Self-Assessment for the WCC Faculty Senate Recording Chair

Part I. General comments regarding the responses to the leaders and governance structures perception surveys for the Faculty Senate Recording Chair

Specific duties of the Faculty Senate Recording Chair, as described in the FS Constitution, are to “1) Transmit all written communications to persons external to the Senate; 2) Record and distribute to the faculty the minutes of meetings; 3) Serve as Master of Ceremonies at Commencement; 4) Make written reports to the Senate and faculty of meetings with the Chancellor; 5) Vote at Senate meetings.” The surveys addressed these in tangential and limited ways. Additionally, non-members have a limited ability to assess my performance as FS Chair 1, which is primarily directed toward members (except for the commencement duty, which has not occurred yet).

That said, I received overall positive reviews from the 12 member survey respondents (the agree responses ranged in total from 66%-100%) as well as non-member respondents (no disagree and very few neutral responses, except for one respondent who marked all disagree responses, which was likely an error). Many questions do not pertain to the Recording Chair position, which likely accounts for the high number of don’t know responses to some question (e.g., 25% to #11). No comments were provided from any members.

Part II. Strengths revealed by the surveys

Strangely, the non-member survey was similar to the member survey, but with more don’t know responses (because the Faculty Senate Recording Chair does not directly service non-members except in making minutes available, all of which are on the FS web page). As was noted by one respondent, “This survey does not really apply to this position. The recording secretary takes minutes.” The comments offered suggest that in general (at least to the respondents), I am committed to our campus and am receptive.

I strive to do my best to facilitate the recording and sharing of minutes and other Senate information.

Part III. Weaknesses revealed by the surveys

The weakness I can infer from this survey is the one person who responded disagree to “Inspires confidence in others.” %). I am not sure how to interpret this, nor am I sure my position as Recording Chair affords me much opportunity to demonstrate this adequately. Normally, a single response is not something one considers significant in analyzing a survey, but it will certainly stick in my head as I go about my Recording Chair duties. When I have an opportunity to inspire confidence, I will be more conscious of doing so.

Part IV. Self-Assessment Matrix for the Faculty Senate for January to November 2009

NOTE: These are based primarily on the FS Chair 1 duties.

<table>
<thead>
<tr>
<th>Improvement Statement or Goal (1)</th>
<th>Measurable Outcome (1)</th>
<th>Changes Made as a Result (2)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Efficiently and reliably distribute FS minutes and supporting documentation.</td>
<td>Requests for minutes and supporting documentation (from both members and non-members) will be 2 or fewer per month.</td>
<td></td>
</tr>
<tr>
<td>Effectively facilitate the sharing of information to relevant FS members.</td>
<td>Requests for items from members will be 2 or fewer per month. Requests for items from non-members will be less than 4 per month.</td>
<td></td>
</tr>
<tr>
<td>Support and represent the FS and its Chairs by participating in various required and requested meetings.</td>
<td>Attend 80% of all meetings at which my presence is requested.</td>
<td></td>
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</tbody>
</table>

(1) Complete the first two columns for the January 2009 self-assessment.
(2) Complete the third column in the January to November 2009 self-assessment period, after the second annual survey.