



Scantron

## Course Evaluation Results

Dear Mr./Dear Ms Governance Council Structure and Effectiveness,

This report contains evaluation results for Instruction Council / InsCoun

Your students' responses to the individual questions are listed first, followed by a "Profile" graphic that records the average response to each question.

The final portion contains your students' written responses to the three questions in the "Comments Section" of the evaluation form, as transcribed by a Data Entry Assistant within your division office.

Respectfully,

Your Division Office Staff

# Governance Council Structure and Effectiveness

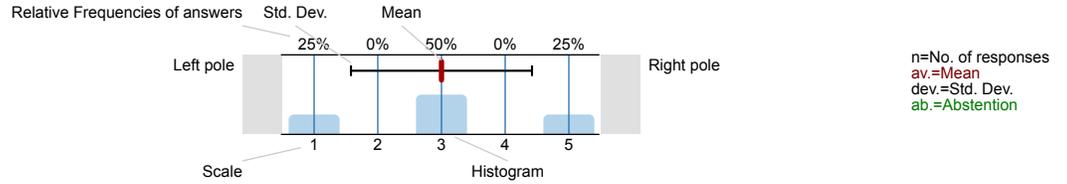
Instruction Council (InsCoun)  
No. of responses = 10



## Survey Results

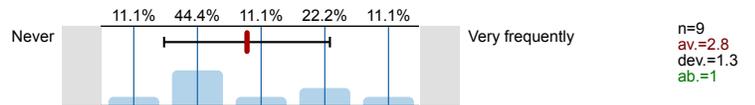
### Legend

Question text

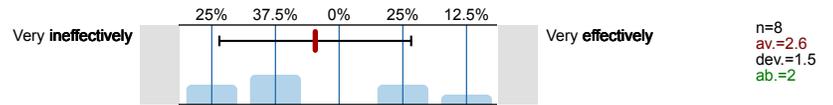


### 1. Instruction Council Charge #1 says "Ensure that the Educational Master Plan is integrated into college planning processes."

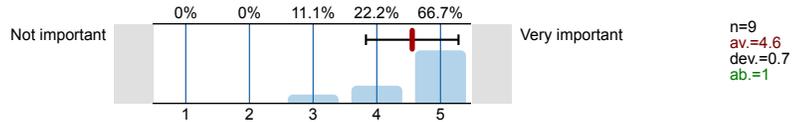
1.1) How frequently did the council address this item over the 2014-15 academic year (InsCoun-1)?



1.2) How effectively did the council address this item in the last year when it arose for discussion (InsCoun-1)?

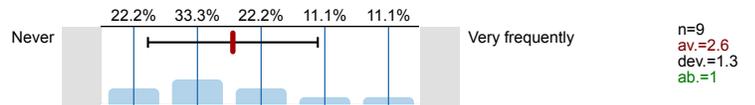


1.3) How important is this item for inclusion within the charge of this council (InsCoun-1)?

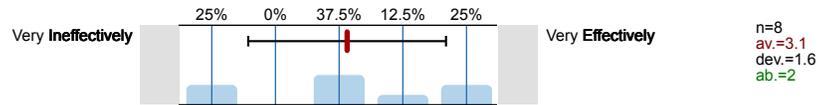


### 2. Instruction Council Charge #2 says, "Maintain and implement Board Policy, State Law, Education Code, and standards of accreditation."

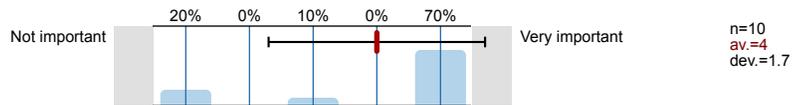
2.1) How frequently did the council address this item over the 2014-15 academic year (InsCoun-2)?



2.2) How effectively did the council address this item in the last year when it arose for discussion (InsCoun-2)?

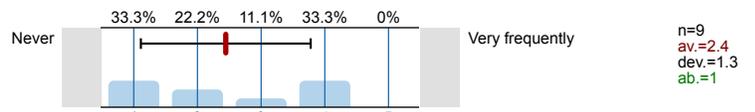


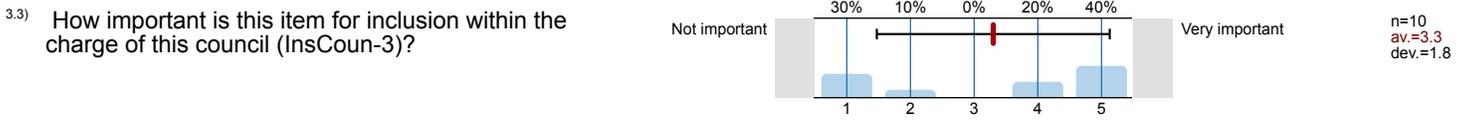
2.3) How important is this item for inclusion within the charge of this council (InsCoun-2)?



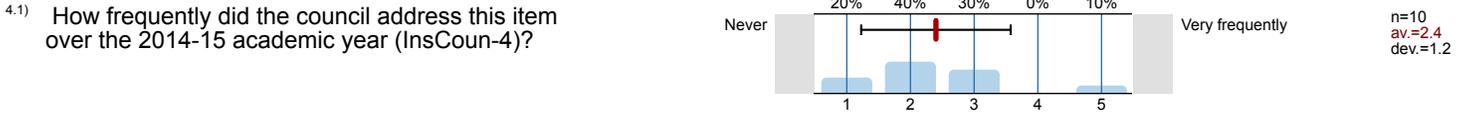
### 3. Instruction Council Charge #3 says, "Assure that instruction is carried out as approved by the Curriculum Committee and that Outcomes Assessment is in compliance with accreditation standards."

3.1) How frequently did the council address this item over the 2014-15 academic year (InsCoun-3)?

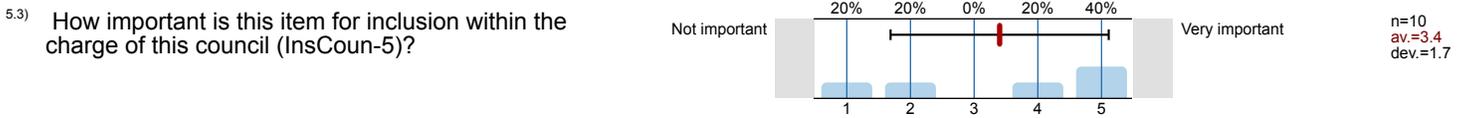




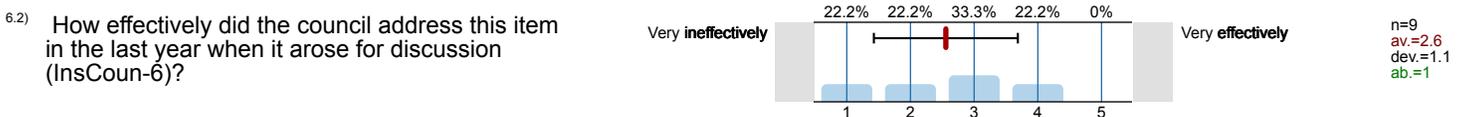
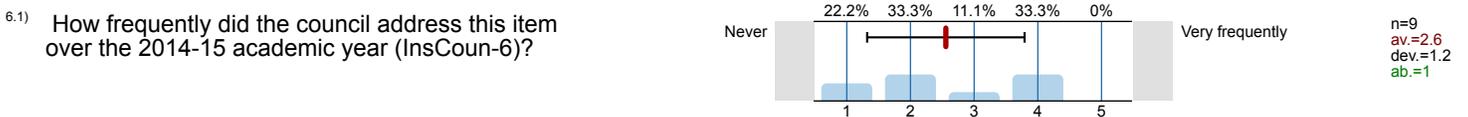
4. Instruction Council Charge #4 says, "Enrollment management"



5. Instruction Council Charge #5 says, "Ensure completion of Program Review and prioritization of Resource Allocation requests to assure student and community needs are being met."



6. Instruction Council Charge #6 says, "Discuss and respond to emerging needs within the institution and external community."





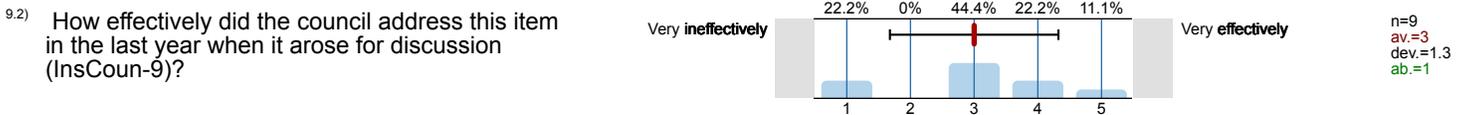
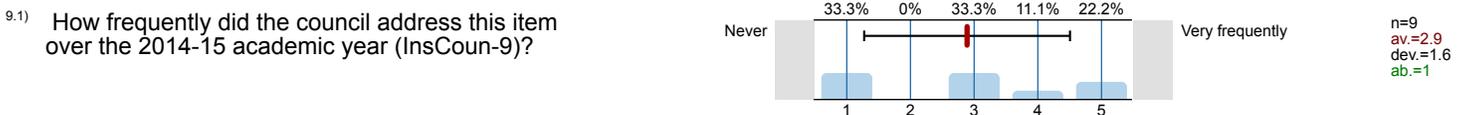
7. Instruction Council Charge #7 says, "Engage in institutional strategic planning and budget development."



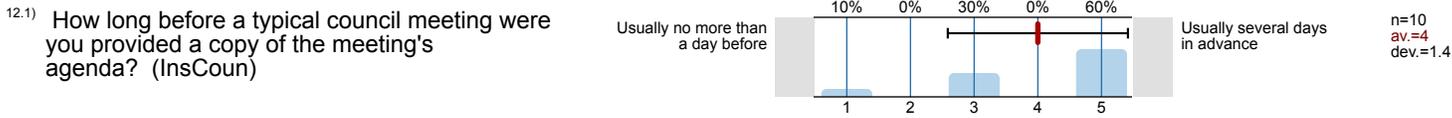
8. Instruction Council Charge #8 says, "Engage in self-evaluation of IC for continuous improvement of processes."



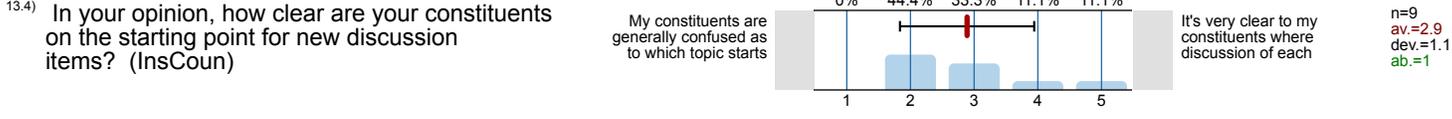
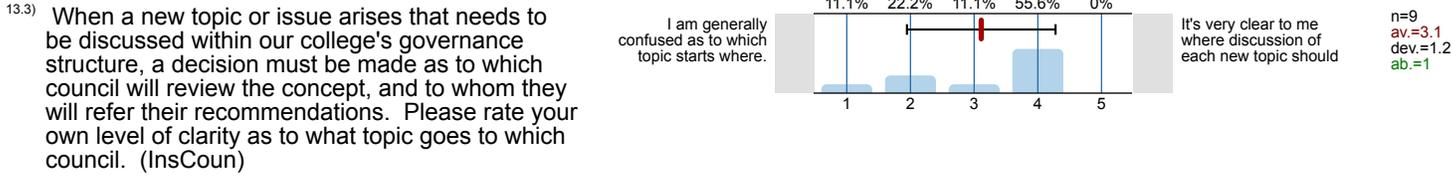
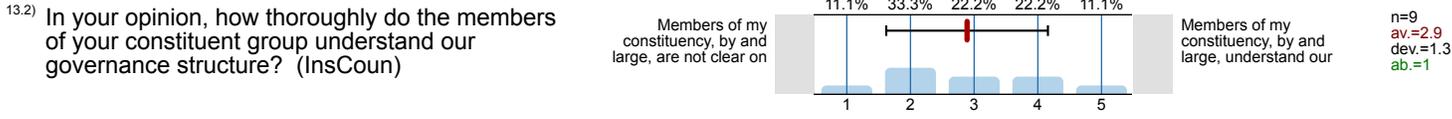
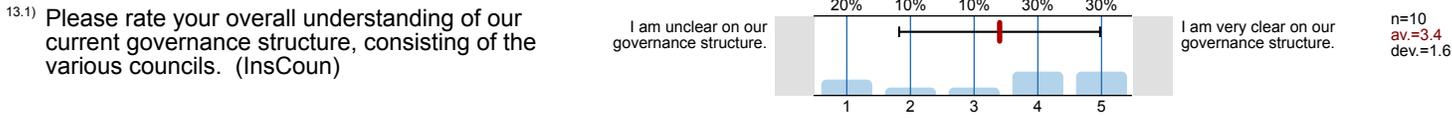
9. Instruction Council Charge #9 says, "Support the legal responsibilities of all constituent groups."



12. Communication and Representation



13. Clarity of "Engaging All Voices," the college's overall governance structure

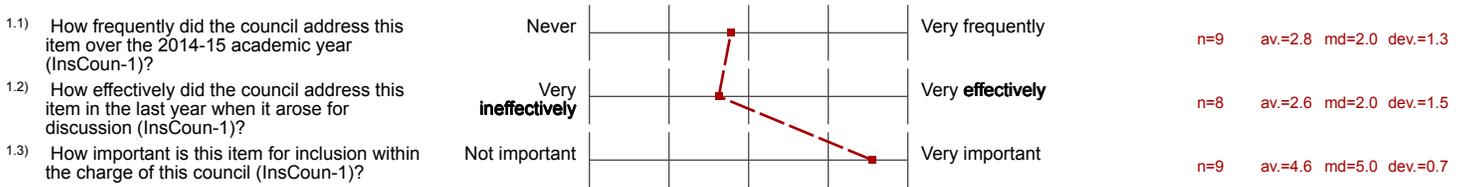


# Profile

Subunit: **Research and Planning**  
 Name of the instructor: **Governance Council Structure and Effectiveness**  
 Name of the course: **Instruction Council**  
 (Name of the survey)

Values used in the profile line: Mean

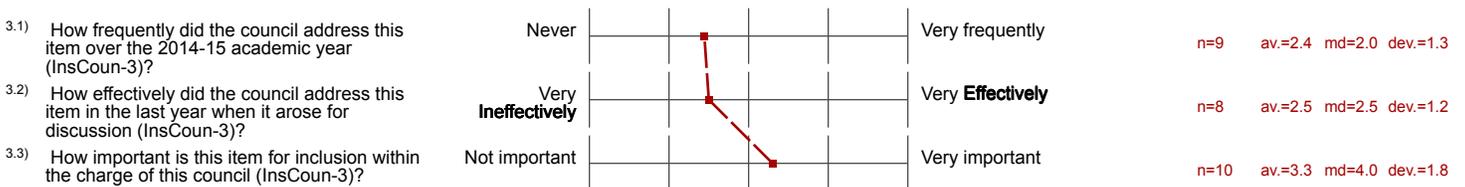
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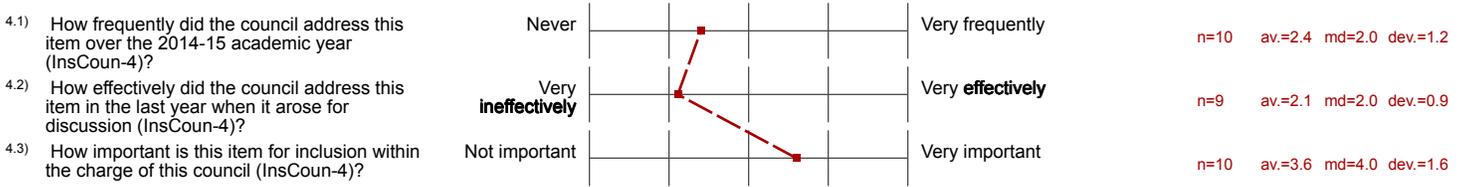
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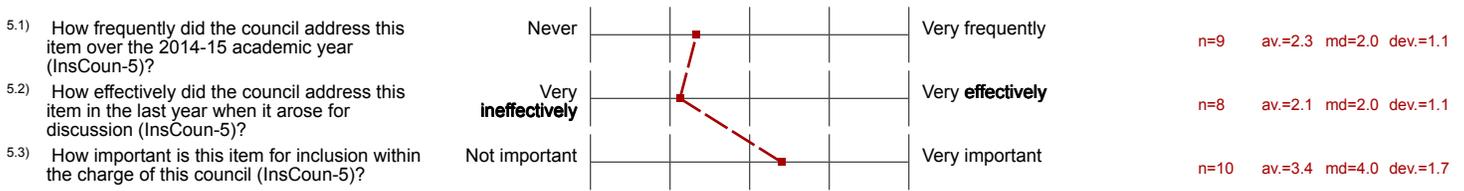
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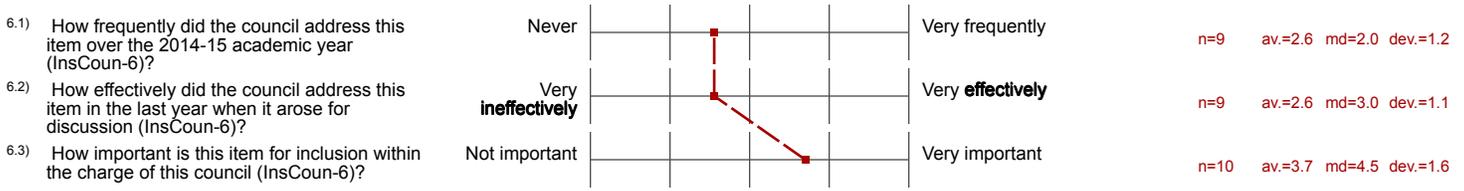
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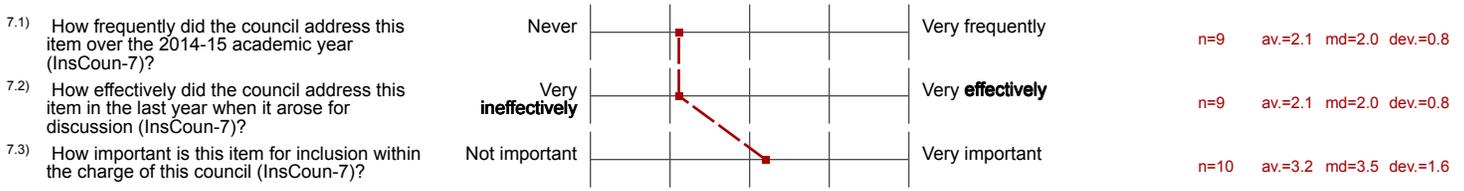
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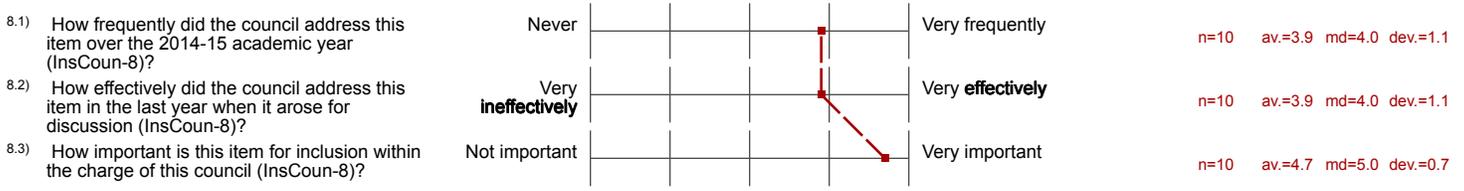
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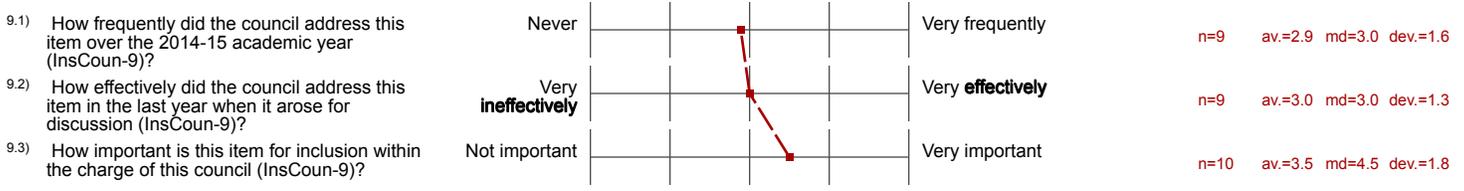
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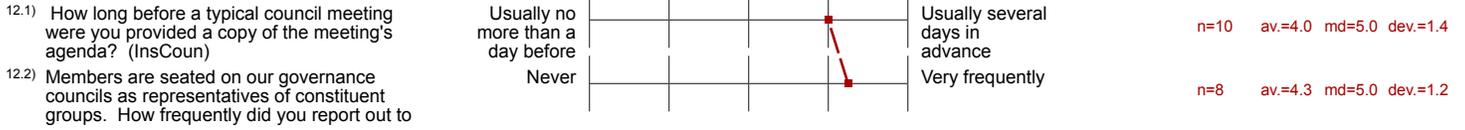
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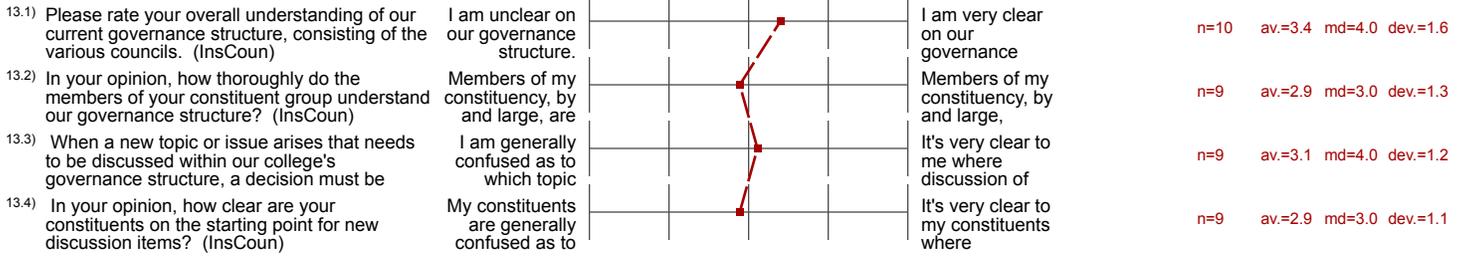
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12. Communication and Representation



13. Clarity of "Engaging All Voices," the college's overall governance structure



## Comments Report

1. Instruction Council Charge #1 says "Ensure that the Educational Master Plan is integrated into college planning processes."

- <sup>1.4)</sup> Please provide any comments or suggestions specific to this aspect of the council's charge (InsCoun-1). (Input on matters broader than this specific item will be gathered later in this survey.)
- It appears that the Educational Master Plan was not 'on our radar' last year.
  - Too much hesitation. Too much re-explaining. Far, far too much "...can-down-the-road."
  - We didn't realize this was a charge of ours until two meetings ago (today is 10/20). We were honestly a little horrified, especially when we learned the President would be writing the Strategic Plan on her own. So this seems like a weirdly arbitrary task that we are supposed to complete given no background or time to prepare. It's also hard to do it in a vacuum, as it seems like the EMP is something intricately tied to the strategic plan.

2. Instruction Council Charge #2 says, "Maintain and implement Board Policy, State Law, Education Code, and standards of accreditation."

- <sup>2.4)</sup> Please provide any comments or suggestions specific to this aspect of the council's charge (InsCoun-2). (Input on matters broader than this specific item will be gathered later in this survey.)
- While this topic does not often receive direct discussion, it is inherent in everything that the council does.
  - Yeah. Another, "This is US?" item we learned about two meetings ago. We thought this was the purview of the Accreditation Committee. Go figure.

3. Instruction Council Charge #3 says, "Assure that instruction is carried out as approved by the Curriculum Committee and that Outcomes Assessment is in compliance with accreditation standards."

- <sup>3.4)</sup> Please provide any comments or suggestions specific to this aspect of the council's charge (InsCoun-3). (Input on matters broader than this specific item will be gathered later in this survey.)
- It's called Outcomes Assessment Workgroup. I know. I'm on it.
  - Outcomes Assessment is really handled by another body, and I'm not sure how the Instruction Council can be expect to "Assure that instruction is carried out" in any particular manner.

4. Instruction Council Charge #4 says, "Enrollment management"

- <sup>4.4)</sup> Please provide any comments or suggestions specific to this aspect of the council's charge (InsCoun-4). (Input on matters broader than this specific item will be gathered later in this survey.)
- The council has an important role to play in enrollment management, but it is not a very direct role. When the council works on hiring prioritization, it makes significant use of enrollment information to make those decisions.
  - This is a vital part of our college, and we honestly didn't know it was "our deal" until very recently. Not sure how we will take the lead on this, but since -- unlike other charges -- it does NOT seem to be addressed within other groups, we should get to work.

5. Instruction Council Charge #5 says, "Ensure completion of Program Review and prioritization of Resource Allocation requests to assure student and community needs are being met."

- <sup>5.4)</sup> Please provide any comments or suggestions specific to this aspect of the council's charge (InsCoun-5). (Input on matters broader than this specific item will be gathered later in this survey.)
- Resource allocation is really handled by another body, and the Instruction Council has no mechanism to ensure completion of program review.
  - Rumor has it Resource Allocation is not even really allocating resources. But, given their name, this seems way more up their alley than ours.

6. Instruction Council Charge #6 says, "Discuss and respond to emerging needs within the institution and external community."

6.4) Please provide any comments or suggestions specific to this aspect of the council's charge (InsCoun-6). (Input on matters broader than this specific item will be gathered later in this survey.)

- I can envision us playing a role here, especially in regards to "emerging needs" in the are of instruction. We've just been swamped with hiring prioritization. But, yeah, this one seems fitting, and seems like something ALL councils should be discussing and responding to when it falls under their respective areas of influence.
- I recall the instruction council working to implement parts of the new Baccalaureate program which was a rapidly developing "emerging need", but in general there is less environmental scanning than needed.
- Instruction relates directly to student success, yet the two committees seem disjointed.

7. Instruction Council Charge #7 says, "Engage in institutional strategic planning and budget development."

7.4) Please provide any comments or suggestions specific to this aspect of the council's charge (InsCoun-7). (Input on matters broader than this specific item will be gathered later in this survey.)

- Again. There are lother bodies who seem more equipped to do this.
- Budget development is handled by another body. Strategic planning has been haphazard at best.

8. Instruction Council Charge #8 says, "Engage in self-evaluation of IC for continuous improvement of processes."

8.4) Please provide any comments or suggestions specific to this aspect of the council's charge (InsCoun-8). (Input on matters broader than this specific item will be gathered later in this survey.)

- Primarily as it relates to hiring prioritization process
- The council's springtime revision of the hiring process has been a very productive use of time, and should be expanded to include other elements of the council's work.
- We constatntly self-evaluate and continuously improve. We DEFINITELY have that going for us.

9. Instruction Council Charge #9 says, "Support the legal responsibilities of all constituent groups."

9.4) Please provide any comments or suggestions specific to this aspect of the council's charge (InsCoun-9). (Input on matters broader than this specific item will be gathered later in this survey.)

- Not sure what this means, which is a good indication we haven't discussed it.
- This topic never received any explicit discussion, and it probably doesn't really need to be discussed explicitly. The council supports the legal responsibilities of other groups by dint of its actions. It probably should not be in there charge. It is too broad and open-ended to be a realistic goal.

10. Functionality of this Council

10.1) On which topic or task over the last year was this council *most* effective and/or productive. Please explain. (InsCoun)

- Establishing a prioritization process for identifying replacement and growth faculty positions for hire.
- Hiring prioritization documents / processes.
- Hiring prioritization process
- Hiring prioritization was knocked out of the park. We've had some really meaningful and inclusive discussions all year long.
- Hiring prioritization. Perhaps not everyone was pleased with the result of the process but we did have a process and the process was followed to determine hiring for the 2015-16 academic year.
- Hiring prioritization. This is the most important thing the council currently does, and it devotes significant time and effort to doing it well.

<sup>10.2)</sup> On which topic or task over the last year was this council *least* effective and/or productive? Please explain. (InsCoun)

- Educational Master Planning  
Enrollment Management
- Hmm, how about all the things we never discussed because we didn't really remember they were a part of our charge: Budget allocation, accreditation, program review, assessment....
- Integration with the Student Success Initiatives.
- Program Review. Even though there was a lot of talk, and many meetings held, regarding the update of the Program Review process, the progress was minimal.
- Strategic planning. The administration does not seem to use the expertise of the council to its best possible effect.

<sup>10.3)</sup> This council is composed of representatives for a variety of interested and affected groups at the college. Membership is shown on the council website here: <http://www.mjc.edu/governance/instructioncouncil/>. Should the membership of this council be augmented or reduced? Please be specific and provide rationale. (InsCoun)

- All voices.
- It's good.
- Membership list should be maintained as designed.
- Membership seems fine at this time.
- The makeup and size of the committee is good the way it is. There is ample representation from all constituent groups and the size is about right. Expansion of this committee would lead to it becoming too cumbersome to complete the work needed to be accomplished.
- it is good

#### 11. Scope of Responsibility of this Council

<sup>11.1)</sup> Are there items *within* this council's charge or significant duties it performs that might be more effectively addressed by *another* governance council? If so, please provide specific suggestions for what might move out of this council's realm of responsibility. (InsCoun)

- Already mentioned: Accreditation, Budget allocation, assessment. EMP should be a college wide discussion, and not just on our plate.
- Budgetary issues are more properly under the umbrella of the Resource Allocation Council, or some similar body. Those charges should be removed from the Instruction Council.
- Ensure completion of Program Review and prioritization of Resource Allocation requests to assure student and community needs are being met.

Change above statement to:

"Ensure completion of Program Review and prioritization of Resource Allocation requests for Replacement and Growth Faculty Hires to assure student and community needs are being met."

- Equitable hiring.
- The items within the council's charge at this time seem to be in line with what the council is responsible.

<sup>11.2)</sup> Are there items *outside of* this council's charge that might be more effectively addressed by *this* governance council? If so, please provide specific suggestions for what might move *into* this council's realm of responsibility. (InsCoun)

- No!
- None. The scope of the group's charge overlaps with other councils.
- Nothing at this time.
- Professional (instructional faculty) development.

## 12. Communication and Representation

<sup>12.3)</sup> In general, how did you gather input from your constituent group regarding items under discussion on this council? Please comment on your effectiveness at gathering and representing their interests. (InsCoun)

- At division meetings, seeking them out to ask them.
- Door-to-door and e-mail on request. My Dean and I also sit and de-brief.
- Every other week we have faculty meetings and I report on what is going on in IC
- Feedback from my constituent group was consistent and common. Their interests were communicated on a regular basis.
- Generally this was accomplished during Division meetings. Division meeting were held twice per month so there was ample time for gathering input.
- Verbal reports and/or email correspondence

<sup>12.4)</sup> Please explain the method(s) you used to report out to your constituency group the outcomes of council discussions and decisions. (InsCoun)

- Each meeting of my constituent group includes a standing report from the instruction council, and quite commonly discusses the items.
- Email to constituency leader.
- This was done by email and during Division meetings.
- Verbal report and discussion
- Verbal reports and/or email correspondence
- Written report, door-to-door and e-mail on request. My Dean and I also sit and de-brief.
- took notes and discussed the council work when it need to be addressed.

## 14. Summary Questions

<sup>14.1)</sup> Please provide any general comments or suggestions for improvement *for this council*. (InsCoun)

- For the most part the current council process seems to be working well for MJC. Much better than past processes.
- Shed the baggage. If you want us to knock things out of the park, give us less things.
- Stick to strict procedures - and get to the point.

<sup>14.2)</sup> Please provide any general comments or suggestions for improvement *for our governance structure overall*. (InsCoun)

- Continue to evaluate and improve on what is being done.
- Simplify. Clarify.
- The current structure seems to treat the input from various groups as advisory, rather than participatory. More faith and credit needs to be given to the input from groups with the expertise to prevent problems and more fully develop the college.
- The general impression is that these councils and their respective charges were created so we could check boxes for accreditation. Many people feel like they are a waste of time (Resource Allocation members are especially bitter because they feel like they have minimal input in actual allocation). I feel like our work in IC is really valuable, but four hours a month is not enough for the list of charges.

<sup>14.3)</sup> Is there anything else you'd like to add? (InsCoun)

- Brenda Thames is amazing, and I think IC is going to get better and better under her leadership.
- No
- No.
- Revisiting the tasks associated with each council is an excellent way to improve operations. We should not be adverse to refining each list

so that the goals align with what is feasible.