



### **Flex Day Workshop Evaluation Fall 2012 for *Statewide Travel Program Workshop***

**Overview:** On October 23, 2012, Crafton Hills College faculty and staff participated in a Flex Day workshop about the Statewide Travel Program. The workshop was conducted by San Bernardino Community College District purchasing agent Ben Gamboa.

**Methodology:** Following the workshop, participants were asked to complete a paper survey. Participants wrote the name of the session, the last name of the presenter, and the date. The next item asked respondents their primary function at CHC (full-time faculty, part-time faculty, classified or confidential staff, or manager/administrator). Respondents then rated on a four-point Likert scale (4 = Strongly Agree, 3 = Agree, 2 = Disagree, and 1 = Strongly Disagree) the degree to which they agreed or disagreed with the following statements:

- The topic was relevant and timely
- The presenter's knowledge of the subject was excellent
- The handouts and materials were useful
- The presentation style and techniques used by the presenter were appropriate for the topic being presented
- The information presented was useful for my professional development
- The information presented was useful for my personal development
- I would recommend this workshop to my co-workers

Four open-ended questions asked respondents:

- What did you learn as a result of participating in this workshop?
- What suggestions do you have, if any, to help make this workshop more productive?
- What other topics/activities would you like to see offered through Professional Development?
- What topics would you like to see offered on the next flex day?

A total of 4 CHC employees completed surveys for this workshop.

**Sample:** Two participants were classified staff, one was a manager or administrator, and the fourth was full-time faculty. No other demographic information was collected.

**Findings:** Participants rated their satisfaction with the presenter, the materials, and other aspects of the workshop; these results are presented in Table 2. The first column lists the statements, the second column (i.e., "N") shows the number of faculty and staff who responded to the item, the column entitled "Min" shows the lowest response on the scale, the column entitled "Max" shows the highest response on the scale, the column "Mean" shows the average rating, and the last column shows the standard deviation. Respondents rated whether or not they agreed with the statements on a four-point Likert scale as follows: 1 = Strongly Disagree, 2 = Disagree, 3 = Agree, 4 = Strongly Agree. If the Min (i.e., lowest) score was a "3", that means that none of the respondents disagreed or strongly disagreed with the statement. If the Max score was a "4", that means that at least one respondent strongly agreed with the statement. As an illustration, if the mean score was 3.65, that would indicate that, on average, respondents either agreed or strongly agreed with the statement. The table is arranged by Mean score in descending order.

As shown in Table 1, participants' evaluation of the workshop was very positive. Every participant strongly agreed that the presenter's knowledge of the subject was excellent and that the topic was relevant and timely. In addition, all respondents strongly agreed that the presentation style and techniques were appropriate, that they would recommend the workshop to their co-workers, and that the information was useful for their professional development. Three respondents strongly agreed that the information was useful for their personal development. One respondent agreed, and one strongly agreed, that the handouts and materials were useful.

**Table 1: Satisfaction with Workshop.**

<b>Please rate your level of agreement with the following statements:</b>	<b>N</b>	<b>Min</b>	<b>Max</b>	<b>Mean</b>	<b>SD</b>
The presenter's knowledge of the subject was excellent.	4	4	4	4.00	.00
The topic was relevant and timely	4	4	4	4.00	.00
The presentation style and techniques used by the presenter were appropriate for the topic being presented	4	4	4	4.00	.00
I would recommend this workshop to my co-workers	4	4	4	4.00	.00
The information presented was useful for my professional development	4	4	4	4.00	.00
The information presented was useful for my personal development	3	4	4	4.00	.00
The handouts and materials were useful	2	3	4	3.50	.71

In the first open-ended question, participants were asked what they learned as a result of participating in the workshop. The following is a complete list of responses:

- How to access Concor to use the Statewide Travel Program
- This will help our travel budget go further
- I learned how to use the statewide travel program to make travel arrangements and save money
- All about the statewide travel program. I am new and haven't booked any travel previously, but it looks easy. :-)

The next question asked for suggestions to make the workshop more productive. The following is a complete list of responses:

- Add time to have participants log on and set up their accounts (for the Travel Program).
- It was excellent.

No respondent answered the third open-ended question, "What other topics/activities would you like to see offered through Professional Development?" The fourth open-ended questions asked participants what topics they would like to see covered in Flex Day workshops in the future. One participant requested "Beyond Basics of Excel and Word" as a future Flex Day workshop topic.