

**Crafton Hills College**  
**Crafton Council**  
**Committee Self-Evaluation**  
 [Spring Collection]  
 Second Draft for Crafton Council Discussion  
 September 8, 2010

Goal 6.1 of the CHC Educational Master Plan calls for the college to “implement and integrate planning processes and decision-making that are collaborative, transparent, evidence-based, effective, and efficient.” Committee structures comprise a major component of both planning and decision-making on campus, so an important step in pursuing this goal is to ask committee members for their own observations about how well their committees have done on these five dimensions and others. That is the purpose of this survey. The results for each committee will be shared with the committee itself, to help members improve its performance, and with the body to which it reports. Aggregated results from all committees will be analyzed by the Office of Research and Planning, reported to Crafton Council, and made available to all constituencies, to help the College gauge the overall performance of its planning and decision-making structures and processes.

If you served on more than one committee during 2010-11, please complete a separate questionnaire for each.

Please think about the internal processes, external interactions, and work products or outcomes of each committee on which you served during 2010-11, and answer each of the following questions as objectively as you can.

Name of committee	<Fill in>
About how long have you served continuously on this committee?	New member this year, 2 years, 3 years, 4 or more years
Did you serve as a chair or convener of this committee this year?	Yes/No
On how many other committees did you serve this year?	0, 1, 2, 3, 4, 5 or more
Do you expect to serve on this committee again next year?	Yes/No/Don't know
What is your primary function now at CHC?	FT Faculty, PT Faculty, Classified, Confidential, Manager, Student

Please indicate how often the committee’s processes, interactions, and outcomes during 2010-11 reflected each of the following characteristics.

<b>Characteristic</b>	<b>Working Definition</b>	<b>Rating*</b>
Collaborative	Sharing, inclusive, open to input, respectful of diverse opinions	
Transparent	Open, easy to understand, clearly defined, characterized by effective and meaningful communication	
Evidence-based	Reliant upon relevant, accurate, complete, timely qualitative and/or quantitative information; not based solely on assertion, speculation, or anecdote	
Effective	Working properly and productively toward the committee’s intended results	
Efficient	Performing well with the least waste of time and effort; characterized by serving the committee’s specified purposes in the best possible manner	

*Rating	1	2	3	4	5	6
Meaning	Almost never	Seldom	Sometimes	Often	Almost always	No opinion

Please rate the following aspects of the committee’s work overall this year:

Aspect	Rating**
Clarity of the committee’s charge	
Quality of communication within the committee	
Quality of information flow from the committee to constituency groups	
Quality of information flow from constituency groups to the committee	
Quality of communication by the committee with the campus community as a whole	
Access to data needed for deliberations	
Access to meeting space	
Access to other resources needed for the committee to work effectively	
Training or mentoring for you as a committee member	
Establishment of expectations or norms for committee members and convener(s)	
Adherence to expectations or norms for committee members and convener(s)	

**Rating	1	2	3	4	5	6
Meaning	Very poor	Poor	Fair	Good	Very good	No opinion

Please indicate the extent to which you agree or disagree with the following statements about your service on this committee overall this year:

I feel comfortable contributing ideas.	Strongly disagree	Disagree	Agree	Strongly agree
My ideas are treated with respect, whether or not others agree with them.	Strongly disagree	Disagree	Agree	Strongly agree
I have had sufficient opportunities to provide input into committee recommendations.	Strongly disagree	Disagree	Agree	Strongly agree

Please enter this committee’s most significant accomplishment this year:

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Please enter the improvement most needed by this committee in its processes, interactions, outcomes, or other aspect of its work:

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If you would like to make any additional comments, please do so in the space below.

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Thank you very much for participating in this important effort to improve committee work at Crafton Hills College!