



**2016-17 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: Office of Institutional Research and Planning**

**\*\*\*Completed Program Reviews Are Due to Carolyn Scott by 12 pm on Friday, December 2, 2016.\*\*\***

**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 2015 and spring 2016, inclusive. The planning is identified for spring 2017 and academic year 2017-2018.

**I. MISSION**

**A. State the current program mission**

The Office of Institutional Research and Planning 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 Institutional and Planning 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, In)

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?

- There have been a number of achievements since the last administrative unit program, including the following:
- Operationalization and identification of STEM programs at LPC that could be the focus of the HSI grant
  - Implementation of the English multiple measures assessment project
  - Collection of data for the chemistry validation study
  - Discussion of the Common Assessment Initiative
  - Providing comprehensive program review data packets for all instructional and student services programs
  - The Director of Institutional Research and Planning chairing the Institutional Effectiveness Committee
  - The Director of Institutional Research and Planning co-chairing the Integrated Planning Committee
  - The Director of Institutional Research and Planning chairing the Institutional Planning and Effectiveness Committee

B. Major Goals and Objectives for Spring 2017 and AY 2017-18.

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. Provide customized research support	July 2011	Ongoing	The college would benefit from an additional research analyst.	Educational Excellence
2. Support for HSI Grant	Oct. 2015	Spring 2020	No.	Educational Excellence
3. Conduct Chemistry Validation study	Fall 2015	Fall 2017	No.	Educational Excellence
4. Chair the Institutional Planning and Effectiveness Committee and related duties	Aug. 2016	Ongoing	No.	Educational Excellence
5. Provide on CTE Data Unlocked	Aug. 2016	Fall 2017	Hiring of CTE Data Unlocked Expert	Educational Excellence
5. Provide research support for Student Support Services and Programs (SSSP)	2014	Ongoing	The college would benefit from an additional research analyst.	Educational Excellence
6. Provide research support for Student Equity Plan	2014	Ongoing	The college would benefit from an additional research analyst.	Educational Excellence
6. Provide research support for the Basics Skills Initiative	2011	Ongoing	The college would benefit from an additional research analyst.	Educational Excellence
7. Provide support for Gainful Employment Disclosures	2011	Ongoing	The college would benefit from an additional research analyst.	Educational Excellence
8. Act as the Key Holder for the Integrated Postsecondary Education Data System	2011	Ongoing	No.	Educational Excellence

### III. PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES

A. Program Assessments for spring 2016 and fall 2016, (please include the results of the fall 2016 Administrative Offices User Survey).

Administrative Unit Outcome that was Assessed	What assessment methods did you use?	What result did you get?	How will you use the results of the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs
Clients will be able to describe trends in their program review data packet	Met with selected faculty to review their data packet.	Program review packets were reviewed with seven faculty members. All were able to describe patterns in their data.	The results are a confirmation that the data packets are presented in a way that can be understood by the reader. As new data elements are added to the data packets, they will be displayed in a format that is similar to the current elements.	Educational Excellence

B. Program Assessment Planning for fall 2016 and AY 2017-18

Administrative Unit Outcome to be Assessed	What assessment methods do you plan to use?	When will assessment be conducted and reviewed?	What result, target, or value will represent success at achieving this outcome?	How do you anticipate using the results from the assessment?	Educational Master Plan Goals or Planning Priorities Linked to AUOs

Overall satisfaction and timeliness of services provided by the office	Survey	Fall 2016	High overall satisfaction and high satisfaction with timelines of service from OIRP.	The results will be used to improve office performance.	Educational Excellence, Organizational Effectiveness
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#### IV. STAFFING

##### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2012	2013	2014	2015	2016	2017-2018	2018-2019
Administration	1	1	1	1	1	1	1
Supervisory							
Classified Staff FT			1	1	1	1	1
Classified Staff PT	1	1				1	1
Confidential Staff FT							
<b>Total Full Time Equivalent Staff</b>	1.5	1.5	2	2	2	2.5	2.5

B. Staffing Needs

**NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)**

<p><b>List Staff Positions Needed for Academic Year: <u>2016-17, 2017-18</u></b></p> <p>Place titles on list in order (rank) or importance.</p>	<p><b>Indicate (N) = New or (R) = Replacement</b></p>	<p><b>Estimated Annual Total Cost</b></p>	<p><b>EMP Goals or Planning Priorities Linked to Position</b></p>
<p><b>1. Half-time Research Analyst</b></p> <p><u>Reason:</u> Based on the increase in state and federal initiatives (e.g., State—3SP, Student Equity Plan; federal—gainful employment disclosures and reporting), and college grant initiatives (e.g. HSI, Career Pathway Trust), a part-time research analyst position is more than warranted. For comparison purposes, our sister college’s Institutional Research Office has 2.5 FTE solely dedicated to institutional research while LPC’s Office of Institutional Research and Planning (the office’s title would ideally include Effectiveness to be more accurate) has only 2 FTE.</p>	<p>New</p>	<p>\$40,000</p>	<p><b>Educational Excellence, Organizational Effectiveness, Supportive Organizational Resources</b></p>
<p><b>2. Temporary CTE Data Unlocked Expert</b></p> <p><u>Reason:</u> This position is needed in order to address the CTE Data Unlocked project.</p>	<p>New</p>	<p>\$40,000</p>	<p><b>Educational Excellence, Organizational Effectiveness, Supportive Organizational Resources</b></p>

**V. FACILITIES**

A. Facilities Needs

### FACILITIES NEEDS

<b>List the Facilities Need and the Reason</b>	<b>EMP Goals or Planning Priorities Linked to Position</b>
<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>	<b>Educational Excellence, Organizational Effectiveness</b>
<p>2. A dedicated work space is needed for the temporary CTE Data Unlocked Expert.</p> <p><u>Reason:</u> The CTE Data Unlocked Expert will need to place to work on campus.</p>	<b>Educational Excellence, Organizational Effectiveness</b>

## VI. TECHNOLOGY AND EQUIPMENT

### A. Technology and Equipment Needs

#### TECHNOLOGY AND EQUIPMENT NEEDS

<b>List the Technology and Equipment Needs</b>	<b>Indicate (N) = New or (R) = Replacement</b>	<b>Estimated Annual Total Cost</b>	<b>EMP Goals or Planning Priorities</b>
Place titles on list in order (rank) or importance.			



		of Ownership	Linked to Position
<b>1. New computer for potential half-time research analyst</b> <u>Reason:</u> The new half-time research analyst would need a dedicated computer to do his or her work.	New	Total cost would be around \$1,500	Educational Excellence, Organizational Effectiveness
<b>2. New computer for temporary half-time CTE Data Unlocked Expert</b> <u>Reason:</u>	New	Total cost would be around \$1,500	Educational Excellence, Organizational Effectiveness

## VII. PROFESSIONAL DEVELOPMENT

### Professional Development Needs

<b>List Professional Development Needs.</b> 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.	Annual TC			<b>EMP Goals or Planning Priorities Linked to Position</b>
	Cost per item	Number Requested	Total Cost	

<b>1. RP Group regional meetings</b>  <u>Reason:</u>	\$70	2 meetings	\$140	Educational Excellence, Organizational Effectiveness
<b>2. Annual RP Group Conference</b>  <u>Reason:</u>	\$1,200	2 individuals	\$2,400 (estimate)	Educational Excellence, Organizational Effectiveness
<b>3. Annual Strengthening Student Success Conference</b>  <u>Reason:</u>	\$1,200	2 individuals	\$2,400 (estimate)	Educational Excellence, Organizational Effectiveness