



Annual Program Review 2011-2012 ADMINISTRATIVE PROGRAMS

RESEARCH, PLANNING & GRANTS

Authorization

Author/Manager: Ed Karpp
Dean: Ed Karpp
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Overview of the Program

Statement of Purpose – briefly describe in 1-3 sentences.

The Research and Planning office assesses various components of institutional effectiveness, provides management information reports, and provides research and statistical analysis to the GCC community of administrators, faculty, staff, and students. The purpose of Research and Planning is to measure and enhance institutional effectiveness.

Please list the **most significant achievement** accomplished since your last program review.

1. The Research & Planning office was given responsibility for coordinating the college's grants function and a reorganization resulted in the new position of Dean of Research, Planning, and Grants at the beginning of 2010-2011
2. A new Planning & Research Analyst was hired in June 2008 to conduct research on basic skills and the Title V ACE program
3. Research & Planning staff were assigned responsibility for developing PeopleSoft queries

List the current major strengths of your program

1. Institutional commitment to research and empirically based decision-making
2. Experience and education in statistical analysis
- 3.

List the current weaknesses of your program

1. Insufficient staffing and dependence on short-term funding
2. Inefficient access to data necessary for analysis and decision support
3. Lack of staffing to support grants function

1.0. Trend Analysis

For each program within the division, use the data provided to indicate trends (e.g., steady, increasing, decreasing, etc.) for each of the following measures.

Department Service Area	Service Provided	Contacts Recipients Production	Acad. Year 2007-2008	Acad. Year 2008-2009	Acad. Year 2009-2010	Acad. Year 2010-2011	Trends
Research, Planning & Grants	Produce publications to support decision-making (Campus Profile, Student Views, Campus Views, Community Profile, Planning Handbook, Institutional Effectiveness Report)	About 400 recipients for Campus Profile; 50-100 recipients for others	3 (Campus Profile, Student Views, Campus Views)	5 (added Community Profile, Planning Handbook)	5	6 (added Institutional Effectiveness Report)	Increasing
	Provide evaluation information for grant-funded programs and other special programs (e.g., information competency program, Title V grants, basic skills programs, etc.)						Steady
	Conduct surveys of students and faculty/staff	300-400 responses to faculty/staff survey; 2,000 responses to student survey	2 formal surveys	2 formal surveys	2 formal surveys	2 formal surveys	Steady
	Provide program review data to instructional programs	15 instructional divisions					
	Coordinate responses to external surveys and reporting (IPEDS, Gainful Employment, Student Right-to-Know, etc.)	External surveys completed (3-5 per year)					
	Handle ad hoc requests for information, including PeopleSoft queries	Requests					
	Maintain college grants approval process and grants website						

STAFFING	Management.	Classified	Hourly	Student Workers Hrs.
2007-2008	1.0 FTEF	1.0 FTEF	0	0
2008-2009	1.0 FTEF	2.0 FTEF	0	0
2009-2010	1.0 FTEF	2.0 FTEF	0	0
2010-2011	1.0 FTEF	2.0 FTEF	0	0

1.1. Describe any trends and how this affects students (if applicable) and your service recipients, area or the district.

Reporting requirements have increased in the past few years. Gainful Employment reporting is new in 2011-2012 and requires data analysis, publication of summary data, and reporting of student records to the U.S. Department of Education.

1.2. Is there other relevant quantitative/qualitative information that affects the evaluation of your service area?

2.0. Student Learning and Curriculum

Please provide the following information for each program within this area.

Program Service/Function	Outcome Developed	Have program outcomes been assessed? Yes or No	Has the assessment data been analyzed? Yes or No	Has the data been used for program improvement?
Research & Planning	Satisfaction	Yes	Yes	No

2.1. Please comment on your answers above.

General satisfaction with Research & Planning is assessed through an online survey of administrators, division chairs, and other faculty leaders. Satisfaction is measured as the percentage of respondents saying “Excellent” or “Good” to the question “How would you rate the Research & Planning office’s overall contributions to supporting GCC’s mission?” In 2011, 100% of 21 respondents said “Excellent” (81%) or “Good” (19%).

2.2 Does the evidence from assessments show that the program is achieving desired outcomes?

The next lowest response in the 2011 survey was “Information I received from Research & Planning is accurate.” Of the 21 respondents, 15 (or 71%) agreed with this statement, 4 (19%) were neutral, and 1 (5%) disagreed. Although the agreement rate was relatively high for this item, the results indicate that accuracy can be improved.

2.3 Briefly summarize any elements of your program/services that have been changed or will be changed as a result of assessments.

Because of the survey item on inadequate staffing and increasing demands for data internally (e.g., annual program review, more IHAC requests, enrollment management requests, and a greater emphasis on data-based decision-making) and externally (e.g., Federal gainful employment disclosure and reporting requirements), additional staffing will be requested in future years. For this year, a resource request will be made to move one full-time position's salary from restricted funding to the unrestricted general fund.

Because of the survey item on the accuracy of reported information, requests will be made to upgrade software for analyzing data and for improving methods of accessing data in the new PeopleSoft system.

2.4 Based on the program assessment evidence you have gathered, please comment briefly on how far along your department/program is in the assessment process and your plans to continue progress.

We have implemented an assessment survey but it would be helpful to develop less subjective outcome measures.

3.0. Reflection and Action Plans

3.1 What recent activities, dialogues, discussions, etc. have occurred to improve program outcomes or processes?

Research & Planning staff meet weekly but we do not specifically discuss how to improve program outcomes based on assessments. We plan to focus on assessments and improvements at weekly meetings in the future.

3.2 Using the weaknesses, trends and assessment outcomes listed on the previous pages as a basis for your comments, please briefly describe your plans and/or modifications for program improvements.

Plans or Modifications	Anticipated Improvements
Replace one 8-year-old computer and monitor	Improved efficiency in producing reports and querying databases
Move one position funding from categorical funding to the general fund	Improved flexibility of work assignments
Purchase SPSS software upgrades	Improved ability to access databases and conduct statistical analysis
Request training on alternative methods for querying PeopleSoft data	Improved efficiency in producing reports and querying databases

2011 PROGRAM REVIEW

Research & Planning Change in Funding Source for Staff Position	I: RP-1
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Section 4 Resource Request

Type of Resource Request:

Facilities/Maint. Classroom Upgrades New space Conference/Travel
 Instructional Equip. Non-Instructional Equip Training Other
 Computer/Hardware Software/Licenses Supplies

Mandatory: Is this request for one-time funding? OR Does this request require ongoing funding?

If this is a repeat request, please list the Resource ID code or year requested: not a repeat

Mark if the following apply to this request: Health & Safety Issue Legal Mandate
 Accreditation Requirement Contractual Requirement

4.1. Clearly describe the resource request.

Move funding for one classified staff position (Planning & Research Analyst) from categorical funding (basic skills and Title V) to the unrestricted general fund.

Amount requested \$ 67,000 per year from restricted to unrestricted funding

4.2. Justification and Rationale: What planning goal, core competency or student outcome does this request address? Use data from your report to support your request.

Terrence Yu's position is funded by basic skills and Title V. He is only assigned projects that relate directly to the evaluation of basic skills activities and Title V activities. Moving funding to the unrestricted general fund would make it possible to assign him more flexibly to improve the ability of the program to respond to internal and external requests for data and analysis. This relates to EMP Goal 3.1, Implement empirically-based planning and decision-making.

4.3. What measurable outcome will result from filling this resource request?

Improved ability for the program to respond to internal and external requests for data and analysis; improved knowledge base for employee to help decision-making across the college

APPROVALS

AGENCY	DECISION						
The Program Review Committee has reviewed the data, outcomes and plans in the report and finds this request to be: <p style="text-align: center;">NA</p>	Well supported						
	Adequately supported						
	Not supported						
	Reason:	Sect.1: Data		Sect.2: SLOs		Sect.3: Plans	
Standing Committee Review of Resource Request Committee: Cabinet						Prioritization Score	

2011 PROGRAM REVIEW

Research & Planning Replacement Computer and Monitor	I: RP-2
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Section 4 Resource Request

Type of Resource Request:

- Facilities/Maint. Classroom Upgrades New space Conference/Travel
 Instructional Equip. Non-Instructional Equip Training Other
 Computer/Hdware Software/Licenses Supplies

Mandatory: Is this request for one-time funding? OR Does this request require ongoing funding?

If this is a repeat request, please list the Resource ID code or year requested: not a repeat

Mark if the following apply to this request: Health & Safety Issue Legal Mandate
 Accreditation Requirement Contractual Requirement

4.1. Clearly describe the resource request.

We are requesting a replacement computer and monitor for Terrence Yu, whose computer and monitor are 8 or 9 years old. The motherboard was replaced 2 years ago.

Amount requested \$ 1,300

4.2. Justification and Rationale: What planning goal, core competency or student outcome does this request address? Use data from your report to support your request.

A new computer will help support EMP Goal 3.1, Implement empirically-based planning and decision-making, by improving staff access to data and efficiency in preparing reports and presentations. It will also help improve the program's established outcome of satisfaction among administrators, division chairs, and other faculty leaders.

4.3. What measurable outcome will result from filling this resource request?

Increased efficiency in responding to requests for data, as well as improved satisfaction among administrators, division chairs, and other faculty leaders.

APPROVALS

AGENCY	DECISION						
The Program Review Committee has reviewed the data, outcomes and plans in the report and finds this request to be:	Well supported						X
	Adequately supported						
	Not supported						
	Reason:	Sect.1: Data		Sect.2: SLOs		Sect.3: Plans	Other:
Standing Committee Review of Resource Request Committee: Campus-wide Computer Coordinating Committee					Prioritization Score		

2011 PROGRAM REVIEW

Research & Planning SPSS Software Upgrades	I:RPR-3
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Section 4 Resource Request

Type of Resource Request:

- | | | | |
|---|---|------------------------------------|--|
| <input type="checkbox"/> Facilities/Maint. | <input type="checkbox"/> Classroom Upgrades | <input type="checkbox"/> New space | <input type="checkbox"/> Conference/Travel |
| <input type="checkbox"/> Instructional Equip. | <input type="checkbox"/> Non-Instructional Equip | <input type="checkbox"/> Training | <input type="checkbox"/> Other |
| <input type="checkbox"/> Computer/Hdware | <input checked="" type="checkbox"/> Software/Licenses | <input type="checkbox"/> Supplies | |

Mandatory: Is this request for one-time funding? OR Does this request require ongoing funding?

If this is a repeat request, please list the Resource ID code or year requested: not a repeat

Mark if the following apply to this request: Health & Safety Issue Legal Mandate
 Accreditation Requirement Contractual Requirement

4.1. Clearly describe the resource request.

One upgrade for SPSS for Windows to version 20 and one upgrade for SPSS for Mac to version 20

Amount requested \$ 1,100 (approximately)

4.2. Justification and Rationale: What planning goal, core competency or student outcome does this request address? Use data from your report to support your request.

This will help support EMP Goal 3.1, Implement empirically-based planning and decision-making, by improving the ability of staff to analyze large data sets and to work more efficiently with a new version of the statistical software they use daily. (While new versions of SPSS do not always improve functionality, new versions are necessary for compatibility with modern computer hardware and operating systems.)

4.3. What measurable outcome will result from filling this resource request?

Increased efficiency in responding to requests for data, as well as improved satisfaction among administrators, division chairs, and other faculty leaders.

APPROVALS

AGENCY	DECISION						
The Program Review Committee has reviewed the data, outcomes and plans in the report and finds this request to be:	Well supported						
	Adequately supported						X
	Not supported						
	Reason:	Sect.1: Data		Sect.2: SLOs		Sect.3: Plans	Other:
Standing Committee Review of Resource Request Committee: Administrative Affairs						Prioritization Score	