

Annual Program Review Update Report
Program: Institutional Effectiveness, Research and Planning
Academic Year Reviewed:
Due October 31

Data Analysis and Environmental Scan – Updated annually

- *Report on the progress of recommendations and accomplishment of goals identified in the program's last program review. Reflect on the strengths, weaknesses, and improvements of the program. Clearly state the performance/quality indicators used by the program.*
-

Program Goals From 2010 Program Review:

1. Add Institutional Effectiveness as part of the department title.
2. Hire one full time Research and Effectiveness Manager, summer 2011.
3. Transition of the Research Technician position from grant funding to District funding, so as to make it a permanent full-time position.
4. The movement of all non-administrator positions from classified staff to confidential/management staff, similar to the Human Resources Department.

Goal 1 has been accomplished. The addition of Effectiveness to the department title has helped to focus the department and the campus at large on the growing importance of institutional effectiveness. The one weakness observed is that the department now gets more push back from faculty and others as the role has changed from just providing support to one of also providing an administrative focus on doing SLO's and assessment.

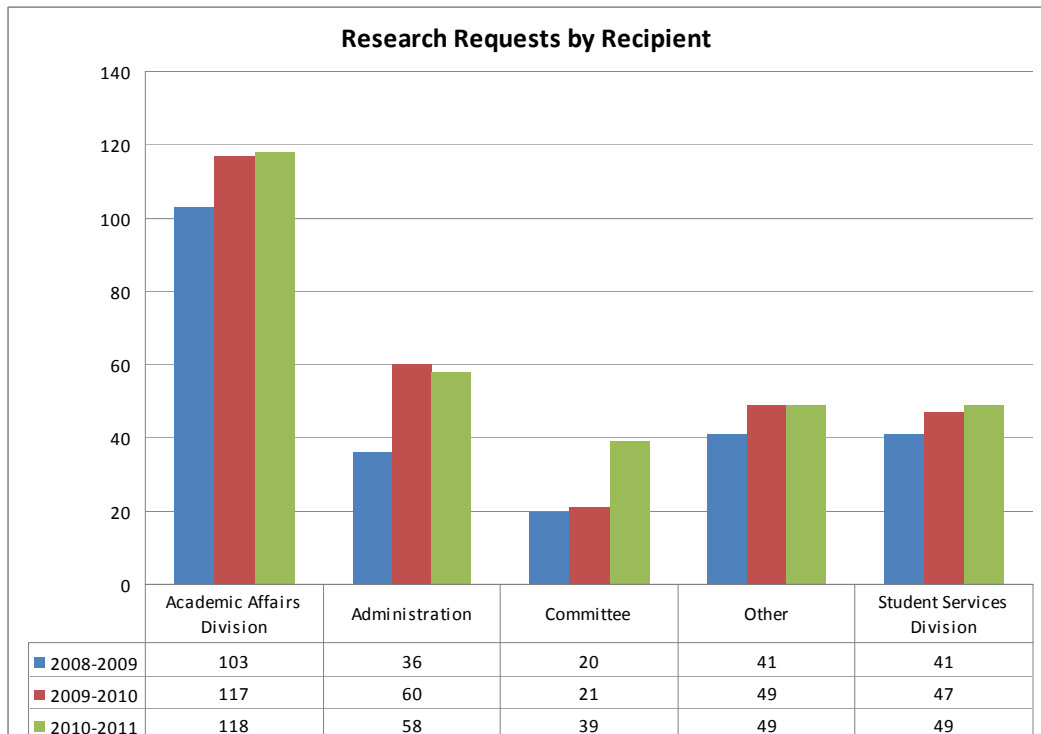
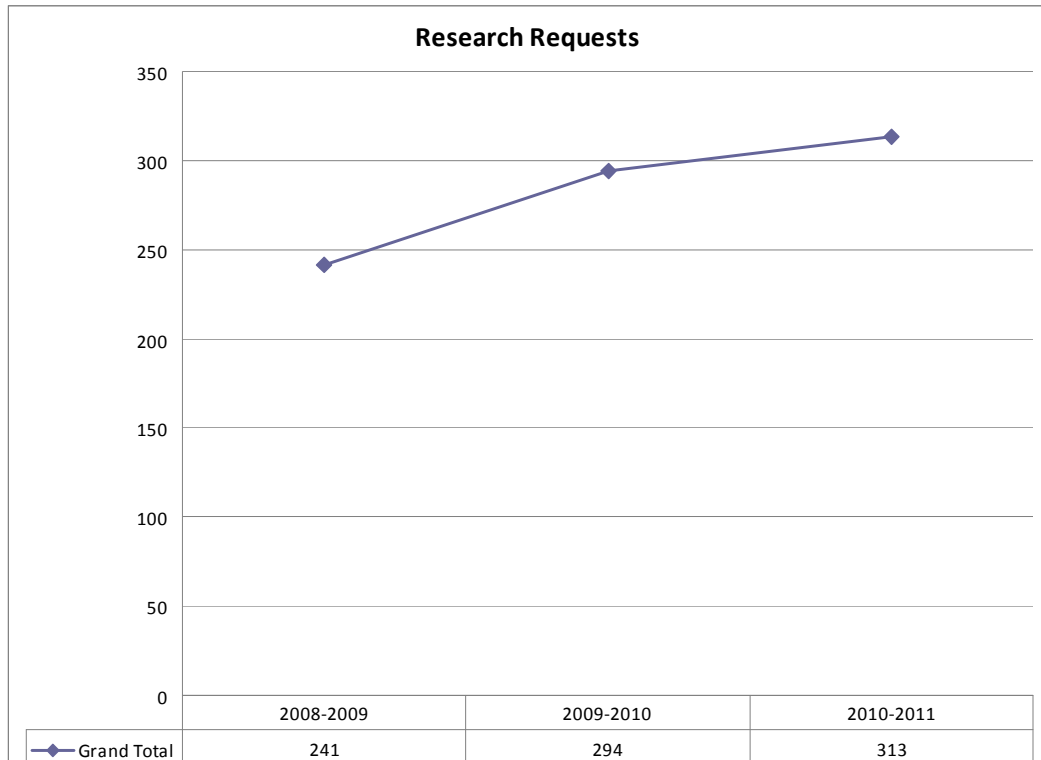
Goal 2 has not been accomplished because of budget constraints. This has reduced the capacity of the office to accomplish all three of its mission areas; effectiveness, research, and planning.

Goal 3 has not been accomplished, however additional grant funding has been obtained to ensure the position continues for at least another two to three years. This has strengthened the department, particularly given the effectiveness time demands as noted in the Program Review.

Goal 4 has not been accomplished at this time. The strengths and weaknesses are hard to categorize at this time.

The key performance indicators for the department are:

- **Number of projects**



- **Number of on-time mandatory reports**
- **Satisfaction survey results**

Please rate the Department of Institutional Effectiveness, Research and Planning on the following elements.

Answer Options	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied	Response Count
Consultation	3	2	16	45	66
Ability to meet your requested deadline	3	1	18	43	65
Accuracy of information	5	1	27	40	73
Presentation of information	6	2	27	41	76
Professionalism	2	3	18	55	78

	Very Dissatisfied	Dissatisfied	Satisfied	Very Satisfied	SATISFIED +
Consultation	4.5%	3.0%	24.2%	68.2%	92.4%
Ability to meet your requested deadline	4.6%	1.5%	27.7%	66.2%	93.8%
Accuracy of information	6.8%	1.4%	37.0%	54.8%	91.8%
Presentation of information	7.9%	2.6%	35.5%	53.9%	89.5%
Professionalism	2.6%	3.8%	23.1%	70.5%	93.6%

Please indicate the overall level of difficulty you experienced when completing surveys.

Answer Options	Response Percent	Response Count
Very Hard	0.0%	0
Hard	1.3%	1
Easy	50.0%	39
Very Easy	48.7%	38
	answered question	78
	skipped question	24

Operational Outcomes Assessment – Updated annually

- *Briefly review operational outcomes assessment activities over the past four years and assess in some detail the effectiveness of those methods in documenting and improving services and cost effectiveness.*
 - *What specific plans have been made for assessing operational outcomes over the next four years? Programs should provide a timeline for defining and assessing all operational outcomes.*
 - *If the program operational outcome assessment results make it clear that particular professional development resources are needed to more effectively serve the campus, describe the need. List items in order (rank) of importance.*
-

Operational outcomes are assessed on an annual basis. Number of projects and campus satisfaction data are collected and tabulated at the end of every year, with that timeline now having been modified to be done in October for inclusion in WEAVE on the same cycle as instructional areas.

Operational Outcomes:

1. Project and predict organizational needs, student success rates and efficient use of institutional resources.

Assessment: 100% On-time delivery of the following : Educational Master Plan, Student Equity Report, Fact Book, and data for program reviews.

2010-2011 Target not met, Student Equity Report delayed.

2. Provide decision-support research and analysis to facilitate the college's planning process and associated accreditation, benchmarking and institutional effectiveness activities.

Assessment: 80% Satisfied or Very Satisfied rating on survey of Administration Council members.

2010-2011 Target met (survey results December 2011, 10/10 respondents rated DIERP Satisfied or Very Satisfied)

3. Provide support for research activities (such as survey instrument design, research methodology and analysis) carried out by other offices, committees and departments on campus.

Assessment: 80% Satisfied or Very Satisfied rating on survey of Administration Council members.

2010-2011 Target met (survey results December 2011, over 80% of respondents rated DIERP Satisfied or Very Satisfied in every category)

4. Oversee institutional reporting in response to questionnaires and both routine and non-routine requests for information from state, federal, and other external agencies.

Assessment: 100% on-time delivery of IPEDS reports, ARCC, CalPASS, and outside surveys.

2010-2011 Target met, all listed reports on time.

All operational outcomes have been measured for two years now, and the process is in place to ensure continuation of measurement and assessment on a time frame that fits the new Annual Program Review cycle

Goals and Objectives – Updated annually

- *List the goals and objectives the program has for the next four years.*
 - *Goal: A specific action.*
 - *Objectives: Significant steps or actions needed to achieve the goal.*
 - *Time Frame: Period of time the goal and objectives will be addresses.*
 - *Justification: How does the goal support the mission of the college? How does the goal meet the needs of the community?*
-

Goal 1: To expand the office staffing level to meet accreditation demands for effectiveness, research, and planning. At this time staffing needs are: 1 full time administrative assistant, 1 research and effectiveness manager (unmet short term goal that is not expected to be met in 2012-2013 due to budget constraints), and 1 research technician for Palmdale.

Objective 1.1: Obtain grant funding to hire the administrative assistant.

Time Frame 1.1: 2012-2013 year.

Justification 1.1: Accreditation requirements for integration of research, planning, and budgeting significantly increase demands on the DIERP. To meet these demands as they increase over time staffing levels will need to increase over time and require greater administrative support in the office.

Objective 1.2: Obtain grant funding to hire a research technician for Palmdale.

Time Frame 1.2: 2013-2014 year.

Justification 1.2: Accreditation requirements for integration of research, planning, and budgeting significantly increase demands on the DIERP. To meet these demands as they increase over time staffing levels will need to increase over time and at the Palmdale campus as it grows.

Objective 1.3: Obtain campus funding to hire a Research and Effectiveness manager.

Time Frame 1.3: 2013-2014 year.

Justification 1.3: Accreditation requirements for integration of research, planning, and budgeting significantly increase demands on the DIERP. To meet these demands as they increase additional research and effectiveness capacity and management will be required.

Goal 2: Improve integration of SLO assessment with course updates and outlines of record.

Objective 2.1: Transition SLO Assessment and reporting from WEAVE to ???

Time Frame 2.1: 2012-2013 year.

Justification 2.1: Reporting of assessments and action plans is critical to accomplishment of the mission of the college. The current system is not fully integrated and hinders accurate reporting..

Objective 2.2: Shorten and move the annual program review online..

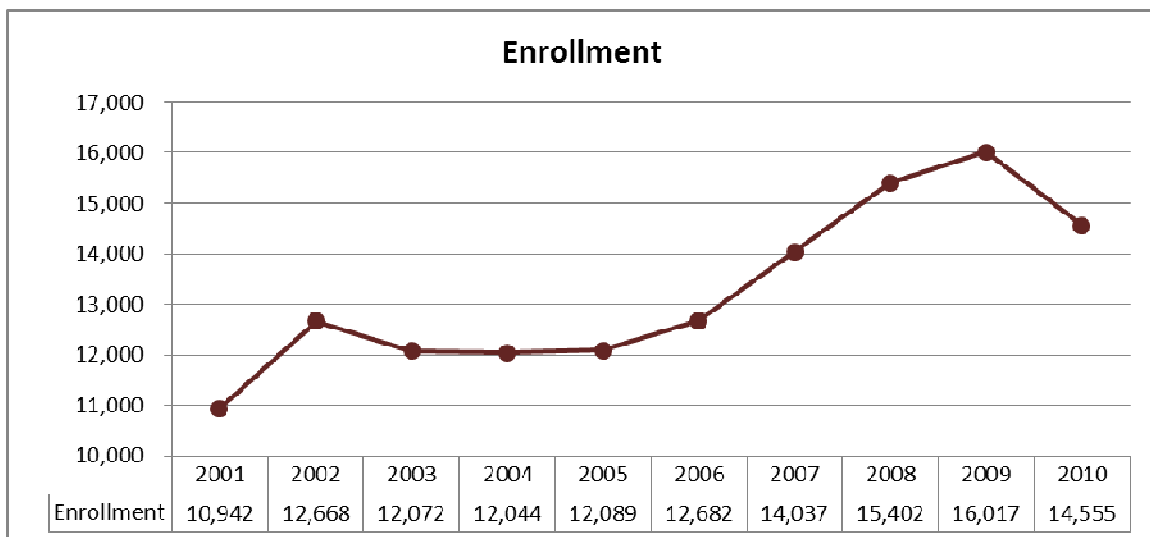
Time Frame 2.2: 2012-2013 year.

Justification 2.2: Better integration of assessment will require easier reporting forms and moving it online will allow for explicit linkage of annual program reviews, assessments, and budget.

Short Term Resource Planning – Updated annually

- If applicable, describe significant short-term resource needs that should be in the next four years. The Educational Master Plan, operational outcomes assessment reports, and data analysis may provide reference information to support your response.
 - List staff requirements to meet program needs in the next four years. Be specific and brief when offering a reason for the position (e.g. replacement, growth) Mark the position as new or replacement. Place titles on list in order (rank) of importance.
 - List facilities (remodels, renovations or new), equipment and technology needed to provide a safe and appropriate work environment in the next four years, Place items on list in order (rank) of importance.
 - Identify funding needed to support operational outcomes.
-

Between the years 2001 and 2009 Antelope Valley College observed almost a 50% increase in enrollment. This enrollment growth period indicates that there is a community need for the services provided by our institution. Unfortunately, between 2009 and 2010, Antelope Valley College saw a decrease in enrollment of roughly 10%. This decrease in enrollment is directly related to severe budget cuts and workload reductions across the state and is not indicative of a lack of community need for education. Though resources have diminished, the workload of the Department of Institutional Effectiveness, Research and Planning has increased as the campus community has espoused a culture of evidence and accreditation requirements have become more rigorous.



Staff

New: Hire one full time Research and Effectiveness Manager

This is a new position to handle the increased duties for Institutional Effectiveness as required by accreditation. Currently these duties are being taken care of by taking time away from research and planning activities. This position is needed primarily because of growth in duties from accreditation demands and is not closely tied to the number of students.

New: Move research technician to campus funding.

This change is needed to ensure the continuation of research activities. Because additional grant funding has been obtained it is less urgent, but still is a priority.

Facilities and Equipment

New computers are required every two to three years. The department is adding one new computer this year and anticipates the need for an additional one for the research technician next year.

At the present time facilities are adequate for department needs, however planning should be done for an additional workstation to accommodate the Research and Effectiveness Manager.