

Yavapai COLLEGE

Strategic Planning Perception Survey

Conducted Spring 2008

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Summer 2008

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2007-2008**

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- Chris Heyer, Adjunct Faculty Coordinator
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- Tom Hughes, Director of Institutional Research (SPC Co-Chair)
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Yavapai College Strategic Planning Perception Survey

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Yavapai College

I. Introduction

In spring 2008, an online survey was administered to Yavapai College employees measuring their perceptions and involvement with the college's strategic planning process. A total of 277 surveys were completed for a district response rate of 24.5%.

II. Method

The survey questions were initially developed by Yavapai College's Institutional Research department in conjunction with the college's Strategic Planning Committee (SPC) and administered to all college employees via an on-line survey.

III. Employee Profile

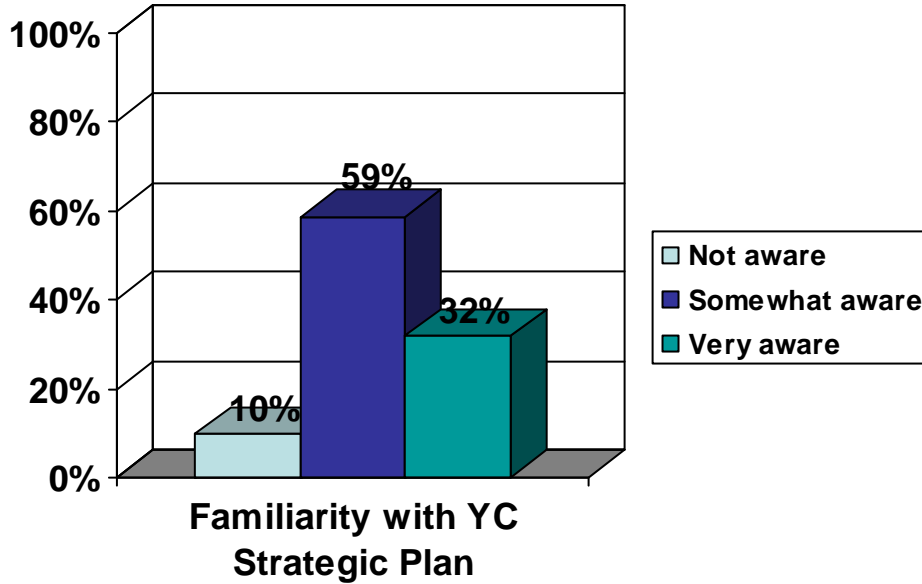
Employee Position				
Category	Count	Percent	Total YC Employees	Response Rate
Full-time faculty	73	26%	93	78%
Part-time faculty	33	12%	269	14%
Division Dean	9	3%	13	69%
Administration	20	7%	71	28%
Full-time staff	129	47%	265	49%
Part-time staff	13	5%	418	3%
Total	277	100%	1,129	25%

- Responses were received from all employee categories. Full-time faculty (78%) and Division Deans (69%) had the highest response rates. Part-time staff had the lowest response rate (3%).
- Response rates for all employee categories were higher compared to the 2006-07 survey.

IV. Findings

Overall awareness to the college’s strategic plan increased significantly; particularly among full-time faculty. More than two-thirds of all the respondents had some familiarity with the strategic plan. Less than 10% were not aware of the plan.

How familiar are you with the YC strategic plan?



Division deans and administration were the employee categories that had the highest level of awareness to the plan. Part-time faculty and part-time staff were the two categories that had the highest percentage of employees not aware of the plan.

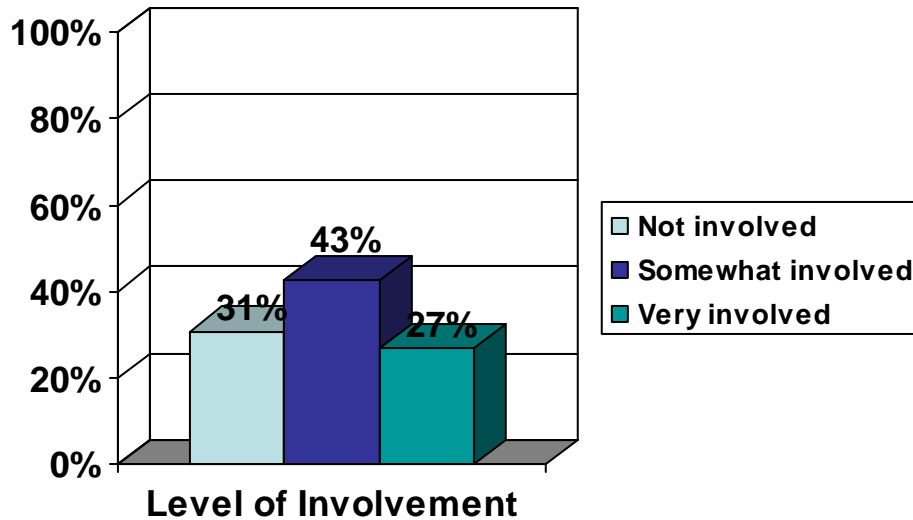
**Familiar with YC Strategic Plan by Employee Position
N=277**

Category	% Within Category		
	Not aware of plan	Somewhat aware	Very aware
Full-time faculty	4%	75%	21%
Part-time faculty	36%	61%	3%
Division Dean	0%	11%	89%
Administration	0%	10%	90%
Full-time staff	5%	61%	35%
Part-time staff	46%	46%	8%

At what level are you involved in strategic planning (SWOT, Department Plan, etc) for your department or division?

This question was designed to measure the employee's level of involvement in the design and execution of the departmental plans.

More than two-thirds of the respondents indicated some form of involvement in the strategic planning for their department or division.



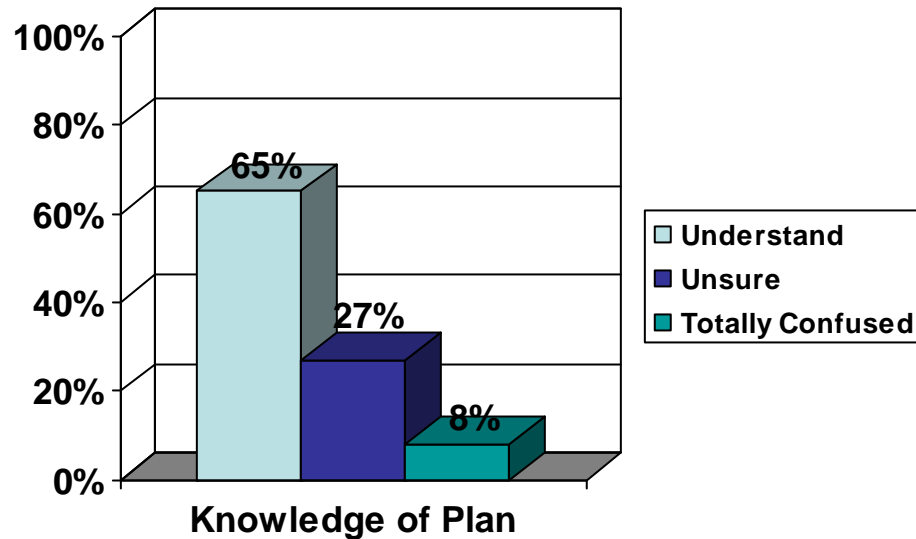
Division Deans and administration have the highest level of involvement by employee classification while part-time faculty and part-time staff had the least.

**Involvement with YC Department/Division Plan
by Employee Position
N=247**

Category	% Within Category		
	Not Involved	Somewhat Involved	Very Involved
Full-time faculty	25%	61%	13%
Part-time faculty	90%	10%	0%
Division Dean	0%	0%	100%
Administration	6%	0%	94%
Full-time staff	20%	50%	30%
Part-time staff	67%	33%	0%

Employee Relationship to Strategic Plan

Employees were asked to rate their knowledge of the plan as it relates to their work. Close to two-thirds of the respondents indicated they understood the plan as it relates to their job and the college. Twenty-seven percent were unsure of the plan and 8% are totally confused by it.



Employee groups with the greatest understanding of the plan as it relates to their job include:

- Full-time faculty – 67%
- Division Dean – 100%
- Administration – 94%
- Full-time staff – 74%

Employees who do not understand the plan as it relates to their job include:

- Full-time faculty – 8%
- Part-time faculty – 27%
- Full-time staff – 5%
- Part-time staff – 10%

**Knowledge of Plan by Employee Position
N=223**

Category	% Within Category		
	Understand	Unsure	Totally Confused
Full-time faculty	67%	25%	8%
Part-time faculty	8%	65%	27%
Division Dean	100%	0%	0%
Administration	94%	6%	0%
Full-time staff	74%	21%	5%
Part-time staff	40%	50%	10%

Strategic Planning Communications

Employees were asked to rate the strategic planning communications in terms of importance and helpfulness to them.

Communications rated the highest in terms of importance include:

- Open forums with President – 64%
- Informational sessions at faculty/staff meetings – 64%
- Strategic planning year-end report – 63%

Communications viewed as the most helpful:

- Open forums with President – 61%
- Informational sessions at faculty/staff meetings – 61%

Strategic Planning Communications

	Importance*		Helpfulness**	
	N =	%	N=	%
Open forums with President and V.P.s	203	64%	168	61%
Strategic Planning website	202	48%	169	44%
Info. sessions at faculty/staff meetings	205	64%	165	61%
Strategic planning posters on campus	203	26%	165	27%
Newsflash notices	203	48%	166	45%
Strategic planning year-end report	203	63%	168	52%
Environmental scanning report	191	42%	167	34%
YC Strategic planning guide	194	58%	165	43%

*Importance includes important/very important responses.

**Helpfulness includes helpful/very helpful responses

V. Concluding Statement

- More involvement by part-time employees (adjuncts and part-time staff) in the planning process is needed. The adjunct faculty coordinator and the OPI director were added to the planning committee which should aid in the communication to employees.
- This year's survey response rate has improved over the previous year. Overall awareness to the strategic plan has also improved.
- The Strategic Planning Committee (SPC) needs to work with Human Resources to better reach and involve part-time employees in the strategic planning process.
- Comments from employees suggest their input is not wanted nor valued by their supervisors. More communication is needed from multiple sources (i.e., President, OPI, Human Resources, etc.) to encourage participation and prompt top-of-mind awareness to the plan.

VI. Appendix

Comments

Employees were asked “**What activities or support do you feel would get you more involved in the process?**” The following are some of the more notable examples provided. A full listing of comments will be provided upon request.

- Supervisors to have at least one mandatory meeting with all of their department members specifically to discuss and brainstorm departmental planning as it relates to strategic initiatives.
- Visits from strategic committee
- Strategic planning should be addressed at every staff development day to keep the faculty and staff current and aware.
- Adequate coverage to attend meetings.
- Paid meetings for adjuncts
- I don't think my supervisor wants my input.
- We use it during performance evaluations. Also in reviewing YCSA professional development funding requests, it is in the questions.
- Newsflash or planned training to remind us about the strategic initiatives and the role we plan in accomplishing those goals.
- I think I would have to be given a specific project or asked to participate in a specific event/discussion that could really use my input.
- The visit by Tom and Sandra was very helpful at first of semester. Maybe a periodic checking in with divisions would help. Continued sharing by Dr. Horton and Dr. Goswami on progress with the initiatives. Examples of how faculty is helping or not helping with the process.