2020-21 Technology Committee Self-Assessment Report

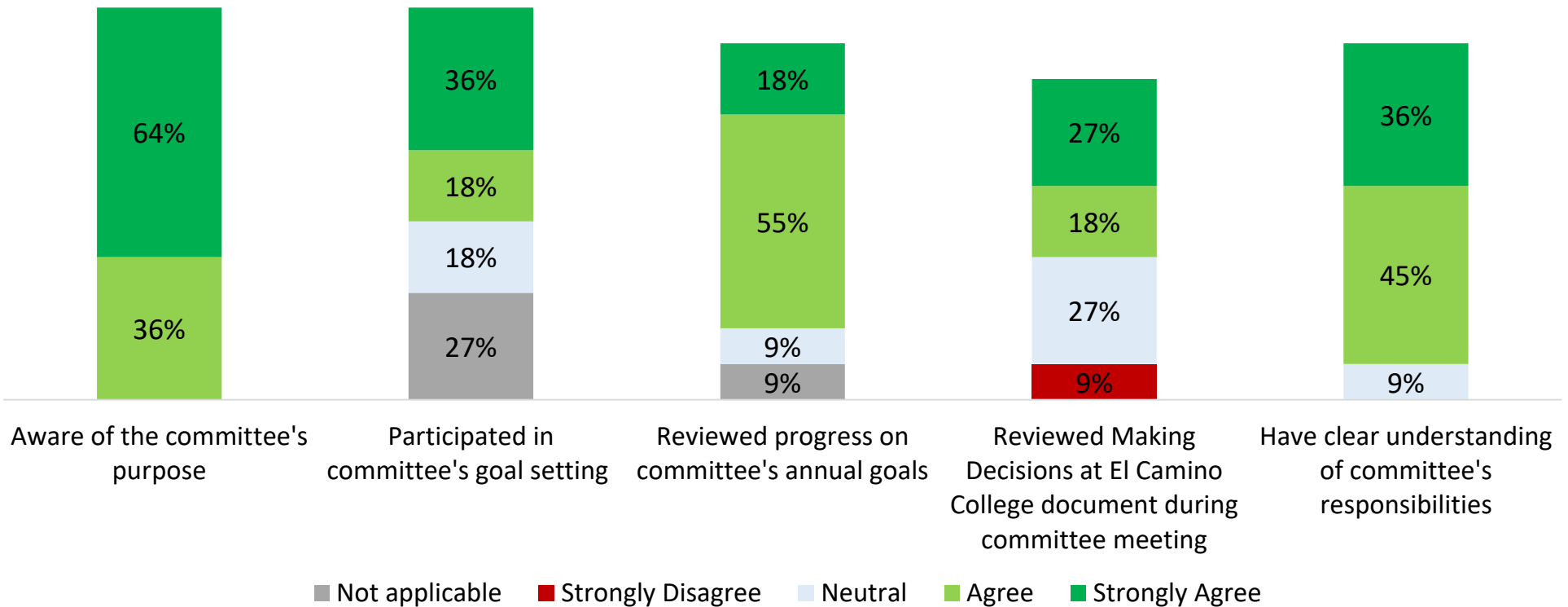*INSTITUTIONAL RESEARCH & PLANNING*

Assessment Areas

1. Purpose, Goals & Tasks

2. Committee's Functioning
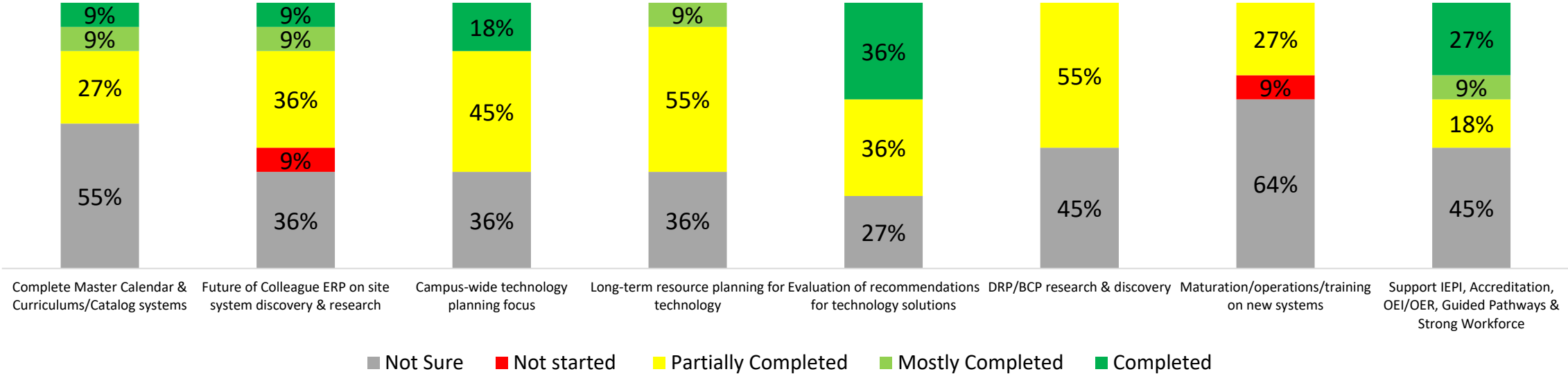
3. Decision-Making Effectiveness & Communication

Response rate: 39% (11 out of 28 committee members*)

* List of Committee Members as stated in May 18, 2021 meeting agenda

Purpose, Goals & Tasks Findings

Chart showing survey responses across five categories:

Aware of the committee's purpose: Agree 36%, Strongly Agree 64%

Participated in committee's goal setting: Not applicable 27%, Neutral 18%, Agree 18%, Strongly Agree 36%

Reviewed progress on committee's annual goals: Not applicable 9%, Neutral 9%, Agree 55%, Strongly Agree 18%

Reviewed Making Decisions at El Camino College document during committee meeting: Strongly Disagree 9%, Neutral 27%, Agree 18%, Strongly Agree 27%

Have clear understanding of committee's responsibilities: Neutral 9%, Agree 45%, Strongly Agree 36%

Legend: Not applicable, Strongly Disagree, Neutral, Agree, Strongly Agree
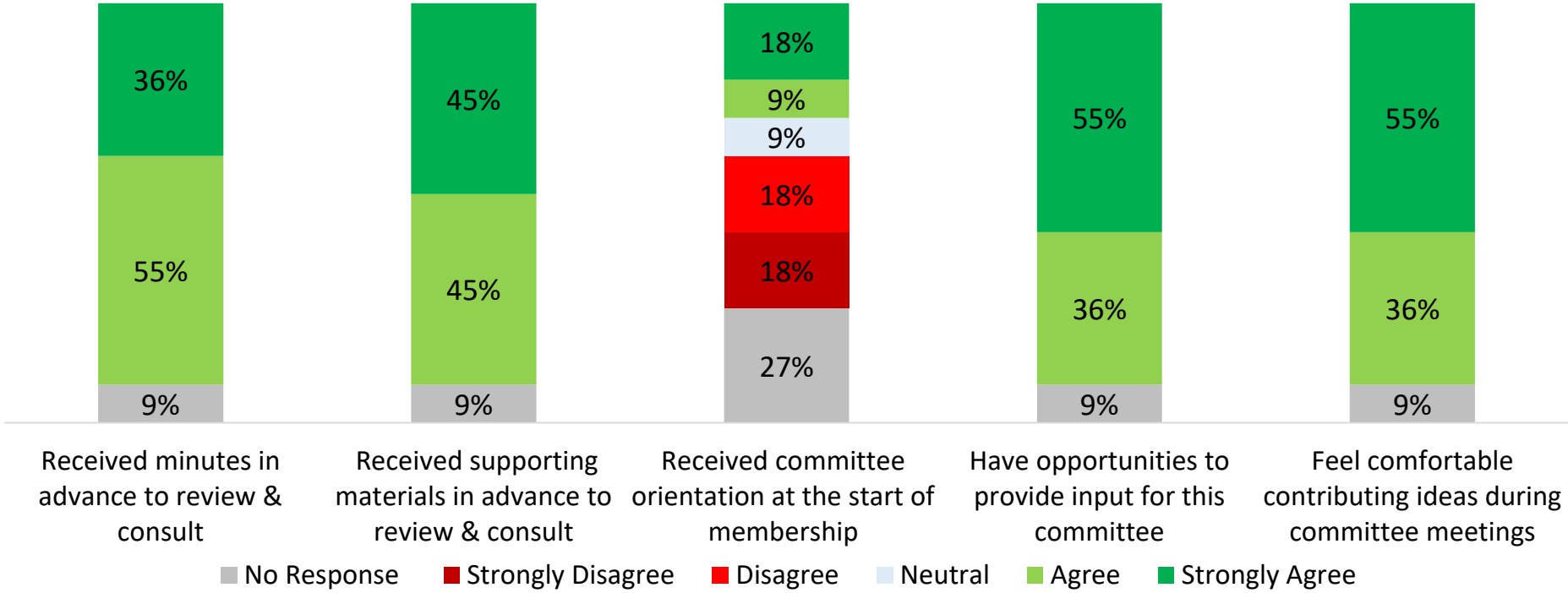
Completion of Technology Committee Goals

Purpose, Goals & Tasks Accomplishments Mentioned by Respondents

- Defined strategic goals and set up priorities for next fiscal year.

- Worked towards the original purpose of the committee: To review, advise on, and authorize new technology purchases for the campus.

- Helped in making decisions about what technology is to be used on campus.

- Centralized all new hardware & software requests through the Committee.

- Formalized a process to acquiring technology campus wide.

- Established policies.

Committee's Functioning Findings

Received minutes in advance to review & consult: No Response 9%, Agree 55%, Strongly Agree 36%

Received supporting materials in advance to review & consult: No Response 9%, Agree 45%, Strongly Agree 45%

Received committee orientation at the start of membership: No Response 27%, Strongly Disagree 18%, Disagree 18%, Neutral 9%, Agree 9%, Strongly Agree 18%

Have opportunities to provide input for this committee: No Response 9%, Agree 36%, Strongly Agree 55%

Feel comfortable contributing ideas during committee meetings: No Response 9%, Agree 36%, Strongly Agree 55%

Legend: No Response, Strongly Disagree, Disagree, Neutral, Agree, Strongly Agree

Functioning Accomplishments Mentioned by Respondents

- Created working groups for each strategic goal and priorities.

- Adapted to the technical needs of the pandemic.

- Developed and used a consistent process for evaluating new software (and hardware) solutions including SaaS.
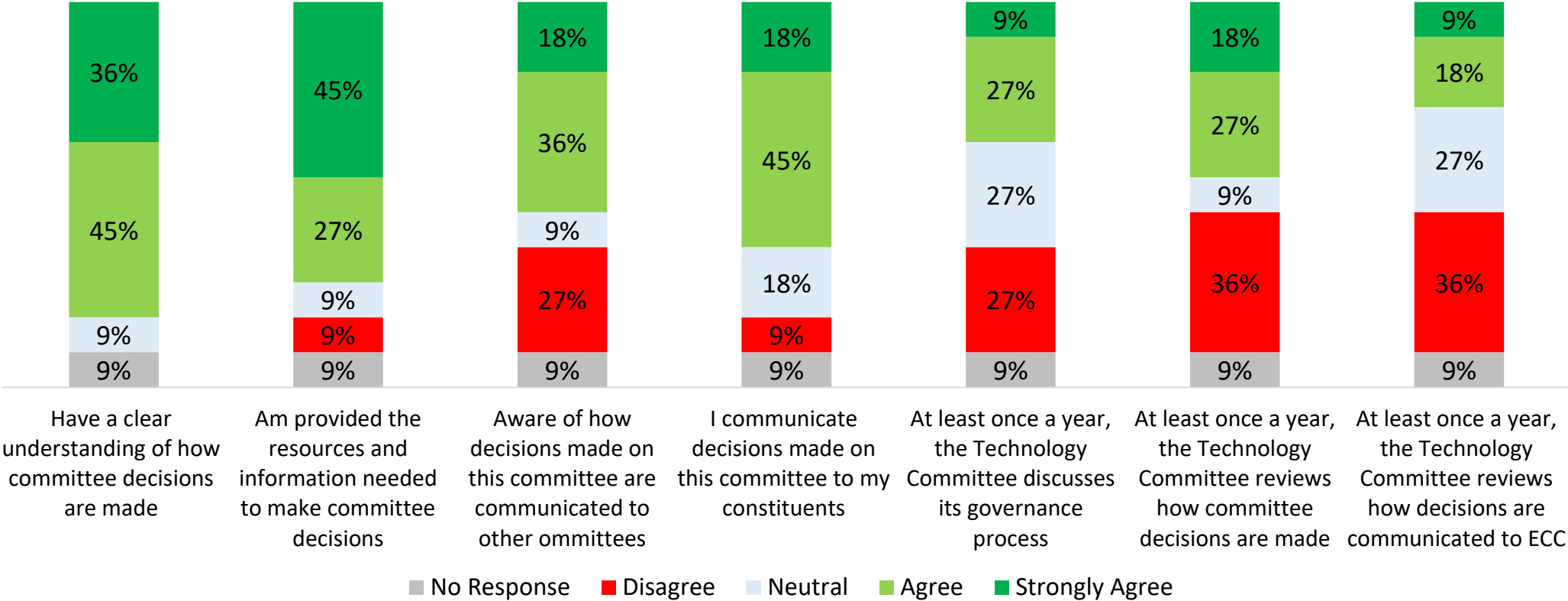
Functioning Improvements Mentioned by Respondents

- Extend meeting length from 60 to 90 minutes

- Better monitor working groups activities and progress

- Limit meeting time allocated to new hardware & software purchase requests to spend more time talking about innovating and transforming the organization through the use of technology

- Have consistent student representation in the committee

- Expand faculty representation in the committee

Decision-Making Effectiveness & Communication Findings

Decision-Making Effectiveness & Communication Accomplishments Mentioned by Respondents

- Communicated planning for campus hardware.

Decision-Making Effectiveness & Communication Improvements Mentioned by Respondents

- Better communicate to the campus community why and how to acquire/propose technology through this committee

- Develop policy/procedures to guide the process the committee uses to approve/support campus technology requests

Thank You
Questions?