

## Annual Committee Evaluation Follow-Up Survey (2016)

### Q1 Please provide a list of your committee members by constituent group. (separate each member's name with a comma)

Answered: 15 Skipped: 3

Answer Choices	Responses
Faculty	93.33% 14
Classified	80.00% 12
Student	86.67% 13
Administrator	86.67% 13

#	Faculty	Date
1	Roberta Tragarz, Maria Chaidez, Anne Hauscarriague, Alex Taber, Lynda Armbruster, Debra Brooks, Lana Wong	2/28/2017 12:03 PM
2	Beth Hoffman, Eric Hovanitz, Scott Sakamoto, Jim Granitto, Stew Myers, Rick Adams	2/27/2017 4:24 PM
3	Leonor Aguilera, Rudy Carrion, Lana Wong, Juana Galvan, Shawn Cummins, Laura Wirtz, Nicole Torneo	2/22/2017 2:11 PM
4	Elizabeth Baez, Lynnette Beers-McCormick, Maria Chaidez, Tiffany Gause, & Vanessa Jones	2/22/2017 9:54 AM
5	Steven, Deeley, Eden Quimzon	2/22/2017 8:08 AM
6	Rick Adams, Elizabeth Elchlepp, Nooshan Shekarabi, Randy Scott, Tffany Gause, Mark Smith, Denise Bailey, Binh Vu, Lacy Hedenberg, Tara Kubicka-Miller	2/15/2017 2:36 PM
7	Senate	11/29/2016 3:06 PM
8	Diana Babayan; Nena Baldizon-Rios; Ann Cass; Nahla El-Said; Kathryn Kosuth-Wood; Maureen Roe; Rosa Salazar de la Torre; Christine Umali-Kopp; Vivien Vu; Alison Williams	11/28/2016 6:20 PM
9	Mike DeCarbo, Rosi Enriquez, Regina Lamourelle, Andy Salcido, Joyce Wagner, Leonor Aguilera, Rudy Carrion, Lucy Carr-Rollitt, Rosa Dela-Torre, Barbara Sproat	11/16/2016 3:06 PM
10	Diana Babayan, Ann Cass, Nahla El-Said, Kathryn Kosuth-Wood, Maureen Roe, Rosa Salazar de la Torre, Christine Umali-Kopp, Vivien Vu, Alison Williams	11/15/2016 5:43 PM
11	Elizabeth Baez, Lynnette Beers-McCormick, Maria Chaidez, Tiff Gause, Vanessa Jones	11/15/2016 5:08 PM
12	Steven Deeley, Eden Quimzon, Nicole Torneo, Mary Mettler	11/15/2016 4:02 PM
13	Leonor Aguilera, Scott James, Diana Babayan, Steven Deeley, Stephen McLean, Regina Lamourelle, Jared Kubicka-Miller, Jolene Shields, Song Graham, Maureen Roe, Robbie Miller, Charlie Malone, Ian Woodhead/Lisa Camarco, Linda Martin, Laney Wright, Mark Smith, Nooshan Shekarabi, Joyce Wagner	11/7/2016 5:12 PM
14	Michael DeCarbo, Steven Deeley, Elizabeth Elchlepp, Joe Geissler, Lacy Hedenberg, Rosalba Hernandez, Alice Ho, Eric Hovanitz, Kathy Moore, Maureen Roe, Roberta Tragarz, Joyce Wagner	11/7/2016 5:09 PM

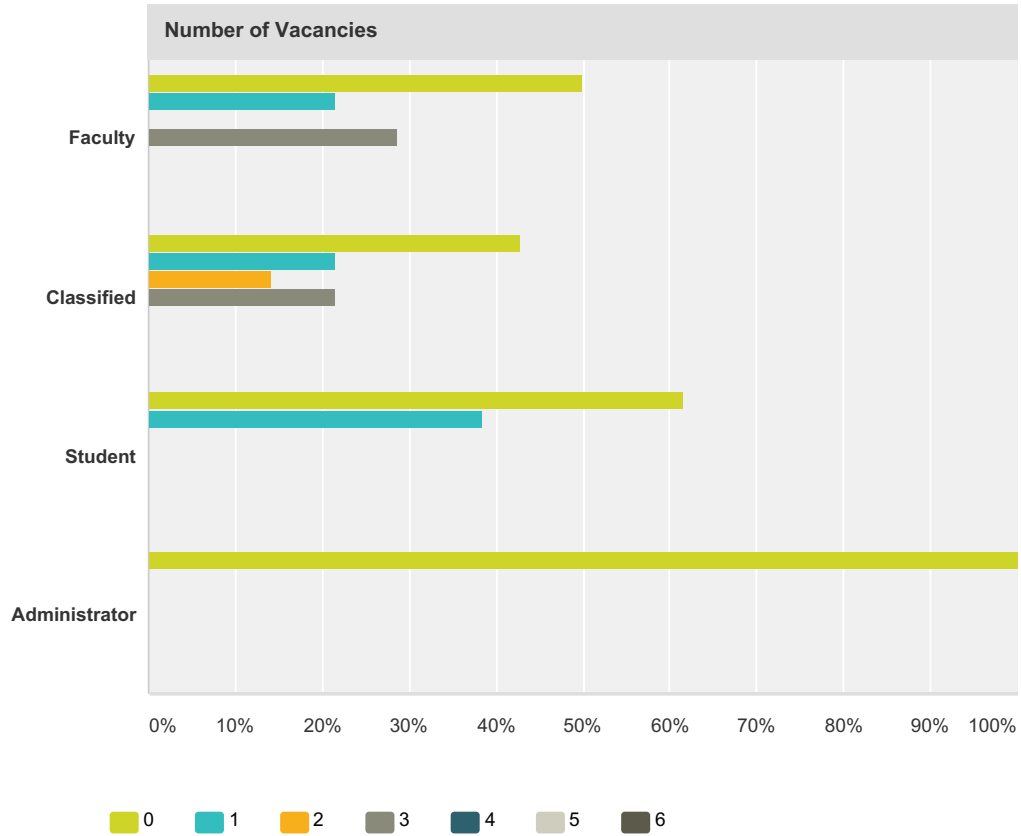
#	Classified	Date
1	Haydeh Kaveh, Silvia Lopez	2/28/2017 12:03 PM
2	Victoria Williams, Julie Peeken, Zulema Mendez	2/27/2017 4:24 PM
3	Esther Meade, Tiffany Garbis	2/22/2017 2:11 PM
4	Jacque Myers	2/22/2017 9:54 AM
5	Isabel Garcia, TBD	2/22/2017 8:08 AM
6	Miguel Luna	2/15/2017 2:36 PM
7	Amanda Carpenter; Frank Rivera; Rudy Tjiptahadi; Anaisabelle Garcia (alternate)	11/28/2016 6:20 PM
8	Miguel Luna, Julie Peeken, Frank Rivera	11/16/2016 3:06 PM
9	Amanda Carpenter, Frank Rivera, Rudy Tjiptahadi, Anaisabelle Garcia (alternate)	11/15/2016 5:43 PM

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10	Jacque Myers	11/15/2016 5:08 PM
11	Isabel Garcia	11/15/2016 4:02 PM
12	Janell McWilliam, Tiffany Garbis	11/7/2016 5:12 PM
#	Student	Date
1	Vacant	2/28/2017 12:03 PM
2	Kyle Williams	2/27/2017 4:24 PM
3	Kyle Williams	2/23/2017 8:03 PM
4	N/A	2/22/2017 9:54 AM
5	Mierna Hagehassan	2/22/2017 8:08 AM
6	Kenneth Nicholson	2/15/2017 2:36 PM
7	ASG Representative	11/29/2016 3:06 PM
8	Sheila Say	11/28/2016 6:20 PM
9	Cassandra Garcia	11/16/2016 3:06 PM
10	Sheila Say	11/15/2016 5:43 PM
11	None	11/15/2016 5:08 PM
12	Ed Hou	11/15/2016 4:02 PM
13	Thanh Vo	11/7/2016 5:09 PM
#	Administrator	Date
1	Marilyn Flores, Aaron Voelcker	2/28/2017 12:03 PM
2	Arleen Satele, Pat Alvano, Von Lawson	2/27/2017 4:24 PM
3	Tuyen Nguyen	2/22/2017 2:11 PM
4	Martin Stringer	2/22/2017 9:54 AM
5	Arleen Satele, Jose Vargas	2/22/2017 8:08 AM
6	Marilyn Flores, Tuyen Nguyen	2/15/2017 2:36 PM
7	Joseph Alonzo; Ruth Babeshoff; Jennifer Coto; Martin Stringer	11/28/2016 6:20 PM
8	Jennifer Coto, Kari Irwin, Von Lawson, Martin Stringer, Joseph Alonzo, Abdul Isira, Tuyen Nguyen, Sergio Rodriguez, Aaron Voelcker	11/16/2016 3:06 PM
9	Joseph Alonzo, Ruth Babeshoff, Jennifer Coto, Martin Stringer,	11/15/2016 5:43 PM
10	Martin Stringer	11/15/2016 5:08 PM
11	Arleen Satele, Jose Vargas, Syed Rizvi	11/15/2016 4:02 PM
12	Marilyn Flores, Von Lawson, Aaron Voelcker, Martin Stringer, Abdul Isira	11/7/2016 5:12 PM
13	Ruth Babeshoff, Marilyn Flores, Abdul Isira, Arleen Satele, Jose Vargas, Aaron Voelcker	11/7/2016 5:09 PM

**Q2 Please indicate any committee membership vacancies by constituency group.**

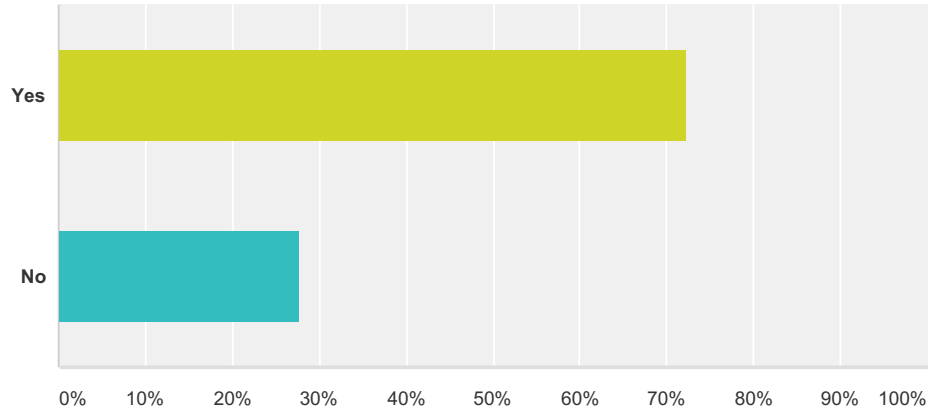
Answered: 15 Skipped: 3



Number of Vacancies								
	0	1	2	3	4	5	6	Total
Faculty	50.00% 7	21.43% 3	0.00% 0	28.57% 4	0.00% 0	0.00% 0	0.00% 0	14
Classified	42.86% 6	21.43% 3	14.29% 2	21.43% 3	0.00% 0	0.00% 0	0.00% 0	14
Student	61.54% 8	38.46% 5	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	13
Administrator	100.00% 13	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	0.00% 0	13

**Q3 Do you feel your committee is adequately staffed and enough membership provided?**

Answered: 18 Skipped: 0



Answer Choices	Responses	
Yes	72.22%	13
No	27.78%	5
<b>Total</b>		<b>18</b>

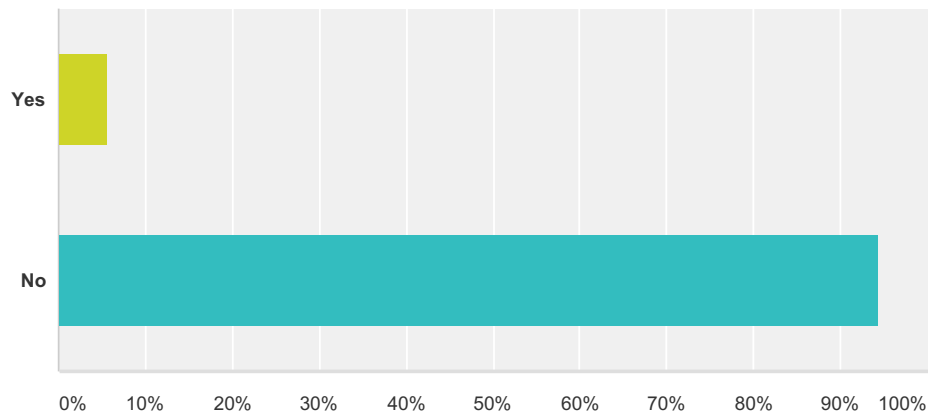
**Q4 You have indicated that your committee is not adequately staffed. What would make the committee whole?**

Answered: 5 Skipped: 13

#	Responses	Date
1	See vacancies...there are a lot.	2/28/2017 12:03 PM
2	We need three more classified staff members. So far, Jacque Myers has been the only staff member who has been dedicated to this committee. We have tried to recruit more staff members, but they tell us that they cannot leave their workplace to attend a meeting twice a month.	2/22/2017 9:55 AM
3	The addition of a Graduation Specialist.	2/15/2017 2:37 PM
4	We need three more classified committee members and one faculty. We have a hard time maintaining representation from the classified staff.	11/15/2016 5:09 PM
5	Membership presence. Filling faculty appointments has been challenging due to a number of various reasons. Keeping faculty appointments has been a challenge as well.	11/10/2016 3:24 PM

### Q5 Do you believe your committee duplicates the work of other committees?

Answered: 18 Skipped: 0



Answer Choices	Responses	
Yes	5.56%	1
No	94.44%	17
<b>Total</b>		<b>18</b>

**Q6 You have indicated that your committee duplicates the work of other committees. Which committee's work do believe your committee duplicates? Please include in your response what activities are duplicated.**

Answered: 1 Skipped: 17

#	Responses	Date
1	EMPC: Assessing Progress Toward Achieving Stated Institutional Goals	11/7/2016 5:09 PM

Annual Committee Evaluation Follow-Up Survey (2016)

**Q7 What suggestions do you have for improving overall membership within the college governance structure?**

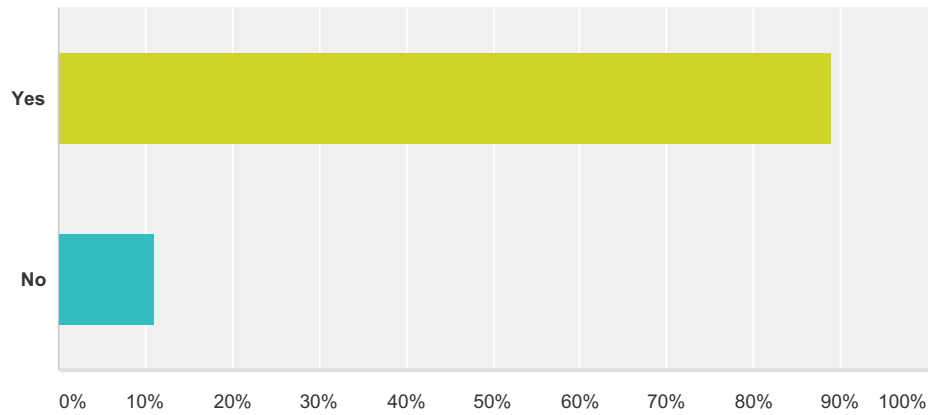
Answered: 16 Skipped: 2

#	Responses	Date
1	Hire more people to share in the governance work. Continue to evaluate committee relevance/purpose.	2/28/2017 12:03 PM
2	Shortage of classified membership.	2/27/2017 4:25 PM
3	I believe it's a fairly representative and comprehensive system at present.	2/26/2017 11:31 PM
4	I would think giving the different committees a more clear outline as to the things they are doing to benefit the school, assigned from the district. I think it would be beneficial for each committee to place goals on what they want to get done at the start of a semester. I think the discussions in meetings should be more collaborative.	2/23/2017 8:09 PM
5	N/A	2/22/2017 2:12 PM
6	To reach classified staff members, managers need to allow release time to participate on committees. Another suggestion our committee had was to make it mandatory (or strongly encouraged) that each classified staff member on campus must commit one year to a committee (or possibly two years). This would only be two semesters of commitment. Most committees do not meet during summer or intersession, so the commitment would be minimal.	2/22/2017 9:58 AM
7	None at this time	2/22/2017 8:08 AM
8	Fine as is.	2/15/2017 2:38 PM
9	senator representation based upon number of students served rather than number of faculty within discipline grouping. Catered lunch.	11/29/2016 3:06 PM
10	The committee would like more student participation. Currently, one ASG student position is filled and the second student position is vacant. We would like our ASG student representative to ask ASG to consider modifying their committee membership appointments to allow for consideration of non-ASG students. The committee would also like our faculty Noncredit member to look into the possibility of attaining a student representative from Noncredit.	11/28/2016 6:27 PM
11	xx	11/15/2016 5:48 PM
12	Granting more leave for classified staff to participate on committees. Also, more closely monitoring faculty committee commitments.	11/15/2016 5:10 PM
13	Encourage classified participation to fulfill membership of Budget Committee.	11/15/2016 4:04 PM
14	Evaluate the overall composition of committee membership with special attention paid to the number of people serving on each committee. Is it reasonable to have committees of our size given the number of full-time employees available? One suggestion would be run a leaner governance structure with an extended invitation to participate on governance committees should personnel be available.	11/10/2016 3:35 PM
15	transition/mentorship period when replacing members	11/7/2016 5:12 PM
16	Educate CSEA on the purpose and value of collegial governance committees. Encourage supervisors to allow staff to participate. Educate community of PIE membership roles and responsibilities	11/7/2016 5:09 PM



**Q8 Does your committee receive any form of communication from any other committee(s) or programs?**

Answered: 18 Skipped: 0



Answer Choices	Responses
Yes	88.89% 16
No	11.11% 2
<b>Total</b>	<b>18</b>

Annual Committee Evaluation Follow-Up Survey (2016)

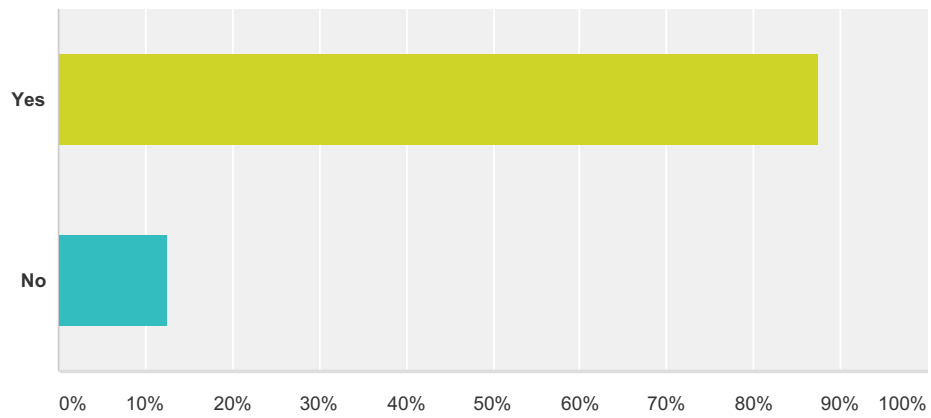
**Q9 You have indicated that your committee does receive communication from other committee(s) or programs. How is the communication relayed to your committee?**

Answered: 16 Skipped: 2

#	Responses	Date
1	Through a standing agenda item for reports from governance committees.	2/28/2017 12:03 PM
2	Presented at Facilities and Safety meetings.	2/27/2017 4:25 PM
3	Through reports and information brought by chairs.	2/26/2017 11:31 PM
4	Through the directors of the committee. It seems to be relayed alright.	2/23/2017 8:11 PM
5	We get emails from Academic Senate (agendas, minutes, other announcements, etc.).	2/22/2017 9:59 AM
6	From RSCCD Fiscal Resources Committee, SCC PIE Committee To SCC Academic Senate, PIE Committee, College Council	2/22/2017 8:09 AM
7	Reports to the committee	2/21/2017 3:50 PM
8	PIE - standing agenda item Curriculum - standing agenda item ASG - student representative on committee Senate - senators on committee Transfer Center - representative on committee	2/15/2017 2:41 PM
9	Summary reports, oral reports, public comments, executive board reports Presentations	11/29/2016 3:06 PM
10	Verbal reports are provided during the committee meeting and information is recorded in the meeting minutes.	11/28/2016 6:29 PM
11	Reports	11/16/2016 3:08 PM
12	We receive information from Joseph Alonzo about equity events. He often attends our meetings.	11/15/2016 5:10 PM
13	FRC- reports during meetings, minutes College Council- reports from members, review of requests PIE -reports from members, review of requests Academic Senate - member reports	11/15/2016 4:06 PM
14	We have a continuous agenda item for reports from governance committees. We also have department chairs/facilitators present their program reviews during panel discussions.	11/10/2016 3:38 PM
15	regular reports	11/7/2016 5:12 PM
16	Regular reports from all committees represented	11/7/2016 5:09 PM

**Q10 Do you feel your committee receives all necessary information in a timely manner?**

Answered: 16 Skipped: 2



Answer Choices	Responses	
Yes	87.50%	14
No	12.50%	2
<b>Total</b>		<b>16</b>

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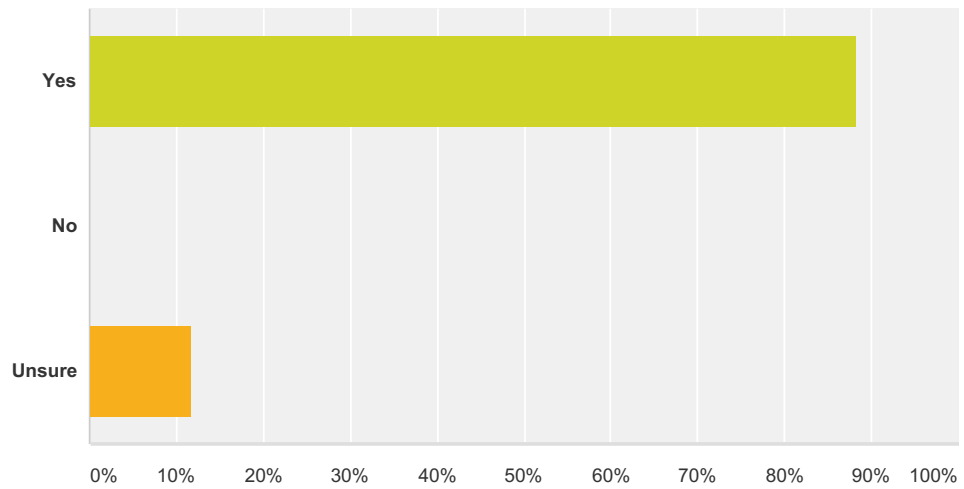
### Q11 To whom does your committee report to and how is this information shared?

Answered: 15 Skipped: 3

#	Responses	Date
1	EMPC reports to College Council and Academic Senate regularly.	2/28/2017 12:03 PM
2	Through e-mail, department meetings, to CSEA, PIE, and working on posting information on web site.	2/27/2017 4:27 PM
3	PIE Senate District Facilities/Safety Administrative Cabinet	2/26/2017 11:33 PM
4	Curriculum and Instruction Council - Standing agenda item Academic Senate - as needed by CIC chair Financial Aid - Decisions to student petitions as applicable. Admissions and Records - Decisions to student petitions as applicable.	2/22/2017 2:15 PM
5	We report to the Academic Senate every two weeks. We send abbreviated minutes to the VP of Academic Senate. Also, once we are finalizing the professional development calendar, we get it approved by Senate, as well as College Council.	2/22/2017 10:00 AM
6	To SCC Academic Senate via Committee Summary Reports	2/22/2017 8:10 AM
7	Departments through discipline representatives PIE and Academic Senate through Faculty Chair of Honors Program Resource Requests to Vice President ASG representative to ASG meetings Curriculum through Curricunet	2/15/2017 2:52 PM
8	College Council, Board, Discipline groupings, minutes are public, meetings with Interim-President Hernandez, committees, District committees,	11/29/2016 3:06 PM
9	The committee reports to College Council. In addition, information is provided to the Academic Senate via summary notes.	11/28/2016 6:32 PM
10	CIC, Senate, College Council, PIE	11/16/2016 3:11 PM
11	Senate and College Council (and management council, as necessary). We send condensed minutes to Senate and also to the classified advisory group.	11/15/2016 5:12 PM
12	College Council - summary reports Academic Senate - summary reports PIE - summary reports FRC - post minutes OEC Leadership - summary reports OEC Classified - summary reports	11/15/2016 4:10 PM
13	PIE, through regular reports Academic Senate through faculty chair reports College Council through a dedicated representative	11/10/2016 3:45 PM
14	Senate, College Council, PIE, Departments(through representatives)	11/7/2016 5:12 PM
15	Regular reports to College Council and all committees represented, except SS&E	11/7/2016 5:10 PM

**Q12 Do you believe the college community is aware of your committee's work?**

Answered: 17 Skipped: 1



Answer Choices	Responses
Yes	88.24% 15
No	0.00% 0
Unsure	11.76% 2
<b>Total</b>	<b>17</b>

Annual Committee Evaluation Follow-Up Survey (2016)

**Q13 What suggestions do you have for improving overall communication within the college governance structure?**

Answered: 15 Skipped: 3

#	Responses	Date
1	Filling vacancies would improve representation and communication. Post committee summary reports to central repository. Have a Flex activity with participation from various governance committees designed to update/inform the college community on work being done through the collegial governance framework.	2/28/2017 12:03 PM
2	Creating web site.	2/27/2017 4:27 PM
3	Resource Needs Assessments and Allocations could be clearer and more transparent, perhaps.	2/26/2017 11:33 PM
4	More students in the committees.	2/23/2017 8:12 PM
5	N/A	2/22/2017 2:15 PM
6	Organize a summit in which at least one member from each committee would attend. Possibly have a member from the Professional Development Committee attend Academic Senate meetings once a month to announce any news or concerns. It could be a different member each time so as to not put too much burden on any one member. This is just from our end, but possibly other committees could do the same as well.	2/22/2017 10:00 AM
7	None at this time	2/22/2017 8:10 AM
8	It would be beneficial to have additional opportunities to process the various reports and information after submitting them.	2/15/2017 2:52 PM
9	Current updates of committee websites, continuing the improvement of communication, maintain the trend of transparency,	11/29/2016 3:06 PM
10	We can improve by committee representatives taking responsibility for increasing their communication with campus constituents at respective department meetings and other campus meetings members attend.	11/28/2016 6:32 PM
11	Mandated reports at Senate and College Council	11/15/2016 5:12 PM
12	Keep websites current, including meeting minutes	11/15/2016 4:10 PM
13	Improve awareness of location and availability of committee agendas and minutes	11/10/2016 3:45 PM
14	web presence, better communication with Joint Chairs	11/7/2016 5:12 PM
15	Articulate lines of communication and reporting structure. Distribute committee survey results after evaluation each year.	11/7/2016 5:10 PM

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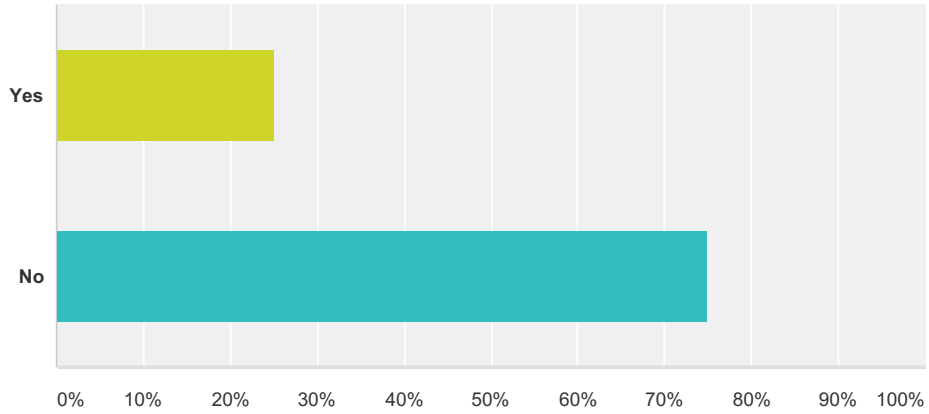
**Q14 How would you best describe your need for resources (fiscal, human, etc.)?**

Answered: 16 Skipped: 2

#	Responses	Date
1	Personnel to fill vacancies and clerical support for minute-taking.	2/28/2017 12:03 PM
2	Fiscal, human and physical resources.	2/27/2017 4:31 PM
3	Fiscal, Human, Material...	2/26/2017 11:36 PM
4	Minimal need.	2/22/2017 2:17 PM
5	We obviously need more classified staff on our committee. Also, we need secure and consistent funds to be able to pay for speakers, workshops, conferences, etc.	2/22/2017 10:04 AM
6	Need to add one classified member from SCC	2/22/2017 8:10 AM
7	Resources are requested to increase course offerings and enhance student success.	2/21/2017 3:54 PM
8	Fiscal and human.	2/15/2017 2:59 PM
9	catered lunch	11/29/2016 3:06 PM
10	The committee has not entertained the need for resources.	11/28/2016 6:38 PM
11	Further research support	11/16/2016 3:20 PM
12	We need regular funding for professional development opportunities. Also, we are always in need of classified staff on our committee. We value their input, but we often only have one classified member on the committee.	11/15/2016 5:13 PM
13	N/A	11/15/2016 4:13 PM
14	Human, as indicated by committee membership section	11/10/2016 3:55 PM
15	CTE/apprenticeship support staff !!!!! Amplification system in room. Printer for office. Printing budget. Conference budget.	11/7/2016 5:12 PM
16	None	11/7/2016 5:10 PM

**Q15 Does your committee utilize the resource request process to request resources?**

Answered: 16 Skipped: 2



Answer Choices	Responses	
Yes	25.00%	4
No	75.00%	12
<b>Total</b>		<b>16</b>



## Annual Committee Evaluation Follow-Up Survey (2016)

### Q16 Please explain why or why not?

Answered: 15 Skipped: 3

#	Responses	Date
1	There is not a resource need that can be satisfied by the resource request process.	2/28/2017 12:03 PM
2	We prioritize requests and recommend to PIE, cabinet and college council.	2/27/2017 4:31 PM
3	Facilities and Safety require all manner of resources in any given year or across master planning cycles.	2/26/2017 11:36 PM
4	It is not applicable as we currently do not need resources.	2/22/2017 2:17 PM
5	We are not aware that this is the way we should be requesting funds.	2/22/2017 10:04 AM
6	No need	2/22/2017 8:10 AM
7	We have continuous fiscal and human needs particularly secretarial support that is equitable across multiple committees. Resource requests have been made for additional LHE, equipment and supplies.	2/15/2017 2:59 PM
8	No direct needs,	11/29/2016 3:06 PM
9	The committee was not aware that it could request resources and does not know how the possibility would fit into the current process. Would requests channel through instruction, student services, or administrative services? Further information about the process for requesting resources would be helpful.	11/28/2016 6:38 PM
10	Hadn't discussed resources	11/16/2016 3:20 PM
11	We do not have a need for resources.	11/15/2016 5:13 PM
12	We don't need anything	11/15/2016 4:13 PM
13	Not yet.	11/10/2016 3:55 PM
14	Didn't discuss resource needs in past.	11/7/2016 5:12 PM
15	No current resource needs	11/7/2016 5:10 PM

Annual Committee Evaluation Follow-Up Survey (2016)

**Q17 What suggestions do you have for improving overall resource allocation within the college governance structure?**

Answered: 13 Skipped: 5

#	Responses	Date
1	Identify a process through which governance committees can request resources.	2/28/2017 12:03 PM
2	Overall communication of resource allocations.	2/27/2017 4:31 PM
3	Have a clearer picture of long-range non-negotiables for aspects of the budget and forecasting - then build in a flexible set of resources to be reflexive and adaptive to needs or trends as they arise in the college environment (local-state).	2/26/2017 11:36 PM
4	Does not apply to our committee at this moment.	2/22/2017 2:17 PM
5	Make the process more streamlined.	2/22/2017 10:04 AM
6	None at this time	2/22/2017 8:10 AM
7	Streamlining the process to make it more efficient and consistent at all decision points.	2/15/2017 2:59 PM
8	Priority voting system in PIE must be modified to reflect merit of the program/need. It is invalid; forced dichotomy. Decide yes or no on the merit of the program. Must be willing to make deletions if items are not funded. Someone must be held accountable for deciding to not fund things that are deemed desirable. Address the vote of priorities in chairs. There must be consistency within the ranking chain.	11/29/2016 3:06 PM
9	Detailed information about how a committee requests resources and through what process would be helpful.	11/28/2016 6:38 PM
10	Streamlining the process	11/15/2016 5:13 PM
11	Seek additional funding for the entire college, including grants, donations, and other funding sources	11/15/2016 4:13 PM
12	One suggestion is to modify the PIE Committee composition to reflect the division composition, proportionately.	11/10/2016 3:55 PM
13	Need more General Fund dollars available Better alignment of Joint Chairs and PIE processes	11/7/2016 5:10 PM