## **Employee Voice Survey Spring 2019—Timeline and Process**

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| Nov 7, 2018 | Seek President’s Cabinet’s feedback:   1. Using the 2014 Survey and adding accreditation standard to each survey items 2. Revising outdated items 3. Timeline 4. Members seek feedback from their relevant area managers/staff |
| Nov 8, 2018 | Feedback from the Accreditation Steering Committee on the Survey items and timeline. |
| Nov 14, 2018 | Feedback from SGC on the Survey items and timeline. |
| Nov 19, 2018 | Feedback from Academic Senate, Classified Senate, and Student Senate on the Survey items and timeline. |
| Nov 20, 2018 | Feedback from Accreditation All-Captains Team on the Survey items and timeline. |
| December 6, 2018 | Planning Committee accepts the Survey items and timeline |
| January 25, 2019 | President announces at the College Opening Day to encourage the campus to participate in the Employee Voice Survey. |
| January 14—February 22, 2019 | Employee Voice Survey be administered from January 14 to Feb 22 (6 weeks). Survey closes on Friday, Feb 22, 2019. |
| March 6, 2019 | Results share with the President’s Cabinet |
| March 7, 2019 | Results shared with the Planning Committee |
| March 13, 2019 | Results shared with Shared Governance Council (SGC) |
| March 18, 2019 | Results shared with Student Senate, Academic, and Classified Senate |
| March 20, 2019 | Results shared with the President’s Council |
| March 27, 2019 | Results and feedback post on the Website |
| April 8, 2019 | Results and feedback incorporated to the *Strategic Plan 2014-2019 Evaluation Report*. |

Implementation of the **Employee Voice Survey every 3 years**:

* Spring 2019🡪 results will incorporate to the development of EMP 2020-2025 and ISER 2020.
* Spring 2022🡪 results will incorporate to the mid-term EMP 2020-2025 to confirm/adjust college’s direction.
* Spring 2025🡪 results will incorporate to the development of EMP 2025-2030.

Last time it was administered in Spring 2014.