# Non-Instructional Program Review – Annual Update Template

## Service Area/Administrative Unit Name

Service Area/Administrative Unit Name:  Institutional Research

Submitter:  Lisa Holmes, Stephanie Ingalls, Keiry Borruel

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## I.  Annual Update Form: Progress towards Achieving Goals

An Annual Update must be submitted each year that a Program Review is not submitted.

**For Existing Goals, copy and paste each goal from your Program Review.**

### Goal 1
Provide accurate and timely data to college personnel, departments and committees.

*Progress*

Objective 1: Prioritize and track research requests. As of the previous update in 2017-18, the IR office had created a data request form through SurveyMonkey and had created a shared OIR email address but, the creation of a new webpage had not yet been completed. The email address is now active, shared by all IR staff and is listed on the new webpage along with individual staff contact information. The SurveyMonkey Research Request form was retired; the IR staff is now using HappyFox to receive and track requests and projects. Since January 2021, the IR staff has closed 33 requests/tickets with an average turn around time of 5.5 days; the goal was to have a less than two week turnaround time. A link to the Research Request Form is also available on the new webpage.

Objective 2: Improve timeliness of providing annual goal-setting data. At the time of the 2017-18, the IR office had created a timeline for goal setting and had been successful in sharing the data through the participatory governance committees. Goals for the ACCJC Institution-set Standards (ISS) and the IEPI Framework of Indicators were set with the Student Success and Equity Committee and then shared with PSGC, Academic Senate, IEC and the Board of Trustees. The IEPI Framework of Indicators along with the College Scorecard has since been abandoned by the Chancellor's Office and replaced with the Vision for Success Initiative fed by data from the Student Success Metrics Dashboard. In May 2019, the Board of Trustees adopted the Vision for Success Goals set through 21-22; these goals are also aligned with the Strategic Plan. Each spring, the IEC committee reviews the progress for both the ISS and the Vision for Success Goals/Strategic Plan. Reports have been created in Argos to assist the IR staff in calculating progress on the ISS. A tableau dashboard was created to help in tracking progress of the Vision for Success Goals which align with the Superintendent-President's Goals. In 2021, the IR staff began publishing the ISS data in a newsletter for the entire college. This objective still needs work in that a calendar needs to be created with the new initiatives and the timing of available data in mind.

Objective 3: Validate data used in reporting: Based on the work of the Data Governance Group, Argos reports have been created by the IT staff to validate MIS data prior to submission. This data not only feeds Data Mart and IPEDS but also all other Chancellor's Office initiatives including the SSM, SCFF,

Launchboard, etc. Additionally, the IR office has created reports in Argos to validate the 320 report during each reporting period. This objective has been met.

*Resource Requested?*
Choose an item.

## Goal 2
Increase knowledge of the CCCCO system and increase resources available to OIR staff

*Progress*
Objective 1: Increase knowledge of the CCCCO system and increase resources available to OIR staff. The IR staff continue to attend the two main RP conferences held each year; the RP Conference in the spring and the Strengthening Student Success Conference in the fall.  The spring 2020 conference was cancelled due to the COVID-19 pandemic. Conferences have been held virtually since. The IR staff now attend the Region 9 Researchers monthly meetings instead of CAMP meetings; this allows for better networking within our own region. Because of the virtual meetings and the travel ban, the 2020-2021 IR budget was cut by $4,250 (28%). The travel portion of the budget has dropped to $200 in 2021-2022. At this time, the spring 2022 RP conference is scheduled to be in person; adjustments will need to be made between object codes if the staff are to attend.

Objective 2: Increase understanding of statewide initiatives. The IR staff attends webinars, workshops and conferences related to statewide initiatives. With the introduction of web conferencing options due to COVID, the staff have been able to attend more of these because there has been no need to travel and registration fees have been minimal if not free. Topics of workshops have ranged from Guided Pathways to Student Success Metrics to technical training on Tableau. See attached list of 2020-2021 conferences, webinars, and workshops.

*Resource Requested?*
Choose an item.

## Goal 3
Increase the technical skills of the OIR staff

*Progress*
Objective 1: Become proficient in Argos. The IR staff has participated in Argos training and are now almost completely building queries and reports in the Argos platform. The Director is now using Argos to run reports that populate the Fort Irwin, President's/Vision for Success Goals, and the Program Review Tableau Dashboards. Additionally, the ACCJC Annual Report and 320 Validation queries are now built and run in Argos. The daily enrollment reports still need to be transferred from Access to Argos. The Research Analyst is now building and running queries solely in Argos. The Specialist is just beginning to build queries in Argos.

Objective 2: Become proficient in SPSS software. The Research Analyst is currently using Excel for all analysis. The Specialist is using SPSS and is proficient. Resources are needed to renew the SPSS program/subscription.

Objective 3: Become proficient in Microsoft Access. With the increased knowledge of Argos, the IR staff is no longer utilizing Access. Once the enrollment reports are moved to Argos, Access will be abandoned.

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*Resource Requested?*
Choose an item.

## Goal 4
Click or tap here to enter text.

*Progress*
Click or tap here to enter text.

*Resource Requested?*
Choose an item.

## Goal 5
Click or tap here to enter text.

*Progress*
Click or tap here to enter text.

*Resource Requested?*
Choose an item.

**For New Goals, complete the below information.**

## GOAL #1
Click or tap here to enter text.

*Objective 1*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Objective 2*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Objective 3*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

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*Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*

Choose an item.

Choose an item.

Choose an item.

Choose an item.

## GOAL #2

Click or tap here to enter text.

*Objective 1*

Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Objective 2*

Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Objective 3*

Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*

Choose an item.

Choose an item.

Choose an item.

Choose an item.

## GOAL #3

Click or tap here to enter text.

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*Objective 1*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Objective 2*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Objective 3*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*
Choose an item.

Choose an item.

Choose an item.

Choose an item.

## GOAL #4
Click or tap here to enter text.

*Objective 1*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Objective 2*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Objective 3*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*
Choose an item.

Choose an item.

Choose an item.

Choose an item.

GOAL #5
Click or tap here to enter text.

*Objective 1*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Objective 2*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Objective 3*
Click or tap here to enter text.

Actions, Tasks
Click or tap here to enter text.

Outcomes, Measures, Assessment
Click or tap here to enter text.

*Alignment to BCC Strategic Priority (Select at least one but also choose all that apply – click Choose an item for the drop-down list to appear)*
Choose an item.

Choose an item.

Choose an item.

Choose an item.

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## II.    Resource Requests: What does the area need to meet its goals and objectives?

Areas can submit their requests for resources by utilizing the Resource Request Form. Requests should be evidence-based and tied to goals and objectives.

This form may also be updated and submitted in Years Two and Three if needed.

2020-2021 Conferences, Webinars and Workshops

| Months | Lisa Holmes | K. Borruel | S. Ingalls |
|---|---|---|---|
| August 2020 | • R9r<br>• eLumen biweekly<br>• Guided Pathways: concept to Reality<br>• Banner Data Analytics Viewer Training | • Program review Training<br>• R9R<br>• eLumen biweekly<br>• BoardDocs training<br>• Banner Data Analytics Viewer Training | • R9R<br>• Webex: gia/pdp data submission webinar<br>• Postsecondary data partnership<br>• Banner Data Analytics Viewer Training |
| September | • FTEs Data and fun<br>• Argos Training<br>• R9r<br>• Argos/evisions<br>• Science careers<br>• Social justice webinars | • Peek under the hood of Launch board<br>• What Does the campus CTEOs Results mean to you<br>• Using r mark down<br>• R9r<br>• CTEOs basics<br>• Science careers webinar<br>• Ccc data warehouse utilities for researches<br>• Strengthening student success-SSSC20 – online series<br>• Envisions Training Argos | • Peek under the hood of Launch board<br>• Argos evision training<br>• Dollar and sense webinar<br>• Using r mark down<br>• R9r<br>• CTEOs basics<br>• Science careers webinar<br>• Ccc data warehouse utilities for researches<br>• Strengthening student success-SSSC20 |
| October | • Technology Careers webinar<br>• Higher Ed meetup – Tableau<br>• R9R<br>• Program Review Training<br>• The spirit of Data – how to boost morale<br>• Student Success Metrics web<br>• Tracking Data | • Courageous Conversation: Catalyzing Change in Health<br>• Tableau Virtual Conference<br>• Higher Ed – Spotlight on higher institutions<br>• The Power of Data in 2020<br>• + 5 other Tableau webinars | • CTEOs Basics<br>• Tableau Training<br>• Technology careers<br>• Higher ups: sm/md independent and CC institutions<br>• R9R<br>• Strengthening Student Success |

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|---|---|---|---|
| | | <ul><li>+17 other Tableau workshops</li><li>IEHP Disability Sensitivity Training</li><li>Teams Tutorials and Training</li><li>CTEOs Basics</li><li>Engineering careers workshop</li><li>Difference between completers & skill builders</li><li>R9R</li></ul> | <ul><li>Trac king Data</li><li>Revealing Differences between Completers and Skill builders</li></ul> |
| November | <ul><li>Website content training</li><li>KWALL/BCC website training</li><li>R9R</li><li>Student Analytics – viewer training</li><li>Ellucian CCLC Session statewide</li><li>The future of learning: An equity minded approach</li><li>Collection prep – hands on training</li></ul> | <ul><li>Math Careers</li><li>Diff. Between completers and skill builders</li><li>BCC Website content training</li><li>R9R</li><li>Student Analytics viewer training</li><li>Spotlight on Assessment day eLumenation</li><li>Campus implementation - evisions</li><li>Tableau higher education summit</li></ul> | <ul><li>Math Careers</li><li>R9R</li><li>Student Analytics – Viewer Training</li><li>Disability Etiquette training</li><li>How AB705 has changed equity in access</li></ul> |
| December | <ul><li>R9R</li><li>GIA workshop: assessing progress towards shared goals</li><li>Barstow - Doris Argos Training</li><li>Talk about Data for EMC</li></ul> | <ul><li>Tableau Higher ed summit</li><li>BCC Website content manager training</li><li>Barstow Doris Argos Training</li><li>Analytics for vaccine management with Tableau</li><li>R9R</li></ul> | <ul><li>R9R</li><li>Barstow Doris Argos Training</li></ul> |
| January 2021 | <ul><li>R9R</li><li>Learning Lab: Understanding</li></ul> | <ul><li>R9R</li><li>Analytics Agility: 7 considerations to</li></ul> | <ul><li>R9R</li><li>Analytics Agility: 7</li></ul> |

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|---|---|---|---|
| | data as an equity practice<br>• Analytics Agility: 7 considerations to Optimize your data<br>• IEGP – 7 Design Principle<br>• Watch out the analytics iceberg<br>• Intro to Teaching Canvas training<br>• One college's journey through PLO Recommendations ACCJC | Optimize your data<br>• One-year completion webinar<br>• Watch out the analytics iceberg<br>• Intro to Teaching Canvas training<br>• One college's journey through PLO Recommendations ACCJC | considerations to Optimize your data<br>• MMAP 1-year results webinar<br>• Watch out the analytics iceberg |
| February | • Data Democratization 5 success<br>• R9R | • Data democratization 5 success<br>• CISOA Virtual Technology Summit<br>• R9R<br>• Vicarious Trauma | • Data democratization 5 success<br>• CISOA Virtual Technology Summit<br>• R9R<br>• CCRC Informational Webinar on SU 21 Virtual Inst. |
| March | • Analytics Designer Training<br>• R9R<br>• CCCConnect Webinar<br>• Maximizing the use of clearing house data and tools for instit. Effect.<br>• Student success metrics release webinar<br>• | • Analytics Designer Training<br>• R9R<br>• Student Success Metrics Release Webinar | • Analytics Designer Training<br>• R9R<br>• Maximizing the use of clearing house data and tools for instit. Effect.<br>• Student success metrics release webinar |
| April | • VFS Summit<br>• Spotlight on Curriculum<br>• R9R<br>• MIS webinar | • Virtual RP Conference<br>• R9R<br>• Equity and black representation in | • Virtual RP Conference<br>• R9R |

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|---|---|---|---|
| | • 6 ways to publish and share tableau dashboards <br> • Equity and black representation in Higher Education Leadership <br> • A legislative briefing: actively advocating for Black Student Success | Higher Education Leadership | |
| May | • R9R | | • R9R |
| June | • AB 1805 Webinar <br> • R9R | • R9R | • R9R <br> • AB 1805 Webinar |
| July | • R9R | • R9R | • R9R <br> • CSEA Annual Conference |