

Description of Assessment Addressing Campus Governance, Climate and Culture (9.25.07)

Purpose of the Assessment: The Assessment will provide information to the Faculty Senate and Administration as they discuss and determine the next steps for addressing issues related to campus governance, climate and culture. (This purpose is taken from September 13, 2007 Informational Memo to Faculty Senate from Faculty Senate Executive Committee.) The Assessment is co-sponsored by Faculty Senate Executive Committee and University Administration. While understanding the broader dynamics throughout the campus community will be an important part of this effort, the Assessment will place an emphasis on the challenges between and among the administration and faculty.

Professional Neutrals: Three professional neutrals from the University's Center for Collaborative Policy, Executive Director Susan Sherry, Associate Director Lisa Beutler, and Senior Policy Consultant/Adjunct Faculty David Booher, will conduct the majority of the interviews and serve as leads on the Assessment. Two other professionals from the Center will assist with the interviews.

The Center is a self-supporting unit of the College of Social Sciences and Interdisciplinary Studies, which provides public policy mediation services for controversial local and statewide issues, teaches collaborative policy development within the Department of Public Policy and Administration and has an active research program on the issues of deliberative democracy and collaborative governance. For information on the Center and biographical statements on the Center team, please visit the Center's website at: www.csus.edu/ccp

Gathering Information: Information will be gathered by:

1. Interviewing a range of members of the campus community reflecting the diversity of perspectives and information relating to campus governance, climate and culture. At this point, it is assumed that between 50 and 60 interviews will be conducted, including approximately 10 – 15 administrators, 30 - 40 faculty, 8 staff, and 8 students. The students' interview will be conducted via a focus group.
2. Reviewing relevant written documents, for example Budget Committee reports, By-Laws of Faculty Senate; Strategic Planning documents, etc; and
3. Observing relevant campus meetings (Strategic Planning Workshops; Faculty Senate Meetings, etc.).

Briefing Memo: After conducting the Assessment, the Center will develop a Briefing Memo which: describes the background, genesis and methodology of the assessment; identifies the range of perspectives on the problems, issues, and challenges as well as commonly held perspectives; and offers suggestions on issues and processes that the Faculty Senate and Administration might jointly consider as they determine how to collaboratively move forward to address campus governance, climate, and culture.

Timeline Based on the number of interviews to be conducted, the Center estimates completion of the briefing memo in early to mid November. This timeline reflects the Center's experience with interviewees' difficult schedules and the receipt of timely comments back on the Draft from interviewees. The briefing memo can be developed sooner if these logistical issues can be resolved or if fewer interviews are needed to assure appropriate diversity. (See attached timeline for more specifics.)

Interviews: To maximize a diversity of opinion, the following sectors will be represented among the interviewees selected:

President	Faculty Senate Executive Committee
Vice Presidents (VP)	Faculty from each College
Associate or Assistant VPs	Jr. Faculty, inc. those dissatisfied w/ salary inversions
Deans	Senior Faculty
	Department Chairs
Staff from different classifications	Part time Faculty
Students	CFA Leadership
	Member(s) of Budget Committee
	Member(s) of Ad Hoc Committee
	Member (s) of Strategic Planning Committee

The Center will obtain suggestions from the Faculty Senate Executive Committee, Administration, University Staff Assembly, other staff leadership, and student associations on the faculty, administrators, staff and students to be interviewed. The Center for Collaborative Policy will make the final selection of interviewees.

Vetting of the Pre-Draft and Draft of Briefing Memo: The vetting will take place in the order as given below. After each step, the Center will edit the document only if new data is generated from the session. CCP retains sole responsibility for the editing of the Briefing Memo.

1. Initial Review of Pre-Draft (same draft given to both groups)
 - Session with President, Provost and VP of Human Resources
 - Session with three - four Executive Committee Members
2. Further Review of Pre-Draft Number 2 (same draft given to both groups):
 - Session with Faculty Senate Executive Committee
 - Session with select group of Administrators and Deans
3. Review of Draft Briefing Memo by Interviewees. The draft document will distributed to all interviewees with the invitation to offer corrections, clarifications, or new relevant information.
4. Distribution of the Briefing Memo to the Campus Community

Professional Standards for Conducting Assessments

1. Neutral professionals conducting assessments work closely with requesting parties to design the assessment, identify potential interviewees and produce a written product, but final decisions are left to the neutrals.
2. No interviewee will be quoted in any written or oral form by the Center, unless explicit permission is given by interviewee. Also, the Center will be careful in their description of trends to protect non-attribution. All notes from the interviews are kept confidential and will not be seen by anyone other than the professional neutrals conducting the assessment analysis.
3. Interviewees will be given the opportunity to confidentially discuss issues and provide insights that will remain confidential and will not be discussed in the Briefing Memo or anywhere else.
4. The Center for Collaborative Policy takes full responsibility for the content of the Final Briefing Memo.

