

Southwestern College Office of Institutional Effectiveness Institutional Research, Planning, and Grants Annual Research Agenda 2015-16

In alignment with the mission of the Office of Institutional Effectiveness (OIE), the purpose of the Office of Institutional Research, Planning and Grants (IRP&G) is to sustain a culture of evidence and inquiry by providing accurate data and information for analysis, decision-making and continuous improvement of institutional effectiveness, strategic master planning and student success. Serving as the administrative home for the College's data governance, IPR&G provides leadership as a steward in sustaining an environment of data accountability and consistency by working with stakeholders and facilitating support for data integrity. In addition, IRP&G supports grant management at Southwestern College though its pre-award efforts in securing grant funding for college programs and services.

Core Services of Institutional Research, Planning, and Grants

Institutional Research and Planning aims to provide Southwestern College with accurate and timely information used to support decision-making and policy formation. The primary responsibilities of the research department are categorized into the following areas:

- Program Review
- SSTF Scorecard
- Data Dashboard for Academic Affairs and Student Affairs
- ACCJC Self Evaluation Report
- ACCJC Annual Report
- Basic Skills Initiative Studies
- Fast Facts & Fact Book
- Faculty Hiring Process Report
- Gainful Employment Reporting
- Institutional Research Review Board
- Institutional Effectiveness
 - o Strategic Planning & Master Planning
 - Institutional Effectiveness Performance Indicators (IEPIs)
- Data Governance Infrastructure
- IPEDS Reporting
- MIS Validation
- Staff Development Workshops RE: Research, Planning and Grants
- Development and submission of grant applications
- Ad Hoc Reports and Surveys

Alignment with SWC Strategic	Core Service		Spring 2016						Summer 2016				
Plan		Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June	July
Mandatory	Reporting												
	ARCC Scorecard												
	· Review & Validation												
	· GB Presentation												
	· Other Presentations & Trainings												
	College Employee Satisfaction Survey (CESS)												
	· Survey Preparation & Administration												
	· Generate Report												
	Student Satisfaction Survey												
	· Survey Preparation & Administration												
	· Generate Report												
	MIS												
	· Development of procedures												
	· Unit Meetings												
	· Validation and Reporting Dates												
	· Establish error log & evaluate												
	IPEDS												
	· Data Verification												
	· Data Submission												
	Gender Equity												
	· Title IX Evaluation												
	Basic Skills Initiative Reporting												
	CTE Reporting												
	· Regional research agenda development												
	· Prepare report												
	ACCJC Annual Report												
	· Data Collection												
	· Data Submission												
	Institutional Effectiveness Partnership Initiative (IEPI)												
	CCCCO Fusion Report												
	Distance Education												
	Gainful Employment Reporting												

Alignment with SWC	Core Service	Fall 2015					Spring 2016						Summer 2016	
Strategic Plan		Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June	July	
Other Insti	tutional Research Reports and Services			·I.			I.		ı	ı	I.			
	Program Review													
	· Co-chair, IPRC													
	· Training using data in PR													
	· Electronic PR module													
	Faculty Hiring Process													
	· Generate Report (FTES Report/PT-FT Report)													
	 Workshops using data in the FHP proposal 													
	Student Affairs Data Dashboard													
	· Renewal of Software													
	· Training													
	· Validation													
	· Updates													
	· Data Support													
	Title V Eligibility Application													
	Fact Book													
	· Data Compilation													
	· Placemat													
	· Generate Report													
	Strategic Planning Benchmarks and Annual Updates													
	Stop-Out Campaign													
	· Batch Querying & Student Data Compilation													
	· Survey Development, Administration													
	Student Outcomes and Achievement Review (SOAR)													
	· Co-chair, SOAR													
	· Presentations and reports													
	Data Reports for Grants													
	Training for Data Dashboard													
	Institutional Research Review Board													
	· Member/Review research requests													
	Ad-Hoc Research Studies													
	· High School/ College continuous enrollment													
	· Various research projects as requested													
	Research Notes													

Alignment with SWC	Core Service	Fall 2015					Spring 2016					Summer 2016	
Strategic Plan		Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June	July
Other Insti	Other Institutional Research Reports and Services												
	Website Maintenance												
	Data Standards Committee												