

**Coastline Management Team Tuesday,  
October 7, 2014, 9:05 a.m. – 10:45 a.m.  
Fourth Floor Conference Room, College Center  
Meeting Minutes**

Present	Name	Present	Name
✓	Adrian, Lori	✓	Khosravani, Mariam
✓	Babler, Cheryl	✓	Lockhart, Heidi
✓	Blackmore, Chris	✓	Maharaj, Peter
✓	Brais, Nathan	✓	McDonald, Jennifer
EXC	Cant, Dave	✓	Miyashiro, Ross
✓	Capoccia-White, Rozanne	✓	Nash, Bob
✓	Dahnke, Lynn	✓	Nguyen, Christine
✓	De La Rosa, Jennifer	✓	Rodriguez, Vince
EXC	Garvey, Judy	✓	Rothgeb, Helen
✓	Groot, Joycelyn	✓	Sanchez, Jorge
✓	Halvorson, Mary	✓	Schumacher, JP
✓	Harrison, Nate	✓	Stromlund, Gary
✓	Holliday, Ann	EXC	Thompson, Dave
✓	Johnson, Nhadira	✓	Woodyard, Steve
✓	Jones, Nancy	✓	Worden, Mark
		EXC	Zentner, Aeron

Guests: Crystal Crane – Acting Admin Director of HR  
Patricia Russell – Worker’s Comp Coordinator  
Lisa Overholt – Worker Comp Representative

Meeting convened at 9:05 a.m.

**Introductions**

Dr. Adrian welcomed the Committee, new members and guests.

**Welcome New Members**

The new members introduced were:

- Cheryl Babler - Interim Dean, Le-Jao Center
- Nathan Brais – Director, Student Life

**Review of Minutes**

- Review and approval of August 19, 2014 meeting Minutes (not previously approved)

***Action: A motion was made and seconded to approve the August 19, 2014 meeting minutes with recommended revisions. The minutes of August 19, 2014 minutes were approved with recommended revisions unanimously.***

**1.0 BUSINESS SECTION**

**1.1 Workers Compensation Update (Helen Rothgeb/Crystal Crane/Lisa Overholt/Patricia Russell)**

Helen introduced the Worker’s Comp guests and discussed changes in Worker’s Comp Regulations. All managers should be aware of the Workers’ Compensation Guidelines for employee claims reporting. Helen distributed a *Workers’ Compensation Injury Reporting and Return to Work Guidelines* and an *After Hours Emergency Contact List of Telephone Numbers*.

Lisa Overholt (Keenan & Associates) discussed and described the necessary Workers’ Comp reporting guidelines. She pointed out that legislation has changed consistently. Lisa described reporting procedures for Coastline employees and stated that it is imperative for reporting to be done in a timely manner in order for the District to avoid mandatory penalties for non-compliance. Some of the key points discussed were:

- Reporting to be completed in a timely manner
- Completion of the TRW (Transitional Return to Work) form is to be completed weekly by the employee and reviewed by supervisor while the employee is working restricted duties, once completed it should then be submitted to HR for approval
- Stress issues should be addressed and documented the same as physical injuries
- Managers should be aware of any health-related issues their employees may have at work including stress and psychiatric conditions
- Everyone should err on the side of caution when dealing with Workers' Comp decisions
- All Worker's Comp issues should be documented and Helen Rothgeb should be contacted immediately at the onset of any Workers' Comp issue
- There is a 24-hour reporting requirement compliance. The DWC-1 Claim form needs to be provided to the EE within 24 hours of notice of injury/illness.
- Pre-existing conditions not reported to the District could become a liability for the District
- A Workers' Comp Form must be provided to an individual within 24 hours of any accident or illness
- Chairs and Managers should be proactive when determining and reporting Workers Comp issues
- Supervisors/Managers should not attempt to make Workers' Comp decisions, but need to report issues as soon as possible to Helen or Patricia; Workers' Comp will research complete any necessary investigations
- If an individual is also employed at other institutions in addition to Coastline, that information should be reported as well
- District must report severe injuries (that usually require hospital admission) to OSHA within 8 hours to avoid a minimum \$5,000 penalty
- If a Workers' Comp or OSHA Rep visits your site, contact Bill Kerwin, Patricia or Helen immediately. Do not escort them through your campus/site on your own.
- Campus sites should be examined in order to locate any prospective accident areas that could be improved
- Absence Reports need to be submitted regularly by the supervisor during the employees absence

Lisa discussed stress related illnesses, and how to analyze and report those types of claims. She explained that Workers' Comp will do any investigations necessary for questionable claims. The committee also discussed various workers' comp issues, doctor's reviews, job-related performance issues, protections provided by law, and reporting for adjunct faculty.

Crystal discussed transitional return to work schedules, modifying employee assignments and temporary duties. Accommodations for an employee with permanent work related injuries must be addressed and analyzed on a case-by-case basis.

Helen discussed scheduling issues and requests by staff to work overtime or change work hours. These situations might require additional supervision beyond regular work hours, overtime and comp time issues that could result in additional cost for the District. Supervisors need to be aware that they cannot offer comp time (in violation of contract) vs. overtime pay. If an employee requests comp time and the supervisor agrees, he/she must take the time off within 12 months. However, any form of overtime must be approved by a supervisor and costs must be considered and covered by the department's budget.

Helen announced that FLAC (Faculty Load and Compensation) Training will be offered to deans and their assistants for a new module being developed. She will send out additional information in the future. Dates of training are yet to be determined at this time. Any further questions should be submitted directly to Helen Rothgeb.

## 1.2 HR Update (Christine Nguyen)

- Hiring Update – Currently there are 16 vacancies on the books. Hopefully, all of these positions will be filled by the end of the fall:
  - 3 Faculty
  - 8 Management
  - 5 Classified

## 1.3 “I CARE” Campaign (Mariam Khosravani)

Mariam reported that the “I CARE” campaign was very successful. It was launched at the All College workshop on September 19. Sixty (60) people signed up on that date and \$29,000 was raised for Coastline. Within the last two weeks, 102 people have participated amounting to over \$37,000. Participants consist of Trustees, Presidents, Vice Presidents, an Executive Dean, Managers, Faculty and Staff. Mariam thanked everyone for their contributions and support. This campaign will continue through the end of December. Dr. Adrian encouraged all managers to participate for \$20 or more. The goal is 100% participation. Mariam requested that all managers share this information with their staff.

## 1.4 Study Session Dates (Lori Adrian)

Topics and dates to be determined at a later date.

## 1.5 All-College Debrief (Lori Adrian)

- Feedback:
  - Great and motivational
  - Provide coffee in the morning session for faculty meeting
  - Needed more time for brainstorming with the speaker afterwards
  - Food was very good
  - Schedule differently in the future
  - Closing offices encouraged all staff to attend
- Follow-Up Actions
  - Vince to set up planning for structured pathways for summer and fall schedules
  - Student Services will be compiling ideas and implementing them

## 1.6 Strategic Planning (Jorge Sanchez)

- Surveys – District is currently working on a PACE survey for employees from NILIE. This survey will go out to employees in November and will determine the District’s mission, leadership, spirit, structure, decision-making, and communication within our institution. This survey should aid in addressing one of the District wide recommendations regarding governance issues.

## 1.7 President's Goals 2014-16 (Lori Adrian)

Dr. Adrian will E-mail goals to the Committee and request feedback and recommendations. Goals should be developed in the Spring and planning will take place within the Wings. Goals should be determined earlier than were completed this year. Aeron Zentner is in the process of designing an electronic program which will link goals to the educational master plan.

Mary Halvorson commented that goals are determined for the Annual Program Review and the Five-Year Review.

Dr. Adrian suggested that writing goals might be a good future Study Session topic.

### **1.8 Job Shadowing/Staff Conversations (Lori Adrian)**

Dr. Adrian reported that the Chancellor desires to develop better relationships between District classified staff and the college classified staff. He has suggested that all District personnel meet with their counterparts at the colleges in order to build better relationships, share ideas and get to know one another better. Afterwards, he will meet with the staff District wide to debrief and discuss their experience of this process.

Vince mentioned that this might also be a good idea for Faculty to experience as well.

### **1.9 Student Presentations – Board Meetings (Lori Adrian)**

Dr. Adrian reported that the Chancellor is creating a Board Item for student presentations to take place at future Board Meetings. She suggested dates for Coastline student presentations of November 19, February 4, March 18 and May 6. Suggestions made by members for 20-minute student presentations from CCC programs are:

1. STAR
2. Veteran
3. VITA
4. Learning First
5. Paralegal
6. AVI
7. Military/DL (possibly connect using web conferencing or Skype)

### **2.0 FOLLOW UP ACTION ITEMS FROM STUDY SESSION**

No Items reported

### **3.0 CONSTITUENCY REPORTS**

#### **3.1 Academic Senate Report (Ann Holliday)**

- Faculty Prioritization will be held October 21. The Rubric link will be provided on the Academic web site
- Letter being sent out to everyone today
- Anyone wishing to add a full-time faculty member must contact Laila Mertz immediately
- Presentations must last no more than five (5) minutes and must contain ONLY information outlined in the Rubric.
- Deadline for turning in completed Rubric is Wednesday, October 15 at 5:00 p.m.
- Any Rubrics submitted after that time will be struck from the presentation list
- All deans are invited to attend and will be eligible to vote

#### **3.2 ASG Report (Nathan Brais)**

- All ASG vacancies have been filled
- Movie day will be held on Friday, October 31 at the Newport Beach Center from 6:00-9:00 p.m. on the first floor

#### **3.3 Classified Senate Report (Mark Worden)**

- A 31-gifts fund raiser is being held currently through October 17. A gifts display will be exhibited on the first floor on October 15 from 4:30-5:30 p.m.
- Fall Festival will be held on Friday, October 31. A box Lunch will be provided for \$7 by Jersey Mike's and contests and opportunity drawings will be offered. Everyone is invited to attend and dress in costume.

- Paints Uncorked will be held at Dave & Busters in the Outlets of Orange on Monday, November 3 in the evening. An artist will be facilitating and walk individuals through creating their own art

Flyers for all of these events will be provided on the Coastline web site.

### 3.4 President's Report (Lori Adrian) – No Report

### 3.5 Executive Team Reports (Christine Nguyen/Vince Rodriguez/Ross Miyashiro/Joycelyn Groot) - No Reports

### 4.0 PROGRAM UPDATES

#### 4.1 AANAPISI (JP Schumacher)- DEFERRED TO NEXT AGENDA

#### 4.2 EAB Launch (Ross Miyashiro)

Ross distributed a draft of the EAB (Educational Advisory Board) Invitation List and Meeting Schedule. He described the launching process of this new program. EAB is an organization that provides research for higher education and the health field. EAB is currently researching community colleges to determine how to streamline and create a clearer path to completion for community college students. Coastline is working together with EAB and Golden West College as well as other community colleges to pilot this research program. The goal of the project is to determine how students are currently admitted, registered and complete their education and to improve upon that process. Two-day kick-off meetings are scheduled for October 14 and 15 at the District Office in order to study and analyze the overview and mapping processes currently in place for registration and entry processes for Coastline students. The intent will be to improve upon those processes and help students to complete registration in a timely manner. A list of invitees (researchers) has been compiled and Ross requested that everyone edit this draft and add additional invitees as deemed necessary. He described and discussed the current student registration and entry process. Suggestions were made to add the following invitees to the list:

Bob Nash	IE Rep
Nancy Jones	CTE Rep
Gayle Berggren	Scholarship Rep
Contract Ed/Military Rep	IT Rep
Jesse Lawson	

Dr. Adrian mentioned that Coastline is also piloting Civitas which is a new program that will be utilized once a student is registered. She discussed alerts built into the program to provide information to students early on. Vince Rodriguez described how Civitas will work to provide assistance to students after they are enrolled. These two programs will complement each other and the hope is to develop an easier framework of communication for students who enroll at Coastline College.

Ross recommended that any further suggestions and/or additions be E-mailed to him today.

Vince announced that similar meetings and discussions will take place in the future for the Civitas Program.

### 5.0 FUTURE AGENDA ITEMS

- Review and approval of October 7, 2014 meeting Minutes
- AANIPISI Report

### 6.0 CDMA CLOSED SESSION (CDMA Reps)

- Rozanne Capoccia-White reported that topics of concern discussed at the last CDMA

meeting were:

1. Vacation limitations – “use or lose policy”
  2. Manager’s vacation pay being rolled into an annuity upon retirement vs. being paid out
- Anyone wishing to discuss any additional items at future meetings should submit them to Rozanne.
  - A new Professional Development application will be available tomorrow outlining new standards.

## **7.0 ANNOUNCEMENTS**

- Helen Rothgeb announced that a new performance evaluation process is being considered that would work better than the one currently being utilized. She will provide more information on this program as it becomes available.
- Dr. Adrian announced that the District is developing a directory and a call center to be run by students.

The meeting adjourned at 10:45 a.m.

Next Meeting Date: November 4, 9:00 a.m. - 11:00 a.m.  
Fourth Floor Conference Room, College Center

Meeting Summary recorded and transcribed by Kathy Surgenor.

Documents distributed:

1. October 7, 2014 Agenda
2. Draft of EAB Invitation List and Meeting Schedule
3. Workers’ Compensation Injury Reporting and Return to Work Guidelines

Draft

## **EAB Invitation List:**

### **EAB Program Leadership Welcome : 8:00 a.m. to 9:00 a.m.**

Program leadership introductions, discussion of previous student success initiatives, review of program design, discussion of metrics, and kick off objectives

1. Lori Adrian, President
2. Vince Rodriguez, Vice President of Instruction
3. Christine Nugent, Vice President of Administration
4. Heidi Lockhart, Dean of Counseling
5. Steve Woodyard, Director of Financial Aid
6. Jennifer McDonald, Director of Admissions & Records
7. Nathan Brais , Director of Student Life

### **Overview of Platform Demonstration : 9 to 10 am**

Share research on student retention and updated demonstration screen review

1. Lori Adrian, President
2. Vince Rodriguez, Vice President of Instruction
3. Christine Nugent, Vice President of Administration
4. Heidi Lockhart, Dean of Counseling
5. Steve Woodyard, Director of Financial Aid
6. Jennifer McDonald, Director of Admissions & Records
7. Nathan Brais , Director of Student Life
8. Eric Garcia, Counselor
9. Christy Nguyen, Counselor
10. Ailene Nguyen, Counselor
11. Nancy Soto-Jenkins, Counselor
12. Susan Winterbourne, Counselor
13. Mai Le, Coordinator of Career Services
14. Helen Ward, Coordinator of Transfer Services
15. Cristina Arellano, EOPS Outreach & Recruitment
16. Suzanne Blake,
17. Thien Vu, Administrative Support Counseling
18. Financial Aid Staff

**EAB Process Mapping Session 1: 10:15 – 12:15**

Understand how a student applies to the colleges and accesses information when first joining campus (including welcome notices, materials shared, and orientation)

☑ Understand how the process changes for different populations

☑ Understand how this process is different at GWC and Coastline

1. Heidi Lockhart, Dean of Counseling
2. Steve Woodyard, Director of Financial Aid
3. Jennifer McDonald, Director of Admissions & Records
4. Nathan Brais , Director of Student Life
5. Eric Garcia, Counselor
6. Christy Nguyen, Counselor
7. Ailene Nguyen, Counselor
8. Nancy Soto-Jenkins, Counselor
9. Susan Winterbourne, Counselor
10. Suzanne Blake, Counselor
11. Thien Vu, Administrative Support Counseling
12. Financial Aid Staff

**EAB Process Mapping Session 2: 1:00 – 2:30**

- ☐ Understand the student experience of selecting a program, including outside assistance (either required or recommended) such as advising or faculty
- ☐ Understand how the process changes for special populations

1. Heidi Lockhart, Dean of Counseling
2. Steve Woodyard, Director of Financial Aid
3. Jennifer McDonald, Director of Admissions & Records
4. Nathan Brais , Director of Student Life
5. Eric Garcia, Counselor
6. Christy Nguyen, Counselor
7. Ailene Nguyen, Counselor
8. Nancy Soto-Jenkins, Counselor
9. Susan Winterbourne, Counselor
10. Financial Aid Staff

**EAB 2:30-4 pm Process Mapping Session 3: 2:30 p.m. to 4:00 p.m.**

Review activities following Day 1 for student experience (program changes, career pathing, other student support and activities)

1. Heidi Lockhart, Dean of Counseling
2. Steve Woodyard, Director of Financial Aid
3. Jennifer McDonald, Director of Admissions & Records
4. Nathan Brais , Director of Student Life
5. Eric Garcia, Counselor
6. Christy Nguyen, Counselor
7. Ailene Nguyen, Counselor
8. Nancy Soto-Jenkins, Counselor
9. Susan Winterbourne, Counselor
10. Mai Le, Coordinator of Career Services
11. Helen Ward, Coordinator of Transfer Service
12. Financial Aid Staff

## Day 2:

### Student Marketing Strategy Session

Brainstorm techniques to engage students throughout pilot and expanded roll-out phases of implementation

1. Cristina Arellano, EOPS Outreach & Recruitment
2. Nhadira Johnson, Director of Marketing & Community Relations
3. Nathan Brais, Director of Student Life
4. Ross Miyashiro, Vice President of Student Services
5. Heidi Lockhart, Dean of Counseling

### Campus Communication Discussion

Continue to build communication plan based on elevator pitch (as previously defined)

1. Cristina Arellano, EOPS Outreach & Recruitment
2. Nhadira Johnson, Director of Marketing & Community Relations
3. Nathan Brais, Director of Student Life
4. Ross Miyashiro, Vice President of Student Services
5. Heidi Lockhart, Dean of Counseling
6. Ailene Nguyen, Co-Chair of Counseling
7. Nancy Soto-Jenkins, Co-Chair of Counseling

DL  
IE  
CTE  
Scholarship  
Chris



## ***COAST COMMUNITY COLLEGE DISTRICT***

### ***WORKERS' COMPENSATION INJURY REPORTING AND RETURN TO WORK GUIDELINES***

#### **REPORTING PROCEDURES:**

1. You receive notification of a work injury/illness/incident.
2. If it is an emergency, Call 911 IMMEDIATELY!
3. Contact your site Human Resources Director, **Helen Rothgeb at extension 16150, IMMEDIATELY!**
4. Refer the injured worker to your site Human Resources Director, IMMEDIATELY!
5. Complete the Supervisor's Report of Injury form immediately (same day) and forward to your site Human Resources Director.
6. If your site Human Resources Director is unavailable, contact Patricia Russell, Workers' Compensation & Labor Compliance Coordinator @ 714-438-4864
7. Forward any photographs, police report for a motor vehicle accident or any information concerning the industrial accident to your site Human Resources Director.
8. Preserve any equipment that may have been the cause of an injury due to defect, i.e. ladder, chair, etc.
9. For **AFTER HOUR INJURIES**, contact your site Emergency Contact (see attached) or Bill Kerwin, Director, District Risk Services at 714-914-2494.

#### **RETURN TO WORK PROCEDURES:**

1. No injured employee is to return to his/her work duties without a Work Status from their treating physician.
2. Secure a Work Status from the injured employee after every medical appointment.
3. Provide a copy of Work Status to your site Human Resources Director.
4. Coordinate with your site Human Resources Director, the ability to accommodate modified duties, either temporary or permanent.
5. Ensure injured employee is completing the Transitional Return Work (TRW) forms timely
6. Forward the completed TRW Form to your site Human Resources Director
7. Submit timesheets to payroll in a timely fashion.
8. Keep the lines of communication open between yourself and your site Human Resources Director.



## **AFTER HOUR EMERGENCY CONTACT SHEET**

### **Coastline Community College**

Dave Cant, Director of Maintenance & Operations

- Cell: 714-501-8158
- Interim After Hour Contact
  - Gary Stromlund, Director of Campus Safety & Emergency Mgmt.
    - Cell: 714-981-1958

### **Newport Beach Center**

Mary Halvorson, Dean (Interim)

- Cell: 714-815-5970

### **Garden Grove Center**

Nancy Jones, Dean

- Cell: 714-795-1523

### **Le-Jao Center**

Cheryl Babler, Dean (Interim)

- 530-570-3717



**NILE** NATIONAL INITIATIVE FOR LEADERSHIP AND INSTITUTIONAL EFFECTIVENESS

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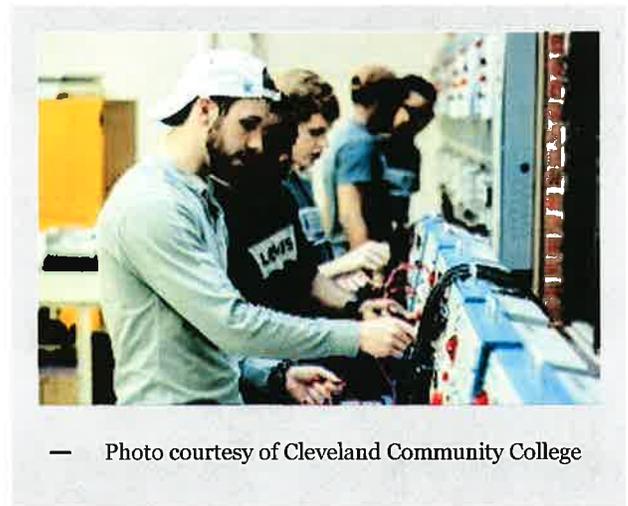
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NEW! National Religious Diversity Study

## PACE Survey

The Personal Assessment of the College Environment (PACE) is an innovative online tool for your institution to easily assess its progress and highlight areas for growth. The [PACE survey](#) helps community colleges of higher education define areas needing change or improvement and sets the stage for more in-depth planning. In the PACE model, the leadership of an institution motivates each of these climate factors toward an outcome of student success and institutional effectiveness.

The purpose of the [PACE survey](#) is to promote open and constructive communication and to establish priorities for change by obtaining the satisfaction estimate of employees concerning the campus climate. Using a six-point scale, respondents are asked to select their survey response to items divided into four domains: institutional structure, supervisory relationship, teamwork, and student focus.



- The Institutional Structure climate factor focuses on the mission, leadership, spirit of corporation, structural organization, decision-making, and communication within the institution.
- Supervisory Relationship provides insight into the relationship between an employee and his supervisor and an employee's ability to be creative and express ideas related to his work.
- Teamwork explores the spirit of cooperation within work teams and effective coordination within teams.
- The Student Focus climate factor considers the centrality of students to the actions of the institution as well as the extent to which students are prepared for post-institution endeavors.

Together, the unique focus of each climate factor provides a comprehensive picture of campus climate at an institution.

### Subscales

NILIE offers several subscales that can be administered in conjunction with the PACE Survey to provide an institution further insight into specific areas of campus climate.



- The [Part-time Faculty Subscale](#) utilizes the following factors to analyze data collected from this group: Job Security; Motivation and Advancement; Compensation and Benefits; Training and Evaluation; and Inclusion and Access.
- The [Racial Diversity Subscale](#) addresses the campus racial and ethnic climate for administrators, faculty, and staff and provides a tool that institutional leader can use to better understand racial and ethnic diversity on their campuses.
- The [Institutional Structure Subscale](#) expands on the institutional structure climate factor included in the PACE Survey to help institutions better understand organizational climate as it relates to

policies, leadership, and communication.



#### MORE ABOUT THE PACE SURVEY

**PACE Survey**

**Why PACE?**

**Survey Instrument**

**Part-time Faculty Subscale**

**Racial Diversity Subscale**

**Institutional Structure Subscale**

#### NEWS & EVENTS

**Recent publication by NILIE Executive Director: Seeking to Understand Faculty-Student Interaction at Community Colleges**

**Coming this fall: Revised NILIE PACE Report**

**AIR Presentation: Understanding Nonresponse in a Community College Faculty and Staff Survey – May 27-30**

#### QUESTIONS ABOUT OUR SURVEYS

**Contact us** about the Personal Assessment of the College Environment (PACE) Survey.

**Contact us** about the National Religious Diversity Survey.



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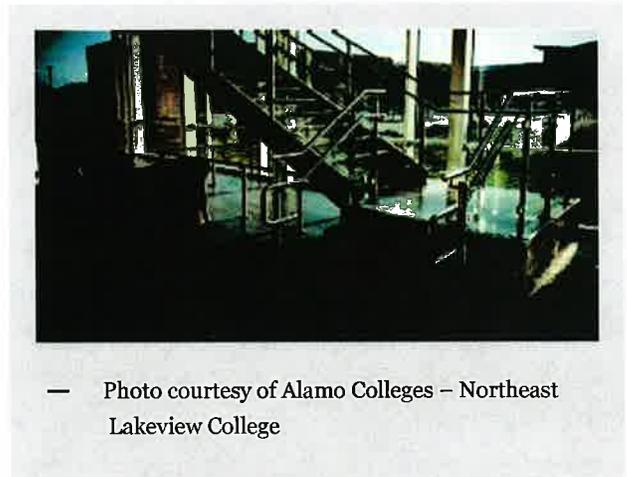
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## Institutional Structure Subscale

[Sample Institutional Structure Subscale](#)

As institutions of higher education seek to improve and meet external demands, issues specifically related to the institutional structure climate factor often create challenges. Research suggests that organizations function best when they are effectively coordinated, labor and control is appropriately divided, and structural design adapts to current circumstances (Bolman and Deal, 2008). However, PACE survey data consistently reveals that employees at institutions have relatively negative perceptions of campus climate related to these areas, which are connected to the institutional structure climate factor. The Institutional Structure report is designed to provide insight into employee perceptions of institutional structure climate, specifically related to the institution's mission, leadership, decision-making, organization, and communication. Gaining insight into these areas is particularly helpful considering the unique structural organization found in institutions of higher education.



The National Initiative for Leadership and Institutional Effectiveness recognizes the need to understand more about institutional structure and provides a tool that institutional leaders can use to gain insight into climate around institutional structure at their campus. The collected data will be analyzed using a six-factor framework derived from the current institutional structure climate factor and higher education organizational structure literature. The Institutional Structure subscale six-factor framework includes:

- Mission
- Leadership
- Decision-Making and Influence
- Policies and Structural Organization

## Teams and Cooperation

- Communication and Information Sharing

To administer the Institutional Structure Subscale in conjunction with your PACE report, please indicate your interest in doing so upon contacting NILIE.

Bolman, L. G., & Deal, T. E. (2008). *Reframing organizations: Artistry, choice, and leadership* (4<sup>th</sup> ed.). San Francisco: Jossey Bass.

Questions?

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### CONNECT WITH US

