Purpose and Instructions

The purpose of this survey is to gather input from members of the MJC College Council as to the effectiveness of its operations over the 2014-15 academic year.

There are two types of questions. The first will present one bulleted item from the "Charge" of the College Council as shown on the MJC website (http://www.mjc.edu/governance/collegecouncil/) then ask participants to rate the frequency, effectiveness, and importance of this item. The second will be more general queries as to the effectiveness of operations.

Each council will be assessed via a comparable survey. Those whose charge is more extensive on the website will consequently have a longer survey to complete regarding the first type of question. The second type of question will be identical for all councils. Abbreviations such as "ColCoun-2" have been inserted for coding purposes and should be ignored while taking this survey.

First group of questions - Gathering feedback specific to the bulleted items of this Council's charge.

(Note - this is an instruction screen. No questions appear on this screen. Please select "Next" to proceed to the questions.)

1. College Council Charge #1 says "The role of the council in the budgeting process is to review and recommend budget and planning through its established committees."

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

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

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

1.4 Please provide any comments or suggestions specific to this aspect of the council's charge (ColCoun-1). (Input on matters broader than this specific item will be gathered later in this survey.)
2. College Council Charge #2 says, "The council will annually review existing college councils and, where appropriate, make recommendations on the charge and membership of such councils."

2.1 How frequently did the council address this item over the 2014-15 academic year (ColCoun-2)?
- Never
- Very frequently
- Don't know

2.2 How effectively did the council address this item in the last year when it arose for discussion (ColCoun-2)?
- Very Ineffectively
- Very Effectively
- Not applicable

2.3 How important is this item for inclusion within the charge of this council (ColCoun-2)?
- Not important
- Very important
- Don't know

2.4 Please provide any comments or suggestions specific to this aspect of the council's charge (ColCoun-2). (Input on matters broader than this specific item will be gathered later in this survey.)

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3. College Council Charge #3 says, "The council will maintain a handbook of its charge, responsibilities, and membership which will be reviewed and updated annually."

3.1 How frequently did the council address this item over the 2014-15 academic year (ColCoun-3)?
- Never
- Very frequently
- Don't know

3.2 How effectively did the council address this item in the last year when it arose for discussion (ColCoun-3)?
- Very Ineffectively
- Very Effectively
- Not applicable

3.3 How important is this item for inclusion within the charge of this council (ColCoun-3)?
- Not important
- Very important
- Don't know

3.4 Please provide any comments or suggestions specific to this aspect of the council's charge (ColCoun-3). (Input on matters broader than this specific item will be gathered later in this survey.)

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4. College Council Charge #4 says, "The council agenda, minutes, and handbook will be made available on the college website."

4.1 How frequently did the council address this item over the 2014-15 academic year (ColCoun-4)?
- Never
- Very frequently
- Don't know

4.2 How effectively did the council address this item in the last year when it arose for discussion (ColCoun-4)?
- Very Ineffectively
- Very Effectively
- Not applicable

4.3 How important is this item for inclusion within the charge of this council (ColCoun-4)?
- Not important
- Very important
- Don't know
4. College Council Charge #4 says, "The council agenda, minutes, and handbook will be made available on the college website." [Continue]

<table>
<thead>
<tr>
<th>4.4 Please provide any comments or suggestions specific to this aspect of the council's charge (ColCoun-4). (Input on matters broader than this specific item will be gathered later in this survey.)</th>
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5. College Council Charge #5 says, "The council will periodically review and update the college mission statement."

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<tr>
<th>5.1 How frequently did the council address this item over the 2014-15 academic year (ColCoun-5)?</th>
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| 5.2 How effectively did the council address this item in the last year when it arose for discussion (ColCoun-5)? |
| Very ineffective | Very effectively | Not applicable |

| 5.3 How important is this item for inclusion within the charge of this council (ColCoun-5)? |
| Not important | Very important | Don't know |

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<tr>
<th>5.4 Please provide any comments or suggestions specific to this aspect of the council's charge (ColCoun-5). (Input on matters broader than this specific item will be gathered later in this survey.)</th>
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6. College Council Charge #6 says, "The council will maintain and update the MJC Strategic Plan at least every five years."

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<thead>
<tr>
<th>6.1 How frequently did the council address this item over the 2014-15 academic year (ColCoun-6)?</th>
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| 6.2 How effectively did the council address this item in the last year when it arose for discussion (ColCoun-6)? |
| Very ineffective | Very effectively | Not applicable |

| 6.3 How important is this item for inclusion within the charge of this council (ColCoun-6)? |
| Not important | Very important | Don't know |

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<thead>
<tr>
<th>6.4 Please provide any comments or suggestions specific to this aspect of the council's charge (ColCoun-6). (Input on matters broader than this specific item will be gathered later in this survey.)</th>
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<tbody>
<tr>
<td>7. College Council Charge #7 says, &quot;The council will have primary responsibility for institutional effectiveness.&quot;</td>
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<td>7.1 How frequently did the council address this item over the 2014-15 academic year (ColCoun-7)?</td>
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<td>7.2 How effectively did the council address this item in the last year when it arose for discussion (ColCoun-7)?</td>
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<tr>
<td>7.3 How important is this item for inclusion within the charge of this council (ColCoun-7)?</td>
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<tr>
<td>7.4 Please provide any comments or suggestions specific to this aspect of the council's charge (ColCoun-7). (Input on matters broader than this specific item will be gathered later in this survey.)</td>
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<tr>
<th>8. College Council Charge #8 says, &quot;The council serves as a forum for the discussion of the concerns of college constituent groups.&quot;</th>
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<tbody>
<tr>
<td>8.1 How frequently did the council address this item over the 2014-15 academic year (ColCoun-8)?</td>
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<td>8.2 How effectively did the council address this item in the last year when it arose for discussion (ColCoun-8)?</td>
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<tr>
<td>8.3 How important is this item for inclusion within the charge of this council (ColCoun-8)?</td>
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<tr>
<td>8.4 Please provide any comments or suggestions specific to this aspect of the council's charge (ColCoun-8). (Input on matters broader than this specific item will be gathered later in this survey.)</td>
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<tr>
<th>9. College Council Charge #9 says, &quot;The council will support the legal responsibilities of all constituent groups.&quot;</th>
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<td>9.1 How frequently did the council address this item over the 2014-15 academic year (ColCoun-9)?</td>
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<td>9.2 How effectively did the council address this item in the last year when it arose for discussion (ColCoun-9)?</td>
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<tr>
<td>9.3 How important is this item for inclusion within the charge of this council (ColCoun-9)?</td>
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</table>
9. College Council Charge #9 says, "The council will support the legal responsibilities of all constituent groups." [Continue]

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

Second group of questions - Gathering broader input regarding this council and the college's governance structure.

If you serve on multiple councils, please insert responses regarding the college's governance structure on only one survey. Results will be compiled across all councils, so redundancy is not necessary.

(Note - this is an instruction screen. No questions appear on this screen. Please select "Next" to proceed to the questions.)

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. (ColCoun)

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

10.3 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/collegecouncil/. Should the membership of this council be augmented or reduced? Please be specific and provide rationale. (ColCoun)

11. Scope of Responsibility of this Council
11. Scope of Responsibility of this Council  [Continue]

11.1 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. (ColCoun)

11.2 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. (ColCoun)

12. Communication and Representation

12.1 How long before a typical council meeting were you provided a copy of the meeting's agenda? (ColCoun)
- Usually no more than a day before
- Usually several days in advance
- Don't know

12.2 Members are seated on our governance councils as representatives of constituent groups. How frequently did you report out to and seek input from your constituent group? (ColCoun)
- Never
- Very frequently

12.3 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. (ColCoun)

12.4 Please explain the method(s) you used to report out to your constituency group the outcomes of council discussions and decisions. (ColCoun)

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

13.1 Please rate your overall understanding of our current governance structure, consisting of the various councils. (ColCoun)
- I am unclear on our governance structure.
- I am very clear on our governance structure.
13. Clarity of "Engaging All Voices," the college's overall governance structure

13.2 In your opinion, how thoroughly do the members of your constituent group understand our governance structure? (ColCoun)

- Members of my constituency, by and large, are not clear on our governance structure.
- Members of my constituency, by and large, understand our governance structure very well.
- Don't know.

13.3 When a new topic or issue arises that needs to be discussed within our college's governance structure, a decision must be made as to which council will review the concept, and to whom they will refer their recommendations. Please rate your own level of clarity as to what topic goes to which council. (ColCoun)

- I am generally confused as to which topic starts where.
- It's very clear to me where discussion of each new topic should start.
- Don't know.

13.4 In your opinion, how clear are your constituents on the starting point for new discussion items? (ColCoun)

- My constituents are generally confused as to which topic starts where.
- It's very clear to my constituents where discussion of each new topic should start.
- Don't know.

14. Summary Questions

14.1 Please provide any general comments or suggestions for improvement for this council. (ColCoun)

14.2 Please provide any general comments or suggestions for improvement for our governance structure overall. (ColCoun)

14.3 Is there anything else you'd like to add? (ColCoun)