



El Camino College

2019-20 Facilities Steering Committee Self-Evaluation Report¹

Summary of Findings, Recommendations & Improvements mentioned by Respondents

Findings: Purpose, Goals & Tasks

- **Most respondents** (70%) stated being aware of the **purpose of the Facilities Committee**. A 30% of respondents declared lack of awareness.
- **Most respondents** (70%) stated having a clear **understanding of the committee's responsibilities**. A 30% of respondents declared lack of awareness.
- **Half of respondents** (50%) stated reviewing the ***Making Decisions at El Camino College* document** during a committee meeting.
- **Forty percent of respondents** asserted participating in the **committee's setting of goals**. Twenty percent of them did not participate in this process.
- **Thirty percent of respondents** asserted reviewing **the progress of the committee's annual goals**. Another 30% did not participate in this task.

IRP Recommendations & Respondents' Improvements

- Secure attendance at FSC's goal-setting session and at meetings where the committee reviews progress of annual goals, so that the majority of members participate in these activities.
- Devote time to clarify the purpose of the committee so that members understand more clearly what is expected from them (project approval, input on issues to make decisions, resolve safety and health issues, etc.).
- Devote time to clarify the relationship of the FSC with other committees on campus.
- Ensure that the FSC set annual goals every year.

Findings: Committee's Functioning

- **Most respondents** (90%) stated **receiving meeting minutes and materials** sufficiently in advance to review.
- **Most respondents** (78%) asserted having **opportunities to provide input for the committee and felt comfortable** contributing ideas during meetings. Eleven percent of respondents did not think the same way.
- **Half of respondents** (51%) stated **not receiving orientation when beginning to serve** in the committee. Thirteen percent of respondents did go through orientation.
- **Respondents' perception about the frequency of use of this survey's results showed great variation**.

¹ This report does not include committee members' assessment of FSC's annual goals, since the committee did not set goals for the 2019-20 year.

IRP Recommendations & Respondents' Improvements

- Ensure new FSC's members receive orientation at the beginning of their term.
- Regularly use the results of this survey as input for the committee's work.
- Create more space for discussion around agenda items so that committee members can actively participate in decision-making.
- Balance the time used to report out on the status of projects, and the time spent dialoguing about agenda items.
- Use project timeline tools to enable the committee to address issues in a timely manner.

Findings: Decision-Making Effectiveness & Communication

- **Most respondents (70%) clearly understood how decisions are made in the committee.** Thirty percent of respondents stated the contrary.
- **Most respondents (80%) were provided with the information they needed to make decisions in the committee.**
- **Sixty three percent of respondents** stated that they **communicated the committee's decisions to the constituents** they represent. Thirteen percent did not do so.
- **Over half of respondents (55%) asserted being aware of the way the Facilities committee communicated its decisions to other committees.** Twenty two percent of respondents asserted the contrary.
- **Respondents' perception showed great variation in three questions:**
 - Evaluation of the committee's work practices
 - Evaluation of the way in which decisions are made
 - Evaluation of the way in which decisions are communicated

IRP Recommendations & Respondents' Improvements

- Devote time to clarify how the committee evaluates its work practices; how it evaluates the way decisions are made; and what's the process to evaluate the way decisions are communicated.
- Devote more time in meetings to consultation and the discussion of decisions made by the committee.

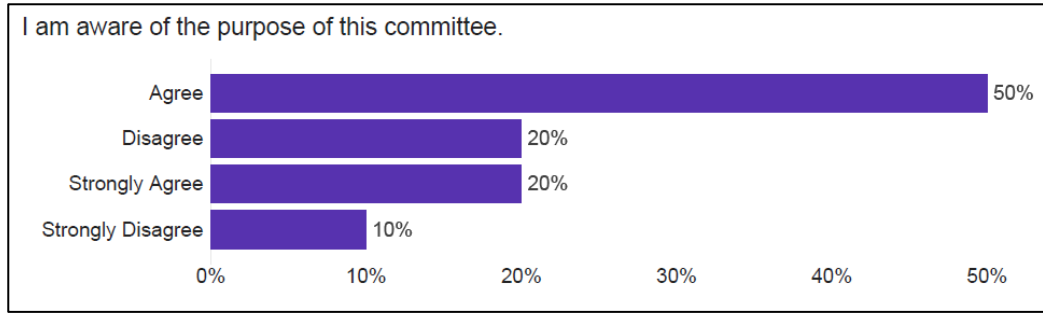
Findings

Purpose, Goals & Tasks²

Most respondents (70%) stated being aware of the purpose of the Facilities Committee. A 30% of respondents declared lack of awareness.

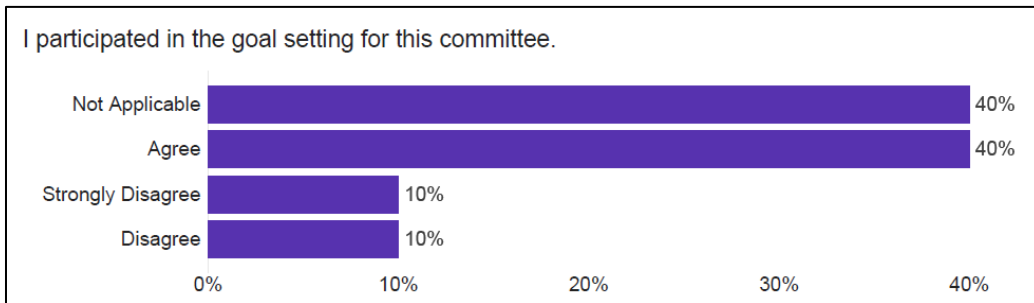
² From a total of ten respondents, seven served in the committee as chair or in a supporting role. The other three respondents were guests, presenters, or spectators.

Chart 1



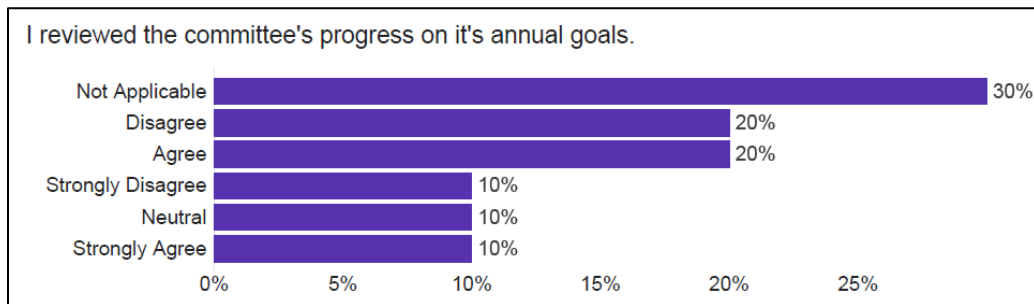
Forty percent of respondents asserted participating in the committee’s setting of goals. Twenty percent of them did not participate in this process.

Chart 2



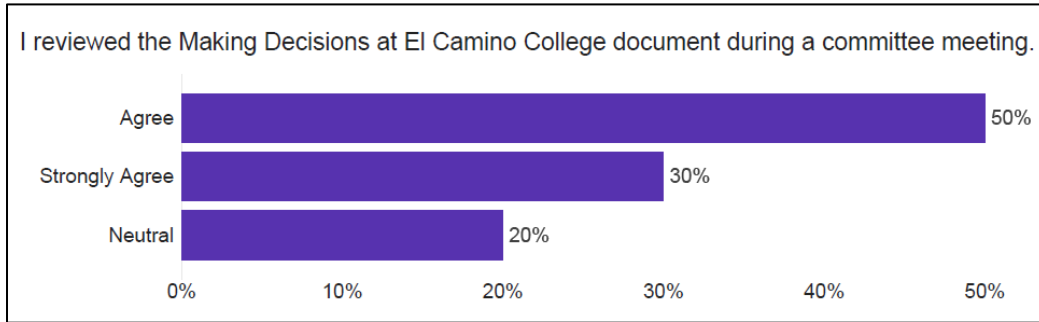
Thirty percent of respondents asserted reviewing the progress of the committee’s annual goals. Another 30% did not participate in this task.

Chart 3



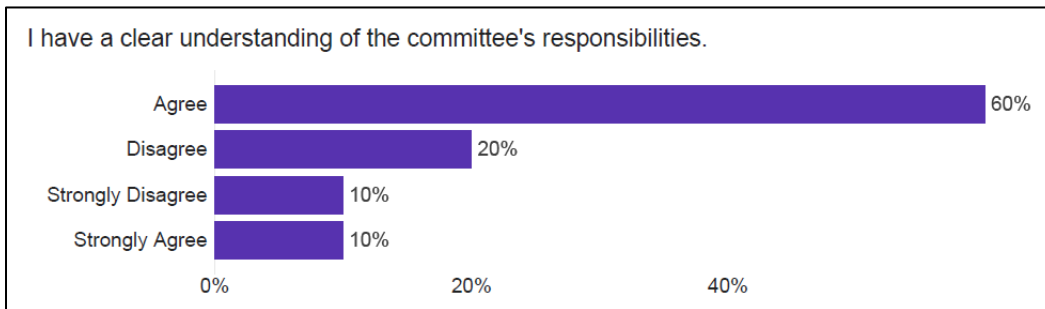
Half of respondents (50%) stated reviewing the *Making Decisions at El Camino College* document during a committee meeting.

Chart 4



Most respondents (70%) stated having a clear understanding of the committee’s responsibilities. A 30% of respondents declared lack of awareness.

Chart 5



Committee's Functioning

Most respondents (90%) stated receiving meeting minutes and materials sufficiently in advance to review.

Chart 6

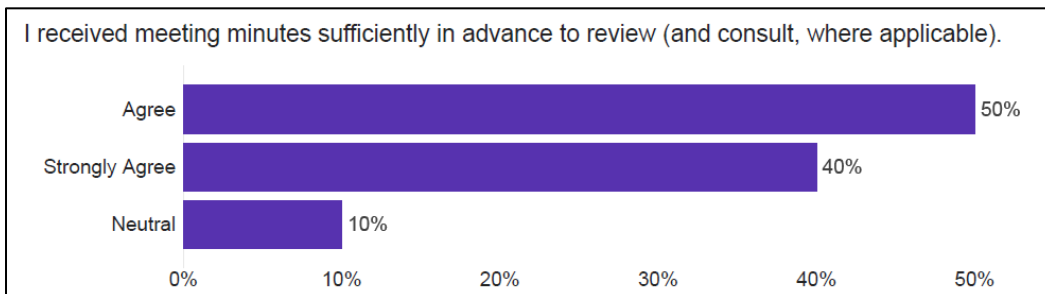
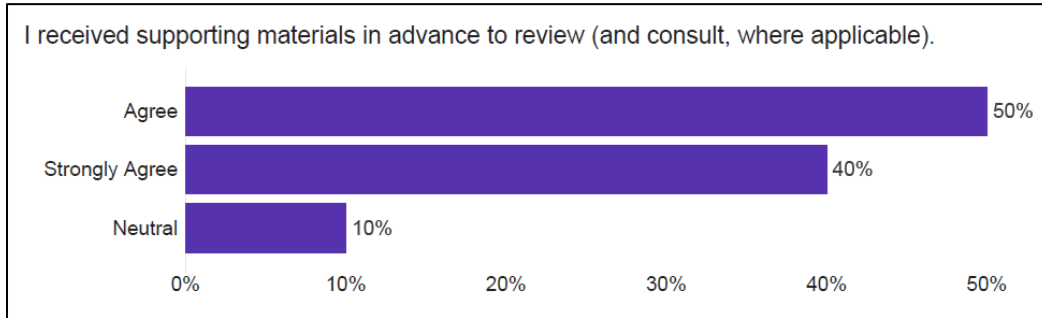
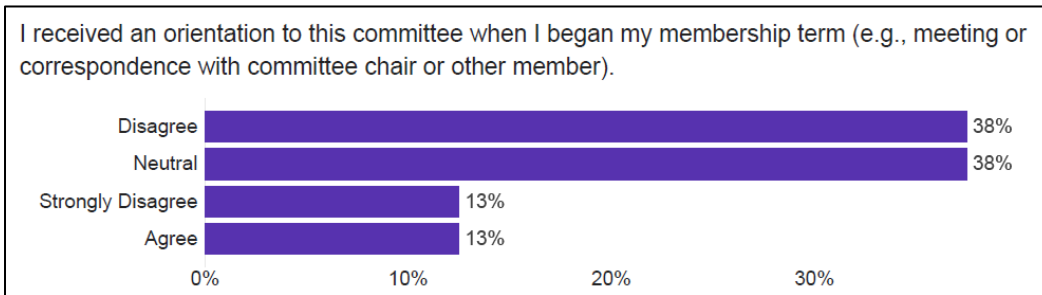


Chart 7



Half of respondents (51%) stated not receiving orientation when beginning to serve in the committee. Thirteen percent of respondents did go through orientation.

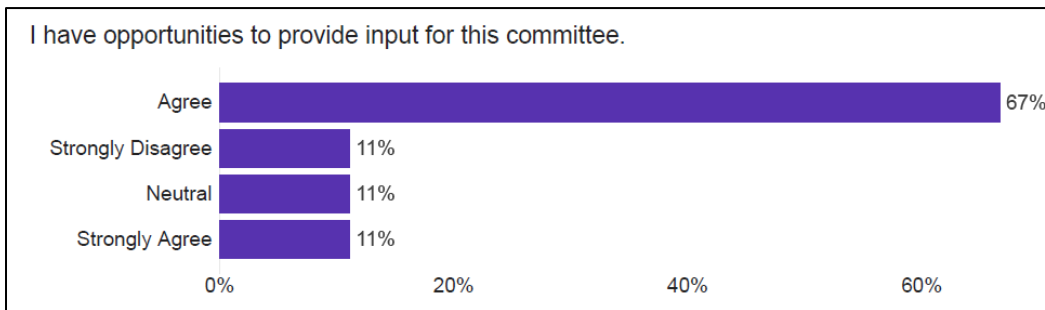
Chart 8



Two respondents abstained from answering this question.

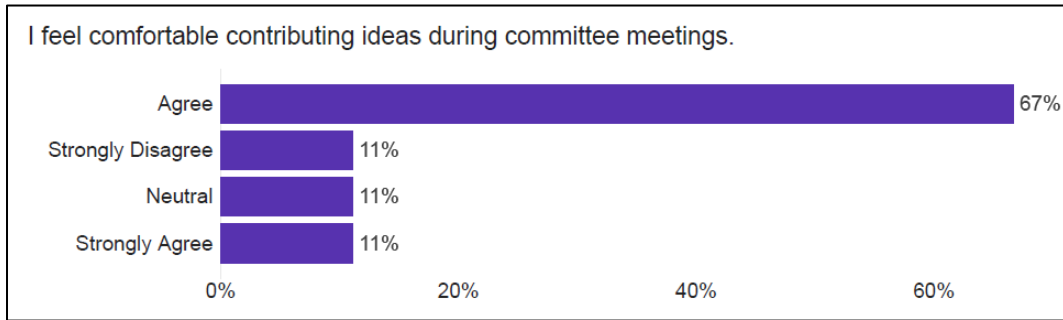
Most respondents (78%) asserted having opportunities to provide input for the committee and felt comfortable contributing ideas during meetings. Eleven percent of respondents did not think the same way.

Chart 9



One respondent abstained from answering this question.

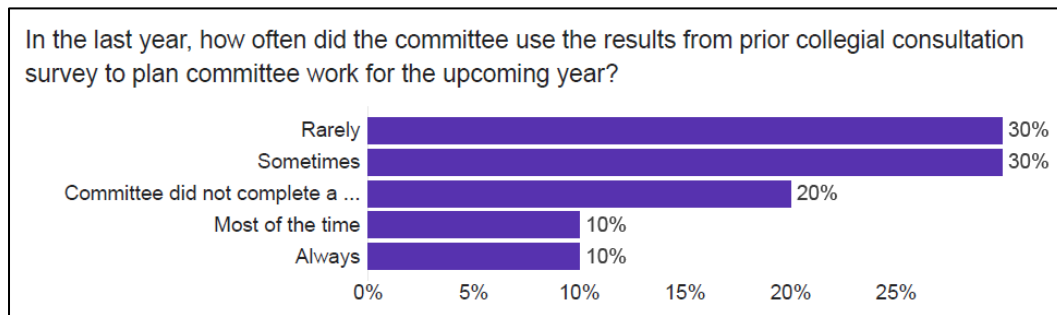
Chart 10



One respondent abstained from answering this question.

Respondents' perception about the frequency of use of this survey's results showed great variation, as observed in the chart below. Twenty percent of respondents said that the committee had not been surveyed for the 2018-19 year. However, the 2018-19 self-evaluation report proves the contrary.

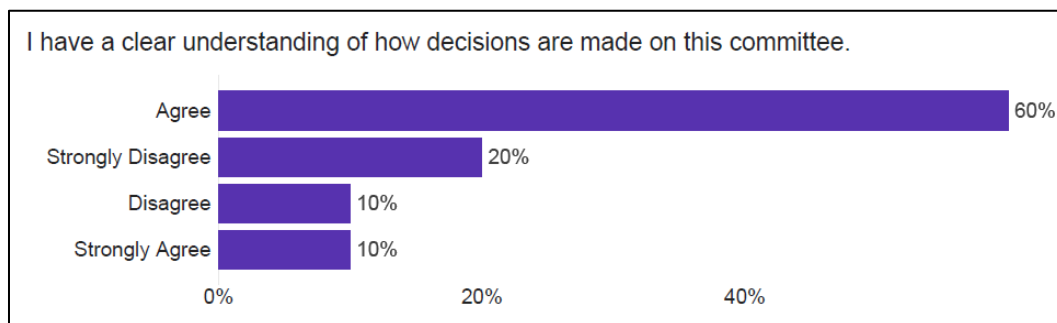
Chart 11



Decision-Making Effectiveness & Communication

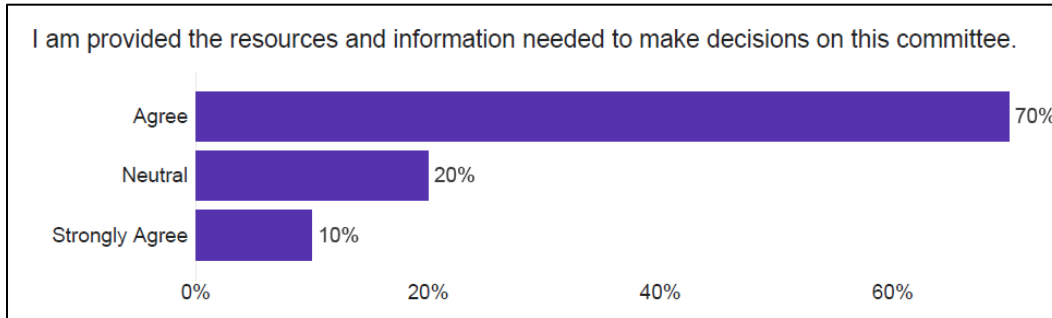
Most respondents (70%) said they clearly understood how decisions are made in the committee. Thirty percent of respondents stated the contrary.

Chart 12



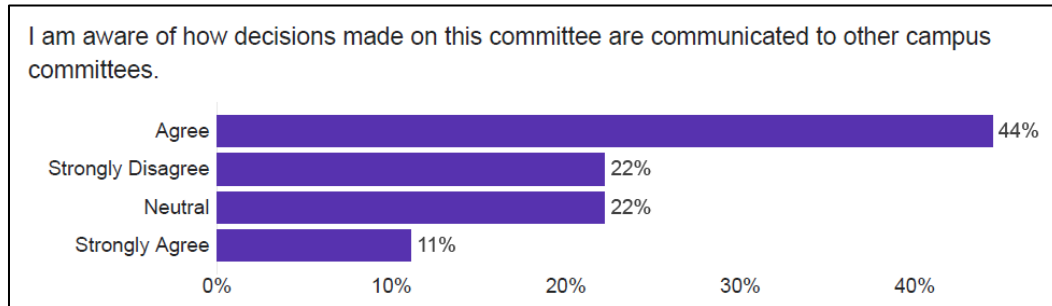
Most respondents (80%) were provided with the information they needed to make decisions in the committee.

Chart 13



A little over half of respondents (55%) asserted being aware of the way the Facilities committee communicated its decisions to other committees. Twenty two percent of respondents asserted the contrary.

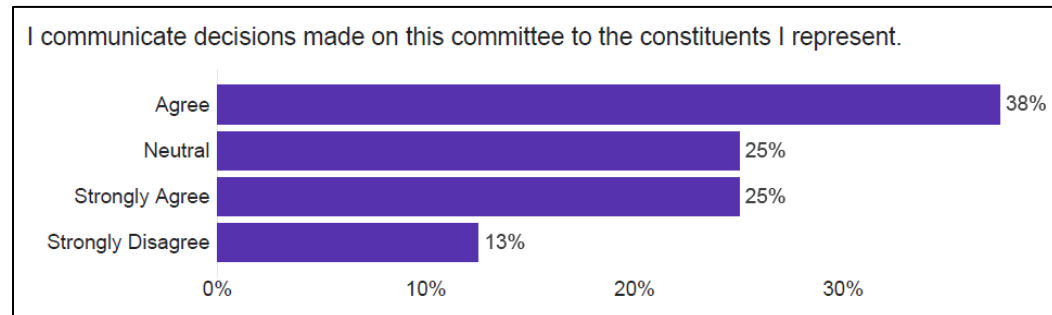
Chart 14



One respondent abstained from answering this question.

Sixty three percent of respondents stated that they communicated the committee's decisions to the constituents they represent. Thirteen percent do not do so.

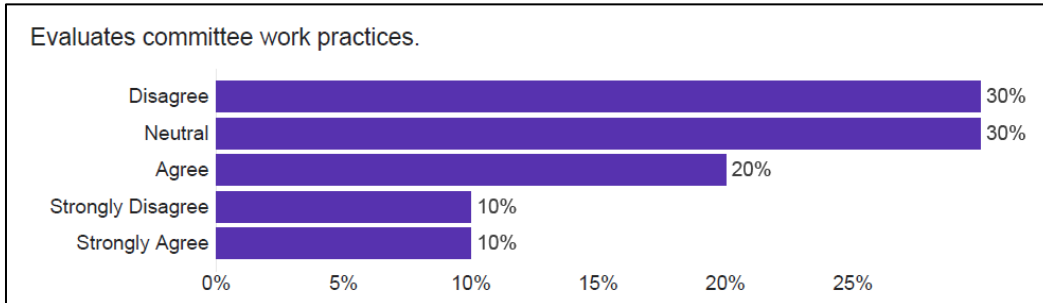
Chart 15



Two respondents abstained from answering this question.

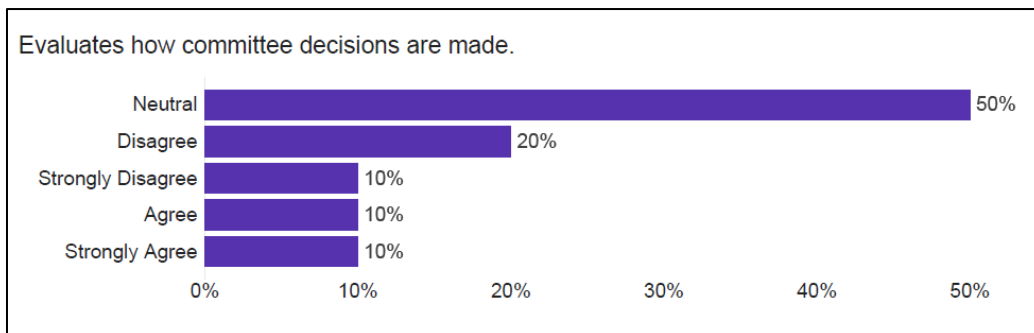
Respondents' perception about the evaluation of the committee's work practices showed great variation, as observed in the chart below. Forty percent of respondents asserted the committee did not evaluate these practices, and another 30% said they did.

Chart 16



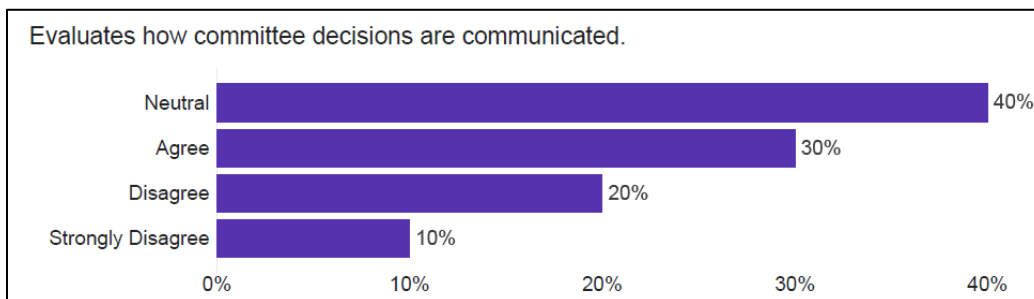
Respondents' perception about the evaluation of the way in which decisions are made in the committee showed great variation, as observed in the chart below. Half of respondents chose not taking a position; another 30% asserted that the committee did not go through this evaluation; and another 20% stated that the committee did evaluate the way in which decisions are made.

Chart 17



Respondents' perception about the evaluation of the way in which decisions are communicated showed great variation, as observed in the chart below. Forty percent of respondents chose not taking a position; another 30% asserted that the committee did go through this evaluation; and another 30% stated that the committee did not evaluate how its decisions are communicated.

Chart 18



Accomplishments

Respondents did not mention any accomplishment for the 2019-20 year.

Improvements

Respondents mentioned improvements in the three areas assessed.

Improvements in the Area of Purpose, Goals & Tasks

- Devote time to clarify the purpose of the committee so that committee members understand more clearly what is expected from them (project approval, input on issues to make decisions, resolve safety and health issues, etc.).
- Devote time to clarify the relationship of the FSC with other committees on campus.
- Ensure that the FSC set annual goals every year.

Improvements in the Area of Committee's Functioning

- Create more space for discussion around agenda items so that committee members can actively participate in decision-making.
- Balance the time used to report out on the status of projects, and the time spent dialoguing about agenda items.
- Use project timeline tools to enable the committee to address issues in a timely manner.

Improvements in the Area of Decision-Making Effectiveness & Communication

- Devote more time in meetings to consultation and the discussion of decisions made by the committee.

Appendix

Background

In an effort to improve decision-making at ECC, the College Council charged a Task Force to write Making Decisions at El Camino College (2015-2020). This document explains the structures, relationships, and philosophy for making inclusive, data-informed, and well-communicated decisions through collegial consultation committees.

As one of the six college consultation committees, the Facilities Steering Committee (FSC) will provide input for Program Planning, review related documents, and make recommendations for the Facilities Master Plan.

The Making Decisions document includes a set of annual activities that contribute to effective and inclusive committee functioning. These are: a) Provide an orientation for committee members, b) review the committee's purpose statement, purview and goals, c) **Conduct a self-evaluation to determine the committee's** effectiveness, and d) review the Making Decisions document.

Objective of the Survey

Based on the Making Decisions document referred above, a self-evaluation survey was created to determine the Facilities Steering Committee's effectiveness.

Method

Members of the Facilities Steering committee completed the survey via Qualtrics web-based tool. The Qualtrics link was sent through the Chair's email address.

Respondents

Out of the fifteen members who received the survey, ten completed the instrument (67% response rate).

Respondents' Verbatim Observations on Improvements

- *It seems that decisions have already been made and are only communicated to this committee. Input is allowed, however, since all the decisions have already been made, it's often a moot point.*
- *Most of the meetings are reports out. We mostly hear Jorge report on the status of projects.*
- *It would be nice if there was more back-and-forth conversation among all of the members versus just listening to the various reports.*
- *Right now, it just seems like we listen to what is reported; and if there is something that needs to be addressed with a particular issue, it is too late for us to address or it is handled by another area.*
- *I am very unclear what this committee does. It does not appear that we approve construction projects, address safety and health issues, or have any input on these issues.*
- *It seems like health and safety would be at the core of every discussion, particularly with what is going on right now with the coronavirus.*
- *It also seems like this committee is not integrated with others, such as the coronavirus task force or the parking committee.*
- *Set goals and consult with committee before decisions are made.*
- *Be very clear on what this committee does.*
- *There is very limited discussion or decision making.*
- *I guess I thought there would be more decision making and consultation in this committee.*