



# El Camino College

## **Program Review**

Institutional Research and Planning

# Planning of Goals - Institutional Research and Planning

## Goal 1

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### Goal Description

Contribute to the development of a campus-wide culture that uses integrated planning processes.

### \* Goal Status

Not Started

### \* Goal Cycle(s)

July 2022 - June 2026

## Goal 2

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### Goal Description

Support a culture of data-informed decisions that are student-centered.

### \* Goal Status

Not Started

### \* Goal Cycle(s)

July 2022 - June 2026

# Planning of Outcomes - Institutional Research and Planning

## Outcome #1

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### Outcome Description

Stakeholders will engage in training to learn how to use strategy to make improvements and work collaboratively towards common goals.

### \* Outcome Status

Not Started

### \* Outcome Cycle(s)

July 2022 - June 2026

### Actions needed to achieve outcome

Support collaboration between Student Services, Academic Affairs, and Administrative Services to better align annual planning among the three areas.

Equip senior leaders with resources and tools to enhance their ability to champion integrated planning processes.  
Offer year-round planning professional development opportunities

### Performance indicator/accomplishment

# of capacity building opportunities for College stakeholders

### Target

At least 1 planner representative of those groups who were contacted

## Outcome #2

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### Outcome Description

Stakeholders will willingly engage in planning processes to assess and enhance services provided .

### \* Outcome Status

Not Started

### \* Outcome Cycle(s)

July 2022 - June 2026

### Actions needed to achieve outcome

Support Student Services and Administrative Services in strengthening their program review processes  
Develop a framework/process for assessing planning processes and identify opportunities for continuous improvement

### Performance indicator/accomplishment

% of completeness of Administrative program review in platform

% of completeness in platform of processes related to annual planning and budgeting

Document Student Services Program Review in platform

### Target

80% completeness of Administrative program review in platform

80% completeness in platform of processes related to annual planning and budgeting

100% of Student Services program reviews are documented in Nuventive

## Outcome #3

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### Outcome Description

Stakeholders will become acquainted with data and planning resources

# Planning of Outcomes - Institutional Research and Planning

## \* Outcome Status

Not Started

## \* Outcome Cycle(s)

July 2022 - June 2026

## Actions needed to achieve outcome

Offer year-round planning professional development opportunities  
Determine ways to effectively disseminate IRP resources to the campus community  
Contribute to the development of an institutional data governance framework

## Performance indicator/accomplishment

# of capacity building opportunities for College stakeholders  
Webpage traffic

## Target

At least 1 planner representative of those groups who were contacted  
Establish baseline for avg session duration, webpages viewed per session, returning visitors

## Outcome #4

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## Outcome Description

Stakeholders will be able to find, analyze, and interpret different types of data and use data insights to inform decisions and actions.

## \* Outcome Status

Not Started

## \* Outcome Cycle(s)

July 2022 - June 2026

## Actions needed to achieve outcome

Contribute to the development of an institutional data governance framework  
Educate College stakeholders in data analysis and planning to inform and guide student success initiatives and external funding opportunities  
Integrate quantitative research with qualitative methodologies to obtain a holistic understanding of the student experience and encourage student-centered actions

## Performance indicator/accomplishment

Webpage traffic (average session duration, pages viewed per session # of page views, returning visitors)  
Number and types of actions taken informed by data

## Target

Establish baselines

# Planning of Annual Resources

July 2021 - June 2025

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## Facilities & Equipment Assessment

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**What resources does the office/program currently have? Attach any documents in the next field.**

The Institutional Research and Planning office is in the new Administration Building. The new office space includes a private office for the Director of Institutional Research & Planning, 7 workstations, a small conference room and a storage/workroom.

**What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.**

The planned space is right-sized for the current make-up of the IRP unit. With 7 workstations for 6 staff members, the current office space will allow for expansion of the team as needed. Although one workstation is currently used as a shared workspace to process surveys, the number of paper surveys has decreased over time.

## Technology & Software Assessment

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**What resources does the office/program currently have? Attach any documents in the next field.**

Other than PC workstations and three printers, the most important piece of equipment in IRP is the survey scanner. IRP uses Smartsheets extensively to track research and planning tasks and document IRB applicants. IRP administers Qualtrics surveying software for the College and recently purchased the NVivo software which will improve the ability to analyze qualitative data. IRP also uses Venngage to create infographics to improve data communication and usage. Although IRP currently uses a version of PowerBI to create data dashboards, the functionality is limited. To better equip the campus community with data and to strengthen the use of data dashboards, an upgrade to the PowerBI Institution or Premium version is recommended. The estimated annual cost for the PowerBI Institution or Premium license will be \$60,000.

**What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.**

The IRP Office foresees some new needs, as the planning area continues to grow, and the research area becomes more robust:

- Increased Nuventive analytical capabilities (assessment, goal mapping, academic planning, institutional goals, educational master planning, other institutional plans, etc.)
- Increased PowerBI capabilities as IRP provides more sophisticated data analytics tools

Technology and/or software needs derived from the data governance/management project with EAB.

## Staffing Assessment

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**What resources does the office/program currently have? Attach any documents in the next field.**

Currently, the IRP Office has six staff members (four research analysts, one planning analyst, and a research technician) and an IRP Director.

## Planning of Annual Resources

**What resources does the office/program need to better support the goals and outcomes? How will it help achieve office/program goals and outcomes? Attach any documents in the next field.**

The team has determined the need of administrative support so that analysts have more time to do analytic and strategic work. The tasks an Admin Assistant and a Research & Planning Associate would perform are detailed in the attached spreadsheet. (see Document Repository)

As some of the research technician's tasks would be transferred to the administrative position, the research technician job description would have to be updated. To achieve the team's goals for the next four years, the updated job description would reflect the tasks and responsibilities of a research and planning associate.

Besides the mentioned positions above, the team does not see any additional need of personnel. However, this may change if the IRP Office moves towards becoming an institutional effectiveness office.

Responsibilities on both sides of the office will most likely evolve over time.