



2019-20 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Office of Research, Planning, and Institutional Effectiveness

STATEMENT OF PURPOSE:

- Review and reflect on the support of student learning, with the goal of assessment and improvement of program effectiveness
- Provide a forum for each unit's findings to be included in institutional planning processes
- Create written records of what is working well, what can be improved, and specific plans for implementing chosen improvements
- Collect information that will contribute to institutional assessment and improvement

INSTRUCTIONS: This program review covers the timeframe between fall 2018 and fall 2019. The planning is identified for spring 2020 and academic year 2020-2021.

I. MISSION

A. State the current program mission

The Office of Research, Planning, and Institutional Effectiveness strives to provide systematic, timely, user-friendly data and analysis services that support College and department planning, enhances decision making and policy formation, fulfills reporting requirements to external agencies including accreditation, coordinates and integrates various planning and evaluative process, and measures and communicates institutional effectiveness to internal and external stakeholders. Ultimately, the mission of the Office is to support evaluation and analysis of data to help the college measure progress towards the mission, vision and goals of the Las Positas College.

B. The mission of Las Positas College is the following:

Las Positas College is an inclusive, student-centered institution providing learning opportunities and support for completion of transfer, degree, basic skills, career-technical, and retraining goals.

Discuss how the program/service area supports the college mission.

The Office of Research, Planning, and Institutional Effectiveness plays a key role in helping to advance Las Positas College's mission. The office provides evidence-based support and analysis that shows which college initiatives are working to help student matriculate through the college and reach their educational goals.

C. List the major functions/duties of your unit.

1. Conduct program effectiveness and retention studies
2. Respond to data requests
3. Provide support for grant initiatives, including proposals and assessments of activities
4. Produce, administer, collect, process, and analyze college-wide student and staff surveys
5. Respond to state and federal requirement, including, but not limited to, IPEDS, Gainful Employment, Institutional Effectiveness Performance Indicators.
6. Provide support for State initiatives (e.g., Student Success and Support Programs SSP, Student Equity Plan)
7. Provide support on college-wide and, occasional, district-wide planning efforts
8. Provide program review data packets and related support

9. Produce internal and external environmental scans
10. Provide strategic planning support, including the coordination of the development and execution of the educational master plan
11. Provide accreditation-related support
12. Develop and maintain the Institutional Research database
13. Provide support on college initiatives that increase student success
14. Conduct cohort tracking studies
15. Help evaluate key planning processes at the college

II. GOALS AND OBJECTIVES

A. Since the last Administrative Unit Program Review, what objectives, initiatives, or plans have been achieved and how?

Since the last administrative unit program review, the following have been achieved:

- Lead the Guided Pathways Data Analysis Group by organizing and leading meetings with college stakeholders.
- Co-chaired the District Funding Formula Committee meeting, including producing data to advance the work of the Student-Centered Funding Formula on behalf of the district.
- Served on the District Equal Employment Opportunity Committee, including providing guidance to the committee related to employee and student equity.
- Provided the federal government IPEDS data on student demographics and outcomes
- Served on the Accreditation Steering Committee in order to advance the work of college accreditation efforts
- Added new elements to the Institutional Research database, including updating elements that identify veterans.
- Made significant improvement to reviewing and approving the College Mission, Vision, and Values statements.
- Laid the groundwork for working on the educational master plan.
- Researched three relational database tools that could be adopted by institutional research offices.
- Provided support for the district efforts to address the new funding formula by producing SCFF-related data and making public comments at SCFF Oversight Committee meetings.

B. Major Goals and Objectives for Spring 2020 and AY 2020-21.

Major Goals and/or Objectives	Start Date	Status: Ongoing, date completion anticipated	Need Assistance in order to complete goal or objective (reference applicable resource request page)	Educational Master Plan (EMP) Goals or Planning Priorities linked to this Goal/Objective
1. Finalize the updated College Mission, Vision, and Values Statement	Fall 2019	Spring 2020	No	Ed Excellence, Org effectiveness
2. Support the development of LPC's Educational Master Plan	Spring 20	Fall 2020	No	Ed Excellence, Org effectiveness
3. Provide support for the accreditation self-evaluation report	Spring 2020	Fall 2020	No	Ed Excellence, Org effectiveness
4. Develop and administer Employee Accreditation Survey	Fall 2020	Fall 2020	No	Ed Excellence, Org effectiveness
5. Develop and administer Student Accreditation Survey	Fall 2020	Fall 2020	No	Ed Excellence, Org effectiveness

III. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2015	2016	2017	2018	2019	2020-2021	2021-2022
Administration	1	1	1	1	1	1	1
Supervisory							
Classified Staff FT	1	1	1	1	2	2	2
Classified Staff PT							
Confidential Staff FT							
Total Full Time Equivalent Staff	2	2	2	2	3	3	3

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year: <u>Not Applicable</u></p> <p>Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1.</p> <p><u>Reason:</u> Not Applicable</p>			

IV. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

List the Facilities Need and the Reason	EMP Goals or Planning Priorities Linked to Position
1. A dedicated office is needed for the current full-time research analyst. <u>Reason:</u> The research analyst handles sensitive data and needs a secure office to house the data.	Educational Excellence, Organizational Effectiveness
2. A dedicated work space is needed for the temporary workers. <u>Reason:</u> Temporary workers in the office will need to place to work near the office.	Educational Excellence, Organizational Effectiveness

V. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

<p>List the Technology and Equipment Needs Place titles on list in order (rank) or importance.</p>	<p>Indicate (N) = New or (R) = Replacement</p>	<p>Estimated Annual Total Cost of Ownership</p>	<p>EMP Goals or Planning Priorities Linked to Position</p>
<p>1. <u>Reason:</u> New institutional research relational database tool (e.g., Hyperion) or similar</p>	<p>R</p>	<p>TBD</p>	<p>Institutional Effectiveness</p>

VI. PROFESSIONAL DEVELOPMENT

Professional Development Needs

<p>List Professional Development Needs. Reasons might include in response to assessment findings or the need to update skills to comply with state, federal, professional organization requirements or the need to update skills/competencies. Please be as specific and as brief as possible. Some items may not have a direct cost, but reflect the need to spend current staff time differently. Place items on list in order (rank) or importance.</p>	<p>Annual TC</p>			<p>EMP Goals or Planning Priorities Linked to Position</p>
	<p>Cost per item</p>	<p>Number Requested</p>	<p>Total Cost</p>	

<p>1. RP Group regional meetings</p> <p><u>Reason:</u> These meetings help us to network with a community of researchers in order gain knowledge of the latest research and planning trends within the California Community Colleges.</p>	\$70	2 meetings	\$140	Educational Excellence, Organizational Effectiveness
<p>2. Annual RP Group Conference</p> <p><u>Reason:</u> These conference helps us to network with a community of researchers in order gain knowledge of the latest research and planning trends within the California Community Colleges.</p>	\$1,200	2 individuals	\$2,400 (estimate)	Educational Excellence, Organizational Effectiveness
<p>3. Annual Strengthening Student Success Conference</p> <p><u>Reason:</u> These conference helps us to network with a community of researchers in order gain knowledge of the latest research and planning trends within the California Community Colleges.</p>	\$1,200	2 individuals	\$2,400 (estimate)	Educational Excellence, Organizational Effectiveness