



## ADMINISTRATIVE UNIT PROGRAM PLAN 2013-14

1. **Name of Unit:** Planning, Research, and Institutional Effectiveness
2. **Completed by (Writing Team):** Chialin Hsieh and Brandon Price
3. **List of staff/personnel in Unit with titles** Dean of Planning, Research, and Institutional Effectiveness  
Research Analyst

4. **Unit Mission. Describe the purpose of the unit, its objectives, goals and connection to the Mission of Cañada College.**

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.

5. **Explain to what extent your Unit supports other programs and/or units at this institution. Please include any student and/or staff demographics relevant to your Unit and its purpose.**

The Office of PRIE provides information and guidance, in an ongoing fashion, to the college's administrative leadership team, faculty and staff to help guide decision-making. The office supports classroom and program level decision making by providing information related to student performance and responsiveness to college interventions. Support is provided through a variety of tools & venues including program review, individual research requests, presentations of evidence and research findings, facilitated conversations, and the development and monitoring of student learning outcomes.

6. **Assessment of last year's plan and the impact that your efforts had toward achieving your objectives and outcomes – and ultimately the mission of the institution.**

The unit continued to support senior leadership by providing on-going information, data and other evidence to support college's strategic goals in response to on-going needs. However, due to personnel changes in PRIE (PRIE dean was hired in September 2013, a research analyst left in December 2013, a new research analyst was hired in February 2014) the unit did not complete the development of "a reference and tracking mechanism that will allow the college cabinet and other leaders to accurately track college plans, strategies ... and monitor performance." This work will be continued over the next year.

**7. Identify the sufficiency of the physical, financial and personnel resources available to support your unit this past year.**

During portions of the past year, PRIE lacked sufficient human resources due to the departure of both the PRIE director and research analyst. Although these vacancies were filled through the hiring of the Dean of PRIE in and the hiring of the PRIE research analyst the office would still benefit greatly from the addition of a part-time (20 hours/week) office assistant or student worker to:

- (a) Support accreditation documentation efforts—post evidences, meeting minutes, set up templates, record checking
- (b) Support SLO—tracking, converting documents
- (c) Support planning efforts—keeping record of multiple plans progress, post evidences
- (d) Maintaining websites

**8. Unit Action Plan for 2014/15**

1. Complete the Research Plan and Implement the Research Plan (EMP Objective 2.12)
2. Set up and train key users on Data Dashboard (EMP Objective 2.12)
3. Support SLO efforts (EMP Objective 2.1)
4. Successful prepare for Follow-Up Report and visit in October
5. Update websites—accreditation, research, APC, other related websites
6. Study of placement (including validation) and improving remedial course sequence (Student Equity Plan)

**9. Identify anticipated future changes and resource needs necessary to pursue your Action Plan. Respond to each area listed below and include any cost/budget estimates.**

**Personnel:**

A temp office assistant: (20 hours/week)

- (a) Support accreditation documentation efforts—post evidences, meeting minutes, set up templates, record checking
- (b) Support SLO—tracking, converting documents
- (c) Support planning efforts—record checking multiple plans progress, post evidences
- (d) Maintaining websites

**Professional Development:**

Attend RP Group conferences (Chialin and Brandon)

Attend ACCJC Accreditation related workshop (Chialin)

**Supplies & Equipment:**

NA

**Facilities:**

NA

**Other:**

**10. Administrative Unit Outcomes: List the administrative unit outcomes for the administrative dept/area.**

- (1) To conduct an annual satisfaction survey of all college faculty, staff and administrators to gauge both overall and project-specific satisfaction related to support provided by the office of PRIE including Research Report and other projects.
- (2) To continue having dialogue with planning committees and various committees about the college's set standards and these standards' performance.

Assessment and/or focus group will be conducted through an on-line survey of all college faculty and staff. The first survey will be conducted in Fall 2014 which will provide a baseline for establishing outcome targets for subsequent years.

**11. Administrative Unit Outcome assessment****Assessment results:**

First assessment schedule in Fall 2014.

**Summary of dialogue about results:**

Survey results will be discussed either in Fall 2014 or Spring 2015 with senior leaders in college cabinet and with the college community in various forums.

**12. Commentary: Other thoughts regarding your administrative unit you would like to be included in future planning or decision making**

NA