



2017-18 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 fall 2016 and spring 2017, inclusive. The planning is identified for spring 2018 and academic year 2018-2019.

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,

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.

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| 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 |

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| 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?

There have been a number of achievements since the last administrative unit program, including the following:

- Responding to numerous requests for data and information
- Implementation of the math multiple measures assessment project
- Additional collection of data for the chemistry validation study
- Providing comprehensive program review data packets for all instructional and student services programs
- The Director chairing the Institutional Planning and Effectiveness Committee
- The Director chairing the Accreditation Steering Committee

B. Major Goals and Objectives for Spring 2018 and AY 2018-19.

| 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) | EMP Goals or Planning Priorities linked to this Goal/Objective |
|---|-------------|--|---|--|
| 1. Provides IPEDS data | Ongoing | | No | Ed Excellence |
| 2. Address the research needs of the HSI Grant | Ongoing | | No | Ed Excellence, Org effectiveness |
| 3. Address the research needs of the Transformation Grant | Ongoing | | No | Ed Excellence, Org effectiveness |
| 4. Participate in the Leading From the Middle Academy | April 2018 | | No | Ed Excellence, Org effectiveness |
| 4. Conduct the Spring 2018 Graduation Survey | May 2018 | | No | Ed Excellence, Org effectiveness |
| 5. Conduct Fall 2018 Student Satisfaction Survey | Oct. 2018 | | No | Ed Excellence, Org effectiveness |
| 5. Chair the Institutional Planning and Effectiveness Committee | Ongoing | | No | Ed Excellence, Org effectiveness |
| 6. Provide ad-hoc research via research requests | Ongoing | | No | Ed Excellence, Org effectiveness |
| 6. Conduct multiple measures placement research | Ongoing | | No | Ed Excellence, Org effectiveness |
| 6. Provide research related to Smart Shops | Feb. 2018 | | No | Ed Excellence, Org effectiveness |
| 7. Attend major conferences and regional meetings | Spring/fall | | No | Ed Excellence, Org effectiveness |
| 8. Conduct focus groups for students of color | Fall 2018 | | No | Ed Excellence, Org effectiveness |
| 9. Coordinate the CTE Data Unlocked Project | Fall 2018 | | No | Ed Excellence, Org effectiveness |
| 10. Provide support for accreditation efforts | Ongoing | | No | Ed Excellence, Org effectiveness |
| 11. Add new elements to the Institutional Research Database | Ongoing | | No | Ed Excellence, Org effectiveness |

III. STAFFING

A. Staff Profile

| Position | Staffing Levels for Each of the Previous Five Years | | | | | Anticipated total staff needed | |
|---|---|------|------|------|------|--------------------------------|-----------|
| | 2013 | 2014 | 2015 | 2016 | 2017 | 2018-2019 | 2019-2020 |
| Administration | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Supervisory | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Classified Staff FT | 0 | 0 | 1 | 1 | 1 | 1 | 1 |
| Classified Staff PT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Confidential Staff FT | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Full Time Equivalent Staff | 1 | 1 | 2 | 2 | 2 | 2 | 2 |

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

| <p>List Staff Positions Needed for Academic Year <u> N/A </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></p> | | | |

IV. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

| <p>List the Facilities Need and the Reason</p> | <p>EMP Goals or Planning Priorities Linked to Position</p> |
|--|---|
| <p>1. A dedicated office is needed for the current full-time research analyst.</p> <p><u>Reason:</u> The research analyst handles sensitive data and needs a secure office to house the data.</p> | <p>Educational Excellence, Organizational Effectiveness</p> |

| | |
|---|--|
| <p>2. A dedicated work space is needed for the temporary workers.</p> <p><u>Reason:</u> Temporary workers in the office will need to place to work near the office.</p> | <p>Educational Excellence, Organizational Effectiveness</p> |
|---|--|

V. TECHNOLOGY AND EQUIPMENT

A. Technology and Equipment Needs

TECHNOLOGY AND EQUIPMENT NEEDS

| <p>List the Technology and Equipment Needs</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 of Ownership</p> | <p>EMP Goals or Planning Priorities Linked to Position</p> |
|---|---|--|---|
| <p>1. Hyperion Software</p> <p><u>Reason:</u> Hyperion is a data querying tool that would replace BrioQuery. BrioQuery is nearly twenty years old and has outlived its usefulness.</p> | <p>R</p> | <p>\$20,000</p> | |
| <p>2.</p> <p><u>Reason:</u></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> | Annual TC | | | <p>EMP Goals or Planning Priorities Linked to Position</p> |
|---|---------------|------------------|--------------------|--|
| | Cost per item | Number Requested | Total Cost | |
| <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 | <p>Educational Excellence, Organizational Effectiveness</p> |
| <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) | <p>Educational Excellence, Organizational Effectiveness</p> |
| <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) | <p>Educational Excellence, Organizational Effectiveness</p> |