EL CAMINO COLLEGE



Follow-Up Report 2015

Submitted By

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> > To

Accrediting Commission for Community and Junior Colleges Western Association of Schools and Colleges

Certification Page

To:

Accrediting Commission for Community and Junior Colleges

Western Association of Schools and Colleges

From:

Thomas M. Fallo, Superintendent/President

El Camino College

16007 Crenshaw Boulevard Torrance, California 90506

I certify there was broad participation by the campus community and believe this Report accurately reflects the nature and substance of this institution.

Signatures:	
Aurtalle	9-28-15
Thomas M. Fallo, Superintendent/President	Date
/ might	9.28-15
William Beverly, President, Board of Trustees, El Camino College	Date
Jen- Historia	9-28-15
Jeanie M. Nishime, Accreditation Liaison Officer	Date
Chris Adline	9-28-15
Chris Jeffries, Co-President, Academic Senate, El Camino College	Date
CStriepe	9.28.2015
Claudia Striepe, Co-President, Academic Senate, El Camino College	Date

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Statement of Report Preparation

This Follow-Up Report is in response to the Accreditation Commission for Community and Junior Colleges (ACCJC) Action Letter dated February 6, 2015.

The Follow-up Report 2015 was prepared by Jeanie M. Nishime, Vice President, Student & Community Advancement; Jean Shankweiler, Vice President, Academic Affairs; Rory Natividad, Dean, Health, Sciences and Athletics; Irene Graff, Director, Institutional Research and Planning; Keith Curry, Provost/CEO of El Camino College Compton Center; and Felipe Lopez, Chief Business Officer of El Camino College Compton Center.

In addition, the report was accepted by the El Camino Community College District Board of Trustees at their meeting on September 8, 2015, and is published on the College website.

Response to Recommendation 1

Recommendation 1: Institutional Effectiveness and Leadership and Governance

In order to meet the Standard, the team recommends the College complete its integrated planning cycle by ensuring the planning process offers opportunities for purposeful dialogue in which stakeholders participate in the exchange of different points of view and reflections; clearly ties resource allocation to the planning goals; clarifies how priorities are decided and decisions are communicated to stakeholders, leading to genuine communication. The team recognizes that the College has done a great deal of work addressing the previous Recommendation (ER 19, I.B.3, I.B.4, I.B.6, II.A.2.f, II.B.4, III.C.2, III.B.1.a, III.D.1.a, IV.A.3).

El Camino College has conducted broadly participative annual planning cycles for more than ten years. Planning processes have been periodically evaluated and revised, as needed, to strengthen integration and participation. Most recently, the planning model and processes were reviewed and revised in 2011 and 2014. The 2011 review included a College-wide feedback survey to assess constituents' understanding of the planning and budgeting process. Findings from the survey and other evaluations resulted in more explicit information and linkages between planning and institutional improvement processes. In addition, in spring 2014 a daylong planning workshop was held for plan leaders in lieu of a summit. The 2014 review resulted in the revision of Board Policy 3250 (Institutional Planning) and a formalized description of processes in a new Administrative Procedure (AP) 3250. AP 3250 updated and further clarified budgeting priorities, strengthened integration of plans, and codified existing processes for institutional evaluation. The development of BP/AP 3250 was supported by a thorough collegial consultation process.²

The annual planning process is facilitated by an improved online system, called TracDat, which manages the prioritization process and documents participation. Using the TracDat platform, the College developed an integrated Program Review & Planning (PRP) module to directly link Program Review recommendations to annual plans and budget requests.

Resource allocation is tied to planning goals in two ways: 1) through program review recommendations and 2) through College-wide Strategic Initiatives. Programs undergoing review record their top goals and funding priorities arising out of SLO assessments and data analysis. Since program review is completed on a four-year cycle, ECC has developed an annual program review update which is recorded in TracDat as annual Program Plans. These annual program plans form the basis of unit (division)

[/]oct2015followup/PlanningFeedback Spring2011.pdf

^{2 /}oct2015followup/College-Council-7-21-14.pdf; /oct2015followup/College-Council-9-8-14.pdf; /http://www.elcamino.edu/administration/vpaa/accreditation/docs/oct2015followup/PBC-8-21-14.pdf /oct2015followup/ASoct-7minutes.pdf, page 4 /https://www.elcamino.edu/academics/academicsenate/sept.16minutes.pdf,page 5

prioritizations that become part of the Vice Presidents' area plans which are further prioritized into the College's annual budget recommendations. Through a process chosen by each plan leader in consultation with participants, recommendations are ranked for inclusion in the next higher plan. Most commonly, plan leaders gather face-to-face to hear justifications for recommendations from others and contribute opinions or secret balloting to contribute to the prioritization of recommendations moving to the next level.⁴ The Student & Community Advancement Area is one example. A meeting is typically held in spring where top priorities are justified, followed by an online anonymous survey of participants to help rank the recommendations.⁵ The Vice President weighs these recommendations against college-wide goals and other priorities and develops a final set of recommendations for an Area Plan. Other Vice Presidents prioritize requests from their units through dialogue and a consensus among their management team.⁶

Programs and units align their plan recommendations and budget priorities to the College's Strategic Initiatives (SI). In this way, program reviews are themselves linked to and support Strategic Initiatives. Measurable objectives were developed for each SI which further serve as foundations for prioritization of resource allocations. Implementation of these objectives support the institutional effectiveness outcomes adopted by the ECC Board of Trustees on December 12, 2014 that should lead to greater student achievement over time.

In order to make the prioritization process more transparent, in April 2015 the Vice Presidents reviewed and revised the section of the Budget Book addressing the budget development and prioritization process. This section entitled *Budget Development* Process 2015-2020 Strategic Plan identifies the process of prioritization of budget requests arising from the various plans initiated at the program, unit and area.

The 2015-16 Budget will reflect the goals identified in the El Camino College Strategic Plan 2015-20.

Costs for operational necessities such as utilities, insurance, regular payroll (including step and column and other negotiable items) will be budgeted and funded prior to identifying moneys for priorities developed through the planning process.

Requests are based on needs assessment and/or program review. An augmentation is a one-time addition to the current year's budget. An

³/oct2015followup/B-SS-Division-Council-Minutes-February-5-2015.pdf

^{4 /}oct2015followup/MINUTES-Enrollment-Services-Division-Managers-Meeting-February-18-2015.pdf; /oct2015followup/MINUTES-Enrollment-Services-Division-Managers-Meeting-February-5-2014.pdf 5 ../oct2015followup/2015-16-Funding-Priorities-Voting-Results.pdf

[/]oct2015followup/Mar-19-2015-VPAA-deams-mtg.pdf

^{7 /}oct2015followup/ProgramReviewMaterials2015.pdf

enhancement is an increase to the base budget. Priorities may also be accomplished by redirecting existing funds.

Budget augmentations will be funded using one or more of the following guidelines:

- 1. Maintain current level of revenue produced for the District, i.e., achieving FTES target, outreach activities, grant development.
- 2. Directly impacting objectives or institutional effectiveness outcomes of the Strategic Plan.
- 3. Maintain the integrity of a program.
- 4. Fulfill legal mandate requirements.
- 5. Recognize District employees as valued professionals.

At the May 7, 2015 meeting of the Planning and Budget Committee (PBC), the tentative budget and the revised *Budget Development Process 2015-2020 Strategic Plan* section were presented. Further discussion and adoption of the *Budget Development* section was completed at the August 6, 2015 PBC⁸ meeting. The Vice Presidents merged the prioritizations arising from their area plans utilizing the approved criteria. The prioritizations were discussed and endorsed by PBC at the September 17, 2015 meeting⁹.

The listing of funded priorities¹⁰ will be widely circulated on campus utilizing the President's Newsletter¹¹, informing all consultative committees, and sharing with the Council of Deans for dissemination to division faculty and staff. In October 2015, a survey will be administered to faculty and staff to determine their understanding of how priorities are funded and the level of participation and dialogue taking place at the program and unit levels. In November 2015, a training session will be conducted with all managers to ensure that they understand and can lead the planning process for their units.

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⁸ http://www.elcamino.edu/administration/vpaa/accreditation/docs/oct2015followup/PBC-August-6-2015-approved-minutes.pdf

 $^{^9\,\}underline{\text{http://www.elcamino.edu/administration/vpaa/accreditation/docs/oct2015followup/PBC-Minutes-September-17-draft-minutes.pdf}$

¹⁰ http://www.elcamino.edu/2015-16-VP-Planning-Recs-for-PBC.pdf

http://www.elcamino.edu/administration/president/archives/2015/presnews09242015.pdf

Response to Recommendation 2

Recommendation 2. In order to meet the standard, the team recommends that the El Camino College Compton Educational Center implement the fiscal management plan to assure financial integrity and disseminate dependable and timely information for sound financial decision making (ER 17, III.D.2).

As outlined in California Assembly Bill (AB) 318, the Compton Community College District (CCCD) funds the Compton Center¹. AB 318 specifies that CCCD is an independent, state-funded jurisdiction, able to receive state funds and raise local funds. CCCD retains fiscal authority of the independent community college district. (Apportionment funding for Compton Center goes to CCCD, not El Camino Community College District.) Since 2004, CCCD has been under the oversight of a state-appointed Special Trustee. The Special Trustee is a seasoned financial professional who has served as Special Trustee and as a fiscal advisor to other community college districts in the State of California.

In collaboration with the CCCD Special Trustee and the Provost/CEO, the El Camino Community College District Superintendent/President monitors CCCD budget development and implementation. All contracts and expenditures must be pre-approved by the Superintendent/ President, in consultation with the Special Trustee, prior to the Special Trustee taking action².

In 2006, CCCD received authorization for a \$30 million emergency loan from the State of California. Since 2006, CCCD has drawn down \$18 million. No funds have been drawn down since 2009. The CCCD budget includes a \$1.3 million annual debt service payment provided from unrestricted general funds. As of June 30, 2015, the outstanding principal balance was \$13.9 million and is scheduled to be paid in full in fiscal year 2029³. In the future, CCCD does not anticipate borrowing from the state emergency loan for fiscal stability.

In September 2015, CCCD revised the five-year fiscal management plan⁴, which is matched to CCCD revenues and projected expenditures, including FTES projections. The five-year fiscal management plan is a working document that is updated annually or when information becomes available that would affect any of the future budget years. Prior to August 2015, the five-year fiscal management plan was updated in December 2014.

¹ Compton.Edu.Governanceab_318_bill_20060630_chaptered1.pdf

^{2 /}oct2015followup/May22_2013_Agreement1.pdf

³ Compton Center Line of Credit Plan and Debt Service Schedule_2015.pdf

 $^{4 \ \}underline{http://www.elcamino.edu/administration/vpaa/accreditation/docs/oct2015 followup/Compton-Center-Five-Year-Fiscal-Management-Plan_FY2016_09_23_15-new.pdf$

Table 1 show the estimated funded FTES included in the five-year fiscal management plan.

Table 1 – Fiscal Management Plan Estimated Funded FTES

	2013-14	2014-15	2015-16	2016-17	2017-18
Estimated Funded FTES	6,181.20	6,060.00	5,860.00	6,060.00	6,060.00

In the 2014-2015 academic year, Compton Center was funded for 6,060 FTES; however the Compton Center experienced a decline in enrollment of 844 FTES that year. With the decline in enrollment, Compton Center entered into stabilization funding and reported 5,216 FTES, since the Compton Center would not have been able to generate enough FTES from summer 2015 to reach our funded FTES of 6,060.

For the 2015-2016 academic year, Compton Center is projecting to reach 5,860 FTES which is approximately 200 FTES below our funded FTES for the 2014-2015 year. For 2015-2016, the fiscal impact from the reduction in FTES was mitigated by additional one-time funding from the State of California. The five-year fiscal management plan reflects a decline in FTES funding for the 2015-2016 year. In order to address the FTES decline, the Enrollment Management Committee at the Compton Center developed a three-year Enrollment Management Plan. The plan addresses strategies to increase enrollment and student retention at the Compton Center. Included in the plan is the implementation of an Early/Middle College High School in partnership with Compton Unified School District for fall 2015. In addition, the plan includes implementing an off-site Cosmetology Program and Fire Academy in the 2016-2017 year.

The five-year fiscal management plan is updated annually to include new growth projections, Cost of Living Adjustment (COLA) estimates, state emergency loan debt service payment, and other significant changes that impact the budget. The five-year fiscal management plan also provides CCCD with information regarding the impact of new employee positions on the budget.

In December 2014, CCCD, through consultation with the Compton Center Planning and Budget Committee, revised Board Policy 6200 (Budget Preparation), increasing the

unrestricted general reserves from no less than five percent to no less than ten percent⁵. This action was based on the Government Finance Officers Association's (GFOA) Best Practices in Community College Budgeting.

Annually, the Compton Center updates and maintains a Planning and Budget Calendar. This calendar was presented to the CCCD Planning and Budget Committee⁶, the CCCD Consultative Council⁷, the CCCD Special Trustee⁸, and the El Camino College Superintendent/President for review, input, and approval.

The CCCD conducts an annual Sound Fiscal Management Self-Assessment to ensure acceptable funding and budget monitoring⁹. As addressed in the 2014 Sound Fiscal Management Self-Assessment Checklist, CCCD has not engaged in deficit spending since fiscal year 2011. As a result, CCCD's unrestricted general fund reserves have increased annually since fiscal year 2011. CCCD's unrestricted general fund reserves have more than doubled over the past few years, increasing from \$3 million in fiscal year 2011 to \$9.4 million in fiscal year 2015. The next Sound Fiscal Management Self-Assessment is scheduled to be completed in December 2015.

^{5/}oct2015followup/BP_6200_Budget_PreparationD1.pdf

^{6 /}oct2015followup/PBCMeetingMinutes0128141.pdf

⁷ Compton Center\CouncilAgenda022420141.pdf

⁸ Compton Center\Compton District Board Agenda 3 25 20141.pdf, Page 30

⁹ Compton Center\FiscalManagementSelfAssessmentChecklistDec20141.pdf

Response to Recommendation 3

Recommendation 3: Planning and Decision-Making Processes

In order to meet the Standard, the team recommends that the College implement the planning, governance and decision-making process outlined in board policies and "Making Decisions at El Camino College," a document that explains to the College community the structures, relationships and philosophy for making inclusive, data-driven and well-communicated decisions through collegial consultation; regularly evaluate the process to ensure integrity and effectiveness; communicate the results of the evaluation; and utilize the results for improvement (I.B.4, I.B.6, IV.A 1, IV.A.2.a, IV.A.3, IV.A.5, IV.B.1.b).

The process of collegial consultation was documented in 2013 in *Making Decisions at El Camino College*, a document that describes the roles of college and district constituents in decision-making processes; consultation and other committees; and planning and budgeting processes. The document was developed through a consultative process and is reviewed annually by all consultation committees. In addition to the Academic Senate, consultation committees include College Council, Facilities Steering Committee, Planning & Budgeting Committee (PBC), Calendar Committee, and ECC Technology Committee.

The *Making Decisions* document is reviewed annually by consultation committees. In spring 2015, the document underwent a more thorough review and editing to reflect recent modifications to processes and to incorporate the new Strategic Plan. The review was coordinated through College Council with all consultation committees reviewing their purpose statements for currency.

As a part of this year's annual review of *Making Decisions*, the Vice President of Student and Community Advancement or Director of Research and Planning attended every collegial consultation committee to discuss the *Making Decisions* document after which a Consultation Survey was administered. A summary of the document was also presented at the 2015 Planning Summit which focused on Communication & Collaboration. The purpose of the Consultation Survey was to gauge from members of the consultation committees their familiarity with the *Making Decisions* document, understanding of the decision-making process, and satisfaction with aspects of collegial consultation and decision-making at El Camino College.

Results from this survey are summarized below. A copy of the survey instrument and complete results are found in the Appendix.

Consultation Survey Results

The survey was administered to all six consultation committees with 77 surveys received. Responses were received from a majority of each committee. Overall, respondents consisted of 36 faculty (47%), two students (3%), 13 management (17%), seven Classified (9%), and five Other (6%) (Q 2). Thirteen reported serving in a support capacity, not representing a consultation group (17%). These counts represent slight duplication as surveys may have been completed by the same person more than once; but responses related to separate committees.

Representatives communicate with their constituents in a variety of ways (Q3), but primarily through email (61%) and scheduled meetings (44%).

Understanding of Decision-Making Processes

Over 70% of respondents had read all or most of the *Making Decisions* document (Q4). About 12% had read none of it. Sixty-one percent indicated that they "fully understand" the decision-making process at ECC (Q5). No respondent indicated a complete lack of understanding.

These results indicate that about one third (30%-38%) of consultation committee members may not be sufficiently knowledgeable about decision-making processes for effective participation in the process. Committees may need to discuss ways to ensure that more members understand and fully participate in the process in the future.

Satisfaction with Decision-Making Processes

Question 6 was a multi-part question asking respondents to rate their satisfaction with several aspects of the decision-making process at ECC. For all questions, at least 85% of respondents were Satisfied or Very Satisfied with aspects of the process. Ninety-seven percent were satisfied with issues brought to meetings for discussion (6a). Ninety-two percent were satisfied with meeting discussion periods that afforded time for comment (6b). And 94% were satisfied with time allowed to seek feedback and share information with constituents (6c).

About 90% were satisfied with committee recommendations that were received and acknowledged (and acted upon, as appropriate) (6d). Interestingly, while more than 95% were satisfied with the consultation process for a particular committee, only 86% were satisfied with the overall collegial consultation process at ECC. While this difference

may be related to the lower levels of knowledge about college-wide processes indicated in Questions 4-5, it may be worth discussion to determine if there are issues with processes beyond the purview of specific consultation committees and meetings.

Satisfaction by Committee

Question 6 used a Likert scale to rate satisfaction with the decision-making process, with 1=Very Dissatisfied and 4=Very Satisfied. A value of 2.5 represents neutral, so anything above this value indicates that most were satisfied. Based on the mean (average) ratings in the table below, a majority of respondents from all committees were satisfied to some degree with decision making at ECC. There were no statistically-significant differences from the average for individual committees on any item.

6. Please rate your satisfaction with the	Count	AS*	Calendar	Coll. Council	Facil. Steer.	PBC	Tech	Overall
following aspects of the decision-making process at ECC.	n=77	n=18	n=12	n=14	n=15	n=10	n=6	n=77
a. Issue brought to meetings for discussion and recommendation	74	3.18	3.18	3.50	3.43	3.44	3.50	3.35
b. Discussion periods that afford ample opportunity for comments from all constituents	77	3.00	3.17	3.57	3.27	3.80	3.67	3.35
c. Time allowed to seek feedback or share information with my constituents	72	3.00	3.18	3.58	3.29	3.40	3.33	3.28
d. Committee recommendations received and acknowledged by President / Board of Trustees	69	2.79	3.00	3.46	3.40	3.25	3.00	3.17
e. Collegial consultation process for THIS COMMITTEE	70	3.15	3.20	3.79	3.20	3.40	3.33	3.36
f. Overall collegial consultation process at ECC	69	2.92	3.00	3.45	3.27	3.11	3.00	3.09

^{*}AS=Academic Senate; PBC=Planning & Budgeting Committee

These results suggest more favorable perceptions of consultation and decision-making processes than were recorded in the past. Recent efforts to improve collegial consultation processes by way of the development of the *Making Decisions* document and following its guidelines may have contributed to this improvement.

Ideas for Improvement

The final question on the survey (Q7) solicited ideas for improving the collegial consultation process at ECC. Fewer than 20 comments were made but included the following ideas (paraphrased):

- 1. Regularly update *Making Decisions* and publish publically.
- 2. Representatives should maintain regular contact with constituents.
- 3. Communication still needs improvement—are we as effective as we could be? Post and publish information (minutes, updates, etc.) where it is easily accessible, even to the public. (3 comments)
- 4. Revisit language regarding revisiting settled topics.
- 5. When making decisions, keep focus on what is best for students, not just what is expedient for college administration.
- 6. Sometimes information is difficult to find; perhaps an additional meeting for information would help.
- 7. Decision-making flow chart needed for all constituents.
- 8. More explanation of the reasons behind decisions is desired.
- 9. Lots of plans, but need to improve implementation (weak in some areas).

Conclusion

One respondent indicated that "We are doing great! So much improvement over the years past," which seems to sum up the results of this Consultation Survey. As a follow-up to this survey and related discussions at the 2015 Planning Summit, a process improvement plan will be created to address any gaps or to further improve the quality of consultation and decision-making processes at El Camino College.

Appendix 1:

El Camino College Consultation Survey 2015

The College is conducting a survey of consultation committees to evaluate satisfaction with and understanding of current decision-making processes, as described in BP/AP 2510 and the document, Making Decisions at El Camino College. Please complete the following survey to help improve our processes.

1.	Of which consultation committee are you a member?
	College CouncilAcademic Senate
	Planning and BudgetTechnology Committee
	Facilities SteeringCalendar Committee
2.	On this committee, I represent
	FacultyClassified
	StudentOther
	ManagementNone; I serve a supporting role
3.	I communicate with my constituents primarily via
	E-mail
	Scheduled meetings
	Personal communication
	In written correspondence (minutes, summary notes, flyers,
	etc.)
	Other
4.	Have you read the "Making Decisions" document? How much of it?
	All or most of it
	A little of it
	None of it
5.	How would you rate your understanding of the decision-making process at ECC?
	Fully understand
	Some understanding
	Don't understand at all

Appendix 1:

El Camino College Consultation Survey 2015

6. Please rate your satisfaction with the following aspects of the decision-making process at ECC.

Very			Very
Satisfied	Satisfied	Dissatisfied	Dissatisfied

- a. Issues brought to meetings for discussion and recommendation (relevant to this committee's purpose)
- b. Discussion periods that afford ample opportunity for comments from all constituents
- c. Time allowed to seek feedback or share information with my constituents
- d. Committee recommendations received and acknowledged (acted upon if appropriate) by the President and/or Board of Trustees
- e. Collegial consultation process for this committee
- f. Overall collegial consultation process at ECC
- 7. How would you change or improve the collegial consultation process at ECC?

Thank you for your input!

Overall results will be shared back with each consultation committee for discussion before the end of the academic year.

El Camino College Consultation Survey 2015

Filter: Academic Senate

1. Of which consultation committee are you a member?

Response	Frequency	Percent
College Council	0	0.00
Planning and Budget	0	0.00
Facilities Steering	0	0.00
Academic Senate	18	100.00
Technology Committee	0	0.00
Calendar Committee	0	0.00
Missing	0	0.00

2. On this committee, I represent ...

Response	Frequency	Percent
Faculty	18	100.00
Student	0	0.00
Management	0	0.00
Classified	0	0.00
Other	0	0.00
None; I serve a supporting role.	0	0.00
Missing	0	0.00

3. I communicate with my constituents primarily via

Response	Frequency	Percent	t
Email	9	50.00	
Scheduled meetings	7	38.89	
Personal communication	6	33.33	
In written correspondence [minutes- summary notes- flyers- etc.]		11.11	
Other	0	0.00	
Missing	0	0.00	

4. Have you read the "Making Decisions" document? How much of it?

Response	Frequency	Percent
All or most of it	7	38.89
A little of it	7	38.89
None of it	4	22.22
Missing	0	0.00

5. How would you rate your understanding of the decision-making process at ECC?

Response	Frequency	Percent	
Fully Understand	4	22.22	
Some understanding	14	77.78	
Dont understand at all	0	0.00	
Missing	0	0.00	

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]

Response	Frequency	Percent	Mean: 3.18
Very Satisfied	4	22.22	
Satisfied	12	66.67	
Dissatisfied	1	5.56	
Very Dissatisfied	0	0.00	
Missing	1	5.56	

b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	3	16.67	
Satisfied	12	66.67	
Dissatisfied	3	16.67	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 2.79
Very Satisfied	2	11.11	
Satisfied	7	38.89	
Dissatisfied	5	27.78	
Very	0	0.00	
Dissatisfied			
Missing	4	22.22	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 2.92
Very Satisfied	2	11.11	
Satisfied	9	50.00	
Dissatisfied	1	5.56	
Very	1	5.56	
Dissatisfied			
Missing	5	27.78	

c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	2	11.11	
Satisfied	13	72.22	
Dissatisfied	2	11.11	
Very	0	0.00	
Dissatisfied			
Missing	1	5.56	

Response	Frequency	Percent	Mean: 3.15
Very Satisfied	2	11.11	
Satisfied	11	61.11	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	5	27.78	

El Camino College Consultation Survey 2015

Filter: Calendar Committee

1. Of which consultation committee are you a member?

Response	Frequency	Percent
College Council	0	0.00
Planning and Budget	0	0.00
Facilities Steering	0	0.00
Academic Senate	0	0.00
Technology Committee	0	0.00
Calendar Committee	12	100.00
Missing	0	0.00

2. On this committee, I represent ...

Response	Frequency	Percent	
Faculty	5	41.67	
Student	1	8.33	
Management	1	8.33	
Classified	2	16.67	
Other	1	8.33	
None; I serve a supporting role.	2	16.67	
Missing	0	0.00	

3. I communicate with my constituents primarily via

Response	Frequency	Percent	
Email	6	50.00	
Scheduled meetings	5	41.67	
Personal communication	2	16.67	
In written correspondence [minutes- summary notes- flyers- etc.]		8.33	
Other	1	8.33	
Missing	0	0.00	

4. Have you read the "Making Decisions" document? How much of it?

Response	Frequency	Percent
All or most of it	7	58.33
A little of it	2	16.67
None of it	3	25.00
Missing	0	0.00

5. How would you rate your understanding of the decision-making process at ECC?

Response	Frequency	Percent
Fully Understand	5	41.67
Some understanding	7	58.33
Dont understand at all	0	0.00
Missing	0	0.00

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]

Response	Frequency	Percent	Mean: 3.18
Very Satisfied	3	25.00	
Satisfied	7	58.33	
Dissatisfied	1	8.33	
Very Dissatisfied	0	0.00	
Missing	1	8.33	

b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.17
Very Satisfied	4	33.33	
Satisfied	6	50.00	
Dissatisfied	2	16.67	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	2	16.67	
Satisfied	7	58.33	
Dissatisfied	2	16.67	
Very	0	0.00	
Dissatisfied		_	
Missing	1	8.33	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	2	16.67	
Satisfied	6	50.00	
Dissatisfied	2	16.67	
Very	0	0.00	
Dissatisfied		_	
Missing	2	16.67	

c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.18
Very Satisfied	2	16.67	
Satisfied	9	75.00	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied		_	
Missing	1	8.33	

Response	Frequency	Percent	Mean: 3.20
Very Satisfied	4	33.33	
Satisfied	5	41.67	
Dissatisfied	0	0.00	
Very	1	8.33	
Dissatisfied			
Missing	2	16.67	

El Camino College Consultation Survey 2015

Filter: College Council

1. Of which consultation committee are you a member?

Response	Frequency	Percent
College Council	14	100.00
Planning and Budget	0	0.00
Facilities Steering	0	0.00
Academic Senate	0	0.00
Technology Committee	0	0.00
Calendar Committee	0	0.00
Missing	0	0.00

3. I communicate with my constituents primarily via

Response	Frequency	Percent	t
Email	10	71.43	
Scheduled meetings	5	35.71	
Personal communication	2	14.29	
In written correspondence [minutes- summary notes- flyers- etc.]		0.00	
Other	0	0.00	
Missing	1	7.14	

5. How would you rate your understanding of the decision-making process at ECC?

Response	Frequency	Percent
Fully Understand	12	85.71
Some understanding	1	7.14
Dont understand at all	0	0.00
Missing	1	7.14

2. On this committee, I represent ...

Response	Frequency	Percent
Faculty	5	35.71
Student	1	7.14
Management	3	21.43
Classified	2	14.29
Other	2	14.29
None; I serve a supporting role.	1	7.14
Missing	0	0.00

4. Have you read the "Making Decisions" document? How much of it?

Response	Frequency	Percent
All or most of it	14	100.00
A little of it	0	0.00
None of it	0	0.00

Missing	0	0.00	
			*

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]

Response	Frequency	Percent	Mean: 3.50
Very Satisfied	7	50.00	
Satisfied	7	50.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.57
Very Satisfied	8	57.14	
Satisfied	6	42.86	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 3.46
Very Satisfied	6	42.86	
Satisfied	7	50.00	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	1	7.14	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 3.45
Very Satisfied	6	42.86	
Satisfied	4	28.57	
Dissatisfied	1	7.14	
Very Dissatisfied	0	0.00	
Missing	3	21.43	

c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.58
Very Satisfied	8	57.14	
Satisfied	3	21.43	
Dissatisfied	1	7.14	
Very	0	0.00	
Dissatisfied			
Missing	2	14.29	

Response	Frequency	Percent	Mean: 3.79
Very Satisfied	11	78.57	
Satisfied	3	21.43	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied		_	
Missing	0	0.00	

El Camino College Consultation Survey 2015

Filter: Facilities Steering

1. Of which consultation committee are you a member?

Response	Frequency	Percent
College Council	0	0.00
Planning and Budget	0	0.00
Facilities Steering	15	100.00
Academic Senate	0	0.00
Technology Committee	0	0.00
Calendar Committee	0	0.00
Missing	0	0.00

2. On this committee, I represent \dots

Response	Frequency	Percent
Faculty Student	2	13.33
Management	3	20.00
Classified	2	13.33
Other	0	0.00
None; I serve a	8	53.33
supporting role. Missing	0	0.00

3. I communicate with my constituents primarily via

Response	Frequency	Percent	
Email	9	60.00	
Scheduled meetings	7	46.67	
Personal communication	4	26.67	
In written correspondence [minutes- summary notes- flyers- etc.]		33.33	
Other	2	13.33	
Missing	1	6.67	

4. Have you read the "Making Decisions" document? How much of it?

Tiow much of it:				
Response	Frequency	Percent		
All or most of it	13	86.67		
A little of it	1	6.67		
None of it	1	6.67		
Missing	0	0.00		

5. How would you rate your understanding of the decision-making process at ECC?

Response	Frequency	Percent
Fully Understand	13	86.67
Some understanding	2	13.33
Dont understand at all	0	0.00
Missing	0	0.00

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]

Response	Frequency	Percent	Mean: 3.43
Very Satisfied	6	40.00	
Satisfied	8	53.33	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	1	6.67	

b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.27
Very Satisfied	5	33.33	
Satisfied	9	60.00	
Dissatisfied	1	6.67	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 3.40
Very Satisfied	6	40.00	
Satisfied	9	60.00	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 3.27
Very Satisfied	6	40.00	
Satisfied	7	46.67	
Dissatisfied	2	13.33	
Very	0	0.00	
Dissatisfied		_	
Missing	0	0.00	

c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.29
Very Satisfied	5	33.33	
Satisfied	8	53.33	
Dissatisfied	1	6.67	
Very	0	0.00	
Dissatisfied			
Missing	1	6.67	

Response	Frequency	Percent	Mean: 3.20
Very Satisfied	5	33.33	
Satisfied	8	53.33	
Dissatisfied	2	13.33	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

El Camino College Consultation Survey 2015

Filter: Planning and Budget

1. Of which consultation committee are you a member?

Response	Frequency	Percent	
College Council	0	0.00	
Planning and Budget	10	100.00	
Facilities Steering	0	0.00	
Academic Senate	0	0.00	
Technology Committee	0	0.00	
Calendar Committee	0	0.00	
Missing	0	0.00	

2. On this committee, I represent \dots

Response	Frequency	Percent
Faculty	3	30.00
Student	0	0.00
Management	3	30.00
Classified	1	10.00
Other	1	10.00
None; I serve a supporting role.	1	10.00
Missing	1	10.00

3. I communicate with my constituents primarily via

Response	Frequency	Percent	
Email	7	70.00	
Scheduled meetings	5	50.00	
Personal communication	4	40.00	
In written correspondence [minutes- summary notes- flyers- etc.]		30.00	
Other	1	10.00	
Missing	0	0.00	

4. Have you read the "Making Decisions" document? How much of it?

Response	Frequency	Percent	
All or most of it	8	80.00	
A little of it	1	10.00	
None of it	0	0.00	
Missing	1	10.00	

5. How would you rate your understanding of the decision-making process at ECC?

Response	Frequency	Percent
Fully Understand	8	80.00
Some understanding	2	20.00
Dont understand at all	0	0.00
Missing	0	0.00

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]

Response	Frequency	Percent	Mean: 3.44
Very Satisfied	4	40.00	
Satisfied	5	50.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	1	10.00	

b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.80
Very Satisfied	8	80.00	
Satisfied	2	20.00	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 3.25
Very Satisfied	2	20.00	
Satisfied	6	60.00	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	2	20.00	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 3.11
Very Satisfied	1	10.00	
Satisfied	8	80.00	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied		_	
Missing	1	10.00	

c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.40
Very Satisfied	4	40.00	
Satisfied	6	60.00	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

Response	Frequency	Percent	Mean: 3.40
Very Satisfied	4	40.00	
Satisfied	6	60.00	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

El Camino College Consultation Survey 2015

Filter: Technology Committee

1. Of which consultation committee are you a member?

Response	Frequency	Percent	
College Council	0	0.00	
Planning and Budget	0	0.00	
Facilities Steering	0	0.00	
Academic Senate	0	0.00	
Technology Committee	6	100.00	
Calendar Committee	0	0.00	
Missing	0	0.00	

2. On this committee, I represent ...

Response	Frequency	Percent
Faculty	1	16.67
Student	0	0.00
Management	3	50.00
Classified	0	0.00
Other	1	16.67
None; I serve a supporting role.	1	16.67
Missing	0	0.00

3. I communicate with my constituents primarily via

Response	Frequency	Percent	
Email	5	83.33	
Scheduled	4	66.67	
meetings			
Personal	4	66.67	
communication			
In written	2	33.33	
correspondence			
[minutes-			
summary notes-			
flyers- etc.]			
Other	0	0.00	
Missing	1	16.67	

4. Have you read the "Making Decisions" document? How much of it?

HOW INIGHT OF ICE			
Response	Frequency	Percent	
All or most of it	4	66.67	
A little of it	2	33.33	
None of it	0	0.00	
Missing	0	0.00	

5. How would you rate your understanding of the decision-making process at ECC?

Response	Frequency	Percent	Mean: 2.67
Fully Understand	4	66.67	
Some understanding	2	33.33	
Dont understand at all	0	0.00	
Missing	0	0.00	

a. Issues brought to meetings for discussion and recommendation [relevant to this committee's purpose]

Response	Frequency	Percent	Mean: 3.50
Very Satisfied	3	50.00	
Satisfied	3	50.00	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	

b. Discussion periods that afford ample opportunity for comments from all constituents

Response	Frequency	Percent	Mean: 3.67
Very Satisfied	4	66.67	
Satisfied	2	33.33	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

d. Committee recommendations received and acknowledged [acted upon if appropriate] by the President and/or Board of Trustees

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	0	0.00	
Satisfied	5	83.33	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	1	16.67	

f. OVERALL collegial consultation process at ECC

Response	Frequency	Percent	Mean: 3.00
Very Satisfied	0	0.00	
Satisfied	6	100.00	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied		_	
Missing	0	0.00	

c. Time allowed to seek feedback or share information with my constituents

Response	Frequency	Percent	Mean: 3.33
Very Satisfied	2	33.33	
Satisfied	4	66.67	
Dissatisfied	0	0.00	
Very	0	0.00	
Dissatisfied			
Missing	0	0.00	

Response	Frequency	Percent	Mean: 3.33
Very Satisfied	2	33.33	
Satisfied	4	66.67	
Dissatisfied	0	0.00	
Very Dissatisfied	0	0.00	
Missing	0	0.00	