

2019 Planning Summit Evaluation Report

INSTITUTIONAL RESEARCH & PLANNING

JANUARY 2020

Table of Contents

1

*Executive
Summary*

2

Background

2

*2019 Planning
Summit Outcomes*

3

Method

3

*Date, Location &
Participants*

4

*Survey
Respondents*

5

*Summit Outcome
1 Findings*

7

*Summit Outcome
2 Findings*

9

*Summit Outcome
3 Findings*

11

*Planning Summit
Presentations*

13

*Summit Outcome
4 Findings*

20

*Summit Outcome
5 Findings*

33

Conclusions

35

Recommendations

37

Appendix

Executive Summary

Planning Summit Outcomes Findings

Outcome 1

Become acquainted with the changes to Board Policy 1200 (ECC's mission, vision, and values)

Outcome 1 was successfully accomplished

Most survey respondents (84%) were satisfied with the introductory presentation of the summit (review of changes to Board Policy 1200).

Outcome 2

Expand knowledge on integrated planning

Outcome 2 was successfully accomplished

Most survey respondents (81%) were satisfied with the keynote presentation offered by the President of Barstow College, Dr. Eva Bagg, on integrated planning.

Outcome 3

Review the program review process and its relationship with California Community Colleges Initiatives

Outcome 3 was successfully accomplished

Most survey respondents (73%) were satisfied with the program review presentation.

Outcome 4

Offer feedback on the level of alignment between institutional strategic initiatives, the planning model, and the Chancellor's Office Vision for Success

Outcome 4 (Summit activity 1) was partially accomplished:

- Clarity of instructions and time to complete activity need improvement.*
- Survey respondents were satisfied with supporting materials, participation in discussions, and development of information for future planning.*

Outcome 5

Review and update program review prompts

Outcome 5 (Summit activities 2 & 3) was partially accomplished:

- Clarity of instructions, time to complete activities, and how participants develop useful information for future planning are areas for improvement.*
- Survey respondents were satisfied with supporting materials, and their participation in discussions.*

Background

Since 2001, El Camino College has held a planning summit, an annual college-wide event that informs and seeks feedback from a large and broad-based group of employees and students about strategic planning and institutional effectiveness.

The 2019 Planning Summit was called "Finding Our True North. Connecting The Plan to The Path".

- 1. Become acquainted with the changes to Board Policy 1200 (ECC's mission, vision, and values)*
- 2. Expand knowledge on integrated planning*
- 3. Review the program review process and its relationship with California Community Colleges Initiatives*
- 4. Offer feedback on the level of alignment between institutional strategic initiatives, the planning model, and the Chancellor's Office Vision for Success*
- 5. Review and update program review prompts*

2019 Planning Summit Outcomes

Method

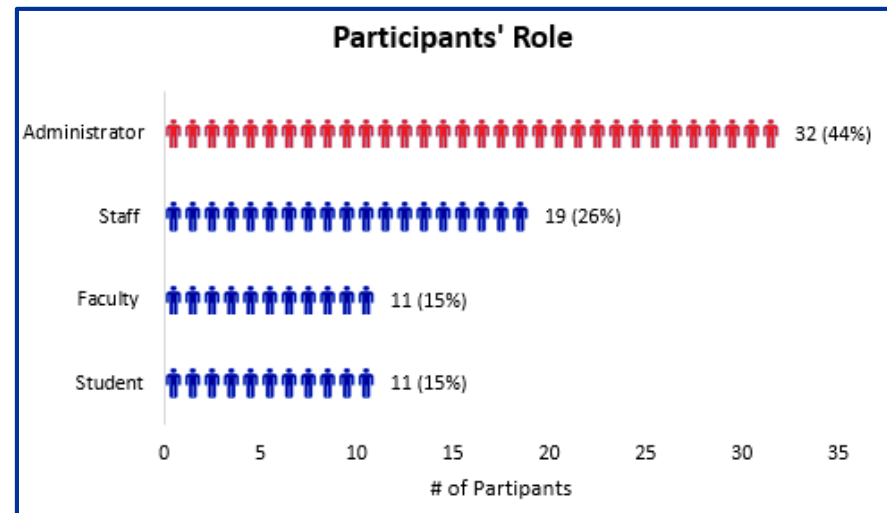
- *This report was written based on the results of the evaluation survey Summit participants answered via Qualtrics web-based tool.*
- *The survey used the following rating scales:*
 - *Very helpful/somewhat helpful/somewhat unhelpful/not helpful/not present*
 - *Extremely useful/very useful/moderately useful/slightly useful/not at all useful*
 - *Extremely satisfied/moderately satisfied/neither satisfied nor dissatisfied/moderately dissatisfied/extremely dissatisfied*

Date, Location & Participants

Date = April 26, 2019

Location = ECC East Dining Room

Participants = 73 individuals. Most of them administrators (44%, red icons).

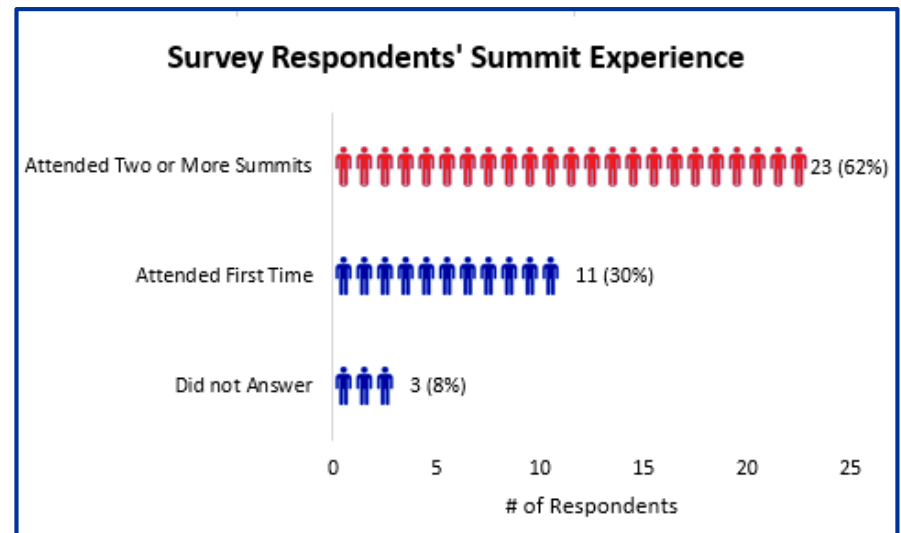
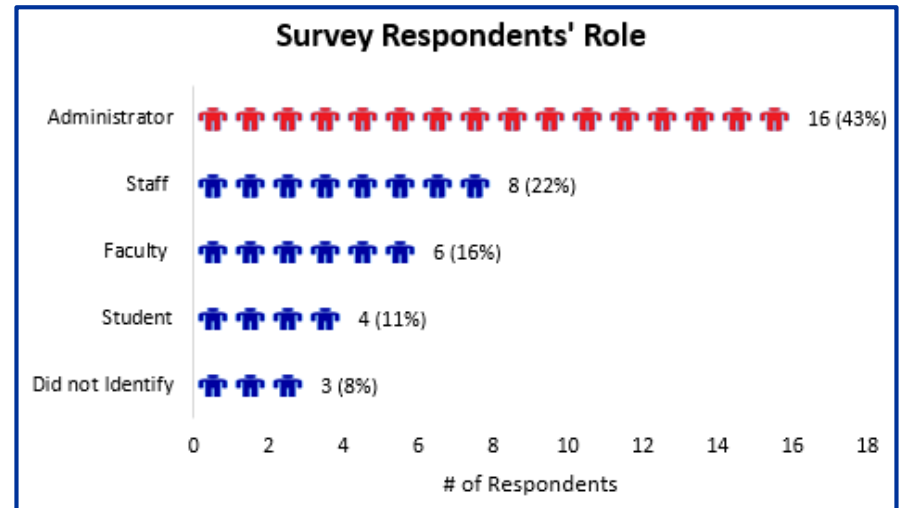


Survey Respondents

Total respondents = 37 individuals;
most administrators
(43%, red icons)

Response Rate = 51%

Most respondents had participated
before in a Planning Summit (62%, red
icons).

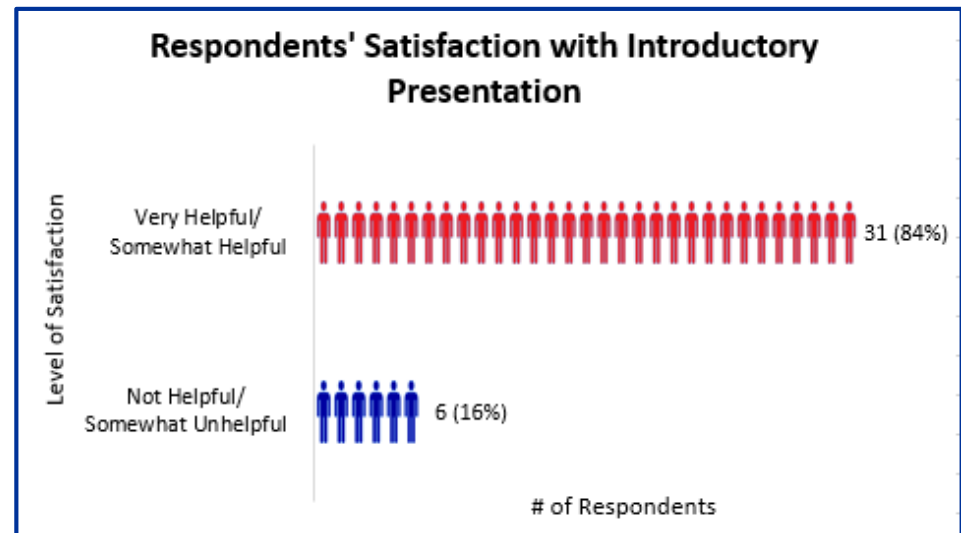


Summit Outcome 1 Findings

Summit Outcome 1

Become acquainted with the changes to Board Policy 1200 (ECC's mission, vision, and values)

- *Most respondents (84%, red icons) were satisfied with the introductory presentation of the summit (review of changes to Board Policy 1200).*
- *Consequently, **outcome 1** was **successfully accomplished**.*

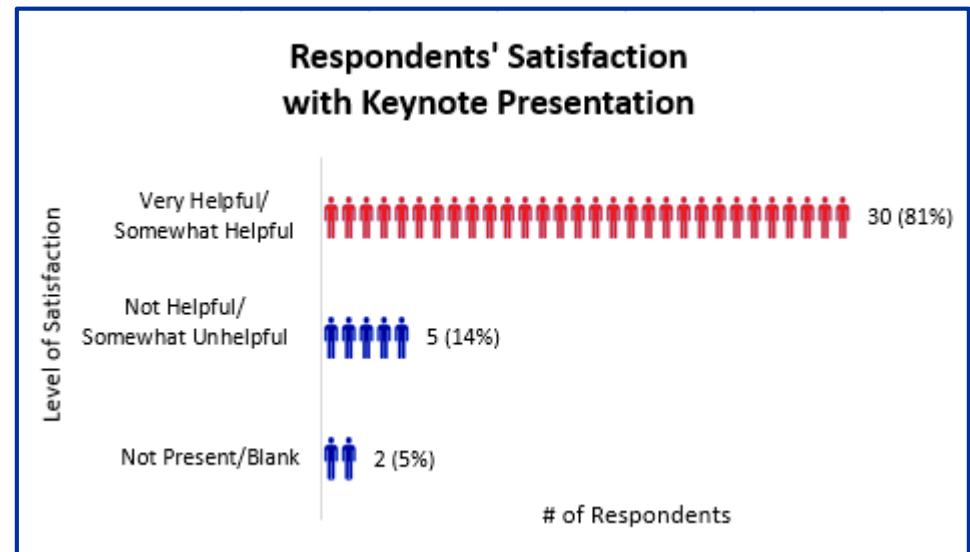


Summit Outcome 2 Findings

Summit Outcome 2

Expand knowledge on integrated planning

- *Most respondents (81%, red icons) were satisfied with the keynote presentation offered by the President of Barstow College, Dr. Eva Bagg, on integrated planning.*
- *Consequently, **outcome 2** was successfully accomplished.*

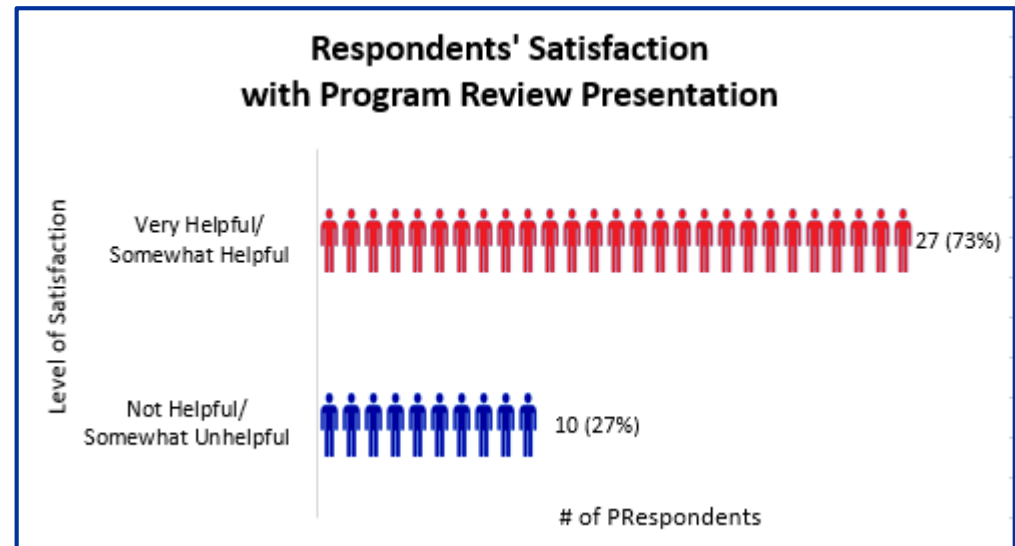


Summit Outcome 3 Findings

Summit Outcome 3

Review the program review process and its relationship with California Community Colleges Initiatives

- *Most respondents (73%, red icons) were satisfied with the program review presentation.*
- *Consequently, **outcome 3** was **successfully accomplished**.*



Planning Summit Presentations

Comparison of Planning Summit Presentations

From the 3 summit presentations, respondents were mostly satisfied with the introductory and keynote presentations (84% and 81% of respondents found them helpful), and less satisfied with the program review presentation (73% found it helpful).

Respondents' Comments on Summit Presentations

Although respondents were mostly satisfied with the 3 presentations, the following are examples of comments that suggest a need of improvement:

- *The presentations gave a very brief, yet disconnected overview of the planning process but did not inform the activities of the day. They did not justify or make a case for the planning work.*
- *Got to improve PP slides. Way too much information, hard to understand. Detracted from the verbal presentation.*
- *The presentations did not give any useful information and were vaguely tied to the work of the day. The visuals on the slides were awful. There is no point in having a slide if no one can tell what is on it. It felt like none of the presenters talked to each other about what they wanted to present or even what the purpose of the day's event was.*

Summit Outcome 4 Findings

Summit Outcome 4

Offer feedback on the level of alignment between institutional strategic initiatives, the planning model, and the Chancellor's Office Vision for Success

Outcome 4 was related to activity 1 of the summit. Participants were asked to:

- *Review ECC's strategic initiatives and objectives*
- *Check if objectives were SMART*
- *Analyze the alignment between objectives and the Chancellor's Office goals*
- *Write a justification for the alignment*

Survey respondents offer feedback on activity 1 in regards to:

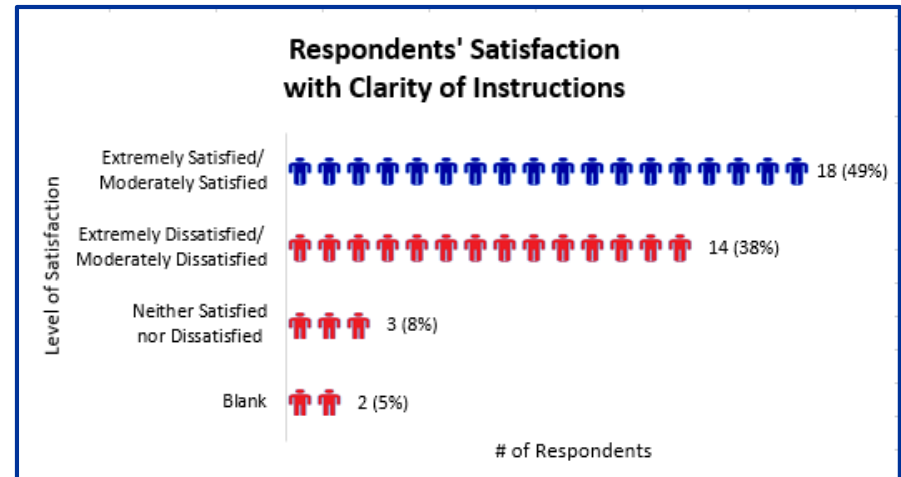
- *Clarity of instructions*
- *Usefulness of supporting materials*
- *Opportunity to participate in discussion*
- *Time given to complete activity*
- *Production of useful information for future planning*

Summit Outcome 4 (cont.)

Offer feedback on the level of alignment between institutional strategic initiatives, the planning model, and the Chancellor's Office Vision for Success

Clarity of Instructions: Activity 1

- *Over half of respondents (51%, red icons) were unable to state extreme/moderate satisfaction with the instructions given for activity 1.*
- *Examples of respondents' comments:*
 - *The instructions were vague, extremely confusing.*
 - *I was not sure what we were supposed to be doing.*
- *Consequently, instructions should be prepared beforehand, given in writing to participants, and tested ahead of time with different individuals to ensure their clarity.*

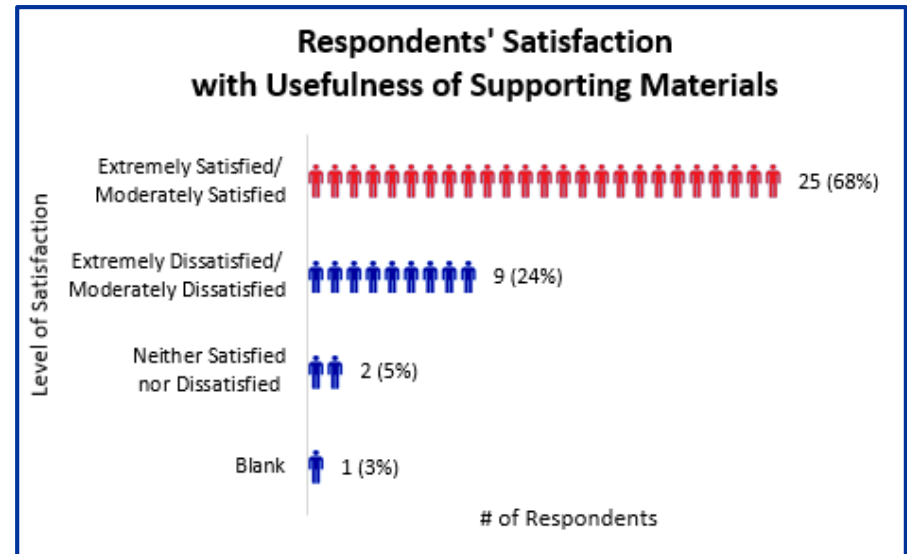


Summit Outcome 4 (cont.)

Offer feedback on the level of alignment between institutional strategic initiatives, the planning model, and the Chancellor's Office Vision for Success

Usefulness of Supporting Materials: Activity 1

- Most respondents (68%, red icons) found supporting materials useful for activity 1.*

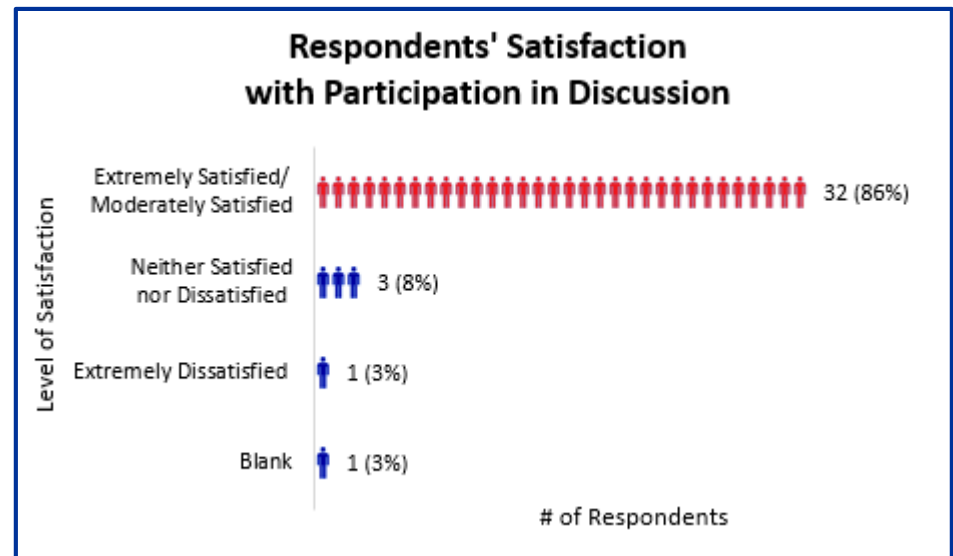


Summit Outcome 4 (cont.)

Offer feedback on the level of alignment between institutional strategic initiatives, the planning model, and the Chancellor's Office Vision for Success

Opportunity to Participate in Discussion: Activity 1

- Most respondents (86%, red icons) were satisfied with their participation during the discussion for activity 1.*

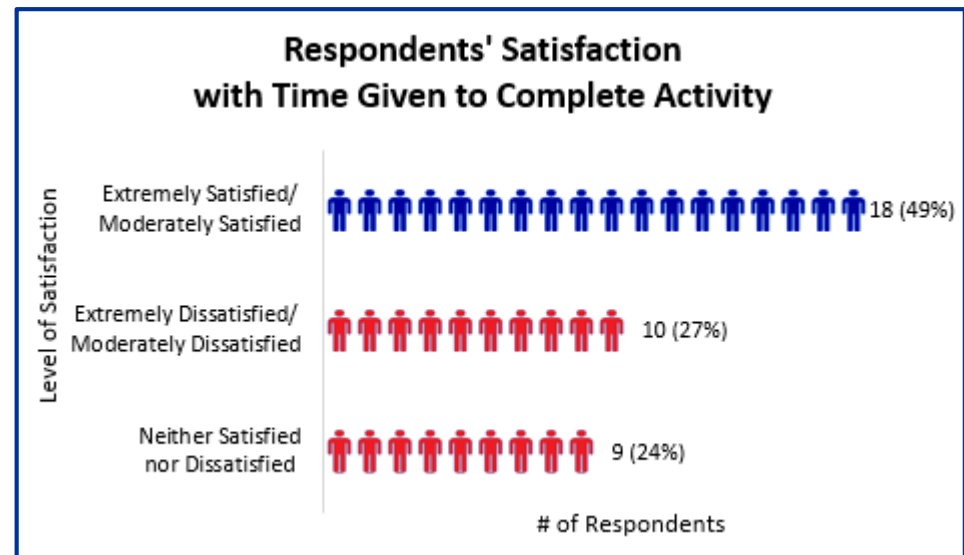


Summit Outcome 4 (cont.)

Offer feedback on the level of alignment between institutional strategic initiatives, the planning model, and the Chancellor's Office Vision for Success

Time Given to Complete Activity: Activity 1

- *Over half of respondents (51%, red icons) were unable to state extreme/moderate satisfaction with the time given to complete activity 1.*
- *Examples of respondents' comments:*
 - *Need more time for some of the activities.*
 - *We definitely needed a lot more time to get through everything.*
- *Consequently, time to work on activities should be assigned more realistically, and consider the level of expertise/familiarity of all participants.*



Summit Outcome 4 (cont.)

Offer feedback on the level of alignment between institutional strategic initiatives, the planning model, and the Chancellor's Office Vision for Success

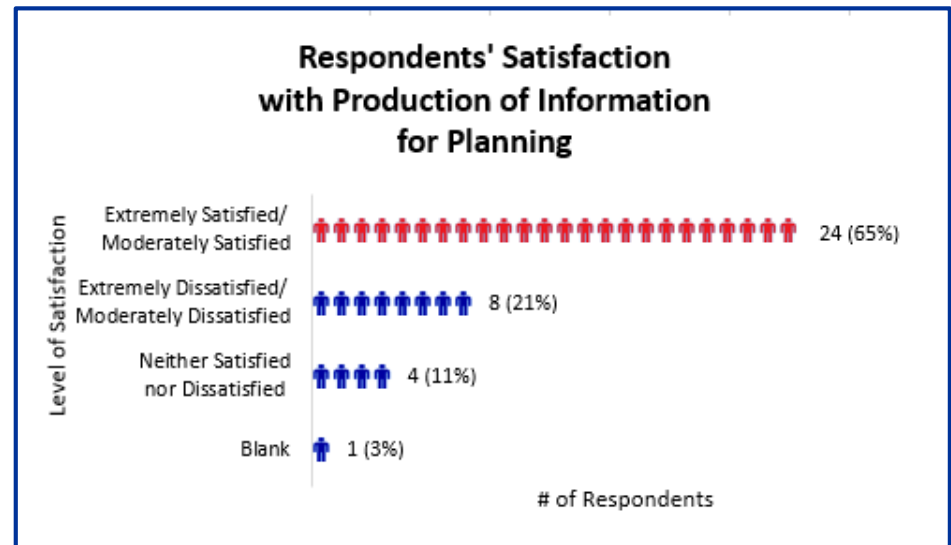
Production of Useful Information for Future Planning: Activity 1

- *Most respondents (65%, red icons) were satisfied with producing useful information for future planning during activity 1.*

Conclusion Outcome 4

Outcome 4 (Summit activity 1) was partially accomplished:

- *Clarity of instructions and time given to complete activity need improvement.*
- *Respondents were satisfied with supporting materials, their participation in discussions, and the development of information for future planning.*



Summit Outcome 5 Findings

Summit Outcome 5

Review and update program review prompts

Outcome 5 was related to activities 2 and 3 of the summit. Participants were asked to:

Activity 2

- *Assess program review prompts based on a template*
- *Suggest metrics that would provide useful information to evaluate different areas of a program*

Activity 3

- *Create updated program review prompts*
- *Suggest metrics associated with each prompt*

Survey respondents offer feedback on both activities in regards to:

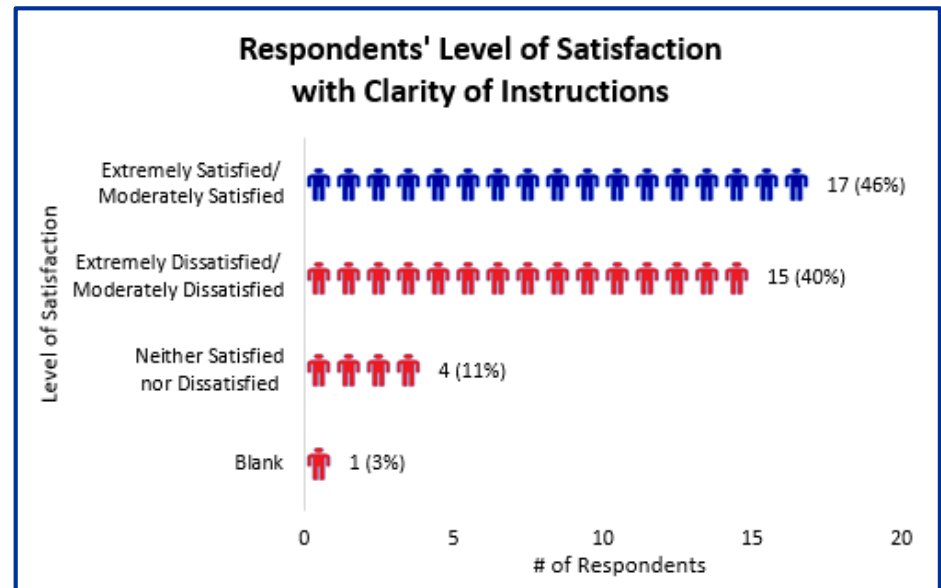
- *Clarity of instructions*
- *Usefulness of supporting materials*
- *Opportunity to participate in discussion*
- *Time given to complete activity*
- *Production of useful information for future planning*

Summit Outcome 5 (cont.)

Review and update program review prompts

Clarity of Instructions: Activity 2

- *Over half of respondents (54%, red icons) were unable to state extreme/moderate satisfaction with the instructions given for activity 2.*
- *Example of respondents' comments:*
 - *The activity for program review prompts was vague. It was very general in description - it would be a more effective exercise if the definitions were more concise. In our table talks, we all agreed that some of the items were redundant, and not a clear definition of what was being asked.*
- *Consequently, instructions should be prepared beforehand, given in writing to participants, and tested ahead of time with different individuals to ensure their clarity.*

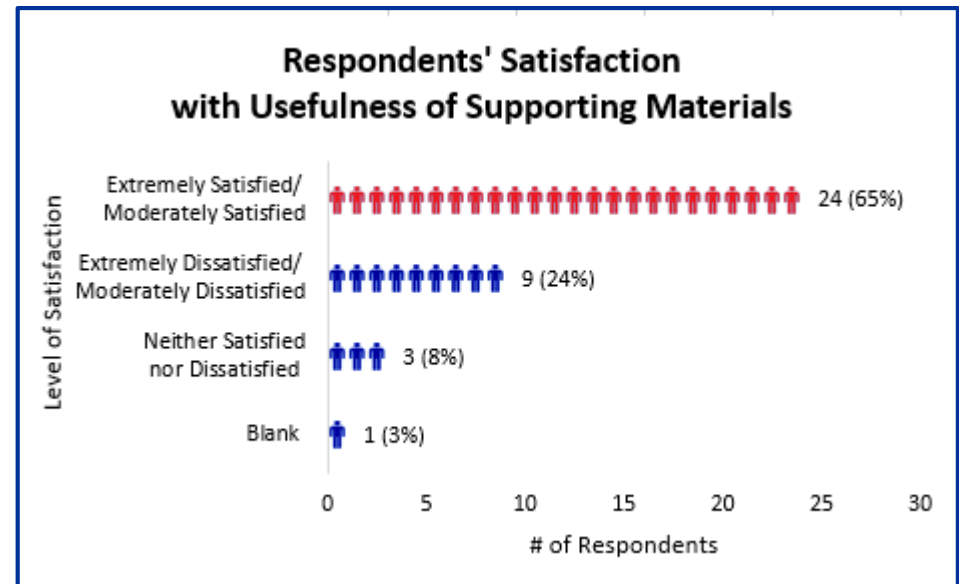


Summit Outcome 5 (cont.)

*Review and update program
review prompts*

Usefulness of Supporting Materials: Activity 2

- *Most respondents (65%, red icons) found supporting materials useful for activity 2.*

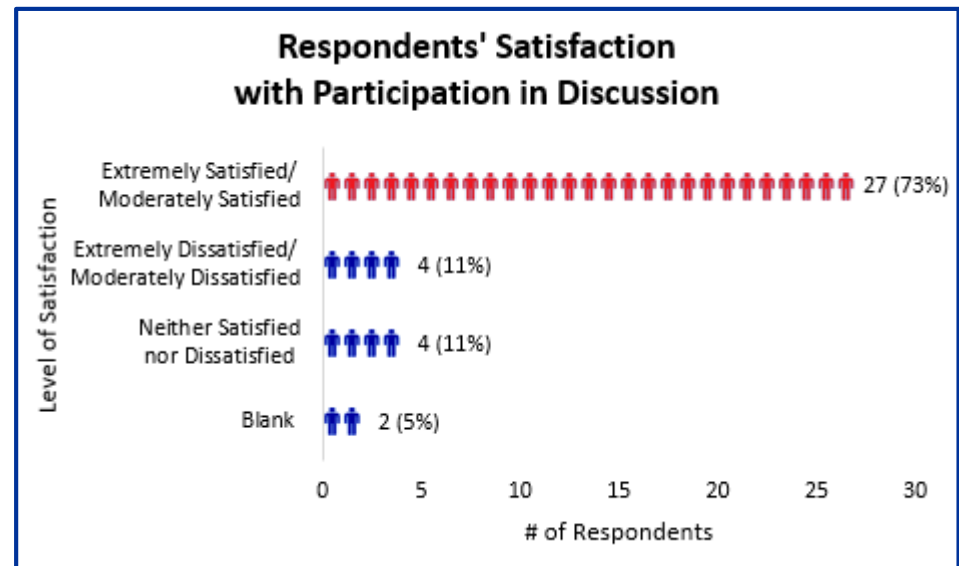


Summit Outcome 5 (cont.)

*Review and update program
review prompts*

Opportunity to Participate in Discussion: Activity 2

- Most respondents (73%, red icons) were satisfied with their participation during the discussion for activity 2.*

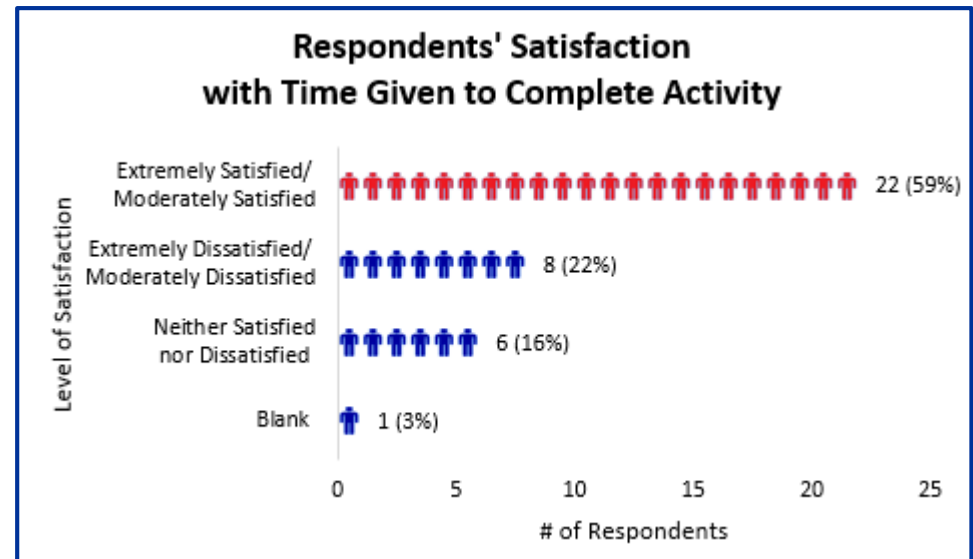


Summit Outcome 5 (cont.)

*Review and update program
review prompts*

Time Given to Complete Activity: Activity 2

- *Most respondents (59%, red icons) were satisfied with the time given to complete activity 2.*

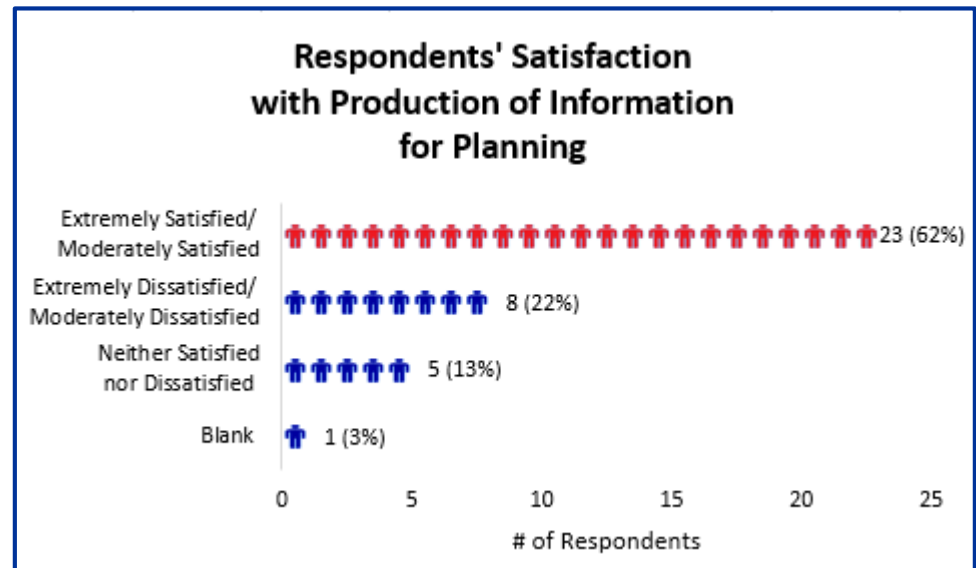


Summit Outcome 5 (cont.)

*Review and update program
review prompts*

Production of Useful Information for Future Planning: Activity 2

- Most respondents (62%, red icons) were satisfied with producing useful information for future planning during activity 2.*

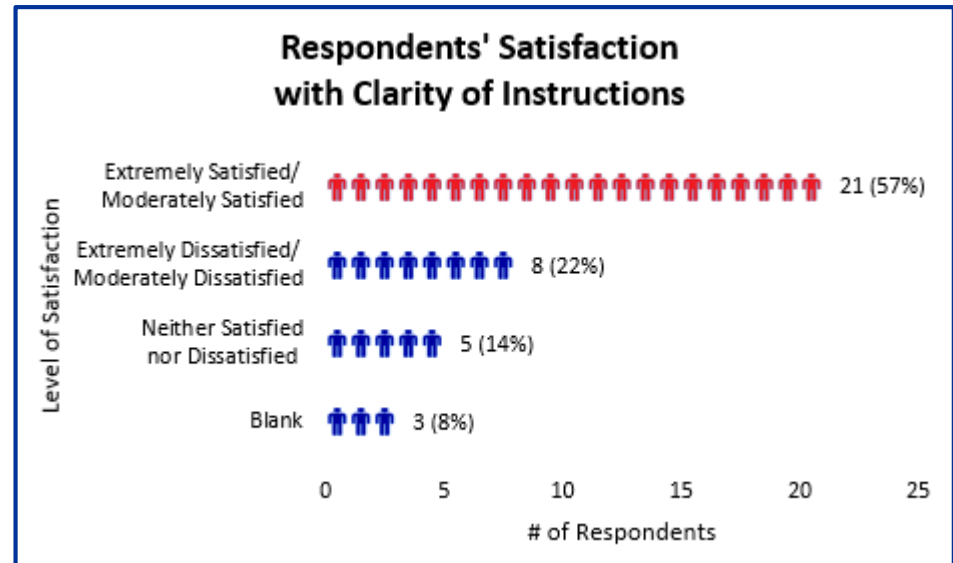


Summit Outcome 5 (cont.)

*Review and update program
review prompts*

Clarity of Instructions: Activity 3

- *Most respondents (57%, red icons) state that instructions for activity 3 were clear.*

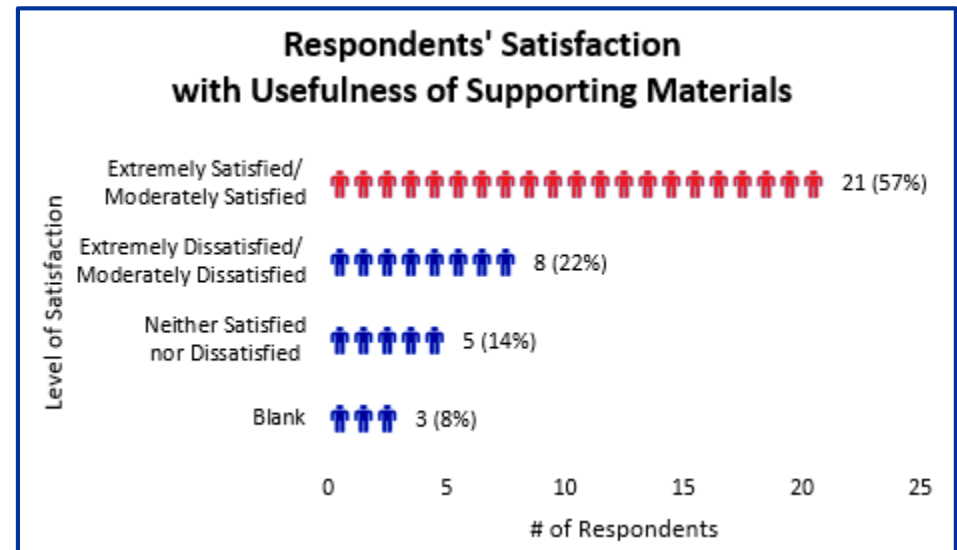


Summit Outcome 5 (cont.)

*Review and update program
review prompts*

Usefulness of Supporting Materials: Activity 3

- *Most respondents (57%, red icons) found supporting materials useful for activity 3.*

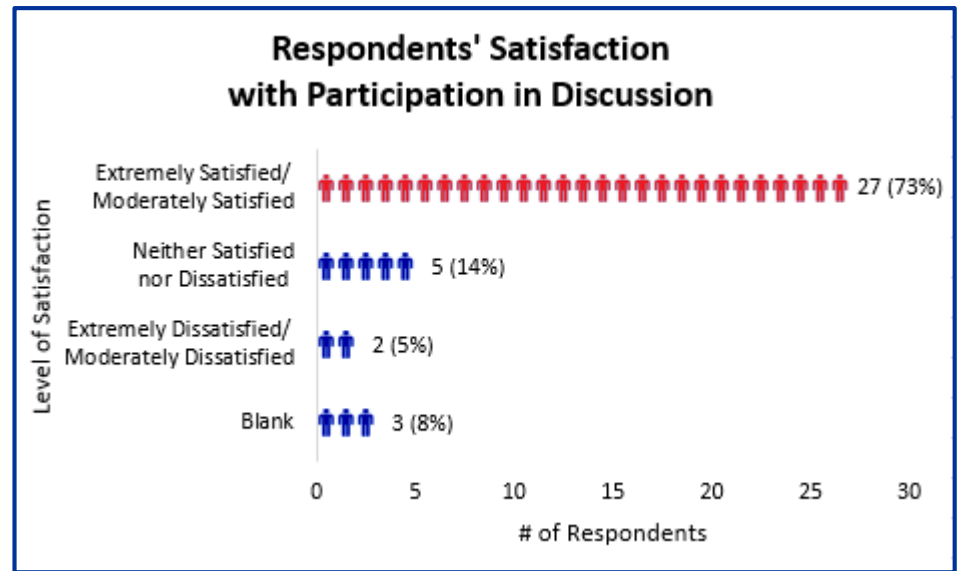


Summit Outcome 5 (cont.)

*Review and update program
review prompts*

Opportunity to Participate in Discussion: Activity 3

- *Most respondents (73%, red icons) were satisfied with their participation during the discussion for activity 3.*

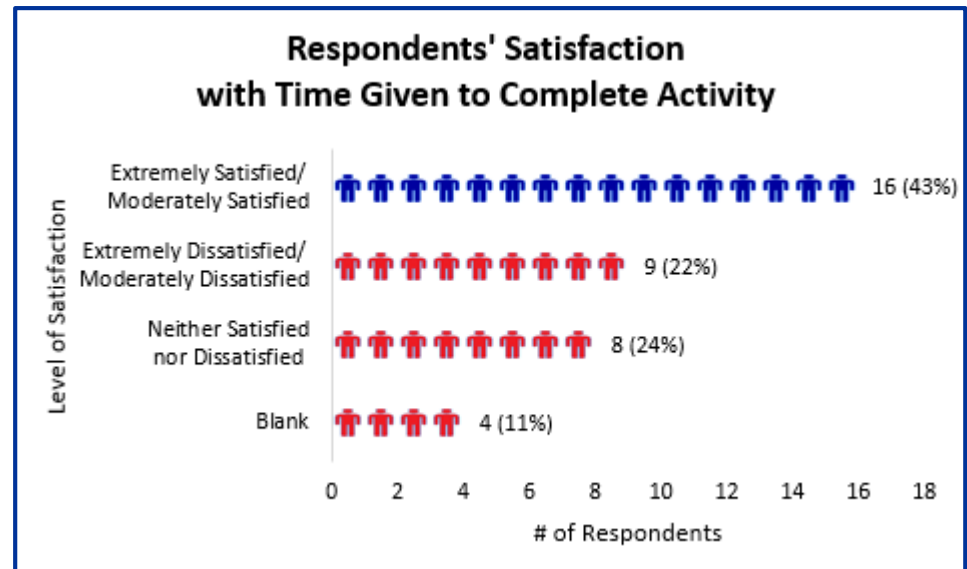


Summit Outcome 5 (cont.)

*Review and update program
review prompts*

Time Given to Complete Activity: Activity 3

- *Over half of respondents (57%, red icons) were unable to state extreme/moderate satisfaction with the time given to complete activity 3.*
- *Examples of respondents' comments:*
 - *We needed more time to work on this.*
 - *More time was needed to allow for more dialogue.*
- *Consequently, time to work on activities should be assigned more realistically, and consider the level of expertise/familiarity of all participants.*

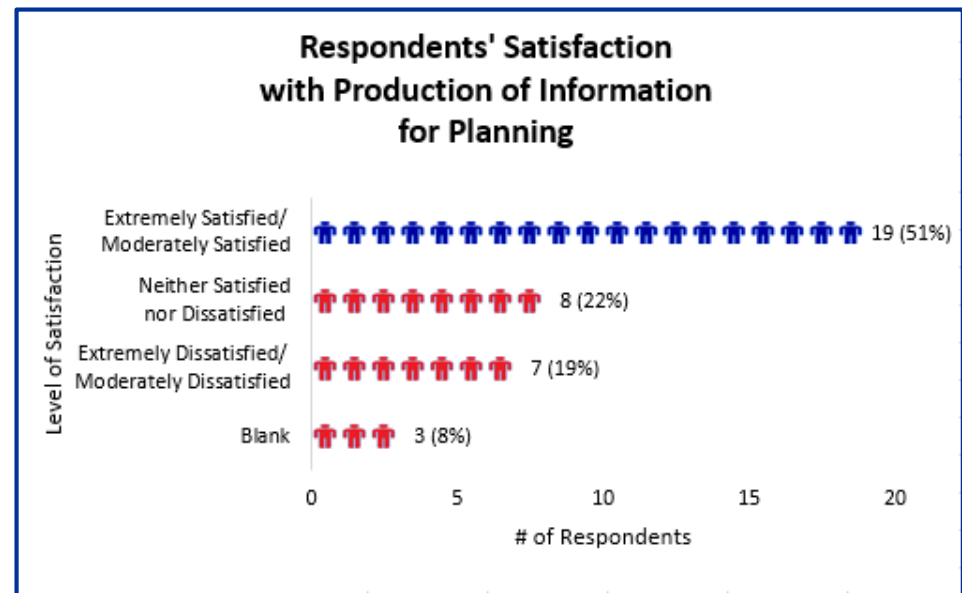


Summit Outcome 5 (cont.)

Review and update program review prompts

Production of Useful Information for Future Planning: Activity 3

- *Almost half of respondents (49%, red icons) were unable to state extreme/moderate satisfaction with producing information for planning during activity 3.*
- *Examples of respondents' comments:*
 - *This was a confusing exercise. People at my table did not understand why there was a need to change the prompts and we didn't understand where the new template was coming from. (...) bottom line is that no case was ever made for why this needed to be done or how it moves the college forward.*
 - *No one at the table had any useful input--we ended up just restating the statements that were given to us. It was just awful and demoralizing.*
- *Consequently, a key point when explaining activities to participants is sharing with them why and how they are important to the College's progress.*



Summit Outcome 5 (cont.)

*Review and update program
review prompts*

Conclusion Outcome 5

***Outcome 5 (Summit activities 2 & 3) was
partially accomplished:***

- *Clarity of instructions, time given to complete activities, and how participants develop useful information for future planning are areas for improvement.*
- *Respondents were satisfied with supporting materials, and their participation in discussions.*

Conclusions

Conclusions

Outcome 1

Outcome 1 was successfully accomplished

Most survey respondents (84%) were satisfied with the introductory presentation of the summit (review of changes to Board Policy 1200).

Outcome 2

Outcome 2 was successfully accomplished

Most survey respondents (81%) were satisfied with the keynote presentation offered by the President of Barstow College, Dr. Eva Bagg, on integrated planning.

Outcome 3

Outcome 3 was successfully accomplished

Most survey respondents (73%) were satisfied with the program review presentation.

Outcome 4

Outcome 4 (Summit activity 1) was partially accomplished:

- *Clarity of instructions and time to complete activity need improvement.*
- *Survey respondents were satisfied with supporting materials, participation in discussions, and development of information for future planning.*

Outcome 5

Outcome 5 (Summit activities 2 & 3) was partially accomplished:

- *Clarity of instructions, time to complete activities, and how participants develop useful information for future planning are areas for improvement.*
- *Survey respondents were satisfied with supporting materials, and their participation in discussions.*

Recommendations

Recommendations

Instructions Given to Perform Activities

Instructions for activities should be prepared beforehand, given in writing to participants, and tested ahead of time with different individuals to ensure their clarity.

Time Assigned to Perform Activities

Time to work on activities should be assigned more realistically, and consider the level of expertise/familiarity of all participants.

Sense-Making of Activities

Explaining activities to participants should include sharing with them why and how these tasks are important to the College's progress.

Presentation Design

Slides should be simple, with limited bullet points and text; using high quality graphics (if needed), and appropriate font size and color.

Alignment of Presentations

If several presentations are part of the summit, these should be reviewed beforehand for connection and alignment in content and format.

Appendix

List of 2019 Planning Summit Participants

Administrator	Staff	Faculty	Student
Anaya, Jose	Bond, Breeanna	Casper, Josh	Bozorgzad, Bijan
Atane, Babatunde	Hutcherson, Jennifer	Jeffries, Chris	Collins, Aysa
Bagg, Eva	Hong, Diara	Kim, Julie	Gabriella, Imai
Becka, Bobby	Mussaw, David	McClelland, Darcie	Harris, Hodari
Brobst, Rob	Myers, Marci	McMillan, Mary	Lozoya, Yaxhel
Buyse, James	Palafox, Veronica	Nachef, Joanna	Mardesich, Joseph
Clowers, Linda	Park, Gina	Pon-Ishikawa, Janice	Martin, Briana
Dreizler, Robin	Perez, Grace	Simon, Jenny	Min, Sean
Gold, Chris	Pineda, Carolyn	Striepe, Claudia	Norman, Xavier
Grant, Amy	Richardson, Ricky	Thompson, Darrell	Sagastume, Ruben
Gutierrez, Edith	Rosales, Josh	Wells, Chris	Valdez, Marilyn
Gutierrez, Jorge	Salazar, Lizet		
Hernandez, Arturo	Suarez, Lisa		
Hinshaw, Jeff	Sumrit, Sheila		
Justice, Lillian	Takahama, Donna		
Kushigemachi, Scott	Turano, Debbie		
Leible, Art	Wong, Nina		
Maloney, Dena	Yatman, Marie		
Martin, Crystle	Zale, Lauren		
Miyashiro, Jane			
Miyashiro, Ross			
O'Brien, Ann			
Patel, Dipte			
Price, Berkeley			
Reyes, Idania			
Sala, Andrea			
Sedor, Betty			
Shankweiler, Jean			
Sims, Jackie			
Stevens, Marc			
Toya, Greg			
Unda, Viviana			