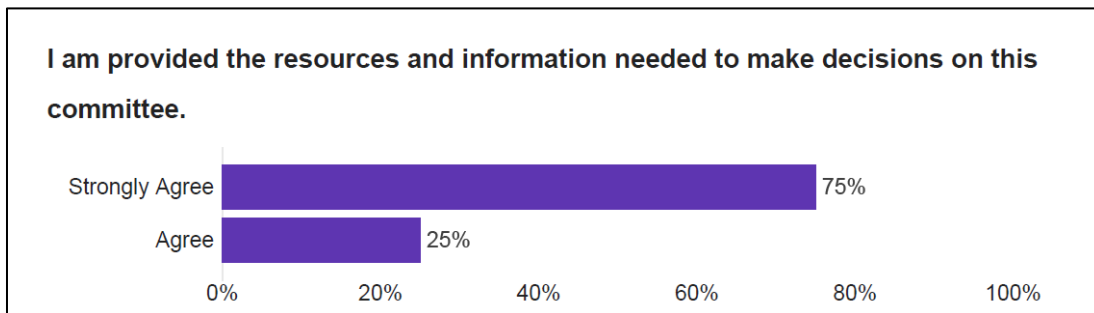


Chart 19



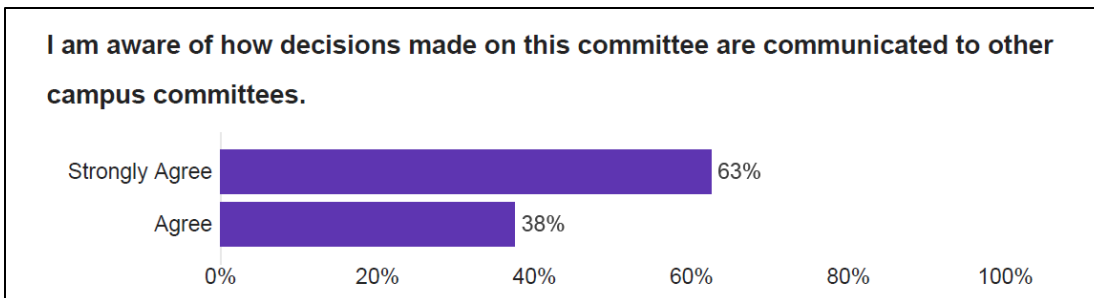
All respondents were provided with the information they needed to make decisions in the committee.

Chart 20



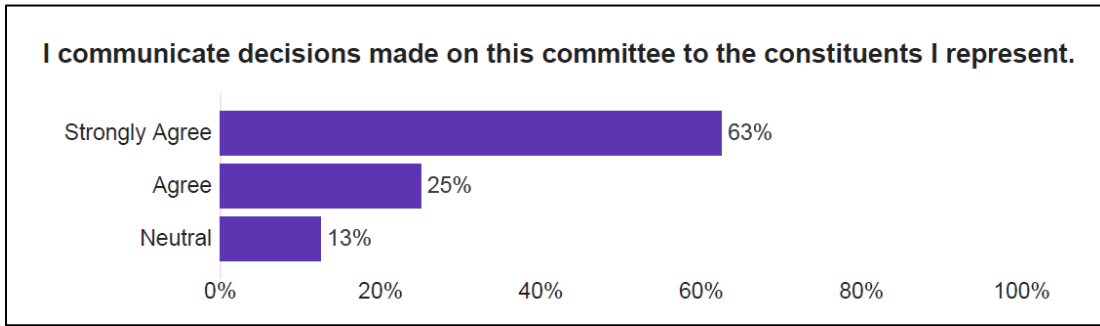
All respondents asserted being aware of the way College Council communicates its decisions to other committees.

Chart 21



Most respondents (88%) stated that they communicated the committee's decisions to the constituents they represent. Thirteen percent of them chose not to take a position in regards this question.

Chart 22



All respondents asserted College Council evaluates its work practices, and assesses its decision-making process and how decisions are communicated.

Chart 23

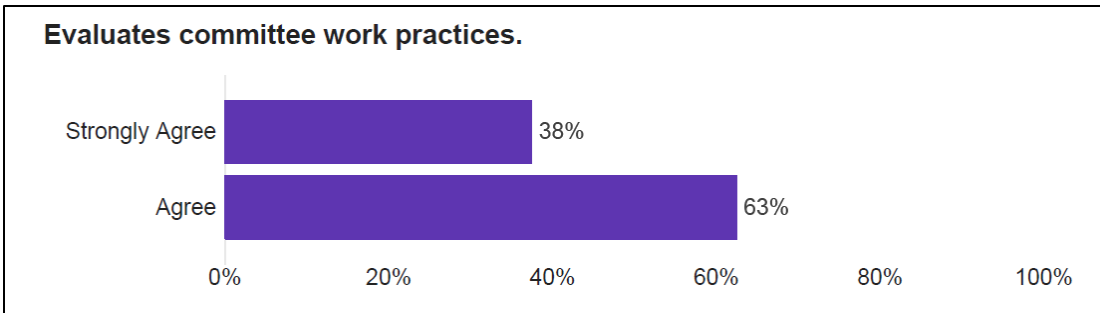


Chart 24

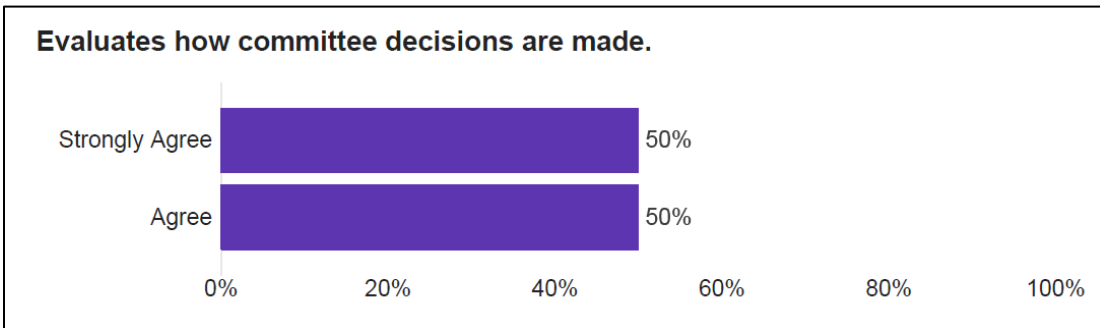
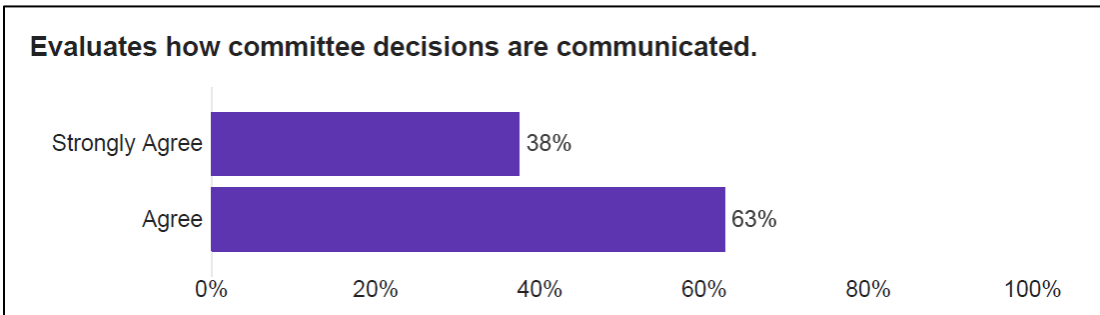


Chart 25



## Accomplishments

Respondents mentioned accomplishments in two of the three areas assessed.

### Accomplishments in the Area of Purpose, Goals & Tasks

- Updated *Making Decisions* Guide 2020-25 and worked to have it approved by the Board of Trustees.
- Offered committee members information in advance on campus construction.
- Provided input for the Institutional Self Evaluation Report (ISER) and participated in the forums for accreditation.
- Made progress in completing legally required policies and procedures.
- Approved resolution in support of faculty diversity.
- Reviewed new organizational structure for Guided Pathways.

### Accomplishments in the Area of Committee's Functioning

- Allowed multiple College representatives to present relevant information at College Council.

## Improvements

Respondents mentioned improvements in two of the three areas assessed.

### Improvements in the Area of Committee's Functioning

- Increase constituents' participation through committee members
- Expand even more active participation of all committee members during meetings
- Allow the committee to have the ability to respond/discuss emerging needs after goals have been set at the beginning of the year
- Reassess the amount of time dedicated to some topics and adjust accordingly to allow enough time for committee members to engage and thoroughly discuss

### Improvements in the Area of Decision-Making Effectiveness & Communication

- Share best practices that committee members have found effective in communicating and engaging with constituent groups

## Appendix

### Background

In an effort to improve decision-making at ECC, the College Council charged a Task Force to write *Making Decisions* at El Camino College. This document was updated by College Council and Board approved in July 2020. The document explains the structures, relationships, and philosophy for making inclusive, data-informed, and well-communicated decisions through collegial consultation committees.

As one of the six college consultation committees, the College Council facilitates communication and serves as a forum to exchange information that affects the college community.

The 2020-25 *Making Decisions* document includes a set of annual activities that contribute to effective and inclusive committee functioning. These are: a) Provide an orientation for committee members, b) review the committee's purpose statement, purview and goals, c) facilitate the creation of new committee goals; **d) conduct a self-evaluation to determine the committee's effectiveness; d) create/adjust/update processes for governance, decision making, and communication informed by the committees' annual self-evaluation survey results**, and d) review the *Making Decisions* document.

## Objective of the Survey

Based on the *Making Decisions* document referred above, a self-evaluation survey was created to determine the College Council's effectiveness and to create/adjust/update processes for governance, decision making, and communication.

## Method

Members of the College Council completed the survey via Qualtrics web-based tool. The Qualtrics link was sent through the Chair's email address.

## Respondents

Out of the fifteen members who received the survey, eight completed the instrument (53% response rate).

## Respondents' Verbatim Observations on Accomplishments

- *Some of College Council's accomplishments this year include the work the committee did on the Making Decisions Guide, allowing multiple college representatives to present to the committee, and gave members information on campus construction in advance.*
- *Reviewing the "Making Decisions" guide and getting it Board approved*
- *Making Decisions Guide*
- *Policy and Procedures*
- *ISER*
- *The completion of the 2020-25 Making Decisions Guide*
- *Providing input for the ISER and participating in the forums for accreditation*
- *Continued review of policies and procedures.*
- *Resolution in Support for Faculty Diversity*
- *I believe that the most significant accomplishments in the last year are: Design of the 2020-25 Making Decisions Guide at ECC; reviewed (collegial consultation) Institutional Self-Evaluation Report; reviewed (collegial consultation) new organizational structure for guided pathways; made progress to complete legally required policies and procedures.*
- *ECC Decision Making Guide*

## Respondents' Verbatim Observations on Improvements

- *None*
- *Greater participation from constituents through committee members*
- *Active participation of all members during meetings. It has improved but can still be more.*
- *The goals of College Council are clearly developed at the beginning of the academic year. I would recommend that flexibility be built to allow for the ability to respond/discuss emerging needs*

*after goals have been set. In addition, reassessing the amount of time some topics will take and adjusting accordingly to allow for enough time for committee members to engage and thoroughly discuss. Lastly, I would like time be set aside to share best practices that committee members have found effective in communicating and engaging with constituency groups.*