

Area	Manager
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Research and Planning

Peter Cammish

Mission

Research and Planning will provide timely and relevant research to internal and external stakeholders. We will ensure that the districts planning processes are clear, pragmatic and widely articulated.

## Section 1: Current Projects

This Program Review contains an evaluation of all projects that overlap the window between 02-Aug-12 and 05-Aug-13

### Project Assessment

Outcome Supported Understand IPP > Develop and manage resources to support institutional effectiveness.

Project Title **IPP v2.0**

Project Description

How is Outcome Supported A completely revised IPP incorporating all of the recent planning improvements will be published and act as a resource for anyone across campus engaging in planning

Project Start 01-May-13 Project End 01-Oct-13 Status **Overdue**

Project Outcomes

- Fully revised IPP available on website

Evaluation Results

Project Title **IPP Database V2.0**

Project Description

How is Outcome Supported Including non-academic program review as part of the database allows users to better understand the relationship between outcomes assessment, project planning and program review

Project Start 01-May-13 Project End 01-Sep-13 Status **Overdue**

Project Outcomes

- Ability to complete non-academic program review in database

Evaluation Results

Outcome Supported Access and Interpret Data > Maximize organizational efficiency and effectiveness.

Project Title **Add interactive data web pages**

Project Description Add data pages to the website that allow users to interact with major data sets.

How is Outcome Supported Allows users to access interactive data

Project Start 01-Nov-11 Project End 28-Feb-13 Status **Complete**

### Project Outcomes

- Published web pages

### Evaluation Results

Based on evaluation of data pages with IR staff it has been decided that some of these reports are not used enough to warrant the time required to design and maintain. An alternative system using PDFs exploded from a large crystal reports set seems to be preferred and is easier to maintain. We will explore use of Tableau Public in later years

Project Title **Data Manipulation Training**

Project Description Deliver data manipulation training to faculty on how to access and manipulate critical data

How is Outcome Supported Staff trained on data manipulation will allow them to access their own data so they can interpret it in a way that is meaningful to them

Project Start 01-Nov-11 Project End 03-May-13 Status **Complete**

### Project Outcomes

- More staff trained on data manipulation techniques

### Evaluation Results

Dean level training worked well but training for staff was poorly attended. It appears that most staff have little time to attend this training although it is vital to their job. We aim to work more with managers and promote as well as consider exactly what skills are required.

## Major Accomplishments

Research and Planning has completed 2 major projects in the last year. These include Interactive Web Pages and Data Manipulation training. 2 major projects are currently underway. These are redesigning the Integrated Planning Process and updating the Planning Database to include program review functionality.

The data manipulation training was delivered during Spring 2013 and focused on learning Access skills. The training was generally not very well attended due to peoples time schedules. The Interactive Web Pages project added a number of interactive web pages designed using Excelsius.

## Section 2: Outcomes Assessment

This Program Review contains assessment activities that occurred between 04-Aug-12 and 05-Aug-13

### Intergrate Data in Planning

Outcome Description	Solano College employees will intergrate appropriate data into program review reports as well as other planning documents.
Assessment Strategy	For each program review score on rubric along dimensions of data quality, data timeliness, data relevance and quality of decision making. Outcome will be assessed once every academic year.
Success Criteria	Increasing average scores along each dimension over baseline year (2011-2012)
Strat Objective Supported	4.1 Support Institutional Effectiveness

### Outcomes Assessment and Actions

Assessment Date	Assessment Results
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6/29/2012	Program Reviews are under evaluation over summer by Amy Obegi, I met with Amy and we decided about standard data that would be used for all program reviews supplemented by division specific requests.				
<table border="1"> <thead> <tr> <th>Action Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>01-Sep-12</td> <td>Discuss standard data for PR with division deans and finalize production from report writer</td> </tr> </tbody> </table>		Action Date	Action	01-Sep-12	Discuss standard data for PR with division deans and finalize production from report writer
Action Date	Action				
01-Sep-12	Discuss standard data for PR with division deans and finalize production from report writer				
5/31/2013	Discussion with EMC members as well as Foundation and Program Review authors has revealed a need for transfer data. There is increasing requirement to look at what students are doing after they have left SCC, in addition a number of people have asked to look at which HS students are coming from for part of targeted marketing.				
<table border="1"> <thead> <tr> <th>Action Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>02-Sep-13</td> <td>Plan Student Transfer data project</td> </tr> </tbody> </table>		Action Date	Action	02-Sep-13	Plan Student Transfer data project
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### Support Mandated Reporting

Outcome Description	Institutional research will provide support ro requested state or federal reports to ensure that they are submitted on time and accurately.
Assessment Strategy	Count numbers of reports submitted late and number of errors returned from final report for reports that have IRP support.
Success Criteria	All reports that have IRP support for submission (eg IPEDS) will be submitted on time and be free from reported errors.
Strat Objective Supported	4.1 Support Institutional Effectiveness

### Outcomes Assessment and Actions

Assessment Date	Assessment Results				
8/17/2012	Review of years reporting demonstrated that there were no problems with IPEDs reporting. There may be additional reporting requirements next year surrounding Gainful Employment that may be more problematic				
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## Ensure all SLOs assessed

Outcome Description	Ensure that the cycle of assessment for student learning outcomes is continuous and all outcomes are being assessed
Assessment Strategy	Calculate percentage of SLOs that have been assessed
Success Criteria	Within and 5 year period all SLOs will have been assessed
Strat Objective Supported	4.2 Maximize Institutional Effectiveness

### Outcomes Assessment and Actions

Assessment Date	Assessment Results
7/23/2013	SLO assessment is at over 85% with a few courses that either have not been offered yet or have not been offered in several years outstanding. List passed to SLO Coordinator for follow up. We are still working on Program and Institution level outcomes assessment
Action Date	Action
30-Sep-13	Review what happened at FlexCal for SLO, PLO and ILO assessment and develop follow up activities

### Areas of Concern

One area of concern was the attendance of staff training for data manipulation. We need to ensure that these training are better attended and focus more on practical skills that are suited to a lower level. Interactive Web pages have become too difficult to maintain and we will explore using alternative software such as Tableau Public. There is an increasing need for student pathways data which has been requested by several internal groups including EMC and Program Review Authors. SLO Assessments are ongoing but there is a need to produce easier reporting to identify gaps. Research and Planning needs to develop a reporting calendar and procedures manual so we can keep on top of annual state and federal reporting.

## Section 3: Planned Work

### Possible Future Projects

Redesign Staff Data Training  
 Consolidate reporting databases so maintenance of reports and interactive web pages is easier  
 Explore alternatives for interactive web pages  
 Compile, analyze and report on student transfer pathways  
 Increase public reporting with initial focus on High School data

Future Project Start

Outcome Supported **Intergrate Data in Planning** > **Develop and manage resources to support institutional effectiveness.**

Project Title **Student Transfer Research Project**

Project Description

How is Outcome Supported

Project Start  Project End  Status **In Progress**

## Project Outcomes

- Student Transfer Reports published on the web

Outcome Supported Understand IPP > Develop and manage resources to support institutional effectiveness.

Project Title **Online Planning System**

Project Description Move all of the functionality and reporting for planning onto an online system that mirrors the current planning database

How is Outcome Supported An online planning tool will make it easier for all users to access planning information (particularly from off-site). If we can use an off-the-shelf solution maintenance and support will also be facilitated.

Project Start 01-Oct-14 Project End 01-Dec-15 Status **In Progress**

## Project Outcomes

- Online planning tool used to plan all projects as well as for non-academic program review

Outcome Supported Access and Interpret Data > Maximize organizational efficiency and effectiveness.

Project Title **2014 Excel Training Series**

Project Description Deliver Pivot Table training to Excel Users

How is Outcome Supported Allowing users to understand pivot tables will allow users to gain better insights from data much quicker

Project Start 03-Feb-14 Project End 30-Apr-14 Status **In Progress**

## Project Outcomes

- Key HR and Fiscal staff trained on Excel Pivot Tables

Project Title **Public Data Reports**

Project Description We would like to include more data relevant to the general public rather than solely focusing on internal users.

How is Outcome Supported help all users better understand the demographic and success of students at SCC

Project Start 01-Sep-13 Project End 28-Feb-14 Status **In Progress**

## Project Outcomes

- Reports relevant to external audience available on the website. These reports should generate 1

Project Title **Consolidate Reporting Databases for Advanced Reports**

Project Description Whether Argos is implemented or not IR needs to be responsive to the demands of increasingly more complex reports. As well as including student data there is also a need to include program, assessment and financial data into 'mixed' reports. This will require the creation of new databases and metrics

How is Outcome Supported Allows for more complex data requests to be presented in a format that is easier to understand and access

Project Start 01-Sep-13 Project End 31-Mar-14 Status **In Progress**

Project Outcomes

- Complex, well organized reports published on the web

Outcome Supported    Support Mandated Reporting    >    Develop and manage resources to support institutional effectiveness.

Project Title    **Online Data**

Project Description    Add data to website

How is Outcome Supported

Project Start            04-Sep-13    Project End            31-Oct-13    Status    **In Progress**

Outcome Supported    Ensure all SLOs assessed    >    Maximize organizational efficiency and effectiveness.

Project Title    **Faculty Research Tools**

Project Description    Work with faculty to develop written guidance and Excel based worksheets to facilitate faculty research

How is Outcome Supported    Giving faculty the tools to easily produce assessment results will help increase the quantity and more importantly the quality of SLO assessment.

Project Start            15-Jan-14    Project End            30-Sep-14    Status    **In Progress**

Project Outcomes

- Faculty research guides for top4 questions published on web
- Delivery of faculty training on using sheets

Other Notes