Appendix D: LCC Evaluation Survey – Planning Committees

Lassen College Planning, Budgeting and Governance Process Review

Planning Committee Survey

Committee Name: Institutional Effectiveness Master Planning Committee

Date: May 10, 2023

Members Present: Carie Camacho, Adam Runyan, Chad Lewis, Alison Somerville, Lisa Gardiner, Makenzie Freedman

Members Absent: Tom Robb, Annika Peacock

Planning Section

When answering these questions consider the "planning process" the process used to create the Comprehensive Institutional Master Plan; including but not limited to the work of planning committees (Academic Planning, Student Services Planning, Institutional Effectiveness Planning, Institutional Technology Planning, Facility Planning, Human Resource Planning etc.) as well as the recommendations from IPR and NIPRs and analysis of student learning and administrative unit outcome results.

1. Describe the committee's major accomplishment during this year.
   During the year, the IEMP Committee updated the IEMP, Colleen Baker made efforts to provide updates on AUO and NIPR progress, and she also made great efforts to enhance the data collection process, including extensive training opportunities, in the absence of a researcher. Moreover, the committee added DEIA to the charge, and added student participation in our charge. Additionally, there was data collection and processing improvements for SLOs and AUOs. This group was able to keep working, despite the absence of a Director of Institutional Effectiveness. The committee also reviewed the Institutional Set Standards. This committee was also involved in the idea process of the ISLO/ GESLO merge intended to streamline efforts.

2. Please share your recommendations to improve committee efficiency and effectiveness?
   To improve the committee's efficiency and effectiveness, the committee agrees the hiring of a researcher would help. Additionally, the committee could start having discussions throughout the year on improvements and capture those ideas at the bottom of meeting minutes.

3. Please describe any additional resources (e.g., human, research data, additional information) the committee needs to perform its assigned tasks?
   A Researcher. The hiring process is currently in progress, this is the second search. The first failed to produce qualified applicants.

Governance Section

Indicate the extent to which you agree or disagree with statements related to your service on the committee overall (Strongly Agree to Strongly Disagree)

- The committee mandate and charge are clearly understood by committee members Strongly Agree
- Meeting agendas were available to members at the start of each committee meeting Strongly Agree
- Draft minutes of prior meetings were available to members at the start of each committee meeting for approval Strongly Agree
- The length of the meetings was adequate to perform the work of the committee Agree
- Meetings were held at the regularly scheduled time Agree
- The committee started on time (within 5 minutes of expected start time). Agree
- The committee ended on time (within 5 minutes of expected end time). Agree
- The chair (co-chair) operated the committee effectively Agree
- Members contribute ideas freely Strongly Agree
- All ideas are treated with respect, whether others agree with them Strongly Agree
- There are sufficient opportunities to provide input into committee recommendations Strongly Agree

Please rate the following aspects of the committee's work (Very Good to Very Poor)

- Quality of communication within the committee Very Good
- Quality of information flow from the committee to constituency groups Very Good
- Quality of information flow from constituency groups to the committee Very Good
- Quality of communication by the committee with the campus community as a whole Very Good
- Access to information needed for discussion This year Poor – No IE Director
- Appropriateness of meeting dates and times Very Good
- Effectiveness of meeting location Very Good
- Access to other resources needed for the committee to work effectively This year Poor – No IE Director