De Anza College Office of Institutional Research and Planning

To: College Planning Committee

From: Mallory Newell, De Anza Researcher

Date: 7/1/2013

Subject: Governance Assessment - Annual Update Survey – 2012-13

In an effort to assess the 6-year Integrated Planning, Assessment and Resource Allocation Model, the College Planning Committee developed and piloted the Annual Governance Assessment survey in the Planning and Budget Teams in spring 2012. In spring 2013, the survey was sent to 20 shared governance groups listed in the [Governance Handbook](#). 8 governance groups participated in the survey in 2013.

Highlights from the 2013 survey include:

- 75% of respondents appointed new members in case of vacancies and provided an orientation to the new members.
- 100% of respondents collaborated with other groups to inform their processes and or decisions this year. This was largely done through joint meetings, presentation by other groups at meetings, informal collaboration and updates at Senate or College Council meetings
- 100% of respondents stated the effectively disseminated information to constituents, largely through posting of meeting agendas and minutes on a public website, holding periodic meetings with constituents, and sending periodic emails to constituents.
- 100% of respondents stated they effectively improved a program, a service or student learning this year.
- 100% of respondents reported their processes were adequate to achieve their intended outcomes, while one group also said they needed to make changes to human resource planning.
- 75% of respondents stated they used data to effectively improve a program, a service or student learning this year.
- 75% of respondents reported they used data collected through the program review process and/or data provided by the research and planning office to improve a program, service or student learning. 63% of respondents stated they used data collected and assessed by an instructional or student services program, or a survey of students and/or employees.
- 86% of respondents stated they are responsible for completing a planning agenda or agendas.

1. Please indicate whether the committee updated or changed any of the following:

	Yes	No
Charge of the committee		8
Constituency representation		8
Member terms of service		8
Meeting schedule	2	6
Website	5	3
Committee's profile in the Governance Handbook (http://www.deanza.edu/gov/gov_eHandbook_rev3-31.pdf)	2	6
Appointed new members in the case of vacancies	6	2
Orientation of new members	6	2

2a. Did the committee collaborate with other groups to inform their processes and/or decisions this year?

	Yes	No	N/A
Respondents	8		

2b. If yes, what was the process for collaboration? Please choose from the following options: (select all that apply)

	Respondents
Periodic joint meetings	8
Presentations by other groups at meetings	7
Informal collaboration (consulting with committee members from other groups)	7
Providing updates at Academic Senate, Classified Senate or College Council meetings	7
Other	3

3a. Did committee members effectively disseminate information to constituents?

	Yes	No	N/A
Respondents	8		

3b. If yes, how did the committee ensure information was being shared?

	Respondents
Meeting agendas and minutes were posted on the public website	8
Members were periodically asked if they were sharing information with their constituency	6
Members held periodic public meetings with their constituency group	7
Members sent periodic email updates to their constituency group	7
Periodic campus town hall meetings were held	0
Other	2

4a. Did the committee effectively improve a program, a service or student learning this year?

	Yes	No	N/A
Respondents	8		

4b. If yes, what program, service or student learning improvement was made? Please choose from the following list (select all that apply):

	Respondents
Improvement in a program (e.g. curricular)	5
Improvement in a service provided to students	5
Improvement in student learning (e.g. addressing the equity gap)	5

4c. If yes, please provide an example of an improvement that was made.

In preserving jobs and solving problems between employees and management within the District, student services and district operations are enhanced and more productive

Improving course outlines and criteria for evaluating objectives; Improving certificate-degree offerings

This is accomplished indirectly by facilitating the learning outcome process at the course, program, and institutional level. Assessments captured in TracDat evidence that enhancements have been made upon reflection on assessments conducted.

Program service delivery, priority registration, probation process, pilot hybrid orientations (COUN 200), assessment clearance process, CLP 70/75 increase offerings, coordinated efforts to service foster youths and veterans, Measure C-connect resource request/ planning with allocation, adoption of TRAC DAT to monitor SSLO/SLO (s)

FA initiated its student intern program, which contributed to the success of Prop 30, an initiative supportive of all of the college's programs.

Prioritization of Technology projects ensures critical student services are enhanced on a timely basis

Viability process, criteria for Annual Program Review Update

Course Families, Course Equivalencies & AAT/AST work

5a. Were the committee's processes adequate to achieve its intended outcomes this year?

	Yes	No	N/A
Respondents	8	I	

5b. If no, what process alterations or modifications do you plan to implement next year? Please choose from the following list (select all that apply):

	Respondents
Decision making	
Resource allocation	
Financial planning	
Human resource planning	1
Physical resource planning	
Technology planning	
Program and/or service improvements	
Student learning outcomes	
Program level outcomes	
Other	

6. Did the committee use data to effectively improve a program, a service or student learning this year?

	Yes	No	N/A
Respondents	6	1	1

6a. If yes, please choose from the following list of qualitative and quantitative data that was used (select all that apply):

	Respondents
Data collected and assessed by an instructional or student services program	5
Data collected and assessed by a campus program or service	4
Data collected and assessed for student learning outcomes	4
Data collected and assessed for program level outcomes	3
Data collected through the program review process	6
A survey of students and/or employees	5
Data provided by the Research and Planning Office	6
Other	1

7. Is the committee responsible for completing a planning agenda(s)?

	Yes	No
Respondents	7	1