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%
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**

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

**Campus Employment by Division AY15106**

**Response Rate by Division**

- **Academics**
  - 62%
- **Administration**
  - 60%
- **Fiscal & Plant**
  - 29%
- **Student Affairs**
  - 100%
Question Two: Please indicate your employee category at Helena College

- Question type: Multiple Choice
- Responses: 59

Q2: Survey Respondents by Employment Category

- **Faculty** (37.29%)
- **Contract Professional** (32.20%)
- **Classified Staff** (20.11%)

**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%
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%)
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

<table>
<thead>
<tr>
<th>Employee Category</th>
<th>Extremely Aware</th>
<th>Very Aware</th>
<th>Moderately Aware</th>
<th>Somewhat Aware</th>
<th>Not aware at all</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Professional</td>
<td>3 (15.79%)</td>
<td>7 (36.84%)</td>
<td>6 (31.58%)</td>
<td>3 (15.79%)</td>
<td>0 (0.00%)</td>
<td>19</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>1 (4.76%)</td>
<td>6 (28.57%)</td>
<td>9 (42.96%)</td>
<td>5 (23.81%)</td>
<td>0 (0.00%)</td>
<td>21</td>
</tr>
<tr>
<td>Faculty</td>
<td>1 (5.56%)</td>
<td>5 (27.78%)</td>
<td>10 (55.56%)</td>
<td>2 (11.11%)</td>
<td>0 (0.00%)</td>
<td>18</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>5 (8.62%)</strong></td>
<td><strong>18 (31.03%)</strong></td>
<td><strong>25 (43.10%)</strong></td>
<td><strong>10 (17.24%)</strong></td>
<td><strong>0 (0.00%)</strong></td>
<td><strong>58</strong></td>
</tr>
</tbody>
</table>
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

- 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
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

- Extremely familiar (21.82%)
- Very familiar (38.18%)
- Moderately familiar (27.27%)
- Slightly familiar (12.73%)
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**

<table>
<thead>
<tr>
<th>Please indicate your employee category at Helena College</th>
<th>Extremely familiar</th>
<th>Very familiar</th>
<th>Moderately familiar</th>
<th>Slightly familiar</th>
<th>Not familiar at all</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Professional</td>
<td>6 31.58%</td>
<td>8 42.11%</td>
<td>2 10.53%</td>
<td>3 15.79%</td>
<td>0 0.00%</td>
<td>19 100.00%</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>3 17.65%</td>
<td>5 29.41%</td>
<td>6 35.29%</td>
<td>3 17.65%</td>
<td>0 0.00%</td>
<td>17 100.00%</td>
</tr>
<tr>
<td>Faculty</td>
<td>2 11.76%</td>
<td>7 41.18%</td>
<td>7 41.18%</td>
<td>1 5.88%</td>
<td>0 0.00%</td>
<td>17 100.00%</td>
</tr>
<tr>
<td>Total</td>
<td>11 20.75%</td>
<td>20 37.74%</td>
<td>15 28.30%</td>
<td>7 13.21%</td>
<td>0 0.00%</td>
<td>53 100.00%</td>
</tr>
</tbody>
</table>
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

- Student Learning Outcomes: 14
- Student Data: 11
- Employee Performance Evaluations: 10
- Use of Services: 9
- Classroom Assessment: 9
- Student Surveys: 9
- Program Assessment: 8
- Course Evaluations: 4
- Employer Feedback: 4
- Quality Instruction: 4
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
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.