



Employee Perception Study Survey Plan



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Prepared for:
Skyline College Accreditation Steering Committee

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Overview

Skyline College is scheduled for an accreditation site visit in Fall 2007 using the new accreditation standards required by the Accrediting Commission for Community and Junior Colleges (ACCJC) of the Western Association of Schools and Colleges (WASC). The self-study process requires an examination of college-wide performance and effectiveness using evidence that might demonstrate existing and future trends. One source of evidence is an employee perception study in which all full time and part time employees (i.e., faculty, staff and administrators) are asked to provide feedback on work-related issues and the environment.

Purpose

The purpose of this survey study will be to measure employees' perceptions and satisfaction with the Skyline College work environment as it relates to the following six WASC/ACCJC Accreditation themes: 1) Institutional Commitment, 2) Dialogue, 3) Evaluation, Planning and Improvement, 4) Institutional Integrity, 5) Organization, and 6) Student Learning Outcomes. The results from the survey will be used to inform responses to the accreditation standards and for other college-wide planning and improvement efforts. The survey will also be useful for establishing benchmarks for future studies and for evaluating the college's mission, goals and strategies.

Survey Population

The survey sample will be a census in which all employees will be invited to participate in the survey including, full-time and part-time classified staff, faculty and administrators. The expected response rate is 55%.

Instrumentation

The Accreditation Steering Committee and the Institutional Planning Committee will develop and validate the employee survey during the spring semester of 2006. The instrument will be pilot tested for reliability during the summer of 2006. Some of the items will be newly created while other items will be drawn from previous surveys. In order to compare some of the results of the survey, a number of questions will be taken from the Skyline College Classified Staff Institutional Survey 2000, while several other questions will be taken from the College of San Mateo's Classified Staff Survey and Faculty and Administration Survey from 2005.

Methodology

In order to maintain confidentiality and ensure a high response rate, the data collection methodology selected for this survey is a scannable form (pencil and paper) which will be distributed to each division and collected either by the division and/or via a drop box.

Analytical Plan

The results will be tabulated to capture the favorable and unfavorable ratings on the appropriate items, and frequency distributions (counts and percents) on each item. Cross-tabulations will also be reported by variables of interest (e.g. classified staff, faculty and administrators). Comments and any other qualitative information will be summarized. Interpretation and recommendations will be left to the Standards Committees.

Implementation

Communications: All of the shared governance groups, the college leadership, and management will be informed and connected to the process through continuous communication as follows:

1. Review and selection of the items in the survey instrument.
2. Electronic pre-notifications to employees.
3. Executive summary report of results and oral briefings.

Administration: The surveys will be administered during the last week of September 2006 so that reports can be distributed during the first week of November. The Office of Planning, Research and Institutional Effectiveness (PRIE) will distribute the surveys along with return envelopes and drop boxes for each division. Each division will then distribute the surveys as they see fit (e.g. during regularly scheduled meetings or via mailboxes). The division administrative assistant will return the completed surveys in a sealed envelope to PRIE for processing and reporting.

Tentative Timeline and Milestones:

May 5: Complete item bank, face validity and content testing

June 5: Pilot survey for reliability and construct validity

August 21-28: Send pre-notifications to all employees

September 5: Deliver surveys to divisions for distribution

September 11- 22: Administer surveys

September 25-29: Collect, clean and scan surveys

October 2-6: Key-enter comments

October 9-November 3: Process data and prepare report and briefings

November 6-17: Distribute reports and conduct briefings

Budget Estimates

Copies of survey instrument:	\$.08/survey x 700= \$56
Scantron Forms	\$200

Approximate Total: \$256