

Victor Valley Community College District :: Office of Institutional Effectiveness

Institutional Research Agenda for Fiscal Year 2014-2015

The following priorities constitute the operating agenda for Victor Valley College District's Office of Institutional Effectiveness and Research for fiscal year 2015-2016. The attached matrix details the data indicators specified for each research report mentioned below.

Institutional Priority 1	Compliance with all mandated reporting, analysis, and associated activities that ensure data integrity related thereto. Mandates include but may not be limited to the list below. Any additional mandates in terms of legal statute, practice standards by regional or program-specific accreditors, or board policy that arise will be accommodated.	Total average weekly labor hours for Priority 1-related activities	124.80
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	Workload Breakdown (% of Load)					Workload Breakdown (Ave Wkly Hrs)				
	ED	IRC	RA	RA-CPT	AS2	ED	IRC	RA	RA-CPT	AS2
Student Success Scorecard (formerly known as ARCC)	5%	5%	5%	0%	1%	2.00	2.00	2.00	-	0.40
VVC Institutional Effectiveness Scorecard	5%	5%	5%	0%	1%	2.00	2.00	2.00	-	0.40
Attendance reporting (a/k/a apportionment or 320)	3%	28%	16%	0%	1%	1.20	11.20	6.40	-	0.40
Facilities (e.g., space utilization)	1%	5%	3%	0%	1%	0.40	2.00	1.20	-	0.40
IPEDS (Integrated Postsecondary Data System)	0%	8%	3%	0%	1%	-	3.20	1.20	-	0.40
Student Success Initiative	38%	17%	18%	0%	12%	15.20	6.80	7.20	-	4.80
Basic Skills Initiative	1%	10%	5%	0%	1%	0.40	4.00	2.00	-	0.40
California Career Pathways Trust Grant - RAMP UP (CPT)	7%	0%	0%	100%	1%	2.80	-	-	40.00	0.40
Subtotal Staff Workload, Priority 1	60%	78%	55%	100%	19%	24.00	31.20	22.00	4000%	7.60

Institutional Priority 2	Research and analysis support for district imperatives, including but not limited to established annual strategic priorities for the IER. Such imperatives are shown below and are defined by board policy, administrative procedures, and results from prior year's PRAISE cycle.	Total average weekly labor hours for Priority 2-related activities	32.80
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	Workload Breakdown (% of Load)					Workload Breakdown (Ave Wkly Hrs)				
	<u>ED</u>	<u>IRC</u>	<u>RA</u>	<u>RA-CPT</u>	<u>AS2</u>	<u>ED</u>	<u>IRC</u>	<u>RA</u>	<u>RA-CPT</u>	<u>AS2</u>
Annual processes for program review, planning, and budget development	6%	4%	4%	0%	1%	2.40	1.60	1.60	-	0.40
Strategic enrollment management support	3%	5%	19%	0%	1%	1.20	2.00	7.60	-	0.40
Term-based reports (e.g. "QuickFacts" and Core Data Set) regarding students, courses, or other information for formative monitoring of college performance	1%	4%	10%	0%	1%	0.40	1.60	4.00	-	0.40
Other Internal and external surveys	1%	2%	4%	0%	4%	0.40	0.80	1.60	-	1.60
Committee participation	4%	3%	3%	0%	2%	1.60	1.20	1.20	-	0.80
Subtotal Staff Workload, Priority 2	15%	18%	40%	0%	9%	6.00	7.20	16.00	-	3.60

Institutional Priority 3	Research and analysis support for district-sponsored activities. Activities may be trial runs of potentially new operations for the district, or ad hoc requests with no plans for institutionalization. Requests of this nature will be vetted to the Institutional Effectiveness Advisory Team for discussion and prioritization.	Total average weekly labor hours for Priority 3+C55-related activities	5.60
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	Workload Breakdown (% of Load)					Workload Breakdown (Ave Wkly Hrs)				
	<u>ED</u>	<u>IRC</u>	<u>RA</u>	<u>RA-CPT</u>	<u>AS2</u>	<u>ED</u>	<u>IRC</u>	<u>RA</u>	<u>RA-CPT</u>	<u>AS2</u>
Subtotal Staff Workload, Priority 3	5%	3%	4%	0%	2%	2.00	1.20	1.60	-	0.80

Ongoing	Administrative leadership and support for institutional effectiveness in all annual strategic priorities; planning; accreditation; assessment; data collection, analysis, and reporting; enrollment management; program development; and grant proposal development.	Total average weekly labor hours for ongoing activities	36.80
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	Workload Breakdown (% of Load)					Workload Breakdown (Ave Wkly Hrs)				
	<u>ED</u>	<u>IRC</u>	<u>RA</u>	<u>RA-CPT</u>	<u>AS2</u>	<u>ED</u>	<u>IRC</u>	<u>RA</u>	<u>RA-CPT</u>	<u>AS2</u>
Subtotal Staff Workload, Ongoing Priority	20%	1%	1%	0%	70%	8.00	0.40	0.40	-	28.00
Grand Total Staff Workload	100%	100%	100%	100%	100%	40.00	40.00	40.00	40.00	40.00

Grand Total weekly labor hours for all IER activities	200.00
% SSP-Related Hours Overall <i>(includes Priority1, Ongoing, and Strategic Enrollment Management in Priority 2)</i>	86%

Data Matrix for Annual Institutional Research Agenda															
2014-2015	IE Scorecard	IPEDS	Apportionment	Accreditation	Program Reviews	SSI	Student Equity	Basic Skills Initiative	Term QuickFacts	Strategic Enrollment Management	Facilities (Room Ues)	First-Time Freshmen Longitudinal Study	Internal Surveys	External Surveys (e.g. Common Data Set)	Ed Master Plan
INSTITUTIONAL PRIORITY	IP1	IP1	IP1	IP1	IP1	IP1	IP1	IP1	IP2	IP2	IP2	IP3	Variable	Variable	Cyclical
STUDENT MEASURES															
Basic Demographics	X	X		X		X	X	X	X			X		X	X
Retention	X			X	X	X	X	X				X		X	X
Persistence	X			X		X	X	X				X		X	X
Course Completion/Success	X			X	X	X	X	X				X		X	X
Basic Skills Completion	X			X		X	X	X				X		X	X
Degrees	X	X		X		X	X	X						X	X
Certificates	X	X		X		X	X	X						X	X
Transfer to Four-year schools	X	X		X		X	X	X		X				X	X
Employment				X		X	X			X				X	X
High School Transition				X		X	X			X		X			X
Student Challenges/Satisfaction				X		X	X			X		X	X		X
Financial Aid		X		X											
FTES			X	X	X					X					X
Campus Climate				X		X	X				X	X	X	X	X
COURSE MEASURES															
Courses				X	X			X		X	X	X	X	X	X
Sections				X	X			X		X	X	X	X	X	X
STAFF MEASURES															
Demographics		X		X							X		X	X	X
Faculty/Staff Assignments		X		X	X					X	X		X	X	X
Campus Climate				X	X						X		X		X
FISCAL MEASURES															
Costs/Expenditures	X	X		X											
Productivity	X	X	X	X						X					X