

Contra Costa College
Research & Planning
Friday, February 13, 2009
2:00 p.m., AA-216

Present: Tim Clow (chair), Richard Akers, Adeyinka Awobajo, Shannon Beckham, Terence Elliott, Donna Floyd, Melody Hanson, Kenyetta Tribble

Absent: Jennifer Ounjian

1. Time line for implementing Employee Satisfaction Survey - Tim said we were going to distribute the on-line survey but Mack had some additions of three questions as well as some concerns about some of the standing questions. Tim asked the committee if we would like to delete these questions from the survey.
There was discussion about Question #53 - *CCC excels in the academic placement of students*. It was suggested to change it to: *CCC places students at the appropriate academic level*. After much discussion, it was finally agreed to delete Question #53.
Question #52 - *CCC excels in the retention of students*. There was discussion about the word “excels.” It was decided to leave this question in as is.
Question #15 - The process whereby instructors obtain tenure is fair and effective. It was agreed to remove Question #15.
We discussed Mack’s additional questions: *I believe faculty, classified, staff and students have a voice in the governance of the college*. It was noted that questions # 33, #34 and #35 are similar except they address each constituency group. It was decided to add this question.
Mack’s second suggested additional question - *College council is the shared governance body that represents students, classified staff, faculty and manager*. We will add this question.
Mack’s third additional suggested question: *I support the college’s shared governance process*. We agreed to add this question. Tim will send out an e-mail listing all of the questions.
2. Firm up the Student Satisfaction Survey – Kenyetta brought some suggested changes from the counseling department. Tim emphasized that any changes to any of the questions would mean he could not do a comparison from the last two years. He would not have a baseline from which to work to show improvement. We used the 2005-2006 Office of Research and Planning Book entitled: *Surveys; Students, Faculty, Staff and Managers* for easy reference.
Question # 10. Academic advising in the counseling center (pg. 70)
Suggested change to: Counseling received from an academic counselor
The committee agreed to make this change (delete original question) and add new question to include “academic counselor.”
Question # 11. Information about requirements in your major (pg. 70)
Suggested change to: Accuracy of information about the requirements in your major received from a counselor.
The committee agreed to make this change (delete original question) and add new question to include “Accuracy of information . . . from a counselor.”
Question #27. The amount of financial aid available (pg. 75)
Suggested change to delete this question.
The committee agreed to delete this question.

Question #28. The process of paying for classes (pg. 76)

Suggested change to delete this question.

The committee decided to keep this question as is.

Question #29. Recommendations based on placement test results (pg. 76)

Suggested change to: Course placement based on assessment results (English, Math and/or ESL)

The committee agreed to make this change (delete original question) and add new question to include specifics of curriculum.

Question #32. Information about career and job opportunities (pg. 77)

Why? Is this an on or off campus focus? Is it referring to on campus job placement or career information?

Suggested change to: Information about career opportunities after graduation.

The committee decided to keep this original question as is.

Question #33. Counseling services for personal problem (pg. 77)

Suggested change to: Counseling services for personal problems.

The committee decided to add an “s” on the end of the “problem.”

Question #38. Being able to get the books you need from the campus bookstore (pg. 79)

Suggested change to: Being able to locate the books you need in the campus bookstore.

The committee decided to keep the original question as is.

Growth in questions

Question #6. Using information technologies (like e-mail, web, computers) for personal and professional needs? (pg. 87)

Suggested change to or add: Using computer based technology (like web advisor, SARS, FAFSA online, or Assist.org) for educational needs.

The committee decided to keep the original question as is.

Question #10. In-depth understanding of your major field of study (pg. 89)

Suggested change to: In depth understanding of the requirements for an AA degree or certificate for your major.

The committee decided to keep the original question as is.

Question #12. Staying calm when dealing with conflict and frustration. (pg. 89)

What does this intend to measure?

Tim said it intends to measure a student’s growth as a well-rounded, mature adult.

The committee decided to keep the original question as is.

Question #4. Are you following a Vocational Education major? (pg. 91)

Suggested change to: Are you following a Career Technical Education/ Vocational Education major?

The committee decided to keep the original question but add CTE in parenthesis -- *Are you following a Career Technical Education(CTE)/Vocational Education major?*

Suggested newquestion: How satisfied were you with the Matriculation process (assessment and orientation)?

The committee agreed to add this question.

3. Current status of our strategic initiatives – Tim said we don’t know where we are at on our strategic initiatives and he needs to deliver a summary report to College Council. The Research and Planning Committee is the oversight committee for the strategic initiatives. We need to see the action plans of what committees have accomplished for this year. We are hoping the stewards have met and have put action plans with the goals. Tim has looked at the persistence rates of males at our college which ties into Strategic Initiative 3.1 and he has worked on Strategic Initiative 3.2. Donna and Frank need to send their actions steps on Strategic Initiative #1 and Carol needs to send her actions step on Strategic #2 to R & P by end of this month.

4. Status of District Strategic Plan – Tim distributed the 5th draft of the District’s strategic plan. The question remains: Who is wagging the tail of the dog – district or the colleges? Tim said they have met with the district research committee. The district hired a consultant who develops plans for districts and colleges. The district has a performance measure in their plan. Next Friday the district-wide charette is planned where additional constituency representatives and outside community members will participate.

5. Develop Rubric for Evaluation of the Plans that Form the Integrated planning model – Tim distributed the latest update of our integrated planning model. It occurred to Tim that we have plans listed in our Integrated planning model that are not evaluated. Therefore, we have to develop a plan for evaluating all of our plans. Tim will develop some rubrics for all of our plans and present them at the next meeting.

6. Establish Service Outcomes for the R & P Committee – Tim distributed the Planning Goals and Service Outcomes. Tim asked that we read this document and discuss this at the next meeting. The timeline for Goal 1 is once a year at the end of spring semester. The committee briefly reviewed the document.

The next Research and Planning Meeting is scheduled for March 13, 2009 at 2:00 p.m.

Meeting adjourned at 3:55 p.m.

Respectfully submitted,

Melody Hanson
Senior Executive Assistant to the President