



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)

1. Oversee the ongoing development and implementation of the College strategic plan 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 District and College goals and missions;
3. Coordinate a systematic and integrated institutional planning process that is aligned with accreditation, the campus strategic and master plans, and other planning related requirements;

✓ = Support by
Research Analyst

Research (R)

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

✓

5. Coordinate timely responses to surveys 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 research agenda 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 Data Dashboard System and train administrators, faculty and staff using this system.
- ✓ 8. Develop, coordinate, 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 specific research and grant projects 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 an assessment plan 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 assessment efforts;
- ✓ 14. Provide leadership in the design, implementation, and analysis of student satisfaction 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 Accreditation Liaison Officer (ALO) 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

√ = Support by Research Analyst

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

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

| <i>Support by Research Analyst</i> | <i>Function</i> | <i>Task (What)</i> | <i>Time (When)</i> | <i>Occurrence (How Often)</i> |
|------------------------------------|-----------------|---|--------------------|-------------------------------|
| | R | Middle College High School Report | Oct 2013 | Annually |
| √ | R | Tutoring workshop report | Oct 2013 | Annually |
| √ | R | PE Title IX Survey | Oct 15, 2013 | Annually |
| √ | 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 |
| | P | Hiring Process Data on FTE and Enrollment | Oct and Nov 2013 | Annually |
| | P | Distance Education Plan | Nov 2013 | Ongoing |
| | PR | Evaluated/Revised Program Review Data Packets | Nov 2013 | Annually |
| | P | Student Equity Plan | Nov 2013 | Ongoing |
| | P | Basic Skill Plan | Nov 2013 | Ongoing |
| | SLO | SLO | Nov 2013 | Ongoing |
| √ | R | Research Plan | Dec 2013 | |
| √ | R | Time to Degree | Jan 2014 | Annually |
| √ | R | Data Dashboard | Feb 2014 | |
| √ | R | Student Achievement Report | March 2014 | Annually |
| | R | Student Success Scorecard | March 2014 | Annually |
| | | To be continuing... | | |