University Council

Satisfaction Survey Responses

University Council Meeting
July 14, 2015

2013-14 UC Satisfaction Survey

Feedback Category	Actions Taken
Standing Committees	✓ Increased consistency outlined for reporting
	✓ Meeting schedules provided to Steering Committee
	✓ Meeting Minutes posted to SharePoint within 7 days; attendance taken at all standing committee meetings and reported as needed to steering
	✓ Increased membership review to balance reporting areas and departments
	✓ Clearer expectations developed and communicated to Standing Committees
Communications	✓ Communication campaign across campus to broaden UC audience
Steering Committee	✓ Chairs meeting held to discuss and resolve issues
	✓ Created and executed expectations for standing committees: goals, annual reports, detailed committee reports, etc.
	✓ Increased detail in Steering Committee reports to UC
	✓ Created and shared a summary of UC accomplishments for prior years

2013-14 UC Satisfaction Survey: *Actions Still Needed*

Feedback Category	Actions Still Needed
Communications	▪ Consistency in communication to UA community from UC
Standing Committees	▪ Consistent meetings with the Standing Committee Chairs
	▪ Increased effort to ensure Standing Committee members are reporting back to their constituency groups
Steering Committee	▪ Need to create a process for Standing Committee Chairs to periodically attend Steering Committee meetings to review goals and objectives

2014-15 UC Satisfaction Survey

Response rate 47% ($N = 51$)

- Standing Committee Members ($n = 37$)
- UC Members ($n = 9$)
- UC Member and Standing Committees ($n = 5$)

2014-15 UC Satisfaction Survey: *Results – Standing Committees*

Standing Committees have been focused on their goals during the 2014-15 University Council year. (May 1, 2014 – April 30, 2015)

Answer		Response	%
Not at all focused on their goals		2	4%
Somewhat focused on their goals		21	41%
Very focused on their goals		18	35%
I don't know		10	20%
Total		51	100%

Standing Committees I have served on have been focused on their goals during the 2014-15 University Council year. (May 1, 2014 – April 30, 2015)

Answer		Response	%
Not applicable (I did not serve on a standing committee)		7	14%
Not at all focused on their goals		1	2%
Somewhat focused on their goals		14	27%
Very focused on their goals		29	57%
Total		51	100%

2014-15 UC Satisfaction Survey:
Results – Standing Committees

Do you have suggestions to make the work of the Standing Committees more effective?

Category	Suggestions
Goals/Priorities	▪ Clearer and defined goals , clarify charges to committees ▪ More than "recommending role" status for SC
Operations	▪ UC leadership attend occasional meetings for direction and oversight ▪ Be able to get assistance from those in administration ▪ Clarify role of undergraduate student representative for all Standing Committees ▪ Focus more on representing needs of constituency groups (instead of initiative of sitting VP or individual committee members)
Meeting Structure	▪ Do not focus on same agenda item month after month (consider brief report so not to center whole meeting on one topic) ▪ Meet more often, regularly ▪ Prioritize tasks for a single academic year

2014-15 UC Satisfaction Survey: *Results – Standing Committees*

Do you have suggestions to make the work of the Standing Committees more effective?

Category	Suggestions
Attendance	▪ Needs improvement ▪ Hold individuals accountable for not attending
Communication	▪ Better advertising for UC topic submissions to provide better input from university community

2014-15 UC Satisfaction Survey: *Results – UC Overall*

University Council has been productive during the 2014-15 year. (35 member group, currently led by Stacey Moore)

Answer		Response	%
Not at all productive		4	8%
Somewhat productive		28	55%
Very productive		6	12%
I don't know		13	25%
Total		51	100%

2014-15 UC Satisfaction Survey: *Results – UC Overall*

Do you have suggestions to make the work of the University Council more effective?

Category	Suggestions
Operations	▪ Include Standing Committees more ▪ Establish a clear purpose ▪ Increase meaningfulness of student position on standing committees (e.g., attend meetings with USG) ▪ Clarify charge, define scope, solidify reporting structure
Communication	▪ More frequent communications in Email Digest ▪ Improve user friendliness of SharePoint, create subpage for each SC ▪ More direction from administration, President, Board of Trustees, and UC on purpose, processes, and goals ▪ Increased interaction among SC, students, community, employers
Meeting Structure	▪ Questions if Roberts Rules of Order effective ▪ Less "grandstanding" by individuals ▪ Focus on business of the Council
Goals	▪ Submit goals at beginning of calendar year, check on progress of committees

Recommended Action Steps for 2015-16:

Category	Actions to be Taken
Standing Committee Goals	1. Steering Committee define and prioritize Standing Committee annual goal(s) based on (a) bylaws stating the mission of Standing Committee, (b) prior annual goal progress, and (c) administrator recommendation 2. Steering Committee to send Standing Committee annual reports to each administrator for goal recommendations for 2015-16 to reach a consensus on annual goals 3. Development of a one-page "best practices" document on how to conduct effective meetings by Standing Committees with high attendance record and annual progress toward goals 4. Mid-year progress report from Standing Committees on goals

Recommended Action Steps for 2015-16:

Category	Actions to be Taken
Standing Committee Meeting Schedules	5. Standing Committee Chair to consider schedules of all members when scheduling meetings (e.g., use of Doodle poll) 6. Allow for members to attend meetings by phone or virtual synchronous form 7. Standing Committee Chair provide meeting schedule to Secretary of Steering Committee

Recommended Action Steps for 2015-16:

Category	Actions to be Taken
Attendance	8. Steering Committee to develop an attendance Chart on SharePoint for Standing Committees to report (monthly?) 9. Standing Committee Chairs inform the Steering Committee when a member has missed more than 3 regular meetings
Communication	10. More frequent updates in E-mail digest 11. Steering Committee meet with Standing Committee Chairs periodically 12. Steering Committee to host orientation (online) focusing on function of UC, Standing Committee to represent constituency groups, etc. 13. Revise website to include a sub-page for each Standing Committee including annual goals, contact information, members, progress, etc.

Action Steps for 2015-16:

Further recommendations?