CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2015

Name of Person Submitting Request:	**Dr. James Smith and Christie Gabriel-Millette**
Program or Service Area:	**Research, Planning, & Institutional Effectiveness**
Division:	**2014**
Date of Last Program Efficacy:	**Continuation**
What rating was given?	
Current number of Classified Staff:	FT: 2 PT: **0**
Position Requested	**Research Assistant**
Strategic Initiatives Addressed: (See Appendix A: http://tinyurl.com/l5oqoxm)	Access; Student Success; Communication, Culture, and Climate; Leadership & Professional Development; Effective Evaluation & Accountability; Facilities

Replacement ☐   Growth X

If you checked replacement, when was the position vacated? _____

1. Provide a rationale for your request.

The Office of Research, Planning, & Institutional Effectiveness serves all campus constituents by creating detailed data reports. This includes all academic program departments, health services, 10 student service programs (Program Efficacy Report, p.6, Table 6), and administrative services. ORPIE also supports SLO data collection, tracking, and analysis, as well as provides data to all student service departments, campus committees, including the program review committee, and the Grant Development & Management Department. ORPIE supports the District office by gathering requested data and administering surveys for district-level planning and evaluation. It maintains a website with tables, graphs, maps, summary reports, gainful employment information, and other college planning documents to communicate information to the campus and surrounding community. ORPIE is also responsible for most local, state, and federal, mandated reporting of campus data. The department of Institutional Effectiveness is also part of the greater community college research community. The sharing of in-depth reports with this community, as well as the campus community, is an integral part of a well-established Research department that contributes to more than just the institution in which it resides. For several years now, the number of required reports has exceeded the staffing capacity of the office. Increases in state and federal accountability reporting, along with increases in the number of grant-funded programs, has stretched the limits of our staffing capacity. Many campuses the size of SBVC have much larger staffs. For example, Chaffey has a research office with six full-time researchers. CHC, a campus half our size, has a staff of 3 full-time researchers. SBVC has two full-time researchers.

2. Indicate how the content of the latest Program Efficacy Report and current EMP data support this request. How is the request tied to program planning? *(Reference the page number(s) where the information can be found on Program Efficacy).*

The department responsible for institutional planning is stretched thin, with one dean, researcher, and secretary to manage the evergrowing demands for empirical accountability and in-depth reports from state and federal agencies, as well as all the campus-wide research requests and program support (see EMP; Program Efficacy , p.6 – 11;). College research report dissemination within the campus communities is essential to achieve high levels of institutional effectiveness.

Needs Assessment Applications due: 11/4/2015 (midnight). Attach 2015 EMP for your program.

With an understaffed department, this progress will be strained (Program Efficacy Report, p.14i). A full-time, permanent, research assistant will allow our department to perform more efficiently and increase our ability to aid in institutional effectiveness of SBVC, as well as make regular contributions to the college campus communities.

3. Indicate if there is additional information you wish the committee to consider *(for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.).*

Although ORPIE is satisfying all of the institutional data requirements and in turn, contributing toward student success and campus-wide planning, exploratory and more specialized research will remain on the backburner until additional, permanent help can be brought onboard. The P/T workers and volunteers are definitely an asset to our department; however, they come and go, for an indefinite amount of time. We get them when they are available, not necessarily when we need them for specific projects, and depending on the duty assigned to each person, about 20% of their 15 hrs./week must be spent training, taking time from the analyst and dean's regular duties. Institutional research is highly specialized, and specific database management must be learned. This can take over a year for a new assistant to learn, while working full-time. Training several workers who will only be able to contribute 40% of a full-time workload and are not permanent employees has proven to be time consuming and not the best option for the department. A classified research assistant would be more efficient and better suited to the needs of this department. A research assistant would only need to be trained once and would be able to complete projects in a more effective manner. As mentioned above, the CHC research department has grown significantly over the last four years (in order to support and justify enrollment growth), while staffing on our campus has remained set. Enrollment growth is only one reason for timely and in-depth research. It serves a wide range of planning and student support functions. Fortunately, student success funds may soon be available to support the ORPIE. The Student Success Initiative comes with a new set of accountability reporting.

4. What are the consequences of not filling this position?

As new projects with increased demands continue to consume the time of the ORPIE, less and less time will be available to pursue individual research for departments, administrators, faculty, conference presentations, peer-review, and the community. ORPIE will not have the foundation to grow to its potential with the current staffing situation, and this may result in a less effective Office of Research, Planning, and Institutional Effectiveness.