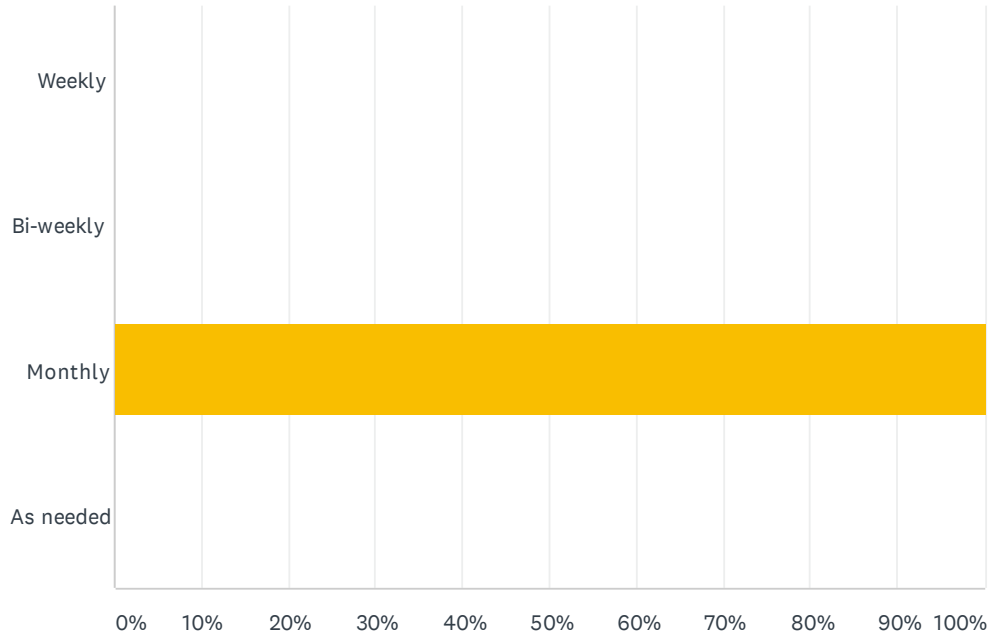


## Q1 How often did the committee meet?

Answered: 15 Skipped: 1



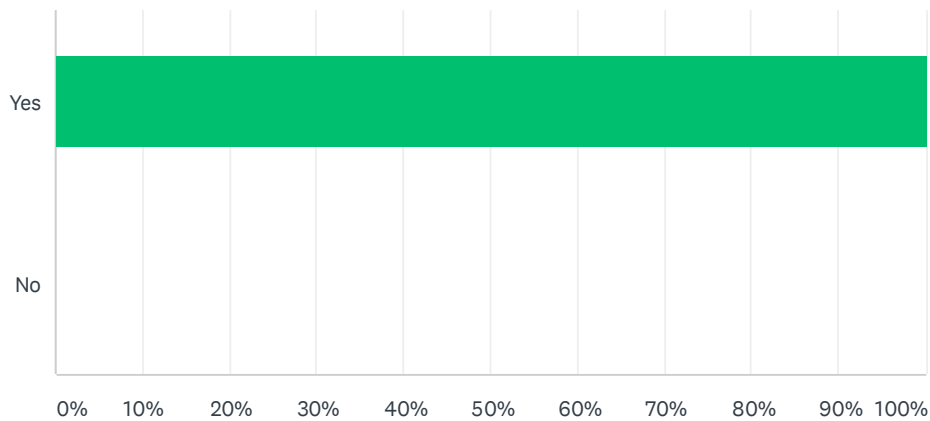
ANSWER CHOICES	RESPONSES
Weekly	0.00% 0
Bi-weekly	0.00% 0
Monthly	100.00% 15
As needed	0.00% 0
<b>TOTAL</b>	<b>15</b>

#	SHOULD IT MEET MORE FREQUENTLY? LESS FREQUENTLY? IF SO, WHY?
1	Frequency once per month is good.
2	Good cadence for this group.
3	Monthly is fine.
4	Once a month is fine.
5	about right only needed if unfinished work cannot be carried over
6	More frequently to give time to the improvement and reform efforts. Also, it would be considerate to alternate the order of the Instruction and Services meetings so we are not getting the most tired participants that must attend both each year. Just a symbol of how services are de-prioritized at the district level.
7	Monthly is just right. No change needed.
8	This frequency works so long as members continue to do whatever planning and prep-work necessary outside the meetings to keep the meetings efficient.
9	Monthly seems appropriate.
10	Just right



Q2 Does the committee charge reflect the business of the committee?  
 (Charge provided below.)"The District Technical Review Workgroup (DTRW-SS) is an advisory group to Cabinet and the District Consultation Council. It is responsible for the review and development of Board policies, administrative procedures and standard operating practices in the student support area prior to submission through Cabinet and the District Consultation Council to the Chancellor and Board of Trustees. It may also serve as a body providing operational and procedural advice to Cabinet and the District Consultation Council for issues that impact students District-wide."

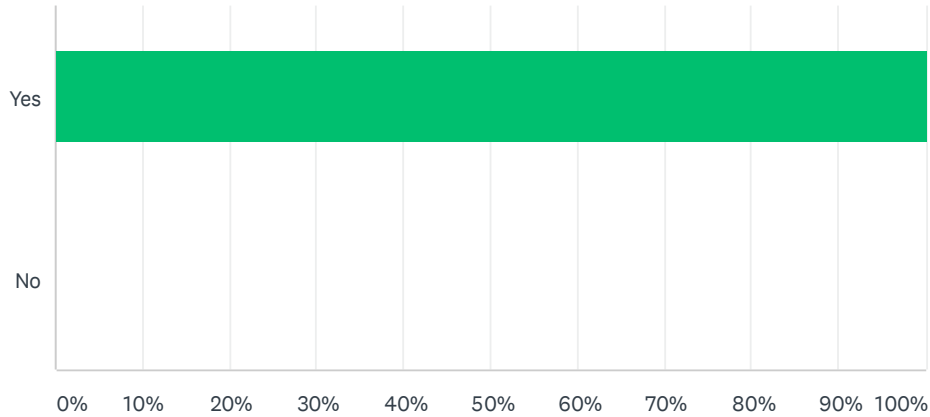
Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	16
No	0.00%	0
<b>TOTAL</b>		<b>16</b>

### Q3 Is the committee environment conducive to open discussion of relevant issues?

Answered: 16 Skipped: 0

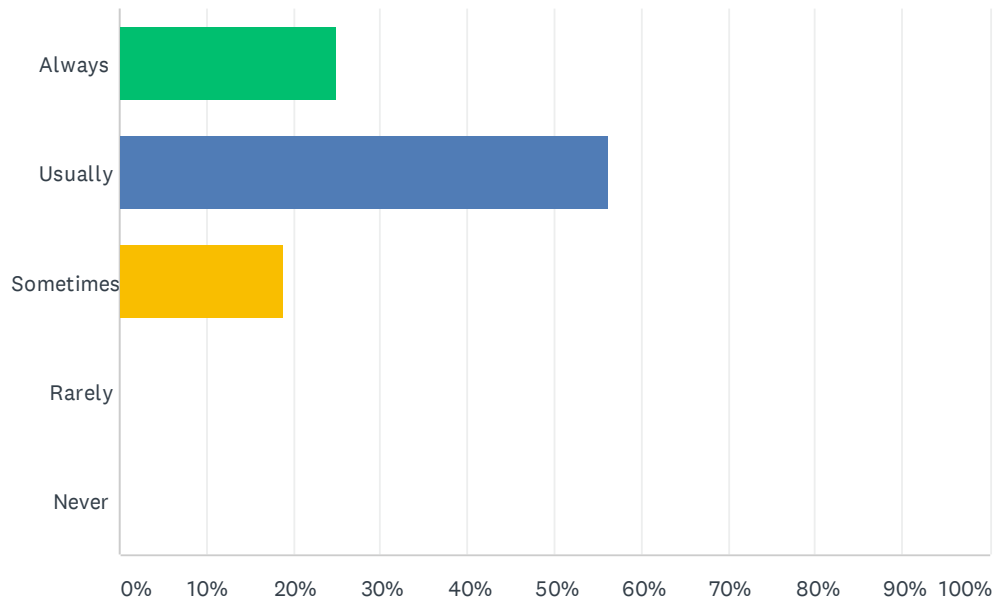


ANSWER CHOICES	RESPONSES	
Yes	100.00%	16
No	0.00%	0
TOTAL		16

#	IF "NO," PLEASE EXPLAIN YOUR RESPONSE.
1	There is a welcoming environment with many active participants, willing to engage in sometimes difficult / contentious but always collegial conversations.
2	yes but be brief we have a schedule to keep to!
3	We have to be mindful of the time. We have some members who like to speak too long. We need to keep the discussion moving(which Amy does well).

## Q4 Are the issues brought to the committee effectively addressed in a timely manner?

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES
Always	25.00% 4
Usually	56.25% 9
Sometimes	18.75% 3
Rarely	0.00% 0
Never	0.00% 0
<b>TOTAL</b>	<b>16</b>

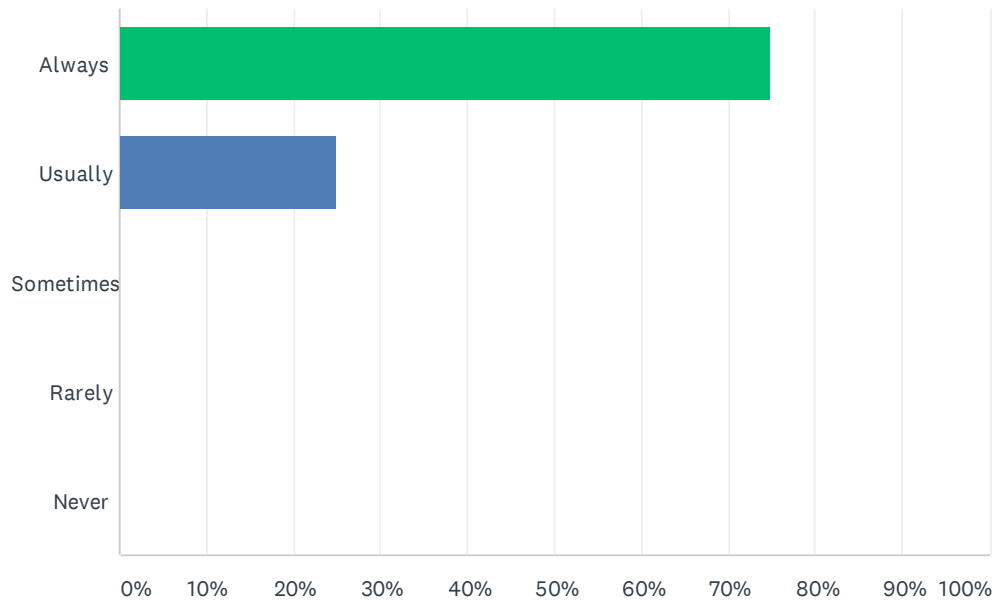
#	PLEASE EXPLAIN YOUR RESPONSE.
1	We are most often to work through the participatory governance process in a timely manner. However, this relies of everybody performing their part, which on occasion does not always happen in a timely manner.
2	It seems since moving to zoom meetings, we nearly always complete either on time or some minutes before the anticipated adjournment time. The level of productivity, efficiency, and the quality of our work has also improved.
3	sometimes disconnect between committee -> consultation counsel-> board especially from one year to the next coupled with leadership of the committee changes.
4	With rare exception... but I will say it takes some items longer than others... Whatever the registrar's touch goes through pretty quickly.. :)
5	The agenda works well and some changes made in how SS reviews AP/BPs is helping the team complete it's work. Items do not stay on the agenda for long which is excellent.
6	I have brought questions to Gina or Dr. Buckley and they get played on the next meeting agenda without delay.

Some confusion at times about what should come to this committee.

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## Q5 Are the committee's agendas posted and accessible in an easy and timely manner?

Answered: 16 Skipped: 0

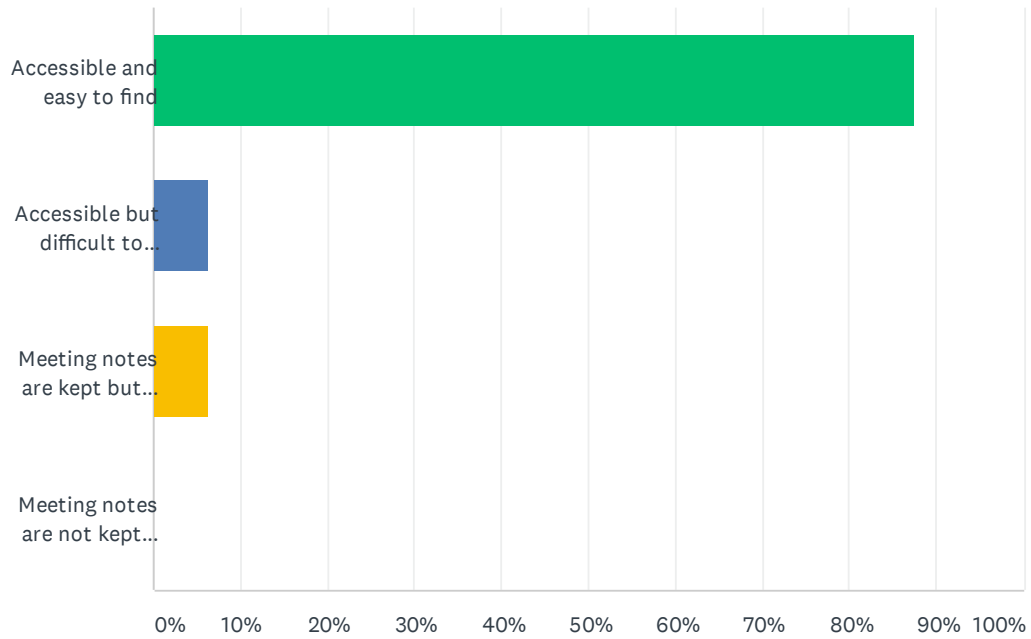


ANSWER CHOICES	RESPONSES
Always	75.00% 12
Usually	25.00% 4
Sometimes	0.00% 0
Rarely	0.00% 0
Never	0.00% 0
<b>TOTAL</b>	<b>16</b>

#	PLEASE EXPLAIN YOUR RESPONSE.
1	Everything is always up in a timely manner and easily accessible in Board Docs. Once in a while there are last minute changes so the posted files are not the most up-to-date versions, which can be frustrating at times.
2	Gina does a wonderful job!
3	much progress has been made in this area in the past year
4	GINA!!!
5	Gina is a dream. She is highly organized and keeps everyone on task with documentation and email reminders. The co-chairs meet regularly to plan agendas.
6	The use of Board Docs is excellent

## Q6 Are the committee meeting notes readily accessible?

Answered: 16 Skipped: 0



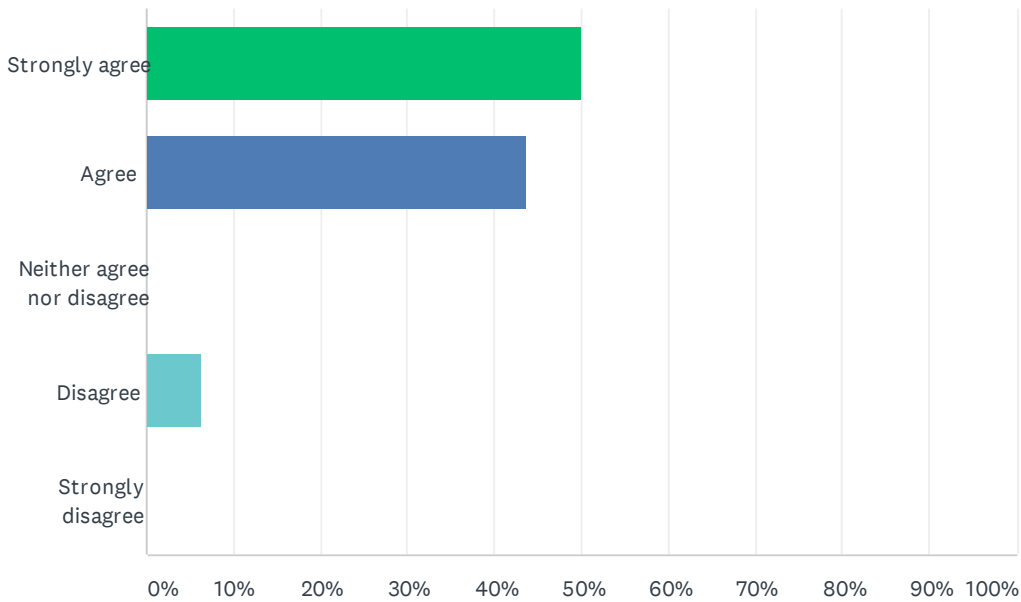
ANSWER CHOICES	RESPONSES	
Accessible and easy to find	87.50%	14
Accessible but difficult to find	6.25%	1
Meeting notes are kept but not posted	6.25%	1
Meeting notes are not kept (that I am aware of)	0.00%	0
<b>TOTAL</b>		<b>16</b>

#	PLEASE EXPLAIN YOUR RESPONSE.
1	Amazing meeting notes are always made available before the next meeting and easy to find on Board Docs.
2	Gina is a rock star!
3	much progress has been made in this area in the past year
4	GINA!!!
5	The use of BoardDocs and Microsoft Teams makes this committee work well. Gina also produces detailed minutes in a very timely manner.
6	Gina is excellent with keeping the organization



## Q7 To what degree do you agree with the following statement: "The business of the committee was accomplished effectively"?

Answered: 16 Skipped: 0



ANSWER CHOICES	RESPONSES	
Strongly agree	50.00%	8
Agree	43.75%	7
Neither agree nor disagree	0.00%	0
Disagree	6.25%	1
Strongly disagree	0.00%	0
<b>TOTAL</b>		<b>16</b>

#	PLEASE EXPLAIN YOUR RESPONSE.
1	Meetings are run efficiently with good balance of enabling rich discussion while still working through packed agendas. All items in progress on set for the future do, indeed, make it on future agenda without any items being lost or abandoned.
2	Sometimes this group gets "stuck in the weeds" on issues which probably don't warrant extended dialog. However, usually the group operates efficiently and appropriately.
3	much progress has been made in this area in the past year and with going entirely virtual
4	I strongly agree and I see the need to build in more time and effort here as it is the rare place where the district hosts collaboration at an operational level across the colleges outside of IT.
5	The faculty co-chair helps facilitate the meetings in a way that helps the business of the committee move forward. The District co-chair has not been very helpful at the meetings, yet lets the faculty co-chair take the lead which makes the completion of the business possible.
6	Amy has done an amazing job as the co-chair. She keeps us on task so we are able to go through agenda in a timely manner.

## Q8 What gaps (if any) in systems need to be addressed in order to support the planning efforts, research needs, or communication issues necessary for this committee to function more effectively?

Answered: 6 Skipped: 10

#	RESPONSES
1	Clearer relationships between the district committees so that designating BP/AP's to a committee or committees could prove useful for the more complex, involved items that involve more than one district group.
2	Can't think of any.
3	some issues presented need to be taken further and championed by vps
4	I see the need to build in more time and effort here as it is the rare place where the district hosts collaboration at an operational level across the colleges outside of IT.
5	There seems to be a drop in business when the Vice Chancellor is asked to take a discussion to Chancellor's Cabinet. We do not get a timely report back. The admin should also be kept in the loop much more.
6	I thought this year was very effective with Amy as co-chair. I don't think Larry does a good job of staying informed of the regulations nor managing the flow of the meetings. He relies too much on Amy to carry the discussion and mostly stays quiet.

## Q9 Discuss agenda items that need completion, items for future consideration by the committee, and/or changes needed to improve the effectiveness of this committee.

Answered: 6   Skipped: 10

#	RESPONSES
1	On track to complete our list of BP/AP updates and able to address other items that came up during the academic year, complete with rich discussions. Great work all!
2	None
3	state authorization across the institution, policies and procedures for fraud across the institution, compressed calendar, year over year data results from combined summer/fall reg
4	Changes to Assessment policies and procedures need to be enacted to comply more fully with AB705. Credit for Prior Learning is being handled by a workgroup focused on instructional aspects but the services need input on operational procedures. Everything from the district Business Process Analysis contracted with SIG by IT needs to be prioritized... This committee should be writing procedures to match.
5	This group must continue to identify and schedule AP/BPs at the start of each semester and continue to schedule them like they did this year. A visual of the process which should be part of the new District Handbook will also help business continue in a communicative way. Faculty co-chair brings energy to the committee and that helps with completion. The district co-chair should be changed for the following year since his efforts have not been useful in this capacity.
6	We do a good job of reviewing all the policies that require revisions at the beginning of the fall semester. Very efficient