

Planning, Research, and Institutional Effectiveness (PRIE) Overview Fall 2013

The PRIE Program/Service Overview

a. Mission of the Service

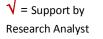
The Office of Planning, Research and Institutional Effectiveness (PRIE) provides leadership in collaboration with the president's Cabinet for institutional planning, research, monitoring of the governance system, District policy development, accreditation, and other initiatives that enhance institutional effectiveness and promote student success. PRIE oversees and implements planning and research activities to positively impact student outcomes; oversees and coordinates implementation of the college strategic and master plans and provides leadership in other major planning efforts.

b. Service Description of the Functions

Five major functions of PRIE: Planning, Research, Assessment, Program Review, and Accreditation.

Planning (P)

- Oversee the ongoing development and implementation of the <u>College strategic plan</u> by ensuring the development of meaningful objectives and consistently reporting the outcomes;
- 2. Provide leadership in the development of policies and procedures for planning and research in conjunction with <u>District and College goals</u> and missions;
- Coordinate a systematic and integrated institutional <u>planning process</u> that is aligned with accreditation, the campus <u>strategic and master plans</u>, and other <u>planning</u> related requirements;



Research (R)

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4. Compile, analyze, and maintain statistical and other data for reports related to <u>institutional</u> <u>effectiveness</u> including: <u>student equity, enrollment, demographics, productivity, student success, retention, persistence and transfer rates, and provide reports as assigned;</u>



- 5. Coordinate timely responses to <u>surveys</u> and reports required by external agencies and other ongoing College efforts to measure its effectiveness;
- 6. Establish a process using the governance model to design a <u>research agenda</u> and research studies (including data development, analysis and report writing) to identify implications for College practices;
- ✓ 7. Create data democracy and culture of inquiry by establishing <u>Data Dashboard System</u> and train administrators, faculty and staff using this system.
- 8. Develop, coordinator, and, review measures of institutional effectiveness, as well as program effectiveness;
- 9. Provide access to timely, focused and accurate information from multiple data sources;
- √ 10. Provide consultation, support and technical assistance on <u>specific research and grant</u> <u>projects</u> for divisions, department programs, governance committees and individual faculty;
- √ 11. Keep abreast of national and state institutional research by participating in conferences such
 as the Research and Planning Group for California Community Colleges;

Assessment (SLO)

- 12. Provides leadership in developing <u>an assessment plan</u> ranging from establishment of outcomes and methods of assessment to the interpretation and analysis of the results and follow-up decision making (including ILO, PLO, and CLO);
- √ 13. Provide leadership in academic, support and administrative <u>assessment efforts</u>;
- √ 14. Provide leadership in the design, implementation, and analysis of <u>student satisfaction</u> surveys, campus climate and community surveys;

Program Review (PR)

- √ 15. Coordinate program-specific assessment and planning activities, including departmental program review.
- √ 16. Provide leadership in academic, support and administrative program review efforts;
- √ 17. Provide leadership in program review data packet and training on analyzing the information.

Accreditation (A)

18. Act as the <u>Accreditation Liaison Officer (ALO)</u> and coordinate continuing institutional self-evaluation scheduling and logistics in preparation for accreditation review; manage response efforts as required by the Accreditation Commission; compile and submit accreditation update reports;

19. Provide leadership in the preparation and the development of responses to the WASC (accreditation) related to the reaffirmation of accreditation.

Task Accomplished

 $\sqrt{}$ = Support by Research Analyst

P=Planning; R=Research, SLO=SLO, PR=Program Review, A=Accreditation, O=Other

Support by Research Analyst	Function	Task (What)	Time (When)	Occurrence (How Often)
V	Р	Program Review Packets Fall 2012 and Spring 2013	Sept 2013	Every semester
1	R	Enrollment Report	Sept 2013	Annually
√	R	Benchmarks and Goals	Sept 2013	Annually
	SLO	CCSSE Report/Noel-Levitz/Student Survey	Sept 2013	Annually
V	0	Website Update	Sept 2013	Ongoing
V	R	Vet information	Sept 2013	Annually
V	R	TIRO list	Sept and Feb	Annually
	R	Proposed Data Dashboard System	Sept 2013	Ongoing
	Р	Strategic Plan Implementation 2012-2013	Oct 2013	Annually
	Р	Strategic Enrollment Planning	Oct 2013	?
V	PR	Program Review Research Request 2012-2013	Oct 2013	Annually
V	R	CTEA Survey (CTE)	Oct 20, 2013	Annually
√	R	International Student Data Task	Oct 15, 2013	Ongoing
	SLO	ILO Report	Oct 2013	Annually
1	R	Gainful Employment	Dec 2013	Annually
V	R	Placement Validation	Oct-Feb 2013	One time

Support by Research Analyst	Function	Task (What)	Time (When)	Occurrence (How Often)
	R	Middle College High School Report	Oct 2013	Annually
V	R	Tutoring workshop report	Oct 2013	Annually
√	R	PE Title IX Survey	Oct 15, 2013	Annually
٧	R	Peterson's Survey	Oct 25, 2013	Annually
	SLO	Orientation, Placement, Counseling SLO	Oct 2013	Annually
	R	IPEDS	Oct 30, 2013	Annually
	R	Orientation→Placement→Course Taken→Course Success	Oct-Feb 2013	Annually
	R	Three Colleges employee headcount and FTE	Oct 2013	Annually
	Р	Hiring Process Data on FTE and Enrollment	Oct and Nov 2013	Annually
	Р	Distance Education Plan	Nov 2013	Ongoing
	PR	Evaluated/Revised Program Review Data Packets	Nov 2013	Annually
	Р	Student Equity Plan	Nov 2013	Ongoing
	Р	Basic Skill Plan	Nov 2013	Ongoing
	SLO	SLO	Nov 2013	Ongoing
1	R	Research Plan	Dec 2013	
V	R	Time to Degree	Jan 2014	Annually
V	R	Data Dashboard	Feb 2014	
V	R	Student Achievement Report	March 2014	Annually
	R	Student Success Scorecard	March 2014	Annually
		To be continuing		