

2024-25 Calendar Committee Self-Assessment Survey Report

INSTITUTIONAL RESEARCH & PLANNING

Why this Self-Assessment?



To **implement continuous self-assessment** as it is a need recognized and respected by our participatory governance framework



To **create, adjust, and/or update the committee's** governance, decision-making, and communication **processes**



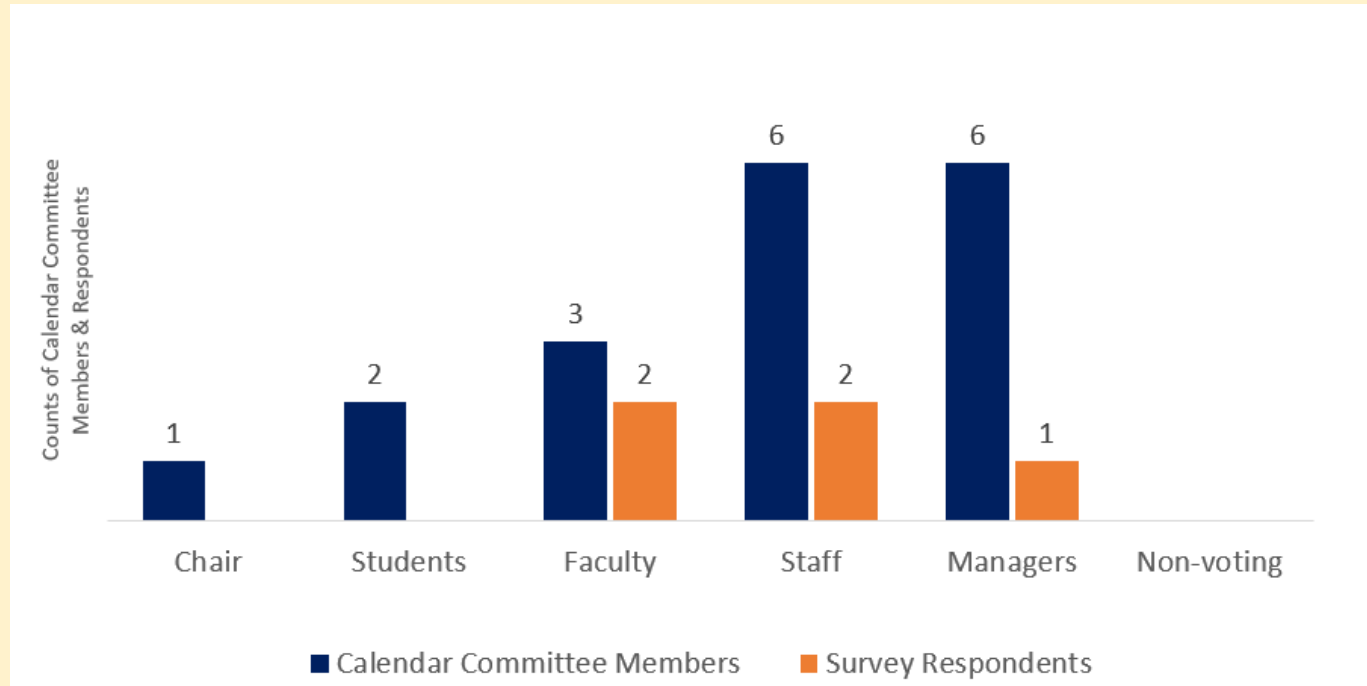
To help committee members **formalize recommendations for change and their implementation**

*Participatory governance recognizes and respects **the need for continuous self-assessment**. The committees' processes of governance, decision-making, and communication are **formally assessed at the end of every year**. **Committees use results to create, adjust and/or update these processes**. **Committee members commit to formalize recommendations for change and their implementation** (Participatory Governance, Planning & Decision-Making Handbook, p. 6).*

Response Rate: **28% (5 out of 18)**

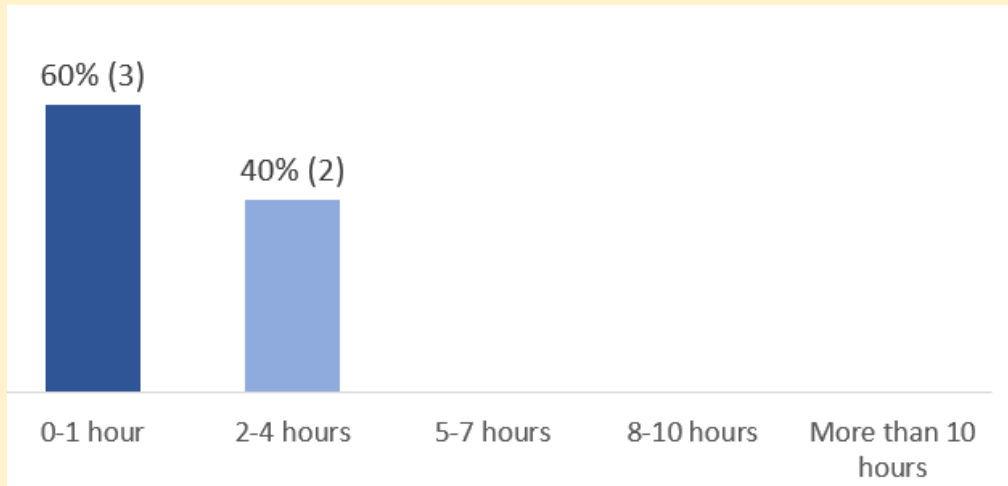
- **Survey results do not reflect the experience of the committee body due to the low response rate.**
 - **Students and chair were not represented.**
 - **Staff and managers had low representation.**
 - **Faculty were strongly represented, with 2 out of 3 responding.**

Survey Participation by Role



Monthly Time Spent on Committee Work

Most respondents: 0-1 hour a month



Collaboration, Participation & Transparency

MULTIPLE CHOICE QUESTIONS

Collaboration & Participation



All respondents (5)

- Valued sharing ideas
- Issues were discussed respectfully
- Divergent views were explored
- Worked towards common understanding

Mixed Perceptions (3/2)

- Change and innovation leading to improvement

Transparency



All respondents (5)

- Approved minutes posted in BoardDocs

Mixed Perceptions

- Meetings publicly disseminated (3/1/1)
- Using multiple modalities to communicate between members and to keep ECC updated (2/1/2)

Committee's Governance & Members' Responsibilities

MULTIPLE CHOICE QUESTIONS

Committee's Governance



All respondents (5)

- Made recommendations to College Council

Mixed Perceptions

- Assessed its governance, communication and decision-making (4/1)
- Used assessment to improve (3/1/1)
- Formalized recommendations for change and implemented them (3/1/1)

Member's Responsibilities



All respondents (5)

- Participated in meetings
- Reviewed materials, adequately trained to participate
- Communicated constituent's needs
- Shared committee's updates with constituent
- Expressed opinions and considered institution-wide needs
- Played key role in communication between constituency and committee
- Voted/offered expert insights

Committee's Goals & Role in Planning Processes

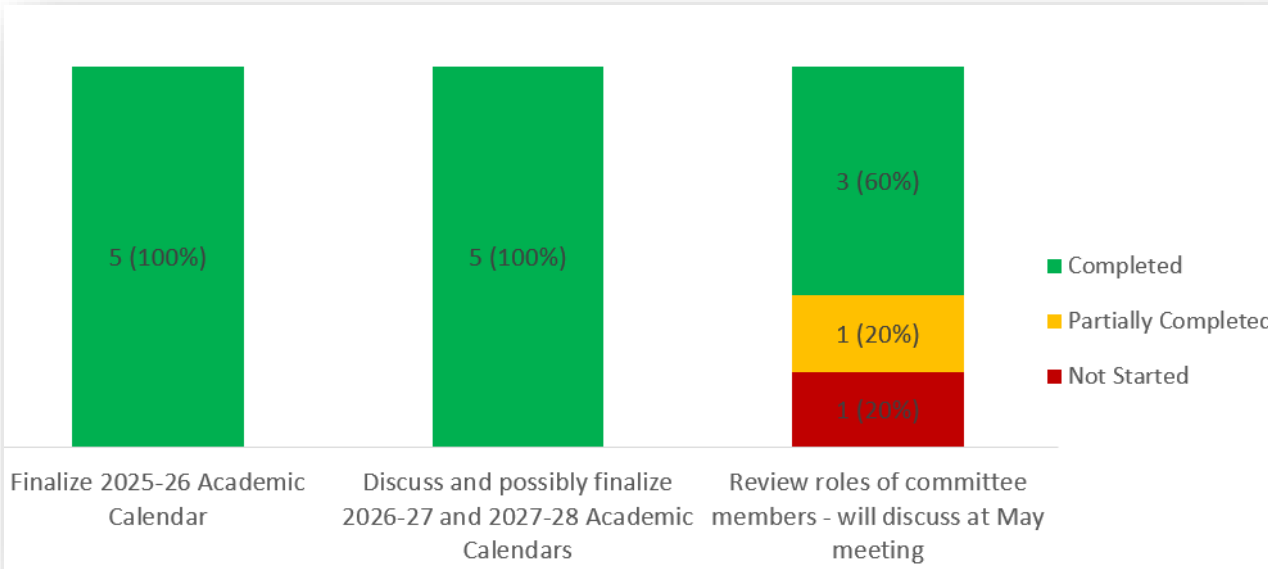
MULTIPLE CHOICE QUESTIONS

Planning Processes



Lack of awareness and/or clarity about committee's role in planning processes

- 1 count for annual planning & budget
- 1 count other institutional plans (SEA, SEM, EEO, etc.)
- 3 IDW counts when assessing effectiveness of committee's involvement for CIP/Strategic Plan, Program Review & Annual Planning & Budget
- 2 IDW counts & 1 effective count for other institutional plans



Committee's Goal Completion

- 2 goals completed
- 1 goal: 3 completed, 1 partially completed, 1 not started

Accomplishments Mentioned by Members

OPEN-ENDED QUESTION

- Timely finalized the 2025-26 calendar.
- Completed 2026-27 and 2027-28 calendars.
- Made progress towards 2026-27 calendar for 1st meeting in Fall 2025.
- Reached out to students for feedback.
- Successfully implemented new holidays and non-instructional days based on regulations and constituent feedback.
- Set new goals for upcoming year.
- Consulted the campus community about Thanksgiving and made informed decision.

Areas Needing Improvement Mentioned by Members

OPEN-ENDED QUESTION

- Better survey across student population with more explanation as to how changing non-student days affect the calendar at the beginning and end of a semester
- Better survey across faculty population with more explanation as to how changing non-student days affect the calendar at the beginning and end of a semester
- Create a checklist for ""must-haves"" for each session/semester (e.g. # of Mondays, # of instructional days, requirements/reminders from the bargaining agreements [PD Days, holidays, etc].)
- Consider a campus-wide meeting summary (notes taken in real time and sent campus-wide after the meeting), as not all representatives are reporting out to their constituencies
- Provide trainings/refreshers at the beginning of each semester
- A committee member expressed concerns about the dynamics of discussion and decision-making. Sometimes, ideas seem to be treated differently depending on who presents them, which can make discussions feel influenced by personal preferences

Suggested Follow-Up Actions

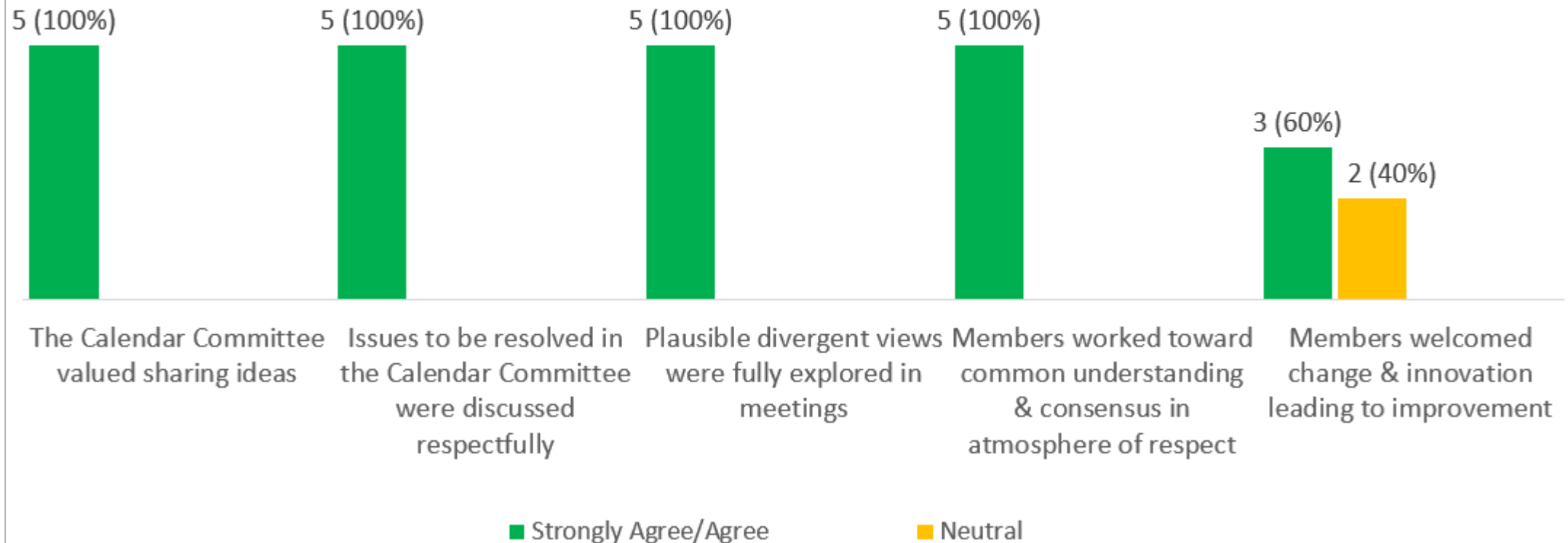
The IRP Office did not include follow-up actions in this report, as they would have limited value given the small number of survey responses (5 out of 18).

Detailed Data Charts

Genuine Collaboration & Responsible Participation

5 QUESTIONS

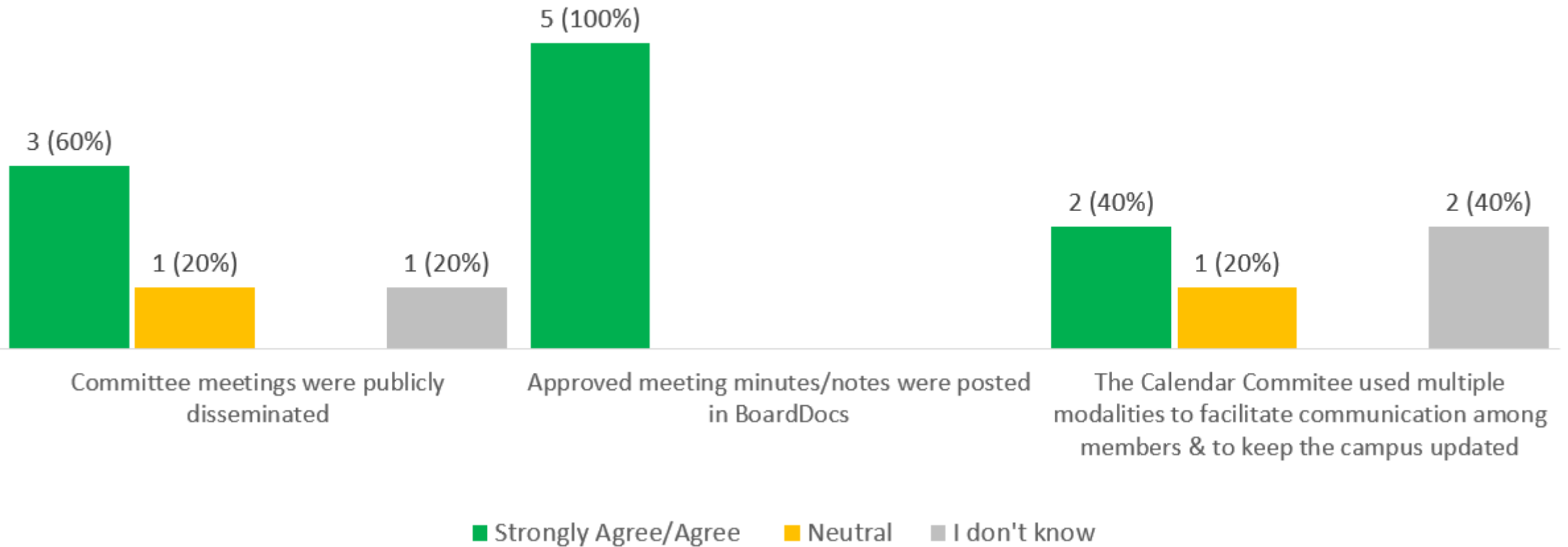
Calendar Committee: Genuine Collaboration & Responsible Participation



Transparency

3 QUESTIONS

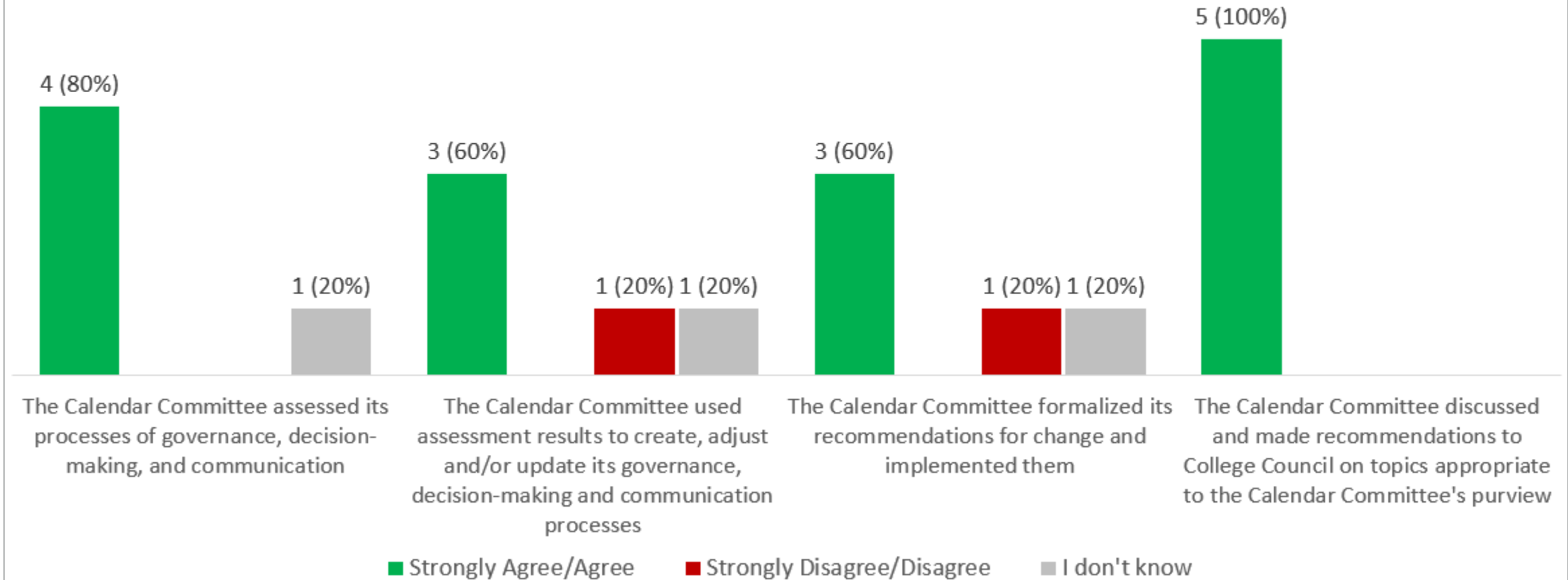
Calendar Committee: Transparency



Committee Governance, Decision-Making & Communication Processes

4 QUESTIONS

Calendar Committee: Governance, Decision-Making & Communication Processes

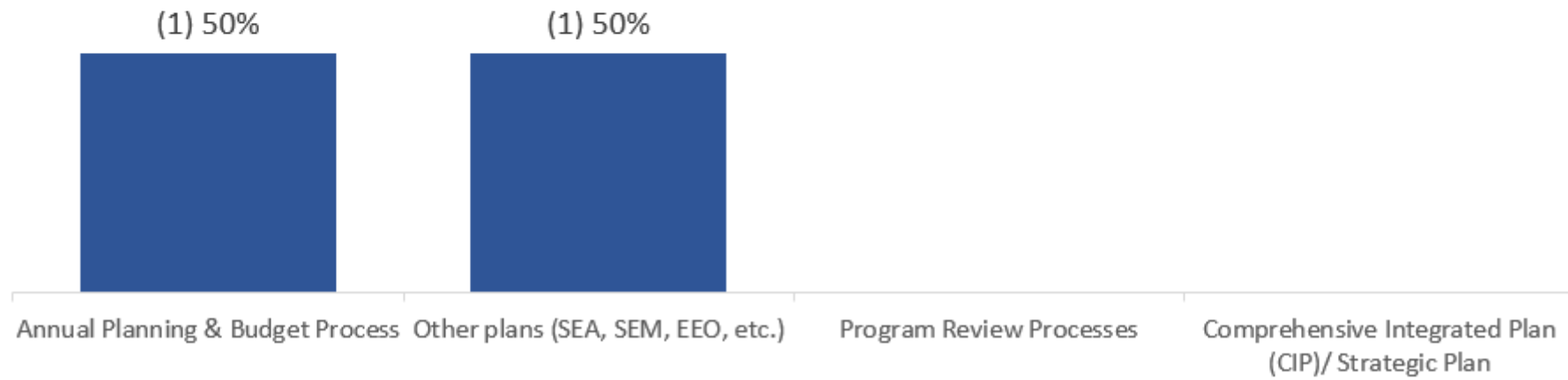


Assessment of Calendar Committee's Role on Planning Processes

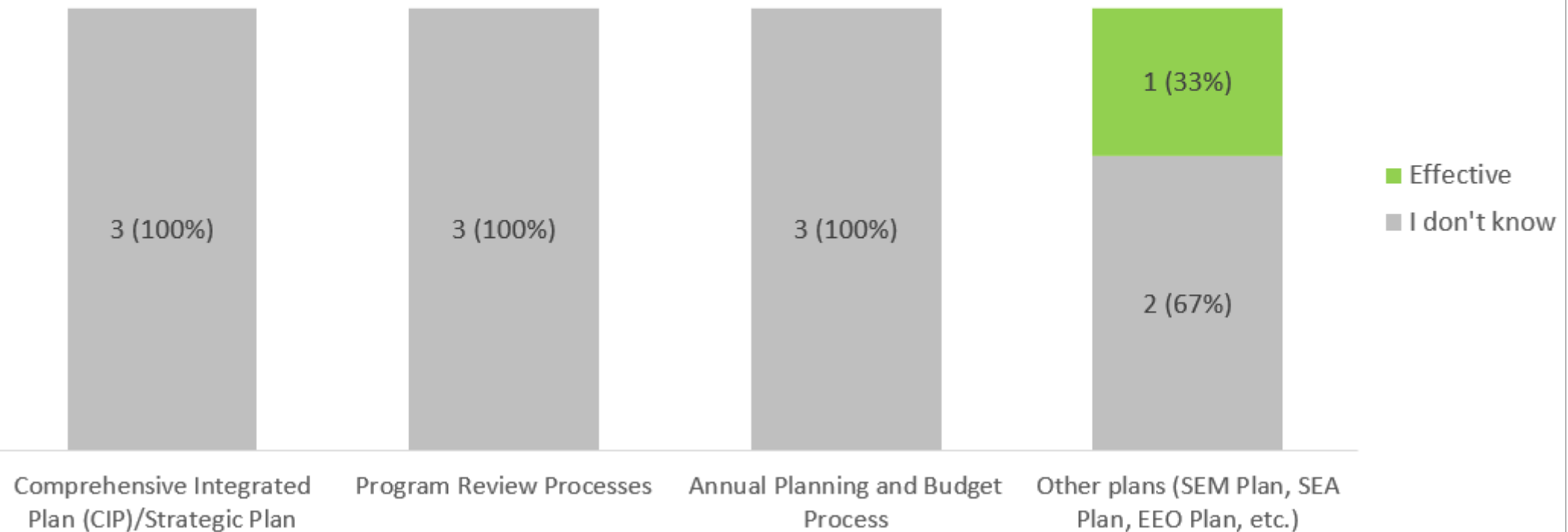
8 QUESTIONS

Respondents' Perception on Calendar Committee's Level of Involvement on Planning Processes

Count of Times a Process Was Selected



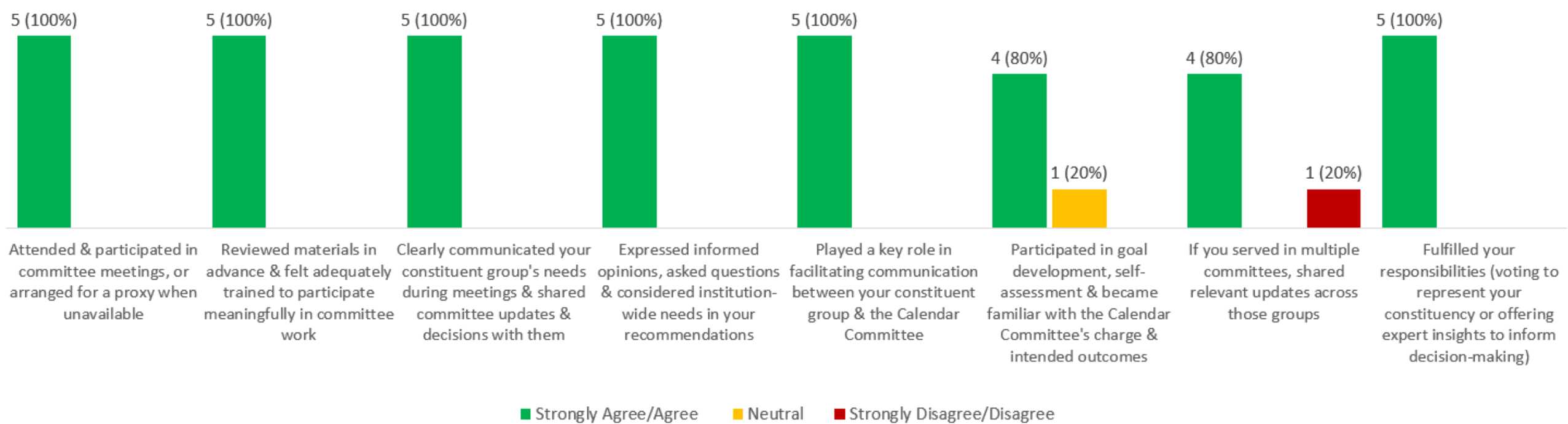
Assessment of Calendar Committee's Role on Relevant Planning Processes



Committee Members' Responsibilities

8 QUESTIONS

Calendar Committee Members' Responsibilities



Chair's Responsibilities

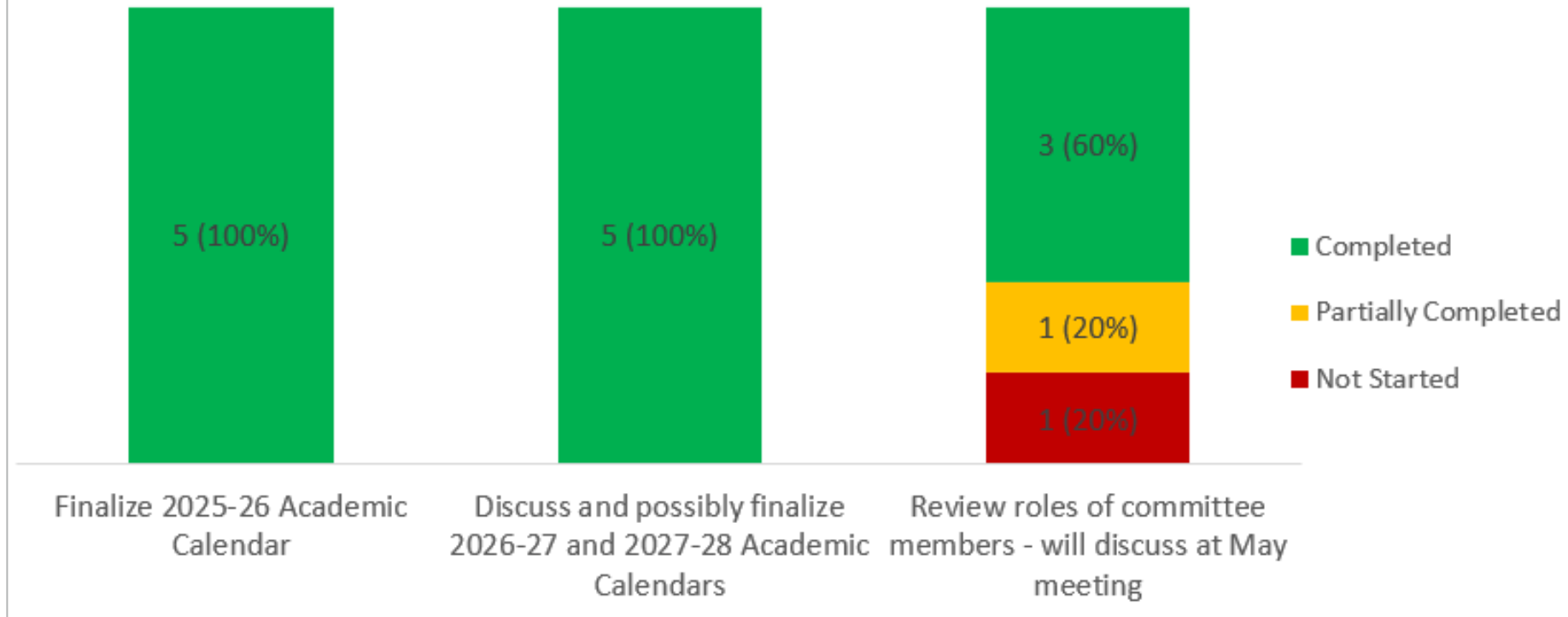
8 QUESTIONS

No answers were provided to the
Chair's responsibilities questions

2024-25 Calendar Committee's Goals Assessment

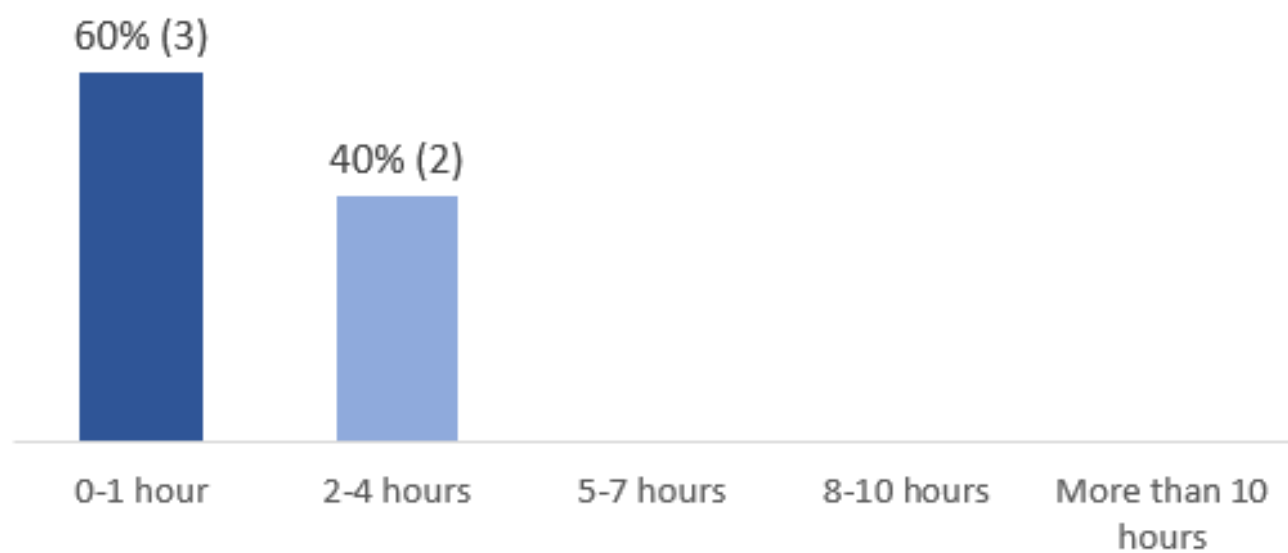
3 QUESTIONS

Calendar Committee: Completion of Goals



Monthly Time Spent on Committee's Work

Monthly Number of Hours Spent in Calendar Committee's Related Work



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- Consider a campus-wide meeting summary (notes taken in real time and sent campus-wide after the meeting), as not all representatives are reporting out to their constituencies.
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