# All Campus Year Seven Accreditation Questionnaire

- Purpose to evaluate campus familiarity with issues central to year seven self-study and evaluation (NWCCU Standards 3-5)
- Seven questions focusing on institutional planning, assessment, and mission fulfillment
- Survey distributed to all employees via email and was open March 21st to April 1st. A reminder notice was sent out to those who had not completed the survey on March 28th
- Overall response rate was 60%

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Question One: What is your area, department or program?

- Question type: Text entry. Responses were standardized and categorized using "Topics" tags
- Responses: 60 (30 areas/programs/departments represented)

Q1: Survey Respondents by College Division

Fiscal and Plant (8.33%)
Student Affairs (30.00%)
Administration (5.00%)
Academics (56.67%)
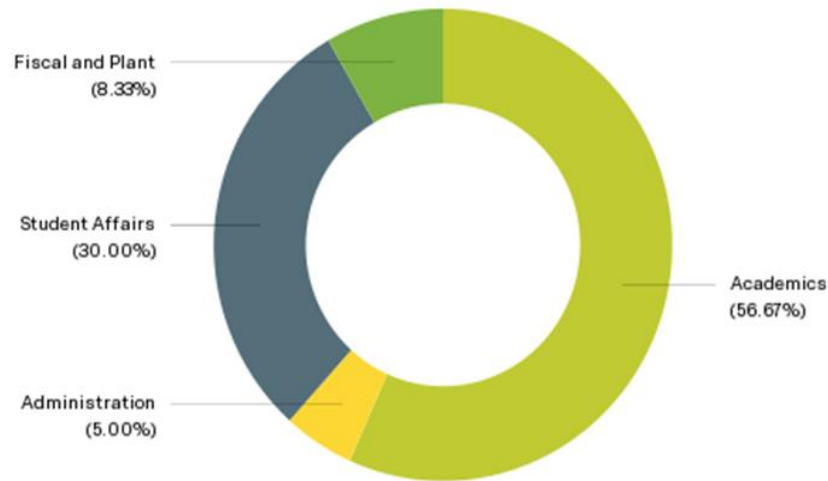
Campus Employment by Division AY15106

- Academics   56%
- Administration   5%
- Fiscal & Plant   17%
- Student Affairs 21%

Response Rate by Division

- Academics   62%
- Administration   60%
- Fiscal & Plant   29%
- Student Affairs 100%

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Question Two: Please indicate your employee category at Helena College

- Question type: Multiple Choice
- Responses: 59

Q2: Survey Respondents by Employment Category

Faculty (30.51%)
Contract Professional (32.20%)
Classified Staff (37.29%)
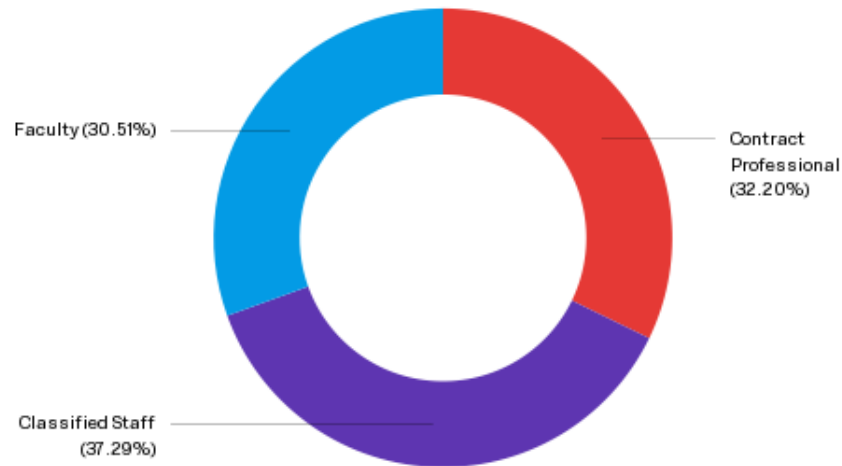
Campus Employment by Category AY15106

- Classified Staff   42%
- Contract Professional   21%
- Faculty (F/T)   37%

Response Rate by Category

- Classified Staff   54%
- Contract Professional   90%
- Faculty (F/T)   50%

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Question Three: How aware are you of the college's progress in fulfilling its mission and achieving its strategic goals?

- Question type: Matrix Table (Likert Scale 1-5)
- Responses: 59

Q3: Awareness of college's progress in fulfilling mission and achieving strategic goals
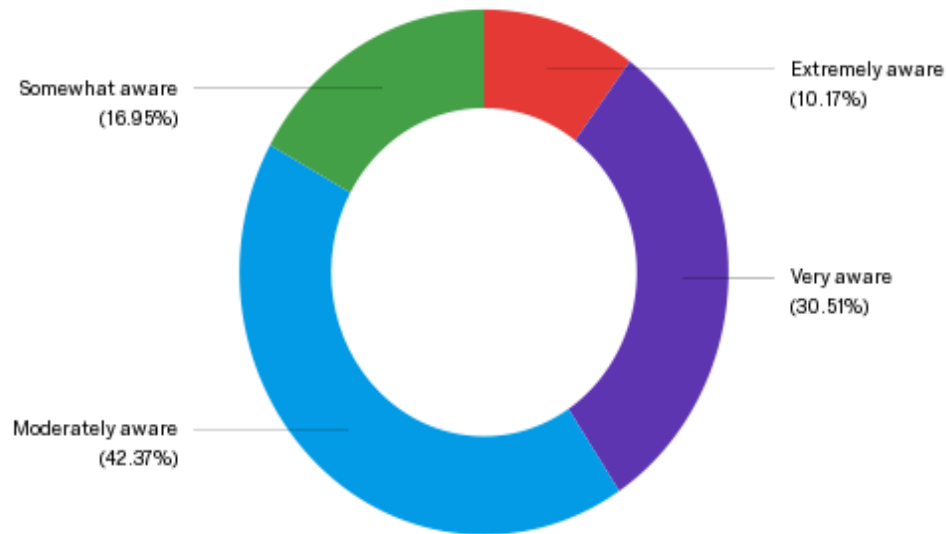
Somewhat aware (16.95%)

Extremely aware (10.17%)

Very aware (30.51%)

Moderately aware (42.37%)

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Question Three: How aware are you of the college's progress in fulfilling its mission and achieving its strategic goals?

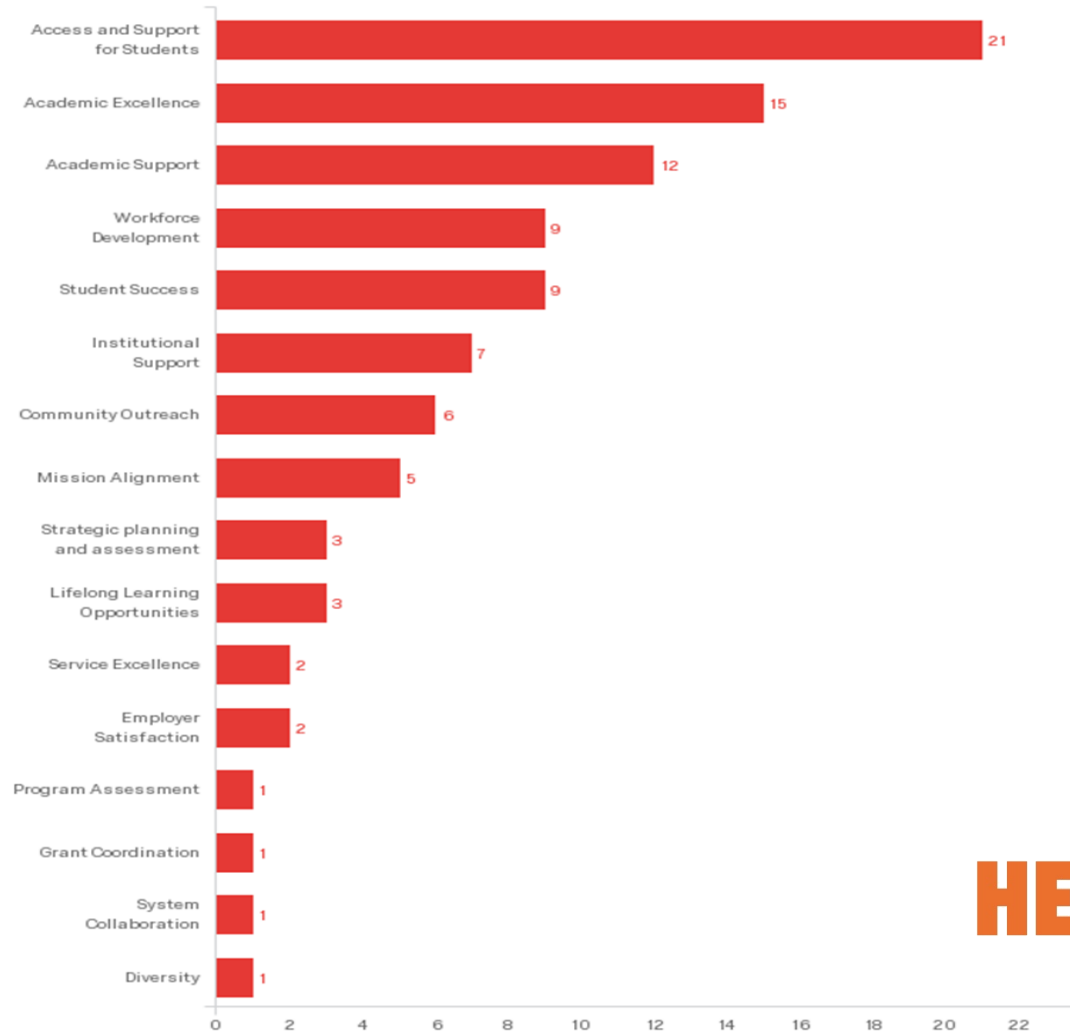- Question type: Matrix Table (Likert Scale 1-5)
- Responses: 59

Awareness by Employee Category

		How aware are you of the college's overall success or progress in fulfilling its mission and achi... - Please rate your awareness					
		Extremely aware	Very aware	Moderately aware	Somewhat aware	Not aware at all	Total
Please indicate your employee category at Helena College	Contract Professional	3 15.79%	7 36.84%	6 31.58%	3 15.79%	0 0.00%	19 100.00%
	Classified Staff	1 4.76%	6 28.57%	9 42.86%	5 23.81%	0 0.00%	21 100.00%
	Faculty	1 5.56%	5 27.78%	10 55.56%	2 11.11%	0 0.00%	18 100.00%
	Total	5 8.62%	18 31.03%	25 43.10%	10 17.24%	0 0.00%	58 100.00%

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Question Four: Please describe briefly how your position and your area/department/program supports Helena College's mission and core themes

- Question type: Responses were standardized and categorized using "Topics" tags
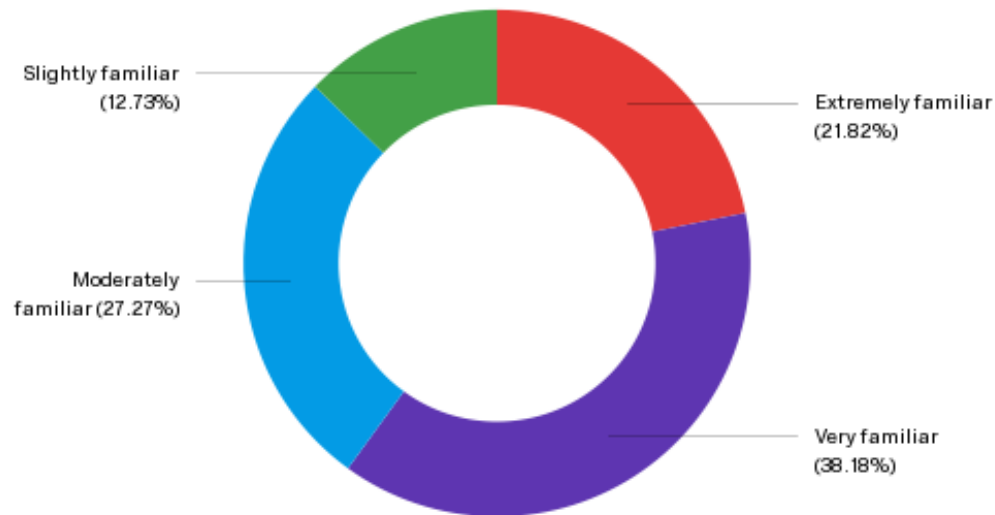- Responses: 52

Q4: How positions/programs support Helena College's mission and core themes

Topic	Count
Access and Support for Students	21
Academic Excellence	15
Academic Support	12
Workforce Development	9
Student Success	9
Institutional Support	7
Community Outreach	6
Mission Alignment	5
Strategic planning and assessment	3
Lifelong Learning Opportunities	3
Service Excellence	2
Employer Satisfaction	2
Program Assessment	1
Grant Coordination	1
System Collaboration	1
Diversity	1

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Question Five: Are you familiar with your area's plan for identifying outcomes, requesting resources, and measuring achievement of outcomes?

- Question type: Matrix Table (Likert Scale 1-5)
- Responses: 55

Q5: Familiarity with area/department/program planning and assessment

Question Five: Are you familiar with your area's plan for identifying outcomes, requesting resources, and measuring achievement of outcomes?

- Question type: Matrix Table (Likert Scale 1-5)
- Responses: 55
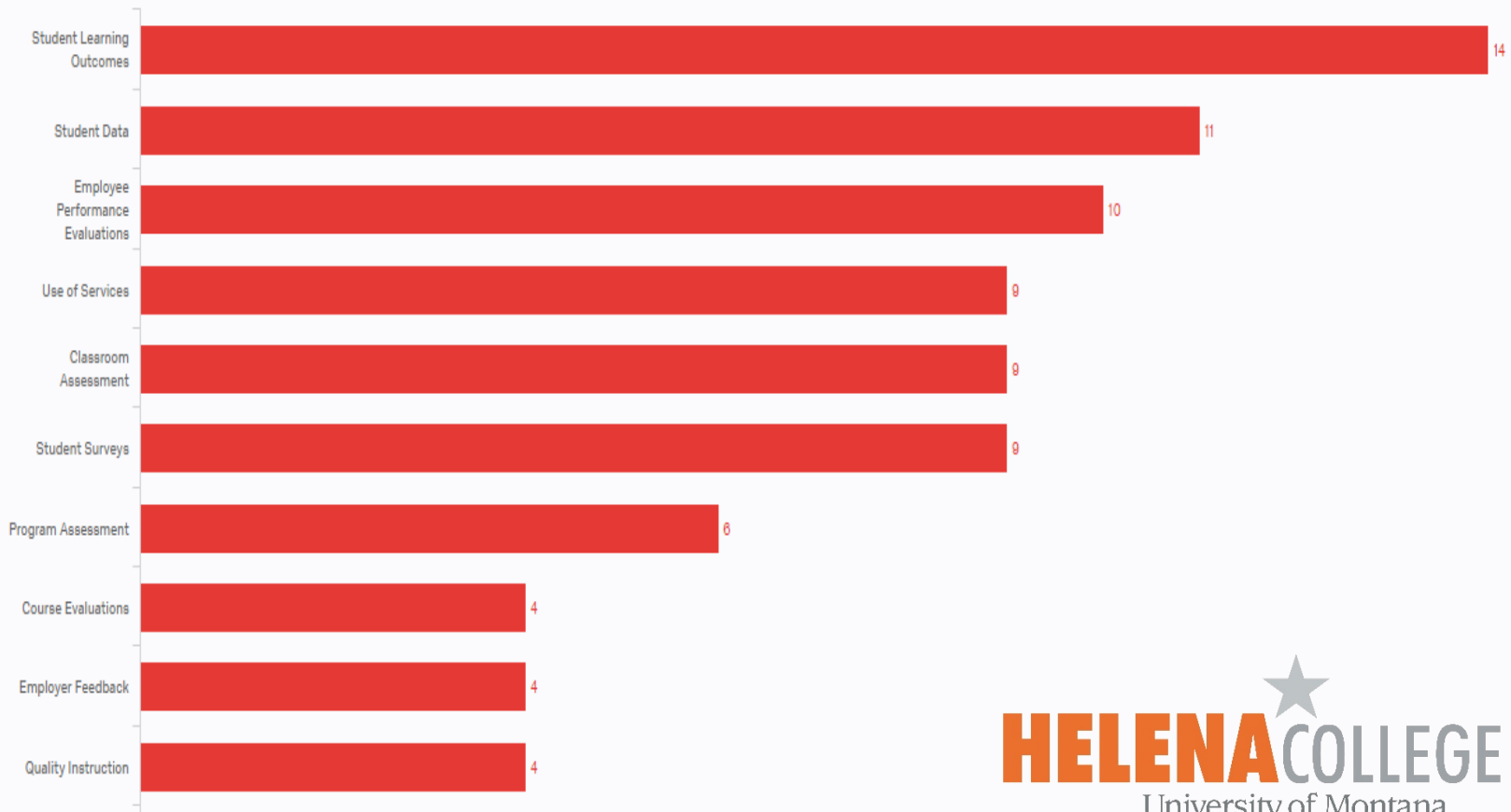
Familiarity by Employee Category

		Are you familiar with your area's plan for identifying outcomes, requesting resources, and measur… - Please rate your familiarity					
		Extremely familiar	Very familiar	Moderately familiar	Slightly familiar	Not familiar at all	Total
Please indicate your employee category at Helena College	Contract Professional	6 31.58%	8 42.11%	2 10.53%	3 15.79%	0 0.00%	19 100.00%
	Classified Staff	3 17.65%	5 29.41%	6 35.29%	3 17.65%	0 0.00%	17 100.00%
	Faculty	2 11.76%	7 41.18%	7 41.18%	1 5.88%	0 0.00%	17 100.00%
	Total	11 20.75%	20 37.74%	15 28.30%	7 13.21%	0 0.00%	53 100.00%

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Question Six: How do you know your activities or those of your area/department/program are successful in supporting the college's mission and core themes? (examples- surveys, performance evaluations, student learning outcomes, student success metrics)

- Question type: Text entry. Responses were standardized and categorized using "Topics" tags
- Responses: 50

Top Ten Responses by Category

Q6 Evaluation of program success in supporting college mission and core themes

Category	Count
Student Learning Outcomes	14
Student Data	11
Employee Performance Evaluations	10
Use of Services	9
Classroom Assessment	9
Student Surveys	9
Program Assessment	6
Course Evaluations	4
Employer Feedback	4
Quality Instruction	4

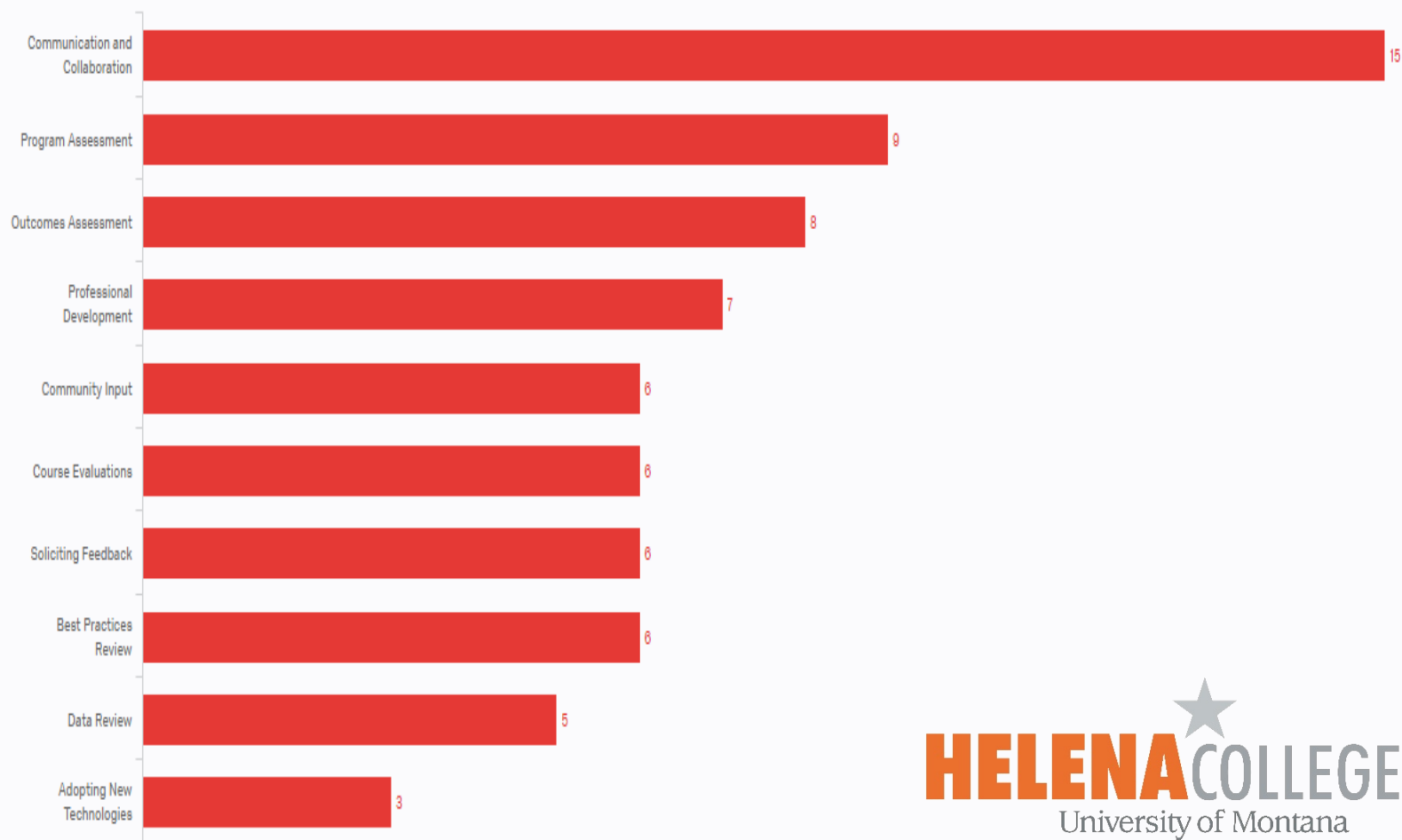HELENA COLLEGE
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Question Seven: How does your area continuously improve instruction or the delivery of its services?

- Question type: Text entry. Responses were standardized and categorized using "Topics" tags
- Responses: 47

Top Ten Responses by Category

Q7: How instruction or service delivery is continuously improved

Category	Count
Communication and Collaboration	15
Program Assessment	9
Outcomes Assessment	8
Professional Development	7
Community Input	6
Course Evaluations	6
Soliciting Feedback	6
Best Practices Review	6
Data Review	5
Adopting New Technologies	3

Conclusions and Next Steps

- **Majority of employees completed survey**, with good representation of programs and various campus constituencies. (Fiscal & Plant, Faculty underrepresented)
- **83% of campus community reports being at least moderately aware of the college's progress in fulfilling its mission and strategic goals**. Higher levels of awareness among contract professionals (53%), lower among classified staff (33%) and faculty (33%).
- **Wide variety of responses to how programs support institutional mission**. Most prevalent are providing access & support, academic excellence, workforce development, student success.
- **60% report being very to extremely familiar with area's planning, resource requests, and assessment of outcomes**. Highest familiarity among faculty (94%), lowest among classified staff (84%).
- Top methods reported by which programs measure mission/core theme alignment and achievement of outcomes are **student learning outcomes, student data, performance evaluations, use of services, classroom assessments, student surveys**
- Top methods reported by which programs for continuously improving instruction and service delivery are **communication/collaboration, progress assessment, outcome assessment, professional development, community input/feedback**.
- **Results of survey will be presented at all campus meeting** during institutional development days on May 10th. **Sessions will be held with all academic program areas** to discuss institutional, programmatic and course level outcomes assessment. **Similar discussions with student affairs and institutional support areas will follow**. Information from survey will be used to inform these discussions. Finally, **insights from survey will be incorporated into the Year Seven Self-Study document**.

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