



**2023-24 ADMINISTRATIVE UNIT PROGRAM REVIEW**  
**UNIT: Office of Research, Planning, and Institutional Effectiveness**  
**Writer: Rajinder Samra**

**\*\*\*Please submit your completed Program Review to Sheri Moore by 12 pm on March 1, 2024 to Sheri Moore.\*\*\***

**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

**Timeframe:** This program review reflects on the time period between spring 2023 through fall 2023 and plans for spring 2024 through fall 2024.

**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 provides an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.*

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 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?

Since the last administrative unit program review, the following have been achieved (sample is not exhaustive list):

- Produced and submitted waivers for the Title III and V eligibility
- Administered the #RealCollege Survey
- Provided the data for the DHSI Grant
- Served as an Interim Accreditation Liaison Officer
- Presented at the CLPCCD Board Retreat
- Provided data for the Faculty Prioritization Committee
- Provided data for Smart Shops
- Provided student contact information for the CTE Outcomes Survey
- Coordinated the regional researchers' meetings
- Presented LPC data to local unified school districts
- Provided course fill rate data
- Completed the annual ACCJC report
- Conducted the Student Experiences Survey

- Provided the federal government IPEDS data on student demographics and outcomes
- Town meeting presentations
- Contributed to proactively awarding associate degrees and certificates
- Added new elements to the Institutional Research database, including updating elements that identify veterans
- Researched 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.
- Chaired the Institutional Planning and Effectiveness Committee

B. Major Goals and Objectives for Spring 2024 through Fall 2024.

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. Create narratives and produce data in order to submit waivers for Title III and V grants	1/1/24	2/15/24	No	Educational Excellence
3. CTE Outcomes Survey	1/10/24	3/15/24	No	Educational Excellence
4. Chair the LPC's Institutional Planning and Effectiveness Committee	Ongoing	Ongoing	No	Educational Excellence, Organizational Effectiveness
5. Research on AB-705 Data	Ongoing	Ongoing	No	Educational Excellence, Organizational Effectiveness
6. Add and/or revise data elements to the IR database	Ongoing	Ongoing	No	Educational Excellence, Organizational Effectiveness
7. Provide support for grants	Ongoing	Ongoing	No	Educational Excellence,

				Organizational Effectiveness
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### III. STAFFING

#### A. Staff Profile

Position	Staffing Levels for Each of the Previous Five Years						Anticipated total staff needed	
	2019	2020	2021	2022	2023		2024-2025	2025-2026
Administration	1	1	1	1	1		1	1
1Supervisory								
Classified Staff FT	1	2	2	1	1		2	2
Classified Staff PT								
Confidential Staff FT								
<b>Total Full Time Equivalent Staff</b>	2	3	3	2	2		3	3

## B. Staffing Needs

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

<b>List Staff Positions Needed for Academic Year: <u>2024-25</u></b>  Place titles on list in order (rank) or importance.	<b>Indicate (N) = New or (R) = Replacement</b>	<b>Estimated Annual Total Cost</b>	<b>EMP Goals or Planning Priorities Linked to Position</b>
1.  Reason: The Research Analyst position is critically needed in the office in order to meet the increasing demands for data-driven decision-making and strategic planning. As the volume and complexity of data grow, the need for additional expert analysis becomes paramount to interpret and utilize this information effectively.	R	157,000	Educational Excellence, Organizational Effectiveness

## IV. 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>
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1. None at this time	
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## V. TECHNOLOGY AND EQUIPMENT

### A. Technology and Equipment Needs

#### TECHNOLOGY AND EQUIPMENT NEEDS

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

## VI. 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	<b>Annual TC</b>	
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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.	Cost per item	Number Requested	Total Cost	<b>EMP Goals or Planning Priorities Linked to Position</b>
<b>1. Annual RP Group Conference</b>  <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.	\$1,200	3 individuals	\$3,600 (estimate)	Educational Excellence, Organizational Effectiveness
<b>2. Annual Strengthening Student Success Conference</b>  <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.	\$1,200	3 individuals	\$3,600 (estimate)	Educational Excellence, Organizational Effectiveness