Survey Results and Proposed Improvements – April 19, 2017

Note: All items are open to modification, including those with no proposed changes

#	Survey Item	Avg 1-5; 5 is good	Proposal and Notes
1	Level of communication (facilitator).	4.5	No proposed changes at this time.
2	Frequency of communication (facilitator).	4.5	No proposed changes at this time.
3	Level of communication (co-chairs).	4.2	No proposed changes at this time.
4	Frequency of communication (co-chairs).	4.2	No proposed changes at this time.
5	Use of website as communication tool.	4.2	No proposed changes at this time.
6	Frequency of CC Meetings.	3.4	Propose going to quarterly CAEECC mtgs for Year 2+ with ad hoc meetings if needed.
7	Length of meetings.	3.6	Propose a standing time of 9:30-4:30pm for Year 2+ to ensure sufficient time for discussion.
8	Utilization of subcommittees in initial 2 stages of BP process.	2.1	Subcommittee role, scope, and relationship are currently being discussed by CAEECC membership.
9	Utilization of subcommittees during BP chapter draft/draft BP review process.	2.0	Subcommittee role, scope, and relationship are currently being discussed by CAEECC membership.
10	Communication of subcommittees to larger CAEECC membership.	2.1	Subcommittee role, scope, and relationship are currently being discussed by CAEECC membership.
11	Mtg process rules (e.g., submit proposals for topics, CAEECC members speak first, etc.).	3.7	Mixed results, but unclear what needs to be modified. Suggest new facilitator evaluate.

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#	Survey Item	Avg 1-5; 5 is good	Proposal and Notes
12	Agenda development.	3.5	Proposal to: a) have facilitator map needed items to resolve and ensure sufficient time to address issues in addition to other agenda items that are needed b) have a discussion at each CAEECC or subcommittee meeting regarding agenda for the next meeting c) conduct a survey regarding agenda items prior to each mtg d) discuss with individual CAEECC members as needed, and e) identify required PAs for topics.
13	Variation in session presenters.	3.2	Working on getting more volunteers to conduct sessions besides facilitator and co-chairs at CAEECC meetings. TBD at subcommittees.
14	Relevance of topics.	3.7	Proposal for agenda development is also intended to improve the relevance of topics.
15	Time to review documents prior to CC meetings.	3.4	Will post agenda and substantive meeting documents 7 calendar days prior to mtg with the expectation that CAEECC members fully prepare for the meetings to maximize efficient discussion.
16	Length of discussion time for topics.	3.5	Per 3/17 ad hoc discussion and survey results, agenda survey should also request length suggestions from CAEECC members. Include "additional discussion topics" in the event there is time left over.

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17	Adequacy of remote participation infrastructure, including webinar and teleconference tools.	3.8	No proposal at this time, but there were some moderate scores that warrants follow up with the new facilitator.
18	Conduciveness of meeting structure for speaking candidly in CC meetings.	3.7	Suggest facilitator explore opportunities for improvements on this item.
20	Adequacy of CAEECC.org as source of meeting documents, stakeholder feedback documents, and background information.	4.5	No proposed changes at this time.
21	Level of transparency in meeting preparation activities.	3.7	See above for agenda development.
22	Compliance of CAEECC process with charter document and CPUC guidance.	3.8	Suggest facilitator explore opportunities for improvements on this item, including updating the charter.
23	Accessibility and responsiveness of facilitation team between CC meetings.	4.6	No proposed changes at this time.
24	Impartiality of facilitation team.	3.9	Will address with new facilitator.
25	Accessibility and responsiveness of co-chairs between CC meetings.	4.5	No proposed changes at this time.
26	Fairness of CC co-chairs.	4.3	No proposed changes at this time.
27	Process for issue resolution.	3.8	Suggest facilitator explore opportunities to improve approaches to achieve resolution where feasible.
28	Ability to balance and prioritize member comments and topics.	3.8	Will address this with new facilitator.
29	Tracking comments and resolution.	n/a	Propose this to be a facilitator role to articulate a discrete ask and track its resolution.