



El Camino College

2019-20 Technology Committee Self-Evaluation Report

Summary of Findings, Improvements mentioned by Respondents, and IRP Recommendations

Findings: Purpose, Goals & Tasks

- Most respondents were aware of the purpose of the Technology Committee (84%); reviewed the progress of the committee's goals (75%), and the *Making Decisions at El Camino College* document (75%).
- Almost 60% of respondents understood the committee's responsibilities, and participated in the committee's setting of goals.
- Respondents' perception about the level of completion of all eight goals showed variation.

Respondents' Improvements and IRP Recommendations

Respondents

- Clarify the committee's purpose, direction, and vision
- Evaluate the committee's membership to determine if there is a need for reconstitution in order to have strong representation of all campus stakeholders
- Examine possible changes on the committee's priorities due to COVID-19 (members' commitments and capacity)

IRP

- Clarify the committee's responsibilities. Putting them in writing might help the committee staying focused and familiarizing new/newer members with these responsibilities
- Strengthen and devote more time to activities related to goal-setting and report of goals progress so that all members are in the same page in regards the level of completion of goals

Findings: Committee's Functioning

- All respondents received meeting minutes sufficiently in advance to review.
- The majority of respondents received meeting materials sufficiently in advance to review; had opportunities to provide input for the committee (91%); and felt comfortable contributing ideas during meetings (83%).
- Forty percent of respondents did not receive orientation when beginning to serve in the committee.
- Respondents' perception about the frequency of use of this survey's results showed variation.

Respondents' Improvements & IRP Recommendations

Respondents

- Develop a one-page summary of what the committee has accomplished and share it in meetings
- Share in meetings a chart with ITS existing projects, projects' current status, and an anticipated completion date

- Implement orientation for new/newer committee members
- Establish expectations around committee members' role and participation

IRP

- Ensure new/newer Technology Committee members receive orientation at the beginning of their term
- Regularly use the results of this survey as input for the committee's work

Findings: Decision-Making Effectiveness & Communication

- Most respondents stated that they communicated the committee's decisions to the constituents they represent (84%) and received the information they needed to make decisions in the committee (75%).
- Almost 70% of respondents clearly understood how decisions are made in the committee.
- Half of the respondents were aware of how the Technology Committee communicated its decisions to other committees.
- Around a third of respondents (36%) stated that the Technology Committee evaluates its work practices.
- Respondents' perception about evaluating how committee's decisions are made and communicated showed some variation.

Respondents' Improvements & IRP Recommendations

Respondents

- Develop better communication within the committee
- Establish expectations around how committee members support their constituencies, gather information, and communicate results to them
- Clarify how the committee reports to the community
- Communicate to stakeholders the procedure used by the committee to assess all technology-related project proposals to ensure adequate evaluation and rating within a constrained budgetary environment

IRP

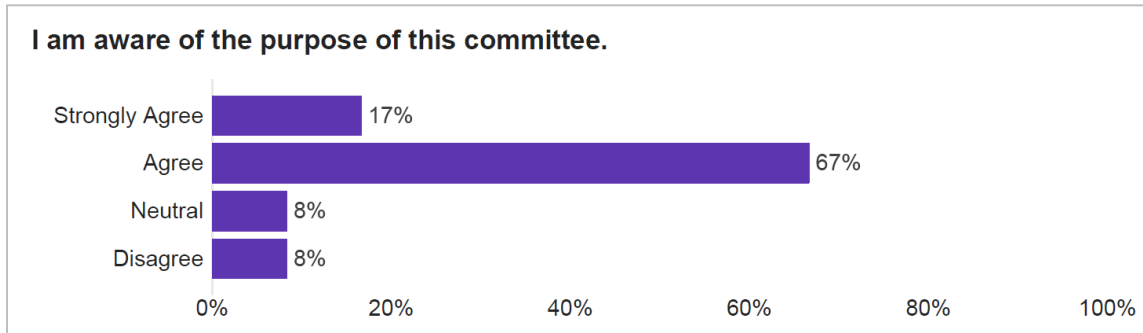
- Create a document that states the procedures used by the committee to develop and evaluate its work, make decisions, and communicate them to other groups and stakeholders on campus. The committee might consider using this document regularly. This will contribute to having clarity about how decisions are made and communicated, and how committee's work practices as well as its decision-making process are evaluated.

Findings

Purpose, Goals & Tasks¹

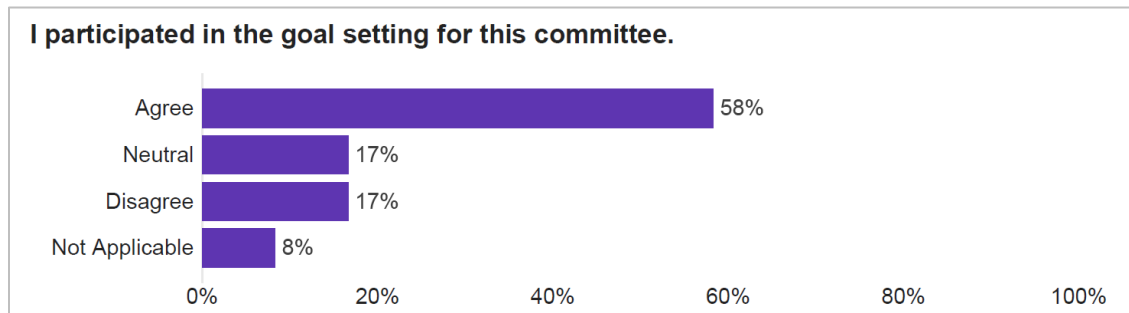
Most respondents (84%) stated being aware of the purpose of the Technology Committee.

Chart 1



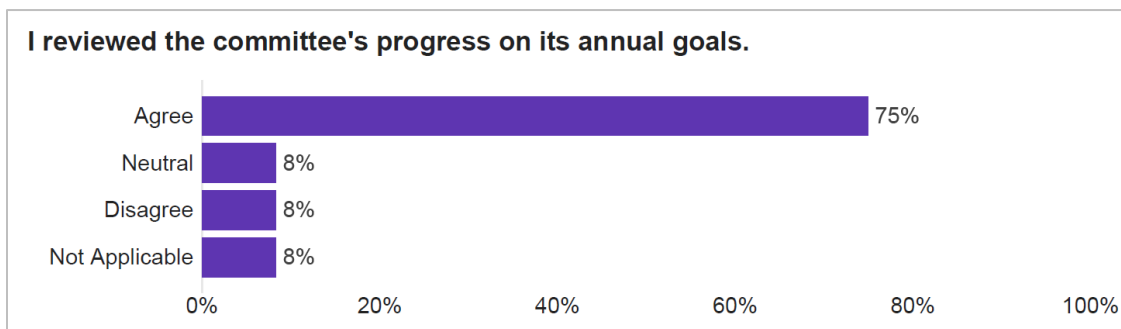
Almost 60% of respondents asserted participating in the committee's setting of goals. Seventeen percent of them did not participate in this activity.

Chart 2



Most respondents (75%) reviewed the progress of the committee's goals.

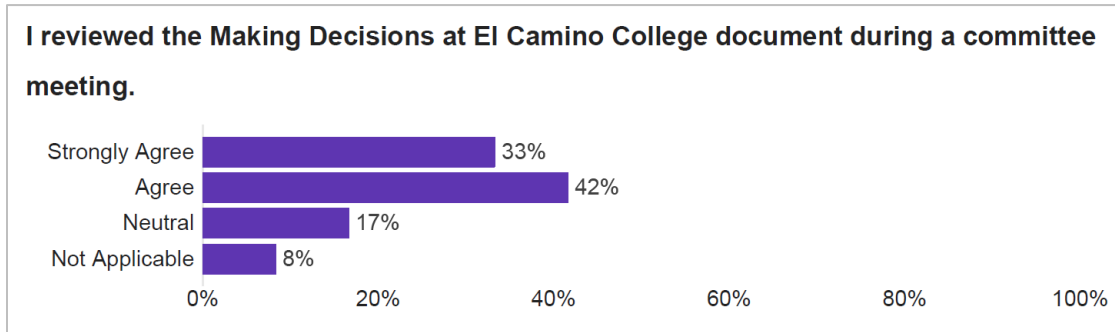
Chart 3



¹ From a total of twelve respondents, all but one served in the committee as chair or in a supporting role. Only one was a guest, presenter, or spectator.

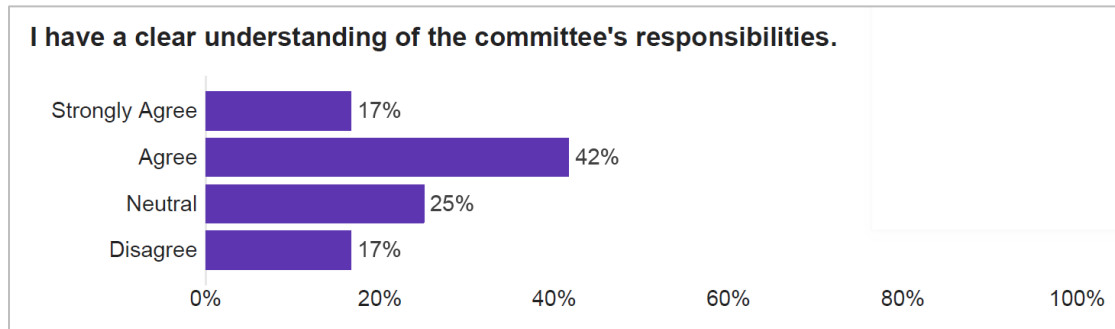
Most respondents (75%) stated reviewing the *Making Decisions at El Camino College* document during a committee meeting.

Chart 4



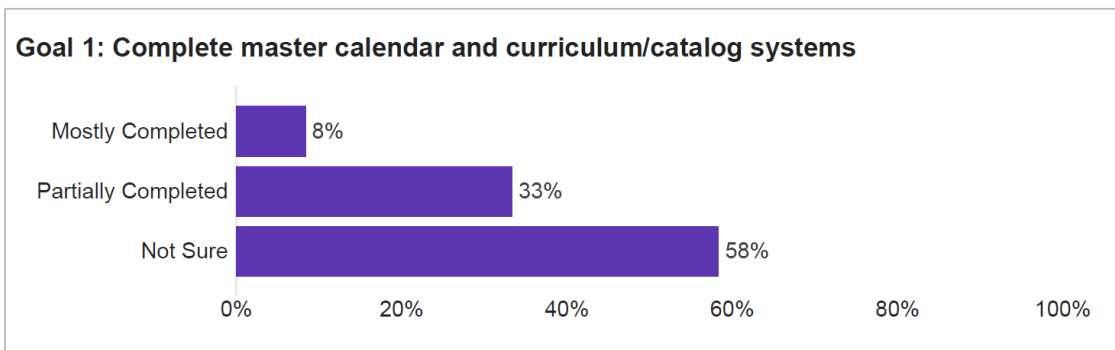
Almost 60% of respondents stated having a clear understanding of the committee's responsibilities. Seventeen percent of them are unclear about such responsibilities.

Chart 5



Respondents' perception about the level of completion of goal 1 showed variation. Fifty eight percent was unsure; 33% stated it was partially completed, and 8% of respondents said it was mostly completed.

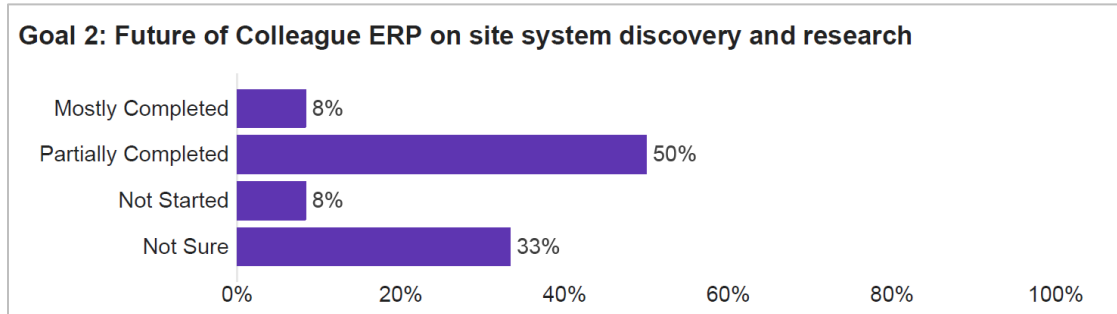
Chart 6



One respondent abstained from answering this question.

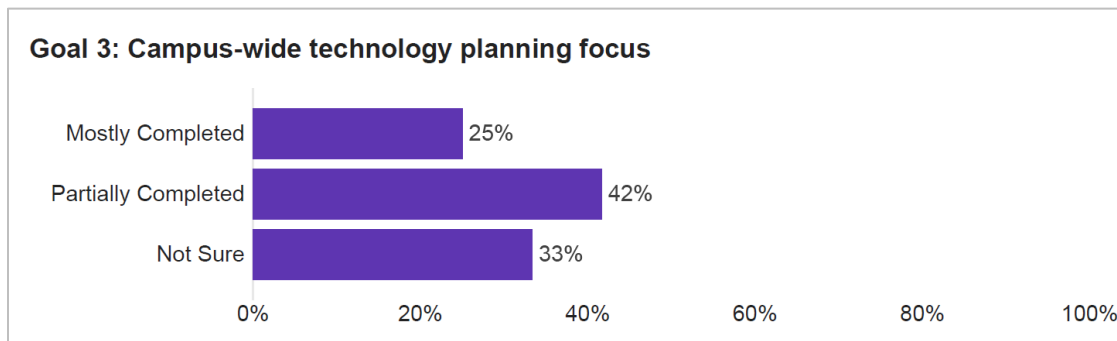
Respondents' perception about the level of completion of **goal 2** showed variation. Half of respondents thought it was partially completed; 33% was not sure; 8% of respondents said it was mostly completed, and another 8% stated the work towards this goal had not started.

Chart 7



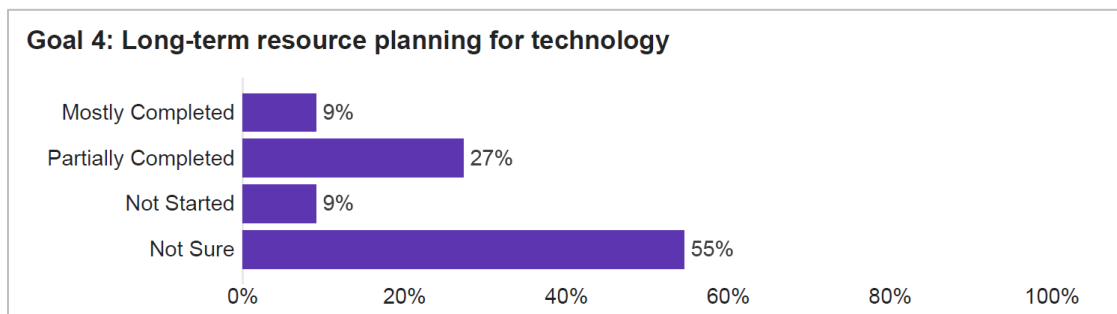
Respondents' perception about the level of completion of **goal 3** showed variation. Forty two percent of respondents thought it was partially completed; 25% stated it was mostly completed, and 33% was unsure.

Chart 8



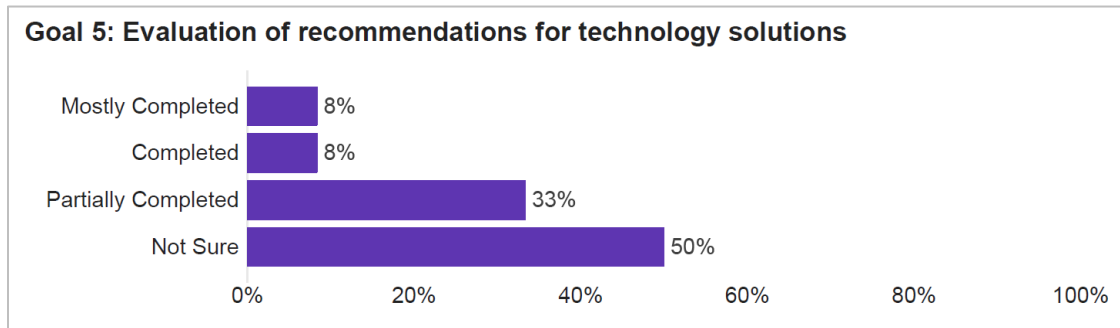
Respondents' perception about the level of completion of **goal 4** showed variation. Around half of respondents was unsure; 27% thought it was partially completed; 9% stated it was mostly completed; and another 9% asserted that the work towards this goal had not started.

Chart 9



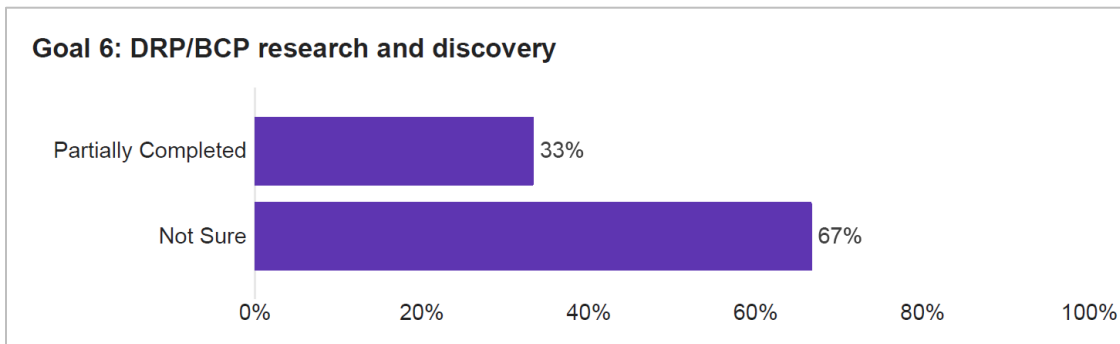
Respondents' perception about the level of completion of **goal 5** showed variation. Half of respondents was unsure; 33% thought it was partially completed; 8% stated it was mostly completed; and another 8% asserted it was completed.

Chart 10



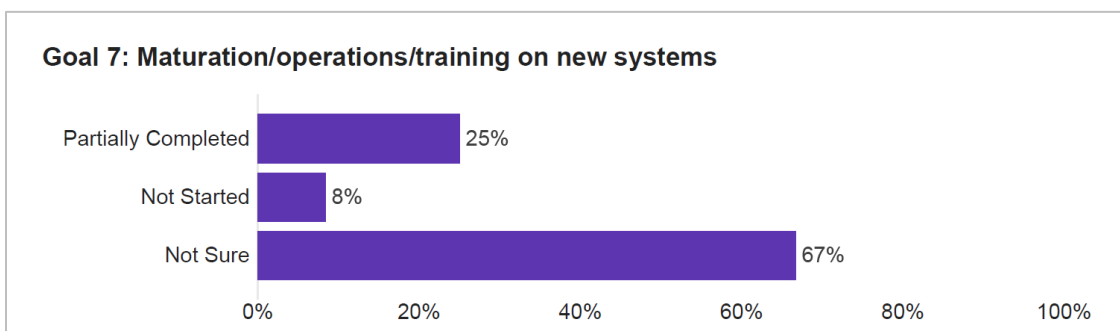
Respondents' perception about the level of completion of **goal 6** showed less variation than the previous goals. Sixty seven percent of respondents was unsure and 33% thought it was partially completed.

Chart 11



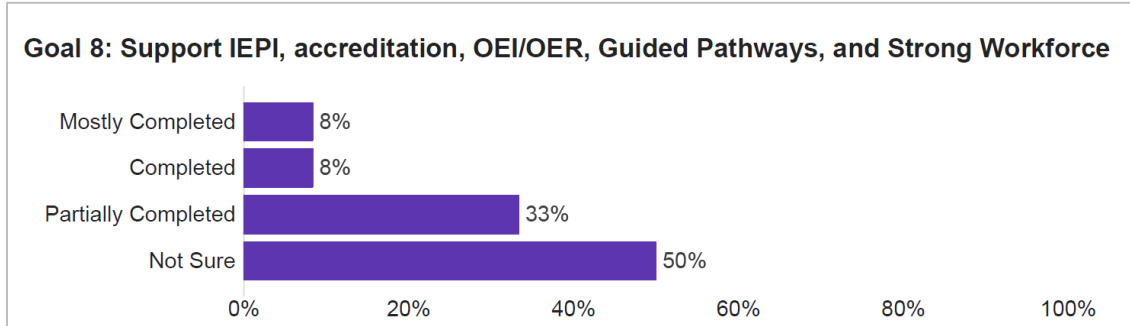
Respondents' perception about the level of completion of **goal 7** showed variation. Sixty seven percent of respondents was unsure; 25% thought it was partially completed, and 8% asserted that the work towards this goal had not started.

Chart 12



Respondents' perception about the level of completion of **goal 8** showed variation. Half of respondents was unsure; 33% thought it was partially completed; 8% stated it was mostly completed; and another 8% asserted it was completed.

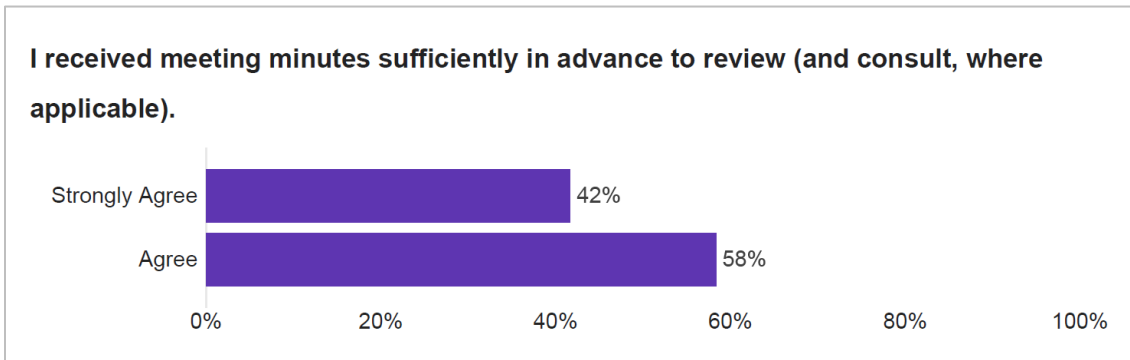
Chart 13



Committee's Functioning

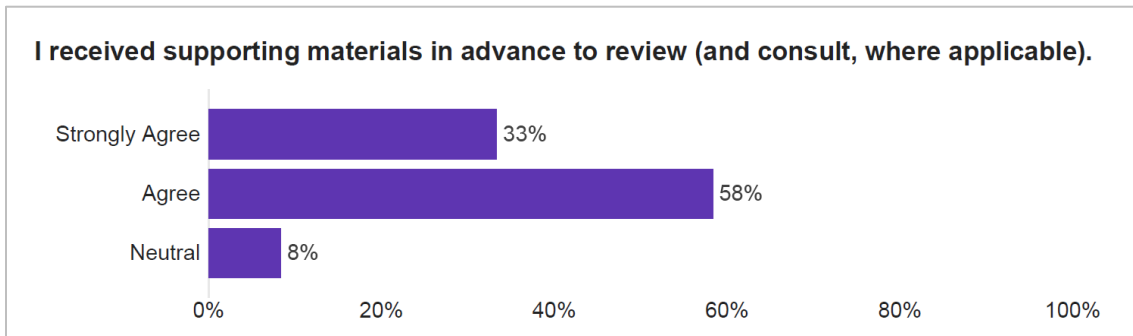
All respondents stated receiving meeting minutes sufficiently in advance to review.

Chart 14



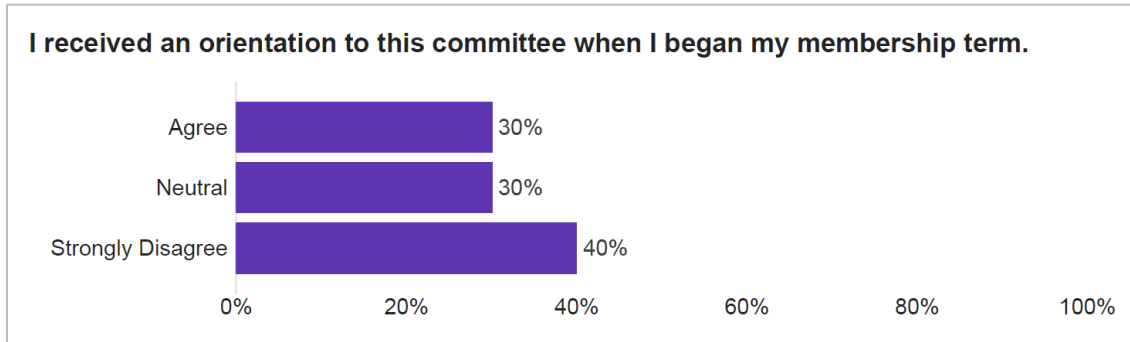
The majority of respondents (91%) stated receiving meeting materials sufficiently in advance to review.

Chart 15



Forty percent of respondents stated not receiving orientation when beginning to serve in the committee. A third of respondents did go through orientation. Another third chose not taking a position (neutral) in regards this question.

Chart 16



Two respondents abstained from answering this question.

The majority of respondents asserted having opportunities to provide input for the committee (chart 17, 91%) and felt comfortable contributing ideas during meetings (chart 18, 83%). Seventeen percent of respondents felt uncomfortable doing so (chart 18).

Chart 17

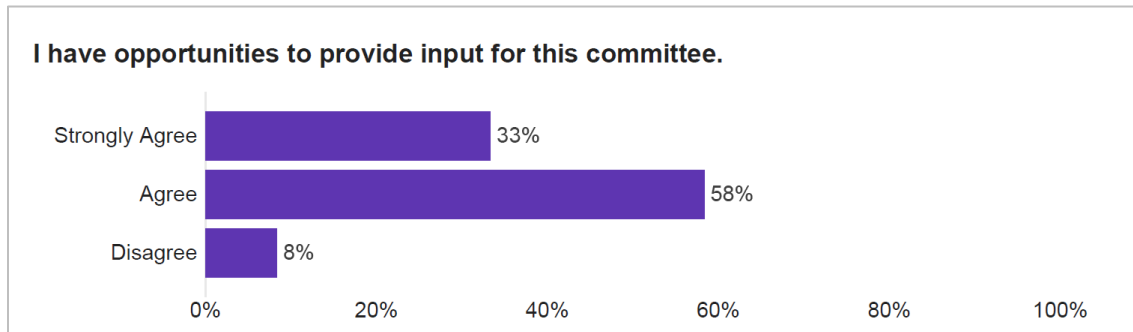
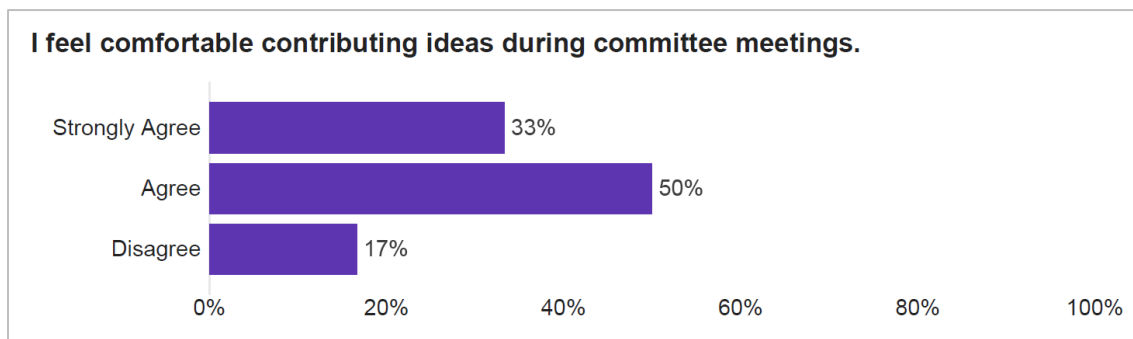


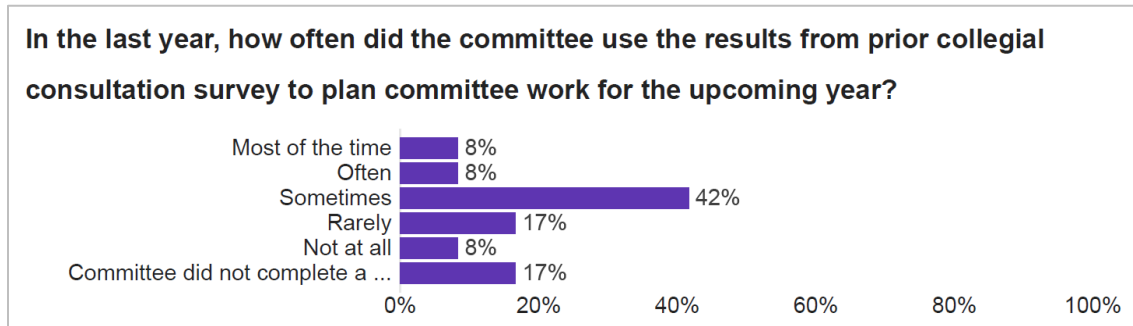
Chart 18



Respondents' perception about the frequency of use of this survey's results showed variation, as observed in the chart below. Forty two percent of respondents said that the committee had sometimes used the results. Seventeen percent asserted "rarely". Eight percent of respondents answered with

either “often” or “most of the time”. Seventeen 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.

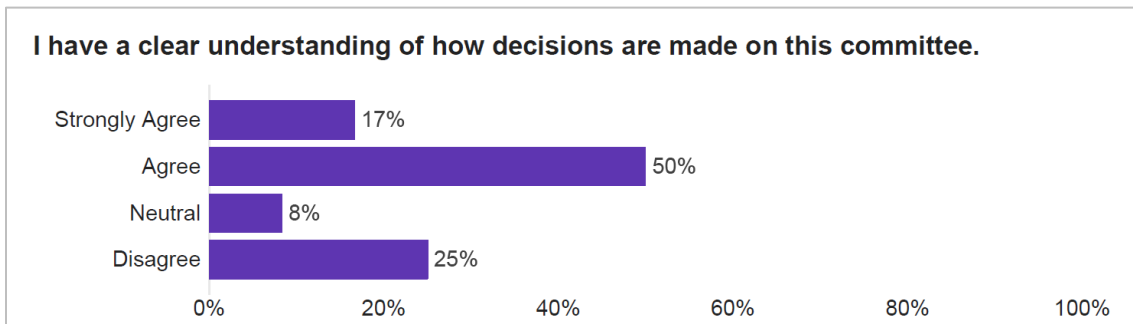
Chart 19



Decision-Making Effectiveness & Communication

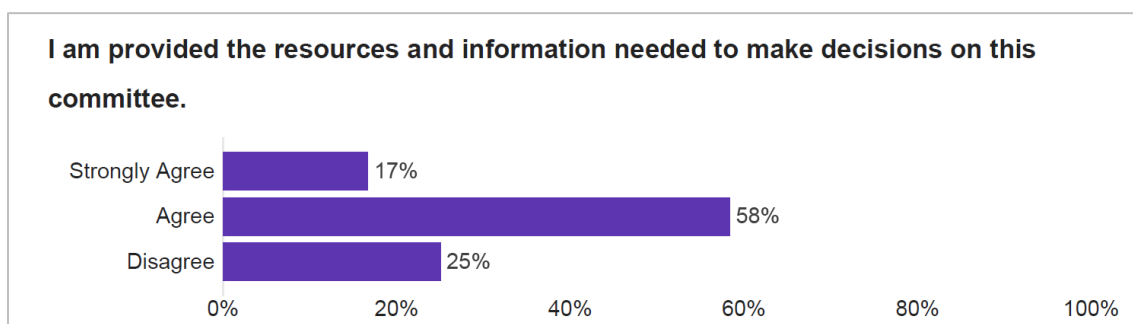
Almost 70% of respondents said they clearly understood how decisions are made in the committee. A 25% of them stated being unclear about it.

Chart 20



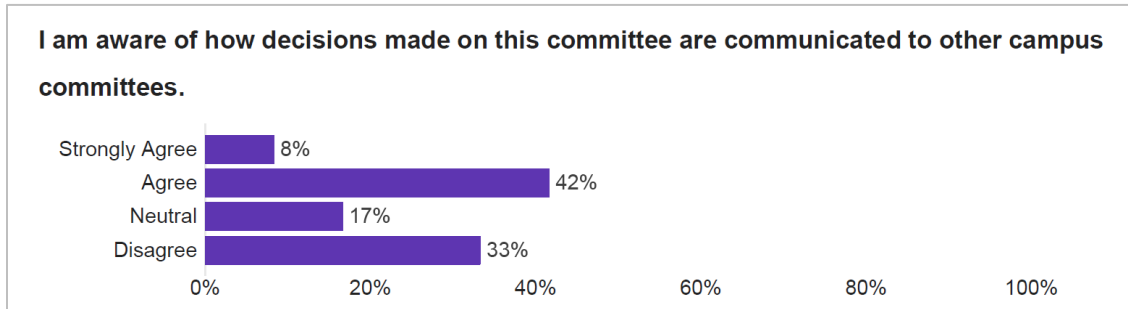
Most respondents (75%) were provided with the information they needed to make decisions in the committee. A fourth of them said that they were not.

Chart 21



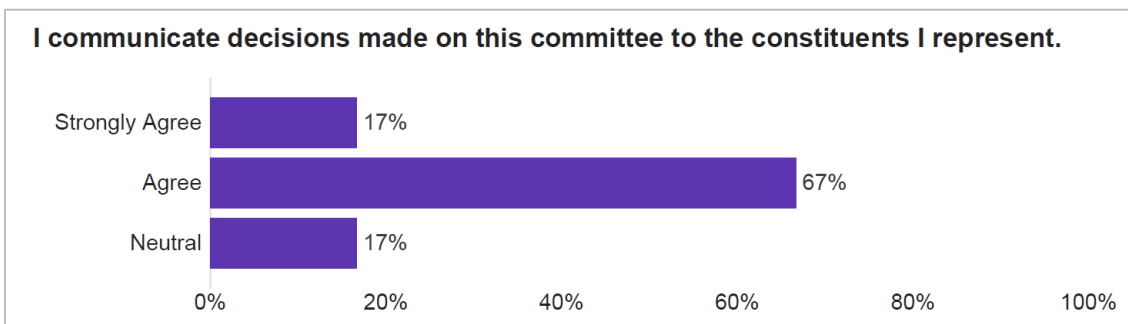
Half of the respondents asserted being aware of how the Technology Committee communicated its decisions to other committees. Around a third of the respondents stated being unaware. Seventeen percent chose not taking a position (neutral) in regards this question.

Chart 22



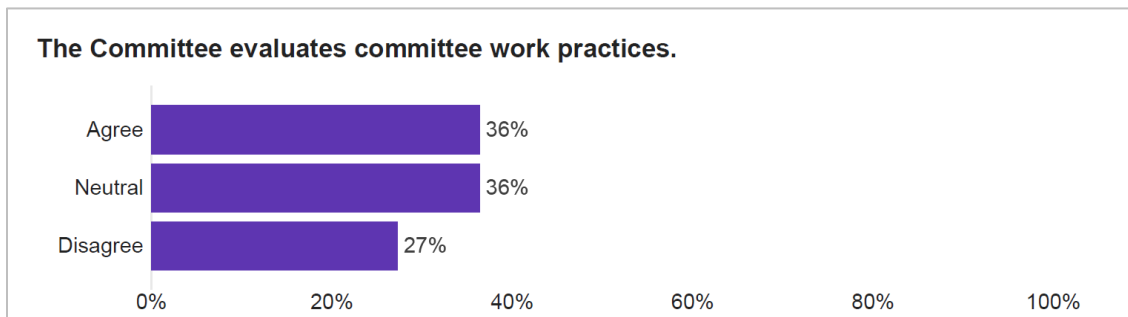
Most respondents (84%) stated that they communicated the committee’s decisions to the constituents they represent. Seventeen percent chose not taking a position (neutral) in regards this question.

Chart 23



Around a third of respondents (36%) stated that the Technology Committee evaluates its work practices. Another third (36%) chose not taking a position (neutral) in regards this question. Twenty seven percent of respondents said the committee did not evaluate its work practices.

Chart 24

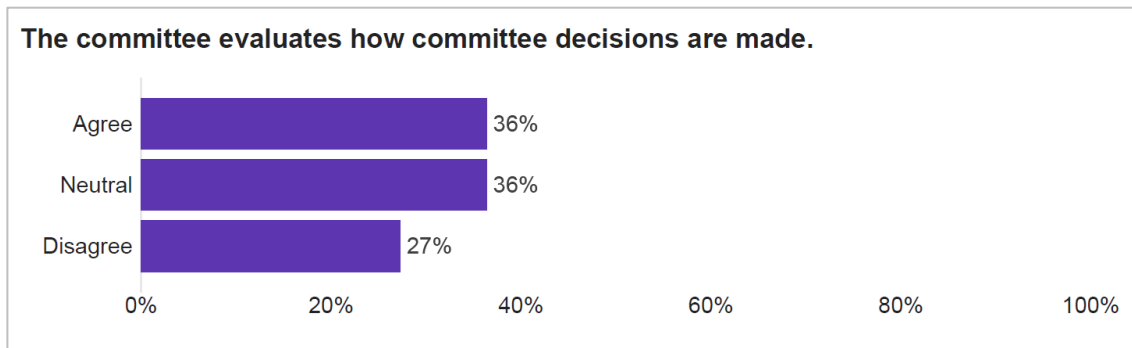


One respondent abstained from answering this question.

Respondents’ perception about evaluating how decisions are made in the committee showed some variation, as observed in the chart below. Around a third of respondents (36%) stated that the Technology Committee evaluates how decisions are made; another 36% chose not taking a position

(neutral) in regards this question; and 27% of respondents asserted that the committee did not go through this evaluation.

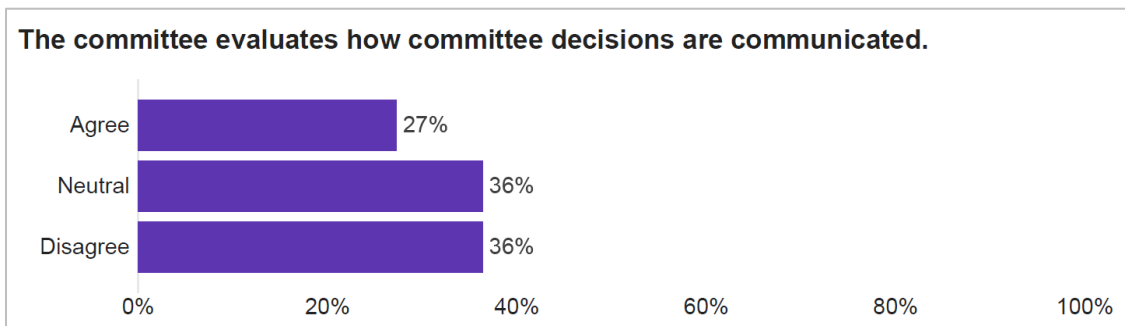
Chart 25



One respondent abstained from answering this question.

Respondents' perception about evaluating how decisions are communicated showed some variation, as observed in the chart below. Twenty seven percent stated that the Technology Committee evaluates how decisions are communicated; 36% chose not taking a position (neutral) in regards this question; and another 36% of respondents asserted that the committee did not go through this evaluation.

Chart 26



One respondent abstained from answering this question.

Accomplishments

Respondents mentioned accomplishments in the two of the three areas assessed.

Accomplishments in the Area of Purpose, Goals & Tasks

- Regularly reviewed software proposals and demos that groups on campus wish to purchase, which allowed making informed decisions as to ranking the importance of these projects within current budgetary constraints.
- Evaluated the ERP (Enterprise Resource Planning).

Accomplishments in the Area of Committee's Functioning

- Reestablished committee's processes and leadership.
- Reinforced committee's role and process in evaluating the College technology ecosystem.
- Administered a self-evaluation survey.

Improvements

Respondents mentioned improvements in the three areas assessed.

Improvements in the Area of Purpose, Goals & Tasks

- Clarify the committee's purpose, direction, and vision
- Evaluate the committee's membership to determine if there is a need for reconstitution in order to have strong representation of all campus stakeholders
- Examine possible changes on the committee's priorities due to COVID-19 (members' commitments and capacity)

Improvements in the Area of Committee's Functioning

- Develop a one-page summary of what the committee has accomplished and share it in meetings
- Share in meetings a chart with ITS existing projects, projects' current status, and an anticipated completion date
- Implement orientation for new/newer committee members
- Establish expectations around committee members' role and participation

Improvements in the Area of Decision-Making Effectiveness & Communication

- Develop better communication within the committee
- Establish expectations around how committee members support their constituencies, gather information, and communicate results to them
- Clarify how the committee reports to the community
- Communicate to stakeholders the procedure used by the committee to assess all technology-related project proposals to ensure adequate evaluation and rating within a constrained budgetary environment

Appendix

Background

The *2020-25 Making Decisions Guide* describes the governance and decision-making processes by which the El Camino College District ensures that there are opportunities for meaningful collaboration and that the voices of the constituent groups are heard in making decisions.

As one of the six college consultation committees, the Technology Committee evaluates needs; strategizes solutions; and proposes recommendations for campus-wide technology planning. It also develops, monitors, and evaluates implementation of the College Information Technology Strategic Plan.

The *2020-25 Making Decisions Guide* includes a set of annual activities that chairs of consultation committees should perform. These are: a) Provide an orientation to members, b) review the committee's purpose statement, purview and goals, c) facilitate the creation of new committee goals, d) **conduct a committee self-evaluation to inform the committee's effectiveness, e) create/adjust/update processes for governance, decision making, and communication informed by the committees' annual self-evaluation survey results**, and f) review the *Making Decisions Guide*.

Objective of the Survey

Based on the *2020-25 Making Decisions Guide* referred above, a self-evaluation survey was created to determine the Technology Committee effectiveness, and to inform the creation, adjustment, and/or update of processes for governance, decision making, and communication within the committee.

Method

Members of the Technology Committee completed the survey via Qualtrics web-based tool. The Qualtrics link was distributed by the committee's notetaker.

Respondents

Out of the 28 members who received the survey, 12 completed the instrument (42.8% response rate).

Respondents' Verbatim Observations on Improvements

See above.

I have only been here a few months so I cannot answer this question.

Better communication.

An orientation, expectation, how we the committee is to report out, and what is the membership roles/participation for the committee.

How have our priorities changed due to COVID-19? What are we doing (or do not need to do) with respect to the members commitments and capacity?

I think we need to get the word out more effectively that all technology-related project proposals need to go through this committee. This will ensure a smooth and logical path to evaluating all current proposals and rating their importance within our constrained budgetary environment.

An evaluation and potential reconstitution of the committee for strong representation of all campus stakeholders.

Consistent expectations of and following that support for how committee members gather information from and communicate results to their constituencies.

Respondents' Verbatim Observations on Accomplishments

Reestablishment of process and leadership of the committee. Regular reviewing of software that groups on campus wish to purchase.

It's not clear what the purpose of the committee is. I am not sure what we've accomplished. A one-page summary of what we accomplished, if anything, would be nice. In the past at most meetings we would get a chart with what projects ITS is working on where each project is currently in the process and an anticipated completion date. This information would be helpful.

I have only been here a few months so I cannot answer this question.

Not sure.

Unknown.

Since the CTO quit, and the VP has come on board, she has tried to set some order and "rules," but the direction and vision is still unclear.

It was good to have a survey. There was a transition in leadership which left things up in the air for a while, but am looking forward to more consistent leadership as we move forward.

I think that the committee finally matured into what it was supposed to be from the very beginning. We actually reviewed software proposals during the meetings with demos so that we could make informed decisions as to ranking the importance of these projects within our current budgetary constraints. This rarely happened previous to this year.

Evaluation of the ERP.

Transitioning committee leadership.

Reinforcing a process and role for the committee in evaluating the technology ecosystem.