

SAN DIEGO MESA COLLEGE

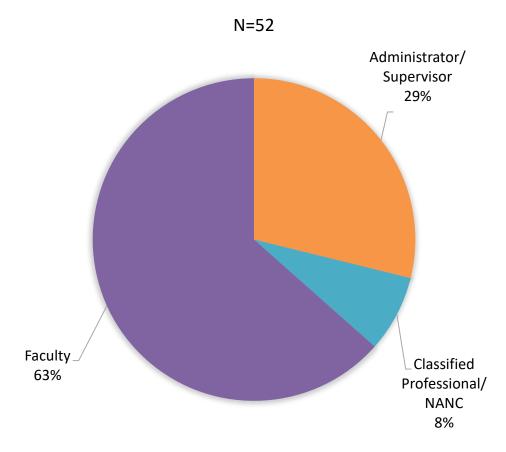
Integrated Planning Survey Results 2019/20

Background & Overview

- Annual evaluation of our program review process
- Data collected in February 2020
- Sent to 144 Lead Writers, Liaisons, and Managers
- Topics:
 - Respondent Profile
 - Lead Writer/Liaison/Manager experience
 - BARC/FHP/CHP request process feedback
 - Program Review training feedback
 - Recommendations for improvement

Integrated Planning Survey Respondents

- 53 /144 = 37% Response Rate
- 52 out of 53
 respondents shared
 their position on
 campus (98%)



Lead Writer Experience

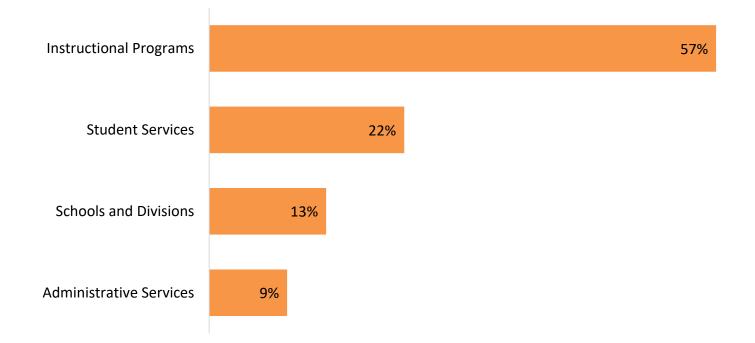
Lead Writer Profile

- 47 out of 53 respondents said they served as Lead Writers (90%)
- 41 out of 47 respondents shared their years of experience serving as a Lead Writer (87%)

– 66% served 4 years or less

Lead Writer Profile

 46 out of 47 respondents shared their main assignment area (98%)



Program Review

N is between 43 and 45

The instructions in Taskstream made it easy for me to understand what information was required.

The online Program Review module was easy to navigate.

The data provided were meaningful and helped me understand the current state of my program.

The Data Dashboards were easy to access, understand, and navigate.

The connections between Program Review and resource allocation were clear to me.

Having a Liaison was useful. 2% 13%

My Liaison provided valuable feedback.

I used the feedback my Liaison provided to update my Program Review entries/answers.

I used the feedback my manager provided to update my Program Review entries/answers.

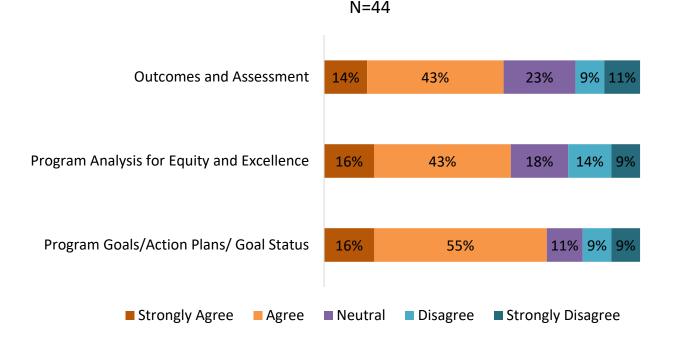
My Program Review entries/answers were created in collaboration with colleagues from my office/department.

53% 24% 13% 9% 24% 49% 9%2% 16% 45% 14% 36% 5% 36% 22% 33% 7%29 11% 31% 38% 16% 4% 60% 16% 9% 5% 26% 40% 21% 20% 7% 38% 20% 16% 13% 40% 33% 9% 4% 27% 43% 11% 11%

■ Strongly agree ■ Agree ■ Neutral ■ Disagree ■ Strongly disagree

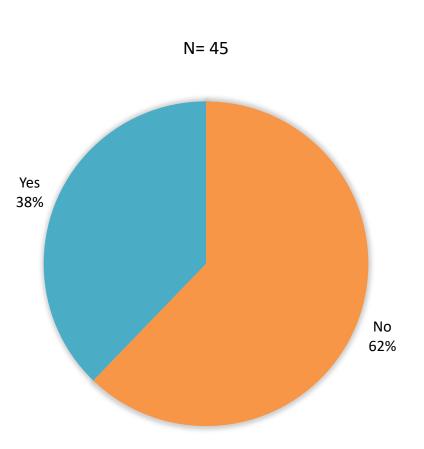
Program Review Content

Did the content generate meaningful discussion?



Do Lead Writers Need a Liaison?

- Most respondents said they did not use the help of their liaison (30 out of 33)
- 3 out of 33 respondents said they used their liaison for
 - Staying on track with due dates
 - Brainstorm
 - Ideas to revise final submission
 - Point out missed questions



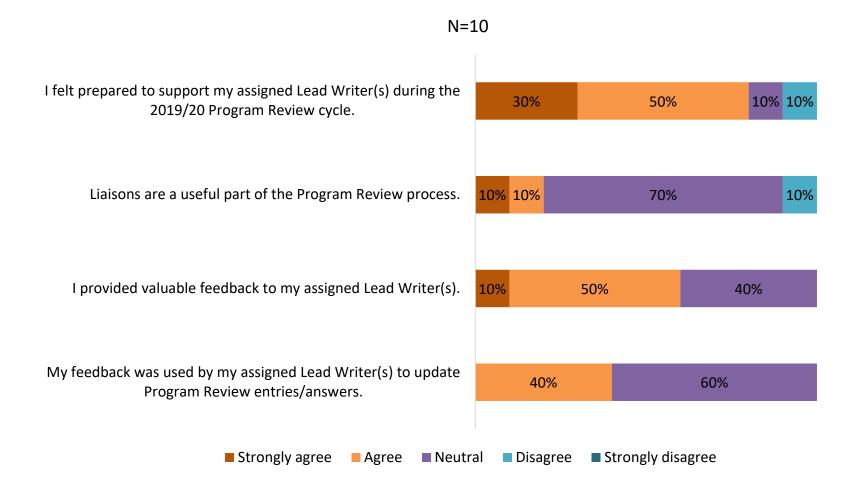
Liaison Experience

Liaison Profile

- 10 out of 48 respondents said they served as a Liaison
- 8 out of 10 respondents shared their years of experience serving as a Liaison

- 63% served 5 years or less

Liaison Feedback



Lead Writer Liaison Communication

• From Liaison's

Perspective (N=10)

- From Lead Writer's Perspective (N=45)
- Once a month I did not 2% Less than Once a communicate once a month with my month 40% assigned Lead 36% Writer(s) 10% I did not Less than communicate with my once a assigned Liaison month 50% 62%

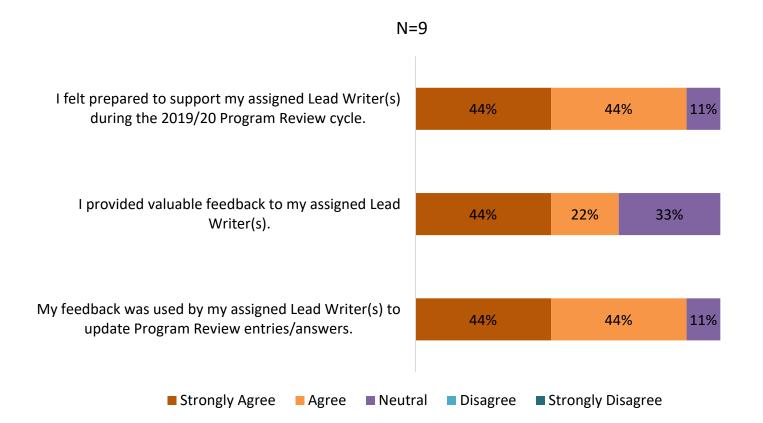
Manager Experience

Manager Profile

- 9 out of 48 respondents said they served as a Manager
- all 9 respondents shared their years of experience serving as a Manager

- 56% served 4 years or less

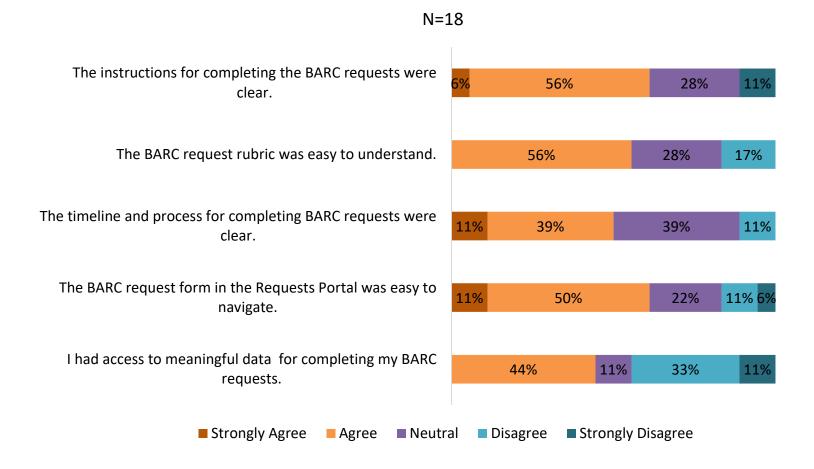
Manager Feedback



Resource Allocation Feedback

BARC Form

19 of 45 respondents completed a BARC request (42%)



FHP Form

12 of 42 respondents completed a FHP request (29%)

N=11

I N.	-11				
The instructions for completing the Faculty Hiring requests were clear.	9%	18%	9%		
The Faculty Hiring request rubric was easy to understand.	9% 64%			18%	9%
The timeline and process for completing Faculty Hiring requests were clear.	9% 73%			18%	
The Faculty Hiring request form in the Requests Portal was easy to navigate.	9%	64%		18%	9%
I had access to meaningful data for completing my Faculty Hiring requests.	18%	36%	18%	27%)
Strongly Agree Agree Neutral Disagree Strongly Disagree					

CHP Form

8 of 43 respondents completed a CHP request (19%)

N - Q

N=	8					
The instructions for completing the Classified Hiring requests were clear.	25%	38%		25% 13%		
The Classified Hiring request rubric was easy to understand.	13%	38%	38%		13%	
The timeline and process for completing Classified Hiring requests were clear.	13%	50%	50% 38%			
The Classified Hiring request form in the Requests Portal was easy to navigate.		25%	50%			
I had access to meaningful data for completing my Classified Hiring requests.	13%	25%	38%	13%	13%	
Strongly Agree Agree Neutral Disagree Strongly Disagree						

Program Review Training/Meeting

Program Review Training

 23 out of 47 respondents said they attended Program Review training/meeting sessions

Session Type	Count	Percent
Outcomes and Assessment Session	11	48%
Program Analysis for Equity and Excellence Session	9	39%
Program Goals/ Action Plans/ Status Report Session	6	26%
BARC Request Session	7	30%
Faculty Hiring Request Session	6	26%
Classified Hiring Request Session	1	4%

Session Modality	Count	Percent
Open Work Session	11	48%
Group Training via Zoom	3	13%
In-Person Individual Training	6	26%
In-Person Group Training	19	83%
Self-Paced Online Training Videos/Materials	4	17%

Program Review Training

N=22 I was aware of the schedule for these training/meeting 41% 59% sessions. The training/meeting sessions were offered at convenient times 18% 50% 27% 5% and days. The training/meeting sessions were provided often enough. 18% 14% 5% 64% During these training/meeting sessions, all of my questions 27% 45% 27% were addressed. The trainings were well-organized. 27% 41% 27% 5% The trainings provided useful information. 27% 27% 5% 41% Strongly agree Agree Neutral ■ Disagree ■ Strongly disagree

Program Review Process

Program Review Process

N=47

The Program Review timeline was clear.

I was aware of the Program Review training schedule

The requirements for Program Review content were clear.

When I had questions, a Program Review representative was able to answer them.

The Program Review web site made it easy to find what I was looking for.

The frequency of communication regarding Program Review from the Office of Institutional Effectiveness was adequate.

36%		51	%		<mark>9% 4%</mark>
51%	,)		47	%	<mark>2</mark> %
26%		49%		1 = 0/	<u>9%2%</u>
20%		49%		15%	9%270
45%		32%	6	21	% 2 <mark>%</mark>
32%		36%	-	19%	13%
					. = . (
32%		53%			15%

Strongly agree Agree Neutral Disagree Strongly disagree

Most Valuable Aspects of Program Review Process

- Access to data (mentioned most frequent)
- Setting goals
- Training, workshops, support from various sources when needed
- The opportunity for collaboration
- Learning about other departments
- Helping colleagues
- Allows managers to get a better understanding of their areas

Recommendations

- 1. Deadlines
 - Flexible, extended
- 2. Cycle set up
 - Not every year
- 3. Questions asked
 - Specific, clear and sequential, require short answers, fewer, applicable to programs, direct
 - Kept the same over time
 - Distributed to Lead Writers before PR begins
- 4. Training Type
 - More focused on faculty
 - Data analysis videos
 - Make Liaison and Lead Writer training mandatory