

2014–15

Research Plan



*Office of Institutional
Effectiveness*

Technical Data

Source I: CCCCCO MIS Data

The “MIS Data” is submitted by the BCC IT Department to the CCCCCO at various times throughout the year. The data we will be using for production and analysis is retrieved through the CCCCCO website Data On-Demand utility.

Stage 1 (Five-Year Data): the retrieval was completed on 4/2/14 where all Term, Annual and Non-Term data sets were updated from the Summer 2008 to the Fall 2013 terms.

Stage 2 (Production Updates): by 6/30/14, a production schedule will be set up to retrieve new data published by CCCCCO. The new data will be added to the production data catalogue to provide most up-to-date reports and analysis.

Stage 3 (Historical Data): by 6/30/14, all data prior to Summer 2008 will be retrieved from CCCCCO and housed in an archived data catalogue. The archived data will be used in conjunction with the production data as needed.

Source II: Miscellaneous Data

To enhance our analysis capability, data sources such as (but not limited to) the following would be included:

- ❖ Accuplacer Test Scores
- ❖ High School Transcripts (or similar) from Barstow Unified School District and other surrounding districts, and from Cal-Pass.
- ❖ Surveys such as Student Self-Assessment
- ❖ Results from Bridge to College Success program

Connection to these sources will be established during the Fall 2014 term, with ongoing updates. They will be used in our new “Student Success Metrics Audit” report.

Introduction

The Office of Institutional Effectiveness supports student learning and builds institutional excellence by using timely data and analysis to provide leadership and assistance in developing and overseeing the institutional processes for planning, assessment and evaluation. We make informed decisions based on sound research and statistical methodology for continuous improvement to fulfill the College mission and strategic priorities.

Objectives:

- ❖ To be a one-stop center for data and analysis for the College, providing customized data reports with quick turnaround.
- ❖ To provide data support for Instructional and Non-Instructional Program Review, SLO analysis, Student Equity Plan, and other mandated reporting.
- ❖ To assist with the management of data collection and reporting applications such as TracDat, SARS, Argos, Class Climate and Survey Monkey.
- ❖ To establish interface across systems where needed to improve efficiency and productivity.
- ❖ To provide statistical consultation to the College staff.
- ❖ To monitor data quality and integrity, especially the information that is submitted to CCCCCO for publication.

Material and Methodology

Most of the objectives will be achieved through custom data management programming using SAS (Version 9.3). SAS can process and merge data across various platforms, build custom data bases, and output in many formats. The Dean of Research, Development and Planning has over 25 years of SAS programming experience.

Barstow Community College has purchased a PC license that allows unlimited installations. Some production jobs can be turned over to various College staff.

Expected Results

- ❖ **IE Production Reports**

All IE publication will be listed (see next section) in an annual cycle. Automatic production and delivery.

- ❖ **One-Stop Data Request**

The IE office will be open for statistical and data consultation for customized reports that can be put on a production schedule if needed.

- ❖ **Interface Across Systems**

IE will look into import and export capabilities of data systems and build connections to eliminate repetitive data entries and improve productivity,

- ❖ **Better Quality Data**

Data Integrity Monitoring reports will be designed and run on a regular basis to ensure the quality of data.

Research Plan and Timetable

- ❖ **The Fact Book** (7/31/2014; Annual Publication)
Facts and figures on BCC students, faculty and staff

- ❖ **Program Review Data – Instructional** (7/31/2014; Annual Reports)
Data needed for annual program review. Separate reports will be generated for each program with customizations upon request.

- ❖ **Program Review Data - Non-Instructional** (7/31/2014; Annual Reports)
Data needed for annual non-instructional program review. Separate reports and data will be generated for each program, with customization upon request.

- ❖ **Data Integrity Monitoring Reports** (8/1/14; Quarterly Reports)
Each field from each MIS data file to be submitted will be checked for irregularities such as missing values and unknown data. Departments will be notified to verify these possible errors.

- ❖ **Student Success Metrics Audit** (8/1/14; Quarterly Reports)
Fields used in Student Success metrics will be checked for accuracy to ensure that CCCC receives error-free data. This will be done through production monitoring reports with built-in warning flags for follow-up verification.

- ❖ **The BCC Annual Report** (2015; Annual Publication)
A publication that showcases lives enriched at Barstow College with stories, facts and numbers.

- ❖ **BCC At-A Glance** (2015; Semi-Annual Publication)
A One-Sheet publication with the latest news, information and spotlight programs at Barstow College

- ❖ **Accreditation Self Study** (2015; Published Every 6 Years)
An ACCJC mandated publication compiled as a self-assessment in between accreditation visits.

- ❖ **BCC Student Profile** (2015; Annual Publication)
Facts, figures and outlook from the BCC students' point of view.