

# De Anza College Office of Institutional Research and Planning

**To:** College Planning Committee

**From:** Mallory Newell, De Anza Researcher  
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**Date:** 9/18/2012

**Subject:** Governance Assessment - Annual Update Form

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In an effort to assess the 6-year Integrated Planning, Assessment and Resource Allocation Model, the College Planning Committee developed and piloted the Annual Governance Assessment form in the Instructional Planning and Budget Team and the Student Services Planning and Budget Teams. The groups completed the survey in May 2012.

The feedback from the form will be used to improve the current form which will then be sent to all governance groups in spring 2013 for completion. The data collected next year will be used to assess the college's governance groups as well as assess the six-year planning cycle.

Highlights from the 2012 survey include:

- The results showed that IPBT effectively improved a program (e.g. curricular), improved a service provided to students, and improved student learning (e.g. addressing the equity gap) while the SSPBT effectively improved a service provided to students.
- The teams each reported that the committee's processes were adequate to achieve its intended outcomes this year.
- The IPBT and SSPBT reported that they used data collected and assessed by an instructional or student services program, data collected and assessed for student learning outcomes, data collected through the program review process, and data provided by the Research and Planning Office. The IPBT reported that they also use data collected and assessed by a campus program or service.
- The additional feedback gathered from the form showed that the IPBT has formally incorporated the program review process into its decision-making process with the adoption of its program viability and discontinuance process. The SSPBT has also adopted a similar process with its service viability and discontinuance process. As a result of the review and evaluation of the integrated planning process, starting in 2012-13, the SSPBT decided to require APRU submissions at the end of the fall quarter. The SSPBT believes this will make more efficient and timely use of program review and outcomes assessment information.

**Governance Structure.**

I. Please indicate whether the committee updated or changed any of the following:

	<b>IPBT Committee</b>		<b>SSPBT Committee</b>	
	Yes	No	Yes	No
Charge of the committee		x	x	
Constituency representation		x	x	
Member terms of service		x		x
Meeting schedule	x			x
Website	x		x	
Committee's profile in the Governance Handbook	x		x	
Appointed new members in the case of vacancies	x		x	
Orientation of new members		x	x	

**Governance Processes.**

2a. Did the committee collaborate with other groups to inform their processes and/or decisions?

	<b>Response</b>
IPBT Committee	Yes
SSPBT Committee	Yes

2b. If yes, what was the process for collaboration? Please choose from the following options: (select all that apply)

	<b>IPBT Committee</b>	<b>SSPBT Committee</b>
	Response	Response
Periodic joint meetings	x	x
Presentations by other groups at meetings	x	x
Informal collaboration (consulting with committee members from other groups)	x	x
Providing updates at Academic Senate, Classified Senate or College Council meetings	x	x
Other		

3a. Did committee members effectively disseminate information to constituents?

	<u>Response</u>
IPBT Committee	Yes
SSPBT Committee	Yes

3b. If yes, how did the committee ensure information was being shared? Please choose from the following options (select all that apply):

	<u>IPBT Committee</u>	<u>SSPBT Committee</u>
	Response	Response
Meeting agendas and minutes were posted on the public website	x	x
Members were periodically asked if they were sharing information with their constituency	x	x
Members held periodic public meetings with their constituency group	x	x
Members sent periodic email updates to their constituency group		x
Periodic campus town hall meetings were held		
Other		

**Evaluating the Integrated Planning, Assessment and Resource Allocation Model.**

4a. Did the committee effectively improve a program, a service or student learning this year?

	<u>Response</u>
IPBT Committee	Yes
SSPBT Committee	Yes

4b. If yes, what program, service or student learning improvement was made? Please choose from the following list (select all that apply):

	<b>IPBT Committee</b>	<b>SSPBT Committee</b>
	Response	Response
Improvement in a program (e.g. curricular)	x	
Improvement in a service provided to students	x	x
Improvement in student learning (e.g. addressing the equity gap)	x	

5a. Were the committee's processes adequate to achieve its intended outcomes this year?

	<b>Response</b>
IPBT Committee	Yes
SSPBT Committee	Yes

5b. If no, what process alterations or modifications do you plan to implement next year? Please choose from the following list (select all that apply):

	<b>IPBT Committee</b>	<b>SSPBT Committee</b>
	Response	Response
Decision making		
Resource allocation		
Financial planning		
Human resource planning		
Physical resource planning		
Technology planning		
Program and/or service improvements		
Student learning outcomes		
Program level outcomes		
Other		

6. Did the committee use data to effectively improve a program, a service or student learning?

	<b>Response</b>
IPBT Committee	Yes
SSPBT Committee	Yes

6a. If yes, please choose from the following list of qualitative and quantitative data that was used (select all that apply):

	<b>IPBT Committee Response</b>	<b>SSPBT Committee Response</b>
Data collected and assessed by an instructional or student services program	x	x
Data collected and assessed by a campus program or service	x	
Data collected and assessed for student learning outcomes	x	x
Data collected and assessed for program level outcomes	x	
Data collected through the program review process	x	x
A survey of students and/or employees		
Data provided by the Research and Planning Office		x
Other		

7. Please provide any additional feedback on your processes and/or this assessment form.

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	Response
IPBT Committee	Use of "effective" may not be appropriate in 3b. Remove effective since it is difficult to self-assess. May want to assess it in the future. Define constituency group more clearly in all areas so respondents know who is being referred to. Move 4 and 6 together. May want to expand the answers to include different constituency groups so they can provide their feedback.
SSPBT Committee	Although we used qualitative and quantitative data, the timing of when the data is available could be better coordinated. i.e. Decisions regarding budget reduction scenarios are being discussed before all the Annual Program Review Update information has been posted.

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## Governance Assessment - Annual Update Form

Updated 4.19.12 by the College Planning Committee

The College Planning Committee asks that you please provide information pertaining to the structure and processes of your governance committee as well as information on the 6-year Integrated Planning, Assessment and Resource Allocation Model. The information gathered from this survey will be used to assess and improve both processes as part of our on-going assessment process. Thank you for taking the time to provide valuable feedback.

### Committee Information.

Committee Name

Date(MM/DD/YY)

### Governance Structure.

1. Please indicate whether the committee updated or changed any of the following:

	Yes	No
Charge of the committee	<input type="checkbox"/>	<input type="checkbox"/>
Constituency representation	<input type="checkbox"/>	<input type="checkbox"/>
Member terms of service	<input type="checkbox"/>	<input type="checkbox"/>
Meeting schedule	<input type="checkbox"/>	<input type="checkbox"/>
Website	<input type="checkbox"/>	<input type="checkbox"/>
Committee's profile in the Governance Handbook	<input type="checkbox"/>	<input type="checkbox"/>
Appointed new members in the case of vacancies	<input type="checkbox"/>	<input type="checkbox"/>
Orientation of new members	<input type="checkbox"/>	<input type="checkbox"/>

### Governance Processes.

2a. Did the committee collaborate with other groups to inform their processes and/or decisions?

Yes

No

2b. If yes, what was the process for collaboration? Please choose from the following options: (select all that apply)

Periodic joint meetings  
 Presentations by other groups at meetings  
 Informal collaboration (consulting with committee members from other groups)  
 Providing updates at Academic Senate, Classified Senate or College Council meetings  
 Other

3a. Did committee members effectively disseminate information to constituents?

Yes

No

3b. If yes, how did the committee ensure information was being shared? Please choose from the following options (select all that apply):

Meeting agendas and minutes were posted on the public website  
 Members were periodically asked if they were sharing information with their constituency  
 Members held periodic public meetings with their constituency group  
 Members sent periodic email updates to their constituency group  
 Periodic campus town hall meetings were held  
 Other

### Evaluating the Integrated Planning, Assessment and Resource Allocation Model.

4a. Did the committee effectively improve a program, a service or student learning this year?

Yes

No

4b. If yes, what program, service or student learning improvement was made? Please choose from the following list (select all that apply):

Improvement in a program (e.g. curricular)  
 Improvement in a service provided to students  
 Improvement in student learning (e.g. addressing the equity gap)

5a. Were the committee's processes adequate to achieve its intended outcomes this year?

Yes

No



5b. If no, what process alterations or modifications do you plan to implement next year? Please choose from the following list (select all that apply):

Decision making  
Resource allocation  
Financial planning  
Human resource planning  
Physical resource planning  
Technology planning  
Program and/or service improvements  
Student learning outcomes  
Program level outcomes  
Other

6. Did the committee use data to effectively improve a program, a service or student learning?

- Yes  
 No

6a. If yes, please choose from the following list of qualitative and quantitative data that was used (select all that apply):

Data collected and assessed by an instructional or student services program  
Data collected and assessed by a campus program or service  
Data collected and assessed for student learning outcomes  
Data collected and assessed for program level outcomes  
Data collected through the program review process  
A survey of students and/or employees  
Data provided by the Research and Planning Office  
Other

7. Please provide any additional feedback on your processes and/or this assessment form.

Submit