



Institutional Effectiveness, Research, & Planning

Shared Governance Self-Evaluation 2016-2017 & 2017-2018

July 10, 2018 (revised 9/24/18)

The college evaluates its shared governance processes and outcomes to continually improve institutional effectiveness. College committees meet on average, eight meetings during an academic year. Some committees meet more frequently. Committees must meet quorum (the majority of members present at meeting) to take action on agenda items. Agendas and minutes are to be posted for each meeting on their committee website. A self-evaluation form was distributed at the end of the 2016-2017, and again during the 2017-2018 academic years. This report includes and compares data from both years.

In order to create a mechanism for assessment, a rubric was created with the following criteria: meeting frequency, attendance, and agenda/minutes; each receive a letter grade. Committees earned an A per criteria if, meetings were held at least 90% of the time, average attendance was at least 90% of total membership, and Agendas/Minutes were posted for at least 90% of meetings (B=80%, C=70%, D=60%, F=59% or below).

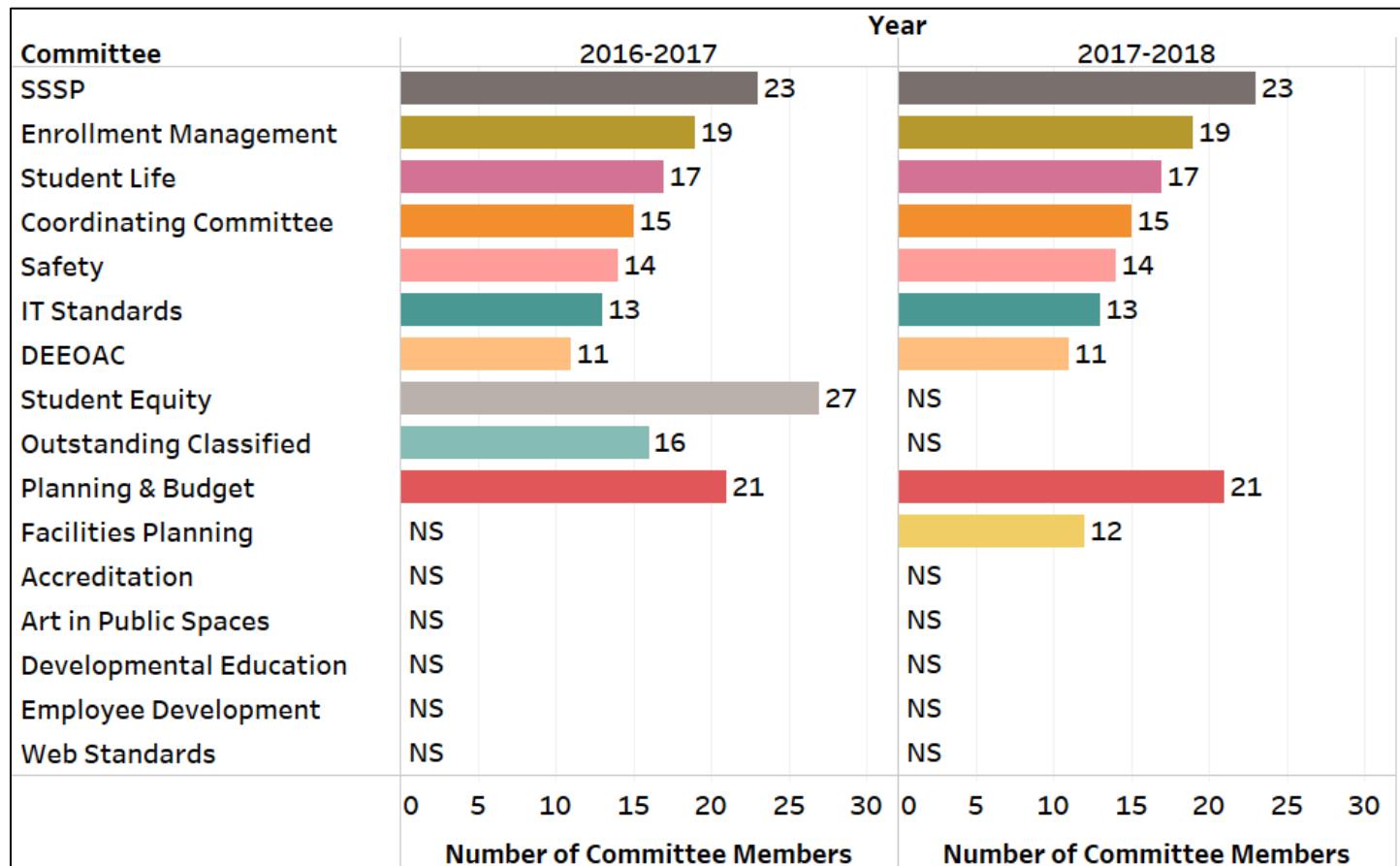
Executive Summary

- Attendance at meetings was the most commonly reported *obstacle*.
- Committees made very few *recommended changes* to the charge of the committee; recommendations made were usually in reference to the “purpose of committee” and/or “membership/terms”.
- 81% of committees who completed the self-evaluation *established goals* for at least one evaluation year.
- All committees completed and responded yes to fulfilling its stated charge in the *Participatory Governance Document*.
- 67% of the committees who *established goals* reported some or all of their goals as *accomplished* in year two; compared to 56% in year one.
- 27% of committees who completed the self-evaluation in year two mapped their *goals for next year* to the Educational Master Plan (EMP) compared to 30% in year one.
 - Overall, Goal A: Strengthening the Culture of Completion was referenced 11 times.
 - Goal D: Improving Internal and External Communication, 7 times.
 - Goal C: Promoting Leadership and Staff Development, 4 times.
 - Goal F: Enhancing Organizational Effectiveness, 3 times.
 - Goal B: Ensuring Program Alignment by Strengthening Partnerships and Goal E: Upgrading Educational Infrastructure, 0 times.
- Year-to-year comparisons revealed:
 - Eight College Committees completed the self-evaluation for both years: Coordinating, DEEOAC, Enrollment Management, IT Standards, Planning & Budget, Student Life, SSSP and Safety
 - Three College Committees completed the self-evaluation in one year only: Facilities Planning, Outstanding Classified, and Student Equity.
 - Five College Committees did not complete the self-evaluation both years: Accreditation, Art in Public Spaces, Developmental Education, Employee Development, and Web Standards.
 - 88% of committees that completed the self-evaluation in both years received an A for Meeting Frequency in year two compared to 63% in year one.
 - 88% of committees that completed the self-evaluation in both years received a passing grade (A-D) for Attendance in year two compared to 75% in year one.

- 75% of committees that completed the self-evaluation in both years achieved at least one whole letter grade higher in attendance in their second year.
- 100% of committees that completed the self-evaluation in year two received an A for Agendas posted compared to 75% in year one; those that did not earn an A in year one, earned one in year two, that is a 1-3 letter grade increase.
- 88% of Committees that completed the self-evaluation in year two received an A for Minutes posted compared to 75% in year one.
- Coordinating Committee and Student Life committee reported no obstacles in the 2017-2018 evaluation.

College Committee Membership Counts

Not Submitted (NS).



Grading Rubric

<u>Meeting Frequency</u>	<u>Attendance Criteria:</u>	<u>Agendas/Minutes Criteria:</u>
<p>Criteria:</p> <p>A=Held meetings at least 90% of time B= 80% C=70% D=60% F=59% and below</p>	<p>A=The mean number of attendees at meetings held was at least 90% of total membership as listed in Shared Governance Document</p> <p>A=90% B= 80% C=70% D=60% F=59% and below</p>	<p>A= posted agenda (minutes) at least 90% of time</p> <p>B= 80% C=70% D=60% F=59% and below</p>

Note: Mid values (e.g. 64, 75) were rounded up from five and rounded down from four.

See tables below for the Committees calculated grades on the four graded items and each year of self-evaluation completion.

Frequency of Meetings

Committee	Year	
	2016-2017	2017-2018
Coordinating Committee	A	A
DEEOAC	A	A
Enrollment Management	B	A
IT Standards	C	A
Planning & Budget	A	A
Safety	A	A
SSSP	F	D
Student Life	A	A
Student Equity	A	NS
Outstanding Classified	A	NS
Facilities Planning	NS	D
Accreditation	NS	NS
Art in Public Spaces	NS	NS
Developmental Education	NS	NS
Employee Development	NS	NS
Web Standards	NS	NS

Attendance at meetings

Committee	Year	
	2016-2017	2017-2018
Coordinating Committee	B	A
DEEOAC	C	B
Enrollment Management	F	D
IT Standards	D	C
Planning & Budget	C	B
Safety	C	A
SSSP	F	F
Student Life	D	D
Student Equity	D	NS
Outstanding Classified	N/A	NS
Facilities Planning	NS	D
Accreditation	NS	NS
Art in Public Spaces	NS	NS
Developmental Education	NS	NS
Employee Development	NS	NS
Web Standards	NS	NS

Agenda posted

Committee	Year	
	2016-2017	2017-2018
Coordinating Committee	A	A
DEEOAC	B	A
Enrollment Management	A	A
IT Standards	A	A
Planning & Budget	A	A
Safety	D	A
SSSP	A	A
Student Life	A	A
Student Equity	A	NS
Outstanding Classified	A	NS
Facilities Planning	NS	A
Accreditation	NS	NS
Art in Public Spaces	NS	NS
Developmental Education	NS	NS
Employee Development	NS	NS
Web Standards	NS	NS

Minutes posted

Committee	Year	
	2016-2017	2017-2018
Coordinating Committee	A	A
DEEOAC	B	B
Enrollment Management	A	A
IT Standards	A	A
Planning & Budget	A	A
Safety	B	A
SSSP	A	A
Student Life	A	A
Student Equity	A	NS
Outstanding Classified	A	NS
Facilities Planning	NS	A
Accreditation	NS	NS
Art in Public Spaces	NS	NS
Developmental Education	NS	NS
Employee Development	NS	NS
Web Standards	NS	NS

The graphic below depicts a qualitative count of goals mentioned as 'established', 'accomplished', 'in-progress', or 'on-going' for the *established goals* (#5) item of the evaluation form. A zero indicates no note of the goal's status. NS indicates that a response to this item was not submitted.

Committee	Year								Measure Names
	2016-2017				2017-2018				
Coordinating Committee	2	0	0	0	1	0	0	0	established
DEEOAC	5	2	1	0	5	2	1	0	accomplished
Enrollment Management	3	1	2	0	4	1	1	2	in progress
Safety	1	1	0	0	2	0	0	0	on-going
SSSP	3	3	0	0	2	2	0	0	
Outstanding Classified	2	2	0	0	NS	NS	NS	NS	
Student Equity	1	0	0	0	NS	NS	NS	NS	
Planning & Budget	NS	NS	NS	NS	3	3	0	0	
Student Life	NS	NS	NS	NS	5	3	2	0	
Facilities Planning	NS	NS	NS	NS	NS	NS	NS	NS	
IT Standards	NS	NS	NS	NS	NS	NS	NS	NS	
Developmental Education	NS	NS	NS	NS	NS	NS	NS	NS	
Accreditation	NS	NS	NS	NS	NS	NS	NS	NS	
Art in Public Spaces	NS	NS	NS	NS	NS	NS	NS	NS	
Employee Development	NS	NS	NS	NS	NS	NS	NS	NS	
Web Standards	NS	NS	NS	NS	NS	NS	NS	NS	

The following is a detailed summary of each College Committee that completed the self-evaluation. Committees that completed the evaluation in both years warranted a year-to-year comparison.

Coordinating Committee

The committee *accomplished* reviewing/approving several procedures/plans such as the Accreditation Midterm Report and Educational Master Plan in year one and the Integrated Planning Document, 2017-2020 Strategic Plan, and making revisions to their shared governance committee structures in year two. They only reported one *obstacle* in year one: student representative was absent from meetings. Regarding *establish goals for the year*, the committee held the same goal of "being proactive in sharing and disseminating information", but in terms of "updates" in year two and in terms of "information reviewed and discussed in meetings" in year one. Year one *goal* also included an action to include updates in their regular report assigned to a specific committee member. Responses for both years of the *goals for next year* item stated: "The committee members will continue to be proactive in sharing and disseminating information and updates with their constituent groups."

Employee Development

Although this committee did not complete either year of the self-evaluation, a comment on their year one form stated, "This committee did not meet during 2016-2017. The newly appointed VP of HR asked the different constituent groups to appoint representatives to the committee in April 2017. CSEA, ACCME, Confidential Group, and ASCC appointed representatives to the committee. Faculty Senate and CCFF did not appoint any representatives. A second call for representatives will be made to Faculty Senate and CCFF."

Enrollment Management

Year one *accomplishments*, the committee "developed and approved an Enrollment Management Plan." In year two, they "reviewed several data sets" and listened to agents' reports on Enrollment Management Plan endeavors. The committee experienced a few *obstacles* in year one: failed to receive data from various campus resources, lack of cooperation/collaboration, and membership attendance (also noted in year two as the only obstacle). For year one's *established goals*, one was accomplished (mentioned above) and two were in-progress: "support the carrying out of the Enrollment Management Plan" and align it with the EMP (reported as complete in year two). In year two, hearing reported activities from leads and continued support of Enrollment Management Plan

was complete/on-going, and support of meeting attendance was in-progress. *Goals for next year*, in year one, were to “support attendance” and hear from leads on the Enrollment Management Plan activities and year two goals are to be “set at August 2018 meeting”.

DEEOAC

In year one, the committee *accomplished* “a funding request application and review process”, diversity certificate curriculum update, 2017-2020 EEO plan revision, increased “opportunities to celebrate diversity”, and explored campus climate survey possibilities. In year two, they established six subcommittees and specified membership, conducted and made recommendations from climate survey, and allocated \$35,000 in funding for events, trainings, and projects related to diversity. *Obstacles* encountered in year one included lack of accessibility to policies held by other committees and extensive time spent on creating a new funding process. In year two, “the climate survey process was stalled due to many steps in shared governance” and feeling disconnected from student equity efforts were obstacles. *Recommended changes* for both years were to “include approval of funding requests” in the committees purpose. In year one, they recommended that subcommittees focus on certain tasks in order to help the “larger committee”. In year two, the committee said their purpose should include climate, diversity, equity, and inclusion; add a non-voting program facilitator to “bridge the gap between Student Equity Committee and the DEEOAC”, and define quorum as 50% + 1 voting member. Year one’s *goals for next year* were to distribute a climate survey then make diversity plan recommendations and also continue to fund diversity celebrating opportunities (Goal A8, C). In year two, conduct ModernThink climate survey then deliver at least 10 recommendations for the diversity plan editing process (Goal A8, C, D, F), seek to collaborate via co-sponsorship and collaboration in funding allocations (Goal A8, C3, C8), consult HR for onboarding of new members (Goals C, D, F), and plan/implement a Fall/Spring diversity fair (Goal A8, D).

Facilities Planning

The committee completed the self-evaluation in the 2017-2018 year only. Members disseminated information to constituents and provided project input. For *obstacles*, they sometimes had trouble meet quorum. A *recommendation* to the decision making process was to review the committee’s purpose and update the subcommittee section. *Goal for next year*: update the Facilities Master Plan (FMP). Specifically, examine and determine improvements to communication methods, keep webpage up-to-date, provide plan input in the event of receipt of funds for 2018-2019, and “re-convene the Sustainability Task Force Sub-Committee.”

Information Technology Standards

For year one *accomplishments*, the committee added items to the IT Standards, including HP LaserJet Pro M203dw, HP Color Inkjet 8210, HP ProBooks 650 G3, Logitech Z200, and removed from the standards the Elmo Document Camera. In year two, they stated “keeping up on latest standard, starting pilot of JAMP.” *Obstacles* for year one included meeting quorum (indicated as an “occasional” and only concern in year two) and “keeping topics related to IT Standards and not individual needs.” In year one, the *goal for next year* was to keep the standards current and relevant. In year two, update the master plan with consultant, complete JAMP pilot, keep campus standards current, and “formalize an agenda item on communication across campus.”

Outstanding Classified Committee

The committee completed the self-evaluation in the 2016-2017 year only. *Accomplishments* included compiling nominations, reviewing, then voting for an Outstanding Employee of the Month and Employee of the Year. In addition, the committee created and established a new online nomination form that includes four rating items, rather than written responses; this has increased employee participation. One *obstacle* mentioned was that the guidelines do not currently have information on team nominations. Nonetheless, the committee discussed, assessed, and voted to move forward with the three nominated teams. The *goals for next year* were to find/recognize outstanding employees and develop guidelines to deal with future team nominations.

Planning & Budget

Accomplishments in year one included improving procedure for the Faculty Hiring Process, developing a board approved EMP, implementing Division and Area extracts from PR+, and developing college planning document descriptions. In year two, the committee improved prioritizations in the College Plan. Some goals still in-progress (and included in year two *next year goals*): measuring Service Area Outcomes and an annual review of the ACCJC Institution Set Standards. *Obstacles* in year one: unfinished PR+ programming, Strategic Goals not reported mid-year, and attendance. A *recommended* change was to have substitutes present at meetings to act as messengers. In year two, an *obstacle/recommendation* was to have plan updates given earlier in the year, rather than toward the end, to allow for timely revisions. An additional recommendation was to have “quorum be 11 committee members”. In year one, *goals for next year* were to improve the Area Plan, update committee website, and create EMP/Strategic Plan aligned template for all college plans (listed as *accomplished* in year two); “implement a peer review process for non-instructional and administrative ‘units’” and require scheduled progress updates from lead agents (both in-progress in year two). Year two goals were to “continue improvements to Program Review Plus” and distribute the Planning Graph college-wide.

Student Equity

The committee completed the self-evaluation in the 2016-2017 year only; and submitted an incomplete draft for 2017-2018. For the *accomplishments* item, the committee received “reports from projects/programs funded in the 2016-17 academic year.” The reports included performance/outcome data. Inconsistent data types in the reports was an *obstacle*. They said that the “reports need to be based on the Student Equity indicators and disproportionately impacted student groupings” and they need additional time for the reports. They *recommended* a change in regards to their *purpose*: to concentrate on projects with optimum growth potential and restructuring projects with sources of funding. For *established goals*, members expressed concern regarding getting and evaluating reports with consistent data from funding recipients. They aim to create a template for data reports to alleviate the concern. *Goals for next year* are in-progress with the intent to have them established at the first committee meeting in August.

Student Life

For *accomplishments*, a commencement speaker was selected in both years. In year one, the committee installed a Scantron and school supply vending machine in the library, completed commencement SWOT, and a participant feedback request through OrgSync. In year two, they *accomplished* their year one *goals for next year* which were mapped to the EMP. Specifically, they finished the review of AP5530/Grade Grievance Policy (Goal A8), improved “commencement related communication” (Goal D4), and developed strategies for those who exit mid-ceremony (Goal D4) such as only giving diploma covers for full participation. An *obstacle* reported in year one only: attendance. *Recommended* change in year two was to recruit a member from the office of Admissions and Records for the committee because their input is valuable in commencement planning. *Goals for next year* reported in year one, year two, as well as in-progress in year two were to work with DSPS to make campus events more accessible and explore the need for a cross-cultural center (Goal A8). In year two only: boosting communication to students about events/activities, 2018 Commencement SWOT review, and a 2018-19 Food Service Vendor review.

SSSP

Cross collaboration was an *accomplishment* cited in both years, “both Student Services and Academic Services members meet to accomplish student success across campus.” An additional *accomplishment* in year two was “information sharing.” An *obstacle* reported in both years was that scheduled meetings were often in conflict with other meetings. *Goals established and met* in year one were to “monitor components of the SSSP Plan” and to assess Academic Success efforts and achievement data. In year two, the committee learned about student success programs and

increased frequency of meetings. Year one *goals for next year* (mapped to EMP) included Goal A3: scale up academic support services so students can get tailored guidance, A6: “strengthen online presence”, and A7: “promote Cerritos College as a successful transfer college...” Year two goals included reviewing achievement data related to SSSP, recommend collaborative effort among programs to “avoid repetition of work” (Goal A1.1), and create a welcome packet for incoming students (Goal A1.2). Goals mentioned in both years were to create an accessible list of all student services and invite service agents to meetings for information sessions (Goal A).

Safety

Year one’s *accomplishment* was that “the committee made significant progress...on developing a web based Hazards reporting tool for the campus.” In year two, they completed the SafetySnap review, replaced emergency phones, distributed flipcharts, conducted drills plus debriefing, held the ASCC Safety Walk, formed a traffic subcommittee, and employed corrective action. *Obstacles* encountered in year one included meeting quorum and “lack of consistent student representation.” In year two, student representation was lacking only in second semester and funding was scarce. In year one, the committee’s *accomplished goal* was their *established goal*. In year two, they stated, “enhance advertising of SafetySnap and protocols- yes and no.” In year one, *goals for next year* were to implement a “hazard/safety reporting application for 2017/2018” and conduct inspections to report to the Risk Manager of HR. The committee aims to “research and identify a campus standard first aid kit” and improve marketing of SafetySnap next year.

Appendix: Goals for next year (2017-2018)

Coordinating Committee	<ol style="list-style-type: none"> 1. Committee members will continue to be proactive in sharing and disseminating information and updates with their respective constituent groups. (Goal D) 2. Committee members will work with and assist their constituent groups by serving as a resource for issues related to the Accreditation institutional self-evaluation report. (Goal F).
Enrollment Management	Will be set at August 2018 meeting.
DEEOAC	<ol style="list-style-type: none"> 1. Deploy the ModernThink climate survey, and share a data summary widely with the campus community; gather campus input on next steps (Goal A8, C, D, F). 2. Deliver at least 10 recommendations from the campus input to appropriate shared governance bodies and campus departments/offices/official (Goal D) 3. Prepare for the Diversity plan editing process by identifying the steps needed to gather input, draft and share out the plan in a streamlined manner. The data from the climate survey should inform the planning process and the end product/document (Goal F). 4. Continue to fund opportunities to raise awareness about and celebrate diversity at Cerritos College; seek to collaborate with other area on programming, events and training by cosponsoring events and prioritizing collaboration in funding allocations (Goal A8; C3; C8). 5. Consult with HR and others (as necessary) for a training to facilitate effective onboarding of new DEEOAC committee members; consult on Diversity training “road show.” (Goals C, D, and F). 6. Plan and implement a Fall/Spring diversity fair (Goal A8, D)
Facilities Planning	<ol style="list-style-type: none"> 1. Assist with the updating of the Facilities Master Plan (FMP). 2. Examine current communication methods to determine whether we need to improve. 3. Ensure Facilities Planning webpage is up-to-date. 4. If the college receives scheduled maintenance funds for 2018-19, revisit the plan and provide input. 5. Re-convene the Sustainability Task Force Sub-Committee
IT Standards	<ol style="list-style-type: none"> 1. Work with consultant to update I.T. Master Plan. 2. Completion of JAMP pilot. 3. Keeping campus standards current. 4. Formalize an agenda item on communication across campus
Planning & Budget	<ol style="list-style-type: none"> 1. With Program Review being the cornerstone of planning, examine and implement a peer review process for non-instructional and administrative “units”, which will include establishing and measuring Service Area Outcomes (SAOs). 2. The lead agents for each planning document will provide a progress update to Planning and Budget Committee. A schedule will be developed and distributed at the beginning of 2017-18. 3. Continue Improvements to Program Review Plus. 4. Effectively communicate across campus regarding the updated college planning process with college-wide distribution of the Planning Graph.
Student Life	<ol style="list-style-type: none"> 1. In collaboration with Disabled Student Programs and Services (DSPS), assist with development and distribution on guidelines/resources on making campus events and activities universally accessible.

	<p>2. Continue exploration of needs related to establishment of a cross-cultural center at Cerritos College.</p> <p>3. Increase student communication for events and activities on campus. Pending – will solidify and take action on approving in Fall 2018:</p> <p>4. Commencement strategies to address weaknesses/threats from 2018 SWOT review.</p> <p>5. Support of or participation of the Food Service Vendor review in 2018-2019.</p>
SSSP	<p>1. Continue to invite campus programs to SSSP meetings for informational presentations.</p> <p>2. Complete a list of campus resources for students and make it available to students to review or search. Add this list to welcome packet for new students and resources for guided pathways.</p> <p>3. Begin to review academic achievement data as it relates to student success and support programs.</p> <p>4. Identify areas where student success efforts are duplicated and recommend collaboration between programs to avoid repetition of work.</p> <p>5. Ensure all students know how to navigate through the college and have full access to the educational resources and support services they will need to achieve their goals. (Goal A1.1)</p> <p>6. Provide all entering students with information and support during their first weeks at college. (Goal A1.2.)</p> <p>7. Create a welcome packet, paper and/or electronic, for all new students</p>
Safety	<p>1. Research and identify a Campus standard first aid kit.</p> <p>2. Better marketing for Safetysnap</p>