



2015-16 ADMINISTRATIVE UNIT PROGRAM REVIEW
UNIT: Office of Institutional Research and Planning

DUE DATE TO VPs/President: March 22, 2016

DUE DATE FOR VP/President Summaries: April 7, 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 time frame AY 2014-2015 and Fall 2015, inclusive. The planning identified is for Spring 2016 and academic year 2016-2017.

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. Major Goals and Objectives for Spring 2016 and AY 2016-17.

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. Support for HSI Grant		Spring 2020	Not anticipated.	Educational Excellence
2. Support for the establishment and implementation of the English multiple measures assessment project		Spring 2016	Not anticipated.	Educational Excellence
3. Chairing the Institutional Effectiveness Committee and related duties		Ongoing	Not anticipated.	Educational Excellence
4. Co-chairing the Institutional Planning Committee and related duties		Ongoing	Not anticipated.	Educational Excellence
5. Conduct Chemistry Validation study		Spring 2017	Not anticipated.	Educational Excellence
6. Provide on CTE Data Unlocked		Fall 2017	Hiring of CTE Data Unlocked Expert	Educational Excellence
7. Provide support on the Common Assessment Initiative		Fall 2017	Not anticipated.	Educational Excellence

III. PROGRAM ASSESSMENT/ADMINISTRATIVE UNIT OUTCOMES

Program Assessment Planning for Spring 2016 and AY 2016-17

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
Clients will be able to describe trends in their program review data packet	Meeting with selected faculty/staff to review their data packet.	Fall semesters	Clients will need to describe trends in their program review data packet. Of the clients that we review the data packets, at least 80% will be able to identify trends.	Results from the assessment will be used to improve what data are used and/or how data are displayed in the program review data packets.	Organizational Effectiveness

IV. STAFFING

A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years					Anticipated total staff needed	
	2011	2012	2013	2014	2015	2016-2017	2017-2018
Administration	1	1	1	1	1	1	1
Supervisory	0	0	0	0	0	0	0
Classified Staff FT	0	0	0	1	1	1	1
Classified Staff PT	0	1	1	0	0	1	1
Confidential Staff FT	0	0	0	0	0	0	0
Professional Expert	0	0	0	0	0	.3	.3
Total Full Time Equivalent Staff	1	1.5	1.5	2	2	2.8	2.8

B. Staffing Needs

NEW OR REPLACEMENT STAFF (Administrator, Faculty or Classified)

<p>List Staff Positions Needed for Academic Year <u>2016-17</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. Half-time Research Analyst</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>N</p>		

V. FACILITIES

A. Facilities Needs

FACILITIES NEEDS

<p>List the Facilities Need and the Reason</p>	<p>EMP Goals Linked to Position</p>

<p>1. A dedicated office is needed for the current full-time research analyst. The research analyst handles sensitive data and needs a secure office to house the data.</p> <p><u>Reason:</u></p>	
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VI. 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. New computer for potential half-time research analyst</p> <p><u>Reason:</u> The new half-time research analyst would need a dedicated computer to do his or her work.</p>	<p>New</p>	<p>Total cost would be around \$1,500</p>	

VII. 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		
	Cost per item	Number Requested	Total Cost
<p>1. RP Group regional meetings</p> <p><u>Reason:</u></p>	\$70	2 meetings	\$140
<p>2. Annual RP Group Conference</p> <p><u>Reason:</u></p>	\$1,200	2 individuals	\$2,400 (estimate)
<p>3. Annual Strengthening Student Success Conference</p> <p><u>Reason:</u></p>	\$1,200	2	\$2,400 (estimate)