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Consultation Council/Strategic Planning Committee Minutes
May 24, 2012

Present

Cheryl Aschenbach (AS/Div Chair-faculty)
Terry Bartley (management)
Shelly Baxter (management)
Kayleigh Carabajal (Dean of Academic Services)

Dave Clausen (Dean of Admin Services)
Jeff Lang (classified)
Sue Mouck (Accreditation Liaison -faculty)
Eric Rulofson (Chair/ Facilities Planning)
Ross Stevenson (Div Chair -faculty)

Absent

Colleen Baker (Div Chair-faculty)
Sandy Beckwith (Lead Counselor – faculty)
Jennifer Bird (classified)
Carie Camacho (Div Chair -faculty)

Katelyn Johnston (ASB)
Logan Merchant (Chair/IT Planning)
Carol Montgomery (classified)
Cary Templeton (Dean of Student Services)

Guests

None

With a quorum present, the meeting began at 1:05 pm.

Consultation Council:

1. Annual Evaluation of the Shared Governance and Planning Structure and Procedures (Governance)–

Sue Mouck announced that this item would be delayed until next week to allow the evaluation results from the classified employees to be included.

2. 2012 Employee Evaluation for the 2014 Accreditation Self Evaluation Results and Comparison to 2011 Results (Information)

Dr. Kayleigh Carabajal presented a brief overview of the evaluation results. Fifty-three employees completed the survey. The distribution of full time employees shifted from last year with more full-time staff and fewer full-time faculty participated. Terry Bartley suggested that this implied greater involvement by staff, which is a good thing. The survey is broken down into questions derived from each of the four standards for accreditation. Of the forty-eight questions, thirty-nine exhibited an increase in percentage of respondents selecting “strongly agree” or “agree” as compared to last year. And for six question, the percentage increase was greater than 25% over last year. Only four questions showed percentage lower as compared to last year. There were three open-ended questions on how to improve communication, planning and the comprehensive institutional master plan. A summary of the results of those responses was included. Dr. Carabajal indicated that several comments did not apply to the question. For instance one response concerned the need for the institution to plan for rising energy costs. Dr. Carabajal assured the group that all comments had ben looked at and the suggestion were being considered, but only comments directly related to the questions on the survey were included in the summary. Jeff Lang expressed a concern from another individual about the confidentiality of respondents to the survey. Dr. Carabajal assured the group that in all surveys that she conducts for research the option to include IP addresses is removed. (complete survey results attached)

3. Hiring and Selection Manual (Consultation)

Shelly Baxter questioned why the broader statement “B” on page 11 was limited to faculty and administrative positions. The suggestion to combine “A” and “B” or extend “B” to all employees was made. Jeff Lang questioned whether the statement on page 5 related to change or correction to job titles and/or descriptions. He was concerned that changes to job titles/descriptions by the supervisor and administrator be returned to negotiations prior to advertising. He also identified a typo on page 15.

4. Emergency Response Guide (Information)

Dr. Kayleigh Carabajal presented the Emergency Response Guide to be hung in all of the rooms on campus providing a standardized routine for response to emergencies. She identified that in addition to meeting an institutional need, this project addressed one of the recommendations from the 2008 accreditation self-study. Work continues on a much larger Emergency Response Plan based on the Incident Response System. Emergency Response Training is scheduled for the fall. There will also be several fire drills occurring during the fall. Shelly Baxter expressed the concern that everyone be aware that the responses with children are different than the generally expected responses. Dr. Carabajal assured her of the awareness, but articulated that the changes relative to children should not be widely published in order to better protect the children.

5. Personnel Update (Information) – Administration

Dr. Carabajal reiterated that the Bookstore Technician, Financial Aid II and Administrative Assistant III in Academic Services positions are moving forward. The Director for Allied Health and Nursing Instructor positions are still being advertised. All other positions are on hold.

Strategic Planning:

1. Establish the Budget Process Revision Committee – Cheryl Aschenbach

For the last several years the Academic Senate representatives have met with Consultation Council representatives to incorporate changes into the budget development handbook, which is published each fall. The Academic Senate appointed Cheryl Aschenbach, Sue Mouck and Garrett Taylor (if he is available) this year. Generally in the past Consultation Council has appointed the chair and chief business officer. Dave Clausen suggested himself and Terry Bartley because of her role in budget. Ross Stevenson objected to the budget development handbook returning to Consultation Council for acceptance following adoption by the Academic Senate. He articulated that budget development processes are in the purview of the Academic Senate and objected to anyone else participating in the process. Cheryl Aschenbach assured him that the Academic Senate did have purview over the process but had welcomed the institutional perspective in making recommendations for improvement. Mr. Stevenson expressed concern that Consultation Council might make changes to the process. He was assured that the Academic Senate approves the process and that the acceptance by Consultation Council is a mechanism to institutionalize the senate approved process. If a difference of opinion occurred between the senate and Consultation Council, the Academic Senate has primacy. Dr. Carabajal questioned the difference between the budget development process and program review process. Historically, the Academic Senate has had primacy over the institutional program review process, but the non-instructional program review process although based on the senate-developed process has involved broader participation in its development and approval. The instructional program review handbook has never been brought to Consultation Council. Cheryl Aschenbach suggested that the budget process affects the entire institution, while the instructional program review process primarily impacts faculty.

2. 2012-2013 Strategic Master Plan – Governing Board Planning Retreat July 24, 2012 (Consultation) - continuation from last meeting

Due to the need of several members to attend the Commencement rehearsal, this item was postponed until next meeting.

Other:

1. Dave Clausen advised the group that he intends to schedule the Budget Advisory Team (BAT) meeting following the summer meetings of Consultation Council since so many individuals serve on both. The first meeting will be next week Wednesday, May 30, 2012.

2. Cheryl Aschenbach identified that the probable name of the new faculty center based on suggestions received was Technology Education and Collaboration Center (TEC Center).

Next Meetings: Wednesday, May 30, 2012 at 2:00 pm & Wednesday, June 13, 2012

The meeting adjourned at 1:40 pm

Future Agendas:

1. **Review of June 12, 2012 Governing Board Agenda (Information) – May 30, 2012**
2. **2012 Fine Arts/Humanities (Information) –June 13, 2012 - Cheryl Aschenbach**
3. **Review of July 10, 2012 Governing Board Agenda (Information) – June 27, 2012**
4. **2011 Social Science IPR (Information) – Cheryl Aschenbach**
5. **2011 Gunsmithing IPR (Information) – Cheryl Aschenbach**
6. **2011 Journalism IPR (Information) – Cheryl Aschenbach**
7. **2012 Administration of Justice (Information) – September 2012– Cheryl Aschenbach**
8. **2009/11 Human Services IPR (Information) –October 2012– Cheryl Aschenbach**
9. **2012 Agriculture (Information) – Cheryl Aschenbach**
10. **2012 Business (Information) – Cheryl Aschenbach**
11. **2012 Enrollment Services (Information) –**
12. **2012 Research and Planning (Information) – Kayleigh Carabajal**
13. **2012 Instructional Support Services –Library -- Kayleigh Carabajal**
14. **2012 Auxiliary Services – Bookstore/Book Rental/Loan Program – Dave Clausen**
15. **2012 Student Life (including Residential Life) (Information) –**

Accreditation 2014 Self-Study/Evaluation
Spring 2011 as compared to Spring 2012 Survey

| | | | | | |
|-------------|--|--------------------------|----------------|------------------|----------------|
| 1 | Employment Position (please check only one): | 2011 | | 2012 | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Full-time Staff | 40.0% | 20 | 49.1% | 26 |
| | Part-time Staff | 14.0% | 7 | 9.4% | 5 |
| | Full-time Faculty | 32.0% | 16 | 18.9% | 10 |
| | Part-time Faculty | 12.0% | 6 | 11.3% | 6 |
| | Administration | 2.0% | 1 | 11.3% | 6 |
| | | <i>answered question</i> | | 50 | 53 |
| Standard 1: | The institution has developed processes by which continuous dialog regarding student learning and | | | | |
| 2 | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 23.8% | 10 | 20.4% | 10 |
| | Agree | 57.1% | 24 | 65.3% | 32 |
| | Disagree | 4.8% | 2 | 6.1% | 3 |
| | Strongly Disagree | 9.5% | 4 | 0.0% | 0 |
| | Do Not Know or Not Applicable To Me | 4.8% | 2 | 8.2% | 4 |
| | | <i>answered question</i> | | 42 | 49 |
| 3 | I participate in dialog and processes aimed at improving institutional | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 24.4% | 10 | 32.7% | 16 |
| | Agree | 51.2% | 21 | 53.1% | 26 |
| | Disagree | 7.3% | 3 | 8.2% | 4 |
| | Strongly Disagree | 7.3% | 3 | 0.0% | 0 |
| | Do Not Know or Not Applicable To Me | 9.8% | 4 | 6.1% | 3 |
| | | <i>answered question</i> | | 41 | 49 |
| 4 | Clearly stated measurable strategic goals and objectives guide the college community in making decisions regarding planning and allocation of resources as well as curriculum and program development. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 21.4% | 9 | 16.3% | 8 |
| | Agree | 47.6% | 20 | 71.4% | 35 |
| | Disagree | 19.0% | 8 | 4.1% | 2 |
| | Strongly Disagree | 7.1% | 3 | 0.0% | 0 |
| | Do Not Know or Not Applicable To Me | 4.8% | 2 | 8.2% | 4 |
| | | <i>answered question</i> | | 42 | 49 |
| 5 | I am familiar with the college mission statement. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 35.7% | 15 | 51.0% | 25 |
| | Agree | 64.3% | 27 | 44.9% | 22 |
| | Disagree | 0.0% | 0 | 4.1% | 2 |
| | Strongly Disagree | 0.0% | 0 | 0.0% | 0 |
| | Do Not Know or Not Applicable To Me | 0.0% | 0 | 0.0% | 0 |
| | | <i>answered question</i> | | 42 | 49 |

Accreditation 2014 Self-Study/Evaluation
Spring 2011 as compared to Spring 2012 Survey

6 The educational purposes identified in the mission statement are appropriate to Lassen Community College and its intended students.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 36.6% | 15 | 51.1% | 24 |
| Agree | 58.5% | 24 | 44.7% | 21 |
| Disagree | 2.4% | 1 | 2.1% | 1 |
| Strongly Disagree | 2.4% | 1 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 0.0% | 0 | 2.1% | 1 |
| <i>answered question</i> | | 41 | | 47 |

7 The mission statement is applied during planning and decision-making.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 23.8% | 10 | 24.5% | 12 |
| Agree | 47.6% | 20 | 51.0% | 25 |
| Disagree | 11.9% | 5 | 6.1% | 3 |
| Strongly Disagree | 7.1% | 3 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 9.5% | 4 | 18.4% | 9 |
| <i>answered question</i> | | 42 | 49 | 49 |

8 The planning process being used works and produces appropriate institutional plans.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 16.7% | 7 | 16.7% | 8 |
| Agree | 45.2% | 19 | 64.6% | 31 |
| Disagree | 19.0% | 8 | 8.3% | 4 |
| Strongly Disagree | 7.1% | 3 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 11.9% | 5 | 10.4% | 5 |
| <i>answered question</i> | | 42 | | 48 |

9 I received information about institutional planning through a variety of ways:(please check all that apply)

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|---------------------------------------|------------------|----------------|------------------|----------------|
| Committee Minutes | 72.5% | 29 | 65.3% | 32 |
| E-mail | 90.0% | 36 | 91.8% | 45 |
| My Constituent Group's Representative | 37.5% | 15 | 38.8% | 19 |
| Open Forums | 65.0% | 26 | 42.9% | 21 |
| Other | 7.5% | 3 | 8.2% | 4 |
| If Other (please specify) | | 4 | 5 | 5 |
| <i>answered question</i> | | 40 | | 49 |

Accreditation 2014 Self-Study/Evaluation
Spring 2011 as compared to Spring 2012 Survey

10 The Comprehensive Institutional Master Plan is the appropriate vehicle for institutional planning.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|--------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 19.0% | 8 | 25.0% | 12 |
| Agree | 69.0% | 29 | 62.5% | 30 |
| Disagree | 0.0% | 0 | 0.0% | 0 |
| Strongly Disagree | 4.8% | 2 | 0.0% | 0 |
| Do Not Know | 7.1% | 3 | 12.5% | 6 |
| <i>answered question</i> | | 42 | | 48 |

11 I am familiar with the handbook for institutional planning and budget development.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 19.0% | 8 | 12.2% | 6 |
| Agree | 35.7% | 15 | 46.9% | 23 |
| Disagree | 23.8% | 10 | 28.6% | 14 |
| Strongly Disagree | 2.4% | 1 | 4.1% | 2 |
| Do Not Know or Not Applicable To me | 19.0% | 8 | 8.2% | 4 |
| <i>answered question</i> | | 42 | | 49 |

12 I had an opportunity to participate in the budget development process.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 19.0% | 8 | 8.3% | 4 |
| Agree | 23.8% | 10 | 35.4% | 17 |
| Disagree | 38.1% | 16 | 27.1% | 13 |
| Strongly Disagree | 4.8% | 2 | 6.3% | 3 |
| Do Not Know or Not Applicable To Me | 14.3% | 6 | 22.9% | 11 |
| <i>answered question</i> | | 42 | | 48 |

13 The institutional planning process is tied to the budget development process.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 16.7% | 7 | 12.2% | 6 |
| Agree | 45.2% | 19 | 55.1% | 27 |
| Disagree | 11.9% | 5 | 6.1% | 3 |
| Strongly Disagree | 7.1% | 3 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 19.0% | 8 | 26.5% | 13 |
| <i>answered question</i> | | 42 | | 49 |

Standard 2:
14 My students are able to get the resources they need in the College library to complete course assignments and research projects.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 4.9% | 2 | 6.1% | 3 |
| Agree | 43.9% | 18 | 49.0% | 24 |
| Disagree | 7.3% | 3 | 10.2% | 5 |
| Strongly Disagree | 0.0% | 0 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 43.9% | 18 | 34.7% | 17 |
| <i>answered question</i> | | 41 | | 49 |

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15 My students are able to access the Learning Center when they need to.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 7.3% | 3 | 22.4% | 11 |
| Agree | 53.7% | 22 | 46.9% | 23 |
| Disagree | 7.3% | 3 | 6.1% | 3 |
| Strongly Disagree | 0.0% | 0 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 31.7% | 13 | 24.5% | 12 |
| <i>answered question</i> | | 41 | 49 | |

16 Faculty are effectively involved in the selection of library materials.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 4.9% | 2 | 10.2% | 5 |
| Agree | 14.6% | 6 | 46.9% | 23 |
| Disagree | 14.6% | 6 | 6.1% | 3 |
| Strongly Disagree | 2.4% | 1 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 63.4% | 26 | 36.7% | 18 |
| <i>answered question</i> | | 41 | 49 | |

17 The quality of the library materials is adequate to meet my needs.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 4.9% | 2 | 8.2% | 4 |
| Agree | 29.3% | 12 | 44.9% | 22 |
| Disagree | 9.8% | 4 | 8.2% | 4 |
| Strongly Disagree | 2.4% | 1 | 2.0% | 1 |
| Do Not Know or Not Applicable To Me | 53.7% | 22 | 36.7% | 18 |
| <i>answered question</i> | | 41 | 49 | |

18 I refer students to:

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|--|------------------|----------------|------------------|----------------|
| Counseling | 76.9% | 30 | 87.8% | 43 |
| Transfer Center | 51.3% | 20 | 44.9% | 22 |
| Financial Aid | 71.8% | 28 | 77.6% | 38 |
| EOP&S (Extended Opportunity Programs & DSPS) | 53.8% | 21 | 57.1% | 28 |
| CalWorks | 48.7% | 19 | 42.9% | 21 |
| CalWorks | 30.8% | 12 | 32.7% | 16 |
| Learning Center | 71.8% | 28 | 79.6% | 39 |
| Library | 48.7% | 19 | 57.1% | 28 |
| None of the above | 5.1% | 2 | 4.1% | 2 |
| <i>answered question</i> | | 39 | 49 | |

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| | | | | | |
|-------------------|---|-------------------------|-----------------------|-------------------------|-----------------------|
| Standard 3: 19 | The institution provides adequate physical space for my needs (i.e. classroom, shop, office) | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 20.0% | 8 | 27.1% | 13 |
| | Agree | 42.5% | 17 | 47.9% | 23 |
| | Disagree | 17.5% | 7 | 16.7% | 8 |
| | Strongly Disagree | 12.5% | 5 | 8.3% | 4 |
| | Do Not Know or Not Applicable To Me | 7.5% | 3 | 0.0% | 0 |
| | <i>answered question</i> | | | 40 | 48 |
| 20 | The institution provides adequate equipment, furniture, materials, etc. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 13.2% | 5 | 22.9% | 11 |
| | Agree | 34.2% | 13 | 50.0% | 24 |
| | Disagree | 28.9% | 11 | 16.7% | 8 |
| | Strongly Disagree | 18.4% | 7 | 8.3% | 4 |
| | Do Not Know or Not Applicable To Me | 5.3% | 2 | 2.1% | 1 |
| | <i>answered question</i> | | | 38 | 48 |
| 21 | The campus is a safe environment. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 20.0% | 8 | 29.2% | 14 |
| | Agree | 47.5% | 19 | 54.2% | 26 |
| | Disagree | 15.0% | 6 | 10.4% | 5 |
| | Strongly Disagree | 12.5% | 5 | 4.2% | 2 |
| | Do Not Know or Not Applicable To Me | 5.0% | 2 | 2.1% | 1 |
| | <i>answered question</i> | | | 40 | 48 |
| 22 | The campus is easily accessible (facilities are available when needed). | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 15.4% | 6 | 22.9% | 11 |
| | Agree | 48.7% | 19 | 66.7% | 32 |
| | Disagree | 20.5% | 8 | 4.2% | 2 |
| | Strongly Disagree | 2.6% | 1 | 4.2% | 2 |
| | Do Not Know or Not Applicable To Me | 12.8% | 5 | 2.1% | 1 |
| | <i>answered question</i> | | | 39 | 48 |
| 23 | The Institution assesses the need for information technology training for | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 7.5% | 3 | 12.5% | 6 |
| | Agree | 32.5% | 13 | 68.8% | 33 |
| | Disagree | 35.0% | 14 | 12.5% | 6 |
| | Strongly Disagree | 10.0% | 4 | 2.1% | 1 |
| | Do Not Know or Not Applicable To Me | 15.0% | 6 | 4.2% | 2 |
| | <i>answered question</i> | | | 40 | 48 |

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Spring 2011 as compared to Spring 2012 Survey

24 The Institution ensures that technology decisions are developed from institutional needs and plans for improvement.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 22.5% | 9 | 16.7% | 8 |
| Agree | 32.5% | 13 | 56.3% | 27 |
| Disagree | 25.0% | 10 | 10.4% | 5 |
| Strongly Disagree | 5.0% | 2 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 15.0% | 6 | 16.7% | 8 |
| <i>answered question</i> | | 40 | | 48 |

25 The Institution determines that technology needs in program and services areas are met effectively.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 12.5% | 5 | 6.3% | 3 |
| Agree | 20.0% | 8 | 60.4% | 29 |
| Disagree | 40.0% | 16 | 18.8% | 9 |
| Strongly Disagree | 2.5% | 1 | 2.1% | 1 |
| Do Not Know or Not Applicable To Me | 25.0% | 10 | 12.5% | 6 |
| <i>answered question</i> | | 40 | | 48 |

26 Financial information (such as budget information, quarterly reports, etc.) is provided throughout the institution.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 17.5% | 7 | 14.6% | 7 |
| Agree | 42.5% | 17 | 43.8% | 21 |
| Disagree | 22.5% | 9 | 22.9% | 11 |
| Strongly Disagree | 15.0% | 6 | 6.3% | 3 |
| Do Not Know or Not Applicable To Me | 2.5% | 1 | 12.5% | 6 |
| <i>answered question</i> | | 40 | | 48 |

27 All constituencies have appropriate opportunities to participate in the budget development process.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 17.5% | 7 | 6.7% | 3 |
| Agree | 35.0% | 14 | 55.6% | 25 |
| Disagree | 22.5% | 9 | 17.8% | 8 |
| Strongly Disagree | 10.0% | 4 | 4.4% | 2 |
| Do Not Know or Not Applicable To Me | 15.0% | 6 | 15.6% | 7 |
| <i>answered question</i> | | 40 | | 45 |

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Spring 2011 as compared to Spring 2012 Survey

| | | | | | |
|-----------|---|-------------------------|-----------------------|-------------------------|-----------------------|
| 28 | Job descriptions accurately reflect position duties, responsibilities, and | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 5.1% | 2 | 6.3% | 3 |
| | Agree | 38.5% | 15 | 47.9% | 23 |
| | Disagree | 28.2% | 11 | 33.3% | 16 |
| | Strongly Disagree | 20.5% | 8 | 8.3% | 4 |
| | Do Not Know or Not Applicable To Me | 7.7% | 3 | 4.2% | 2 |
| | <i>answered question</i> | | | 39 | 48 |
| 29 | The institution upholds written codes of professional ethics. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 5.0% | 2 | 10.4% | 5 |
| | Agree | 52.5% | 21 | 64.6% | 31 |
| | Disagree | 30.0% | 12 | 12.5% | 6 |
| | Strongly Disagree | 5.0% | 2 | 0.0% | 0 |
| | Do Not Know | 7.5% | 3 | 12.5% | 6 |
| | <i>answered question</i> | | | 40 | 48 |
| 30 | The institution has a sufficient number of faculty, staff, and administrators. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 2.5% | 1 | 0.0% | 0 |
| | Agree | 20.0% | 8 | 37.5% | 18 |
| | Disagree | 47.5% | 19 | 43.8% | 21 |
| | Strongly Disagree | 12.5% | 5 | 12.5% | 6 |
| | Do Not Know | 17.5% | 7 | 6.3% | 3 |
| | <i>answered question</i> | | | 40 | 48 |
| 31 | Personnel policies are available for review and equitably and consistently administered. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 2.6% | 1 | 6.3% | 3 |
| | Agree | 41.0% | 16 | 54.2% | 26 |
| | Disagree | 28.2% | 11 | 18.8% | 9 |
| | Strongly Disagree | 5.1% | 2 | 4.2% | 2 |
| | Do Not Know | 23.1% | 9 | 16.7% | 8 |
| | <i>answered question</i> | | | 39 | 48 |
| 32 | The institution advocates integrity in the treatment of administration, faculty, | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 12.5% | 5 | 23.4% | 11 |
| | Agree | 47.5% | 19 | 55.3% | 26 |
| | Disagree | 12.5% | 5 | 8.5% | 4 |
| | Strongly Disagree | 17.5% | 7 | 4.3% | 2 |
| | Do Not Know | 10.0% | 4 | 8.5% | 4 |
| | <i>answered question</i> | | | 40 | 47 |

Accreditation 2014 Self-Study/Evaluation
Spring 2011 as compared to Spring 2012 Survey

33 The institution provides all personnel with appropriate opportunities for continued professional development.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|--------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 0.0% | 0 | 0.0% | 0 |
| Agree | 33.3% | 13 | 45.8% | 22 |
| Disagree | 35.9% | 14 | 35.4% | 17 |
| Strongly Disagree | 25.6% | 10 | 8.3% | 4 |
| Do Not Know | 5.1% | 2 | 10.4% | 5 |
| <i>answered question</i> | | 39 | | 48 |

Standard 4:
34 I am familiar with the Shared Governance and Collegial Consultation Process Handbook.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 25.0% | 10 | 22.2% | 10 |
| Agree | 47.5% | 19 | 46.7% | 21 |
| Disagree | 17.5% | 7 | 17.8% | 8 |
| Strongly Disagree | 0.0% | 0 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 10.0% | 4 | 13.3% | 6 |
| <i>answered question</i> | | 40 | | 45 |

35 I understand the role of the Consultation Council in Shared Governance.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 27.5% | 11 | 22.7% | 10 |
| Agree | 50.0% | 20 | 45.5% | 20 |
| Disagree | 12.5% | 5 | 20.5% | 9 |
| Strongly Disagree | 0.0% | 0 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 10.0% | 4 | 11.4% | 5 |
| <i>answered question</i> | | 40 | | 44 |

36 I understand the role of my constituent group in shared governance.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 25.0% | 10 | 20.0% | 9 |
| Agree | 50.0% | 20 | 46.7% | 21 |
| Disagree | 10.0% | 4 | 24.4% | 11 |
| Strongly Disagree | 2.5% | 1 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 12.5% | 5 | 8.9% | 4 |
| <i>answered question</i> | | 40 | | 45 |

37 I have a voice in the decision-making process through shared governance.

| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 23.1% | 9 | 18.2% | 8 |
| Agree | 30.8% | 12 | 47.7% | 21 |
| Disagree | 25.6% | 10 | 15.9% | 7 |
| Strongly Disagree | 10.3% | 4 | 0.0% | 0 |
| Do Not Know or Not Applicable To Me | 10.3% | 4 | 18.2% | 8 |
| <i>answered question</i> | | 39 | | 44 |

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| | | | | | |
|----|--|-------------------------|-----------------------|-------------------------|-----------------------|
| 38 | The faculty, administration, and staff work together to improve the institution in a professional manner. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 17.9% | 7 | 15.6% | 7 |
| | Agree | 43.6% | 17 | 57.8% | 26 |
| | Disagree | 28.2% | 11 | 20.0% | 9 |
| | Strongly Disagree | 7.7% | 3 | 2.2% | 1 |
| | Do Not Know or Not Applicable To Me | 2.6% | 1 | 4.4% | 2 |
| | <i>answered question</i> | | | 39 | 45 |
| 39 | Policies and procedures are clearly defined and followed. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 10.0% | 4 | 9.1% | 4 |
| | Agree | 32.5% | 13 | 61.4% | 27 |
| | Disagree | 37.5% | 15 | 27.3% | 12 |
| | Strongly Disagree | 12.5% | 5 | 0.0% | 0 |
| | Do Not Know or Not Applicable To Me | 7.5% | 3 | 2.3% | 1 |
| | <i>answered question</i> | | | 40 | 44 |
| 40 | Communication is open, honest, and encouraged at all levels. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 7.5% | 3 | 13.3% | 6 |
| | Agree | 37.5% | 15 | 55.6% | 25 |
| | Disagree | 30.0% | 12 | 26.7% | 12 |
| | Strongly Disagree | 17.5% | 7 | 2.2% | 1 |
| | Do Not Know or Not Applicable To Me | 7.5% | 3 | 2.2% | 1 |
| | <i>answered question</i> | | | 40 | 45 |
| 41 | The college values effective leadership throughout the institution. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 12.8% | 5 | 17.8% | 8 |
| | Agree | 33.3% | 13 | 66.7% | 30 |
| | Disagree | 33.3% | 13 | 11.1% | 5 |
| | Strongly Disagree | 10.3% | 4 | 2.2% | 1 |
| | Do Not Know or Not Applicable To Me | 10.3% | 4 | 2.2% | 1 |
| | <i>answered question</i> | | | 39 | 45 |
| 42 | The college communicates results of the evaluation of the shared governance structure and processes to faculty and staff. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 12.5% | 5 | 11.1% | 5 |
| | Agree | 47.5% | 19 | 53.3% | 24 |
| | Disagree | 17.5% | 7 | 13.3% | 6 |
| | Strongly Disagree | 5.0% | 2 | 0.0% | 0 |
| | Do Not Know or Not Applicable To Me | 17.5% | 7 | 22.2% | 10 |
| | <i>answered question</i> | | | 40 | 45 |

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| | | | | | |
|----|--|-------------------------|-----------------------|-------------------------|-----------------------|
| 43 | The President facilitates the setting of values, goals, and priorities to improve the college's educational programs. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 12.5% | 5 | 7.3% | 3 |
| | Agree | 57.5% | 23 | 48.8% | 20 |
| | Disagree | 22.5% | 9 | 19.5% | 8 |
| | Strongly Disagree | 0.0% | 0 | 0.0% | 0 |
| | Do Not Know or Not Applicable To Me | 7.5% | 3 | 24.4% | 10 |
| | <i>answered question</i> | | | 40 | 41 |
| 44 | The President communicates effectively to the community, administration, staff, | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 5.4% | 2 | 4.8% | 2 |
| | Agree | 51.4% | 19 | 45.2% | 19 |
| | Disagree | 27.0% | 10 | 31.0% | 13 |
| | Strongly Disagree | 5.4% | 2 | 0.0% | 0 |
| | Do Not Know or Not Applicable To Me | 10.8% | 4 | 19.0% | 8 |
| | <i>answered question</i> | | | 37 | 42 |
| 45 | The President plans, evaluates and supervises the administrative structure of the college to reflect the purpose, size and complexity of the institution. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 7.7% | 3 | 4.4% | 2 |
| | Agree | 43.6% | 17 | 44.4% | 20 |
| | Disagree | 20.5% | 8 | 22.2% | 10 |
| | Strongly Disagree | 10.3% | 4 | 2.2% | 1 |
| | Do Not Know or Not Applicable To Me | 17.9% | 7 | 26.7% | 12 |
| | <i>answered question</i> | | | 39 | 45 |
| 46 | The Governing Board effectively represents the public interest. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 10.0% | 4 | 6.8% | 3 |
| | Agree | 37.5% | 15 | 47.7% | 21 |
| | Disagree | 22.5% | 9 | 15.9% | 7 |
| | Strongly Disagree | 7.5% | 3 | 6.8% | 3 |
| | Do Not Know or Not Applicable To Me | 22.5% | 9 | 22.7% | 10 |
| | <i>answered question</i> | | | 40 | 44 |
| 47 | The Governing Board adheres to its written code of ethics. | | | | |
| | Answer Options | Response Percent | Response Count | Response Percent | Response Count |
| | Strongly Agree | 5.1% | 2 | 7.0% | 3 |
| | Agree | 41.0% | 16 | 46.5% | 20 |
| | Disagree | 10.3% | 4 | 14.0% | 6 |
| | Strongly Disagree | 2.6% | 1 | 4.7% | 2 |
| | Do Not Know or Not Applicable To Me | 41.0% | 16 | 27.9% | 12 |
| | <i>answered question</i> | | | 39 | 43 |

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48 The Governing Board remains focused on policy matters and not direct intervention (micro-management).

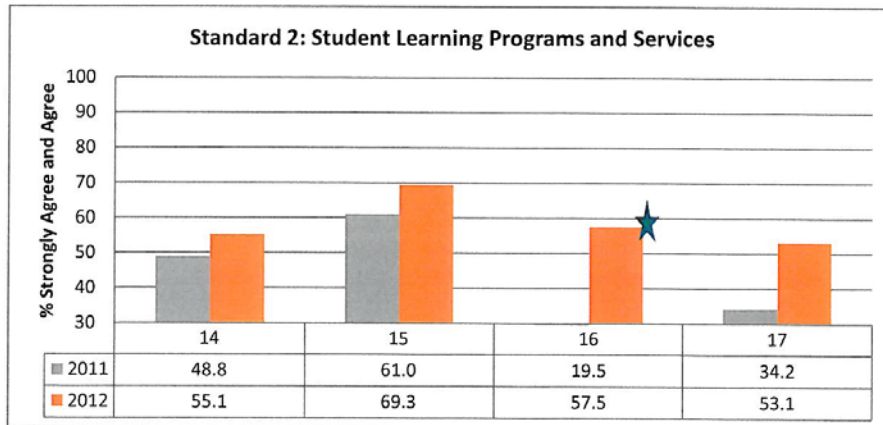
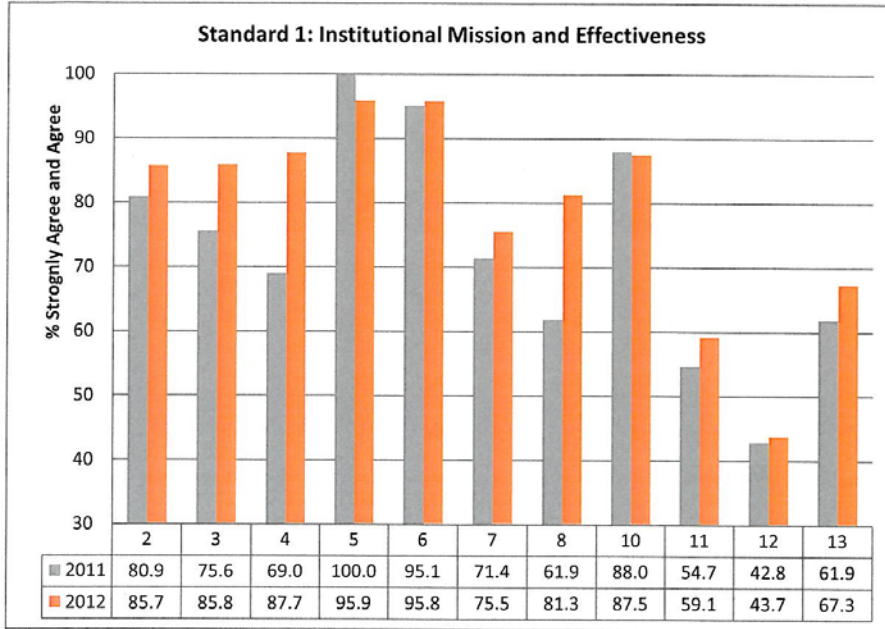
| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 7.5% | 3 | 9.1% | 4 |
| Agree | 42.5% | 17 | 45.5% | 20 |
| Disagree | 22.5% | 9 | 18.2% | 8 |
| Strongly Disagree | 5.0% | 2 | 4.5% | 2 |
| Do Not Know or Not Applicable To Me | 22.5% | 9 | 22.7% | 10 |
| <i>answered question</i> | | 40 | | 44 |

49 The Governing Board's actions reflect accreditation standards and expectations for institutional improvement.

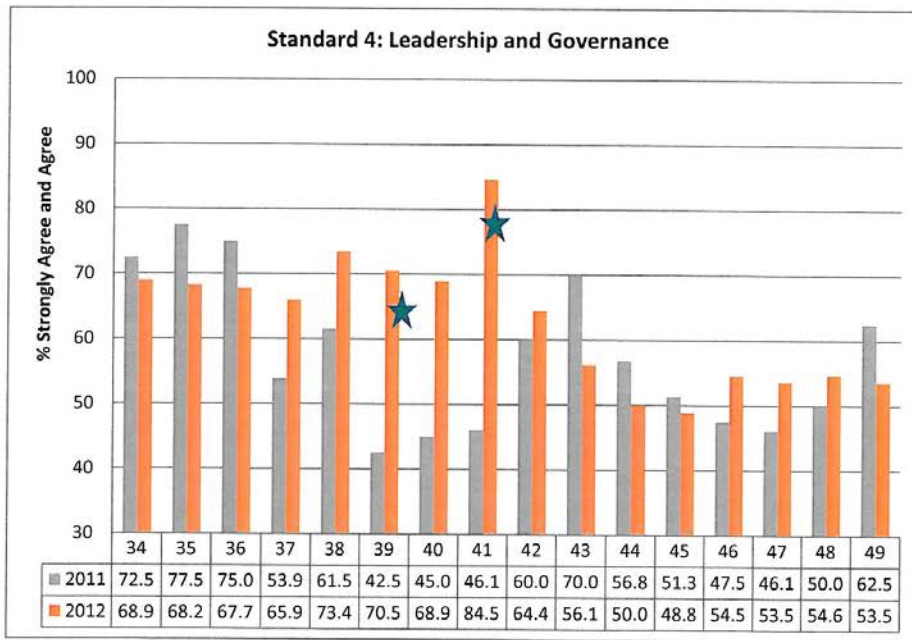
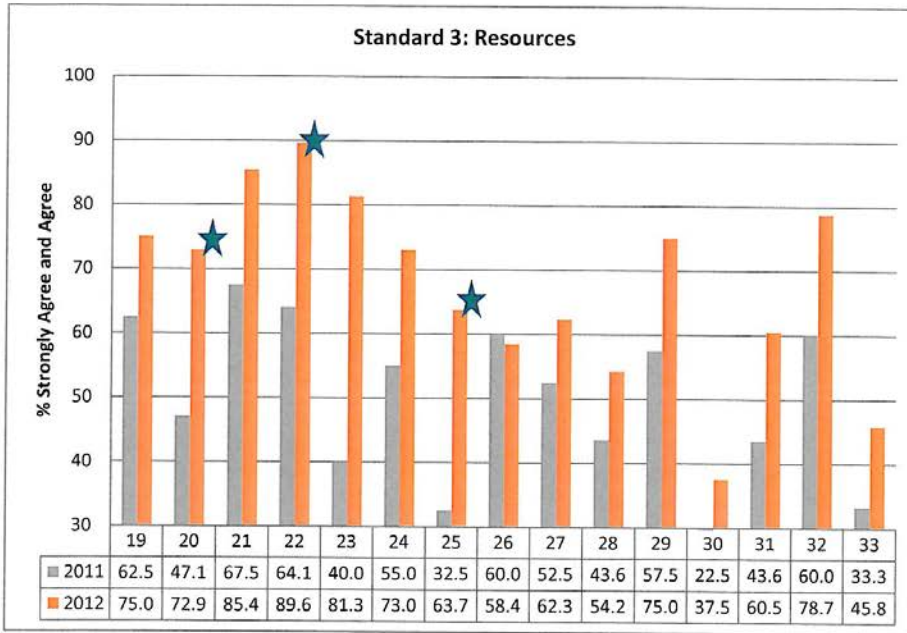
| Answer Options | Response Percent | Response Count | Response Percent | Response Count |
|-------------------------------------|------------------|----------------|------------------|----------------|
| Strongly Agree | 7.5% | 3 | 7.0% | 3 |
| Agree | 55.0% | 22 | 46.5% | 20 |
| Disagree | 7.5% | 3 | 9.3% | 4 |
| Strongly Disagree | 2.5% | 1 | 4.7% | 2 |
| Do Not Know or Not Applicable To Me | 27.5% | 11 | 32.6% | 14 |
| <i>answered question</i> | | 40 | | 43 |

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Of 46 questions in the Spring 2012 survey administration, 39 exhibited an increase in percentage of respondents selecting "Strongly Agree" or "Agree" as compared to responses in the Spring 2011 survey results. For seven of the questions, percentages were lower as compared to responses from the prior year (10, 26, 35, 36, 43, 44 and 49). For six questions, the percentage increases were greater than 25% points (16, 20, 22, 25, 39 and 41).

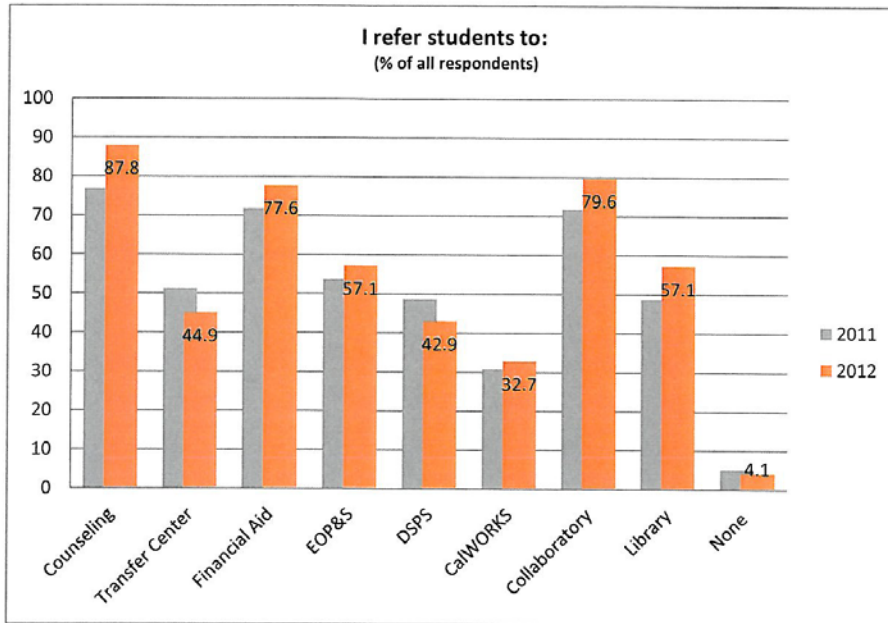


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Spring 2011 as compared to Spring 2012 Survey

Campus engagement in student success as measured by referrals to student support services is increasing as more staff members refer students to these services.



Open-ended comments: Campus personnel submitted a total of 19 comments when asked (unaided) concerning ways to improve the following:

| | |
|---|----|
| Communication | 4 |
| Planning Process | 10 |
| Comprehensive Institutional Master Plan | 5 |
| Total | 19 |

With regard to communication, respondents suggest informal collegial discussions (n=1) and being directed to accomplish the plans (n=1). Two comments were not applicable to the questions.

Suggestions for improving the Planning Process included logistics (n=5 - e.g., regularly scheduled meetings, more timely release of the staffing plan, video recording the meetings for later viewing and alternative methods for communicating decisions beyond meeting minutes), more grass roots participation in plan, formulation (n=2), stay focused on a smaller range of goals (n=1). Two comments were not applicable to the question.

Suggestions for improving the CIMP included broader opportunities for faculty and staff input (n=3), more transparency in decision-making (n=1) and 1 comment not applicable to the question.